



Central Colorado Regional Airport  
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# **Minimum Standards for Commercial Aeronautical Activities**

## **2025**

## INTRODUCTION

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# INTRODUCTION

## 1. Introduction

### 1.1. Purpose

This document prescribes minimum standards for the conduct of commercial aeronautical activities at the Central Colorado Regional Airport (CCRA) when adopted via resolution by the Board of Trustees of the Town of Buena Vista. The Town of Buena Vista is the Airport Sponsor and is responsible for meeting federal grant assurance obligations associated with funds received through the Airport Improvement Program (AIP). These minimum standards assist the Town of Buena Vista in ensuring that the airport will be operated and maintained safely, efficiently, and in accordance with FAA grant assurances. These assurances are available for review at: [https://www.faa.gov/airports/aip/grant\\_assurances](https://www.faa.gov/airports/aip/grant_assurances).

These minimum standards are the threshold entry requirements for those seeking to provide commercial aeronautical services and specify certain clauses that may be included in lease/concession agreements permitting the conduct of such activities. These standards are also intended to ensure that operators who are currently providing commodities or services are not subject to unfair or irresponsible competition. The uniform application of these minimum standards, including the minimum levels of service that must be offered by commercial aeronautical service providers, protect the public interest by encouraging competent aeronautical activity operations and protecting users of the CCRA.

At the date of adoption of these minimum standards, there may be operators at the Airport operating under existing agreements that are inconsistent with these minimum standards. Such operators shall not be subject to any of these minimum standards that are not consistent with their existing agreement so long as the existing agreement remains in effect and in accordance with waiver and grandfather policies addressed in section 4.6. This document and any associated fees will be reviewed annually by the Airport Advisory Board and Airport Staff according to processes in section 3 of this document.

### 1.2. Authority of the Town

The Town Administrator or his/her designee shall at all times have the authority to take necessary and legal actions required to ensure compliance with the provisions of leases, licenses, permits and other written agreements between the Town and persons or businesses at the Airport. These Minimum Standards and other published policies, rules or regulations established by Town Trustees which apply to the Airport and those responsibilities levied on the Town by Federal or State governments in regard to airport management will be used to ensure such compliance.

## INTRODUCTION

### 1.2.1. Fees and Charges

The Town Trustees may establish by resolution those fees and charges, and those terms and conditions it deems appropriate and applicable to airport use to include use by commercial operators.

### 1.2.2. Lease requirements

Any person wishing to establish a lease with the Town for private or commercial use of Airport property must enter into a written lease agreement with the Town. The Town Trustees may establish standard terms and conditions for such agreements. Such terms and conditions may contain, but not be limited to, those standards contained in the Rules and Regulations, Minimum Standards and Town zoning ordinances.

### 1.2.3. Interim and emergency agreements

The Town Administrator may authorize an interim or emergency agreement with public agencies to occupy or use Town owned improvements. Examples suitable for such authorizations are military or law enforcement activities, temporary occupancy during natural disasters and/or accident investigations.

### 1.2.4. Reporting requirements

All users of the Airport shall submit to the Town Administrator (via the Airport Manager) any report or reports of their operation as required by the Town Trustees. All persons at the Airport shall provide, upon a request by the Town Administrator, proof of compliance with the provisions of this ordinance. Such proof includes but may not be limited to business registration with the Town, insurance as required by this document, permits issued by Federal or State agencies, if such permitting is required by those agencies, FAA certificate of aircraft registration, pilot's license, or other reasonable documentation of aircraft ownership and a non-discriminatory list of prices and services charged by commercial operators.

### 1.3. Severability

If one or more clauses, sections or provisions of these Minimum Standards shall be held to be unlawful, invalid or unenforceable by final judgment of any court of competent jurisdiction, the invalidity of such clauses, sections or provisions shall not affect any other clauses, sections or provisions of these Minimum Standards, so long as the purpose and intent of these Minimum Standards can still be accomplished with the remaining provisions.

### 1.4. Inclusion by Reference

These minimum standards include by reference the following Primary Management and Compliance Documents when adopted by the Board of Trustees which are subject to revision and update: The CCRA Rules and Regulations, Airport Rate and Fee Schedule, The Airport Development Standards, and Leasing Policies.

## DEFINITIONS

### 2. Definitions

As used in this document and in application of the minimum standards it establishes, the following terms shall have the following meanings:

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

**Air Carrier Operator** - a person or an entity that undertakes directly by lease, or other arrangement, to engage in air transportation by hire on a scheduled passenger basis over specific routes approved by the FAA and operates under the appropriate FAR (including but not limited to Parts 135 or under the exemption authority of FAR Part 298) with aircraft that are within the weight limitations established for the Airport in its Rules and Regulations.

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

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

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

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

**Aircraft Maintenance** - the repair, adjustment or inspection of aircraft.

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

**Aircraft Operating Area (AOA)** - the runway/ramp/taxiway/taxilane system on which aircraft operate.

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Aircraft Support Services - aircraft, engine or accessory maintenance (for example, washing, painting, upholstery, magneto repairs, etc.) or other miscellaneous activities directly related to aircraft support.

Airframe and PowerPlant Repair Facility Operator - a person or an entity certified as an FAA Repair Station operating under a Part 145 Certificate and providing one or a combination of airframe and powerplant repair services. This category of service will also include the sale of aircraft parts and accessories.

Airport - all land within the legal boundaries of the Central Colorado Regional Airport without regard to actual ownership of the land or associated zoning.

Airport Business License - The license, issued by the Town, upon approval of an application to conduct a commercial activity on the Airport. The Airport Business License is issued in lieu of a Town Business License in accordance with the application procedure outlined in section 4 of these Minimum Standards.

Airport Purpose - any Airport action, undertaking or development.

Air Transportation for Hire - any nonstop sightseeing flights (airplane or helicopter flights that begin and end at the same airport and are conducted within 25 statute mile radius of the airport); aerial photography or survey; firefighting; power line, underground cable or pipeline patrol; crop dusting; seeding, spraying and bird chasing; or any other miscellaneous activities directly related to air transportation service (for example, flight instruction provided in student-owned or rented aircraft or helicopter operations in construction or repair work operated in accordance with FAA regulations where applicable).

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

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

Commercial Support Services - ground schools, simulator training, charter flight coordinators, aircrew or aviation management or any other miscellaneous activities directly related to supporting or providing support for a commercial activity.

Commercial Aeronautical Activity - any activity which involves, makes possible, or relates to the operation of aircraft, the purpose of such activity being to secure earnings, income, compensation or profit, whether or not such objective is accomplished. Such activities are further defined under section 7.

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Commercial Flying Club - an entity engaged in the ownership or lease of aircraft and providing flying services (for example, aircraft rental and flight training) for its members but which does not meet the requirements established for Exempt Flying Club.

DOT - Department of Transportation

Entity - a firm, corporation, partnership, limited liability company or other legally recognized organization.

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

Exempt Flying Club - an entity that is exempt from the Commercial Flying Club requirements as outlined in these Minimum Standards.

FAA - Federal Aviation Administration

FAR - Federal Aviation Regulations

Fixed Based Operator (FBO) - a person or an entity which maintains facilities at the Airport for the purpose of engaging in the retail sale of aviation services including but not limited to fuel sales, aircraft sales/rental, flight instruction and training, air charter, aircraft airframe and engine repair, avionics and aircraft services.

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

Hazardous Material - any hazardous or toxic substance, material or waste which is regulated by any local government authority, the State of Colorado or the United States Government. The term Hazardous Material includes without limitation, any substance that is (1) defined as a hazardous substance under appropriate state law provisions; (2) petroleum; (3) asbestos; (4) designated a hazardous substance pursuant to Section 311 of the Federal Water Pollution Control Act (33 USC Section 1321); (5) defined as hazardous waste pursuant to Section 1004 of the Federal Resource Conservation and Recovery Act (42 USC Section 9601); or (6) defined as a regulated substance pursuant to Subchapter IX, Solid Waste Disposal Act (Regulation or Underground Storage Tanks) (42 USC Section 6991).

Helicopter Fixed Based Operator (HFBO) - a person or an entity which maintains facilities at the Airport for the purpose of exclusively providing helicopter fixed base services. These services include the retail sale of aviation fuels to helicopters, helicopter sales/rental, flight instruction and training, helicopter charter, helicopter cargo, helicopter airframe and engine repair, avionics and helicopter line services.

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

Lease - a contractual agreement between the Town of Buena Vista and a person or an entity granting a concession or otherwise authorizing the conduct of certain activities which is in writing and enforceable by law.

Mobile (Temporary) Aircraft Support Services Operator - a person or an entity which might be permitted to provide aircraft washing, detailing, avionics repair, or other specialized activities without the requirement to sublease space or facilities but would need written approval from the Town to operate.

Operator or Service Operator - a person or an entity which provides any one of the services listed in this document.

Person - an individual as opposed to any other entity (e.g. a corporation)

Principals - (for corporations), all directors, officers and stockholders holding more than 10% of the company stock; (for partnerships) all general and limited partners.

Public Charter Operator - A public charter operator is a person or entity that sells seats to the public on chartered flights under Part 380 of the Code of Federal Regulations (CFR). The Department of Transportation (DOT) regulates public charter operations, and Part 380 of the CFR outlines the rules for these operations, particularly number of seats.

Ramp - paved area suitable for aircraft parking and not part of a designated taxiway or runway.

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

Self Service - Fueling and maintenance of the aircraft and/or ground support equipment of a Specialized Commercial Aeronautical Operation for use solely for its operations.

Specialized Aviation (Aeronautical) Service Operation (SASO) - any person or entity providing a single aeronautical service to the public, at the Central Colorado Regional Airport, under a lease or sub-lease from the Town of Buena Vista. A SASO may not provide fuel or oil dispensing services for compensation.

Specialized Commercial Aeronautical Activity - aircraft support service, commercial activity support service, or in air transportation for hire.



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

Through the Fence (TTF) Operation - those activities permitted by the Airport sponsor through an agreement that permits access to the public landing area by independent entities or operators offering an aeronautical activity or to owners of aircraft based adjacent to, but not a part of, the Airport property.

NOTE: Commercial TTF operators must comply with Airport Minimum Standards.

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

3. Review and Update Policy

This document will be reviewed by the Airport Advisory Board (AAB) annually within 364 calendar days from its original date of adoption.

3.1. Substantial changes

Substantial changes (e.g. addition or deletion of a section, changes to process or fees) will result in recommendation of a new document for consideration by the Board of Trustees.

3.2. Minor or no changes

Minor changes (e.g. ordering of sections, grammar, punctuation that do not alter the intent of the adopted document) will be tracked via a change sheet inserted at the front of the document. Such changes will be introduced by a motion of the AAB and accepted by vote of a quorum of the AAB for forwarding to Town Staff. If no changes are recommended as a result of the annual review, a motion to continue use of the current document will be made by the AAB and accepted by vote of a quorum of the AAB.

3.3. Version Control

The version of these Minimum Standards currently adopted by the Board of Trustees will be annotated by date of adoption and date of last review in the footer of the document.

### 4. Application Process

This section outlines the application process to obtain an Airport Business License for entities intending to conduct commercial activities at the CCRA.

Prior to the commencement of any commercial aeronautical activity on the Airport, the Operator will be required to enter into a written agreement with the Town of Buena Vista (see Section 4.3.3 and 5.3). Such agreement will recite the terms and conditions under which the business will be operated on the Airport, including but not limited to, the term of the agreement, the rentals, fees, and charges, the rights and obligations of the respective parties.

A completed application and accepted written agreement, when approved by the Town Administrator, will result in the granting of an Airport Business License as defined in Section 2 and described in paragraph 4.3 below.

#### 4.1 Application Process Objectives

This process is designed to meet the following objectives:

1. Provide airport staff and the airport advisory board (AAB) appropriate situational awareness to integrate proposed commercial aeronautical activities in a manner compatible with the airport's master plan and Airport layout plan (ALP).
2. Create an opportunity for Town Staff, airport staff, and the airport advisory board to inform owners and operators of proposed commercial aeronautical activities of the minimum standards applicable to their proposed service as early as possible during planning.
3. Ensure an objective and repeatable method to fairly approve or deny operations for proposed commercial activities.
4. Create adequate documentation of approval or denial for operations as well as an opportunity for periodic review/re-approval of continued operations by Airport Staff and the Airport Advisory Board
5. Ensure a timeline for consideration of applications that will allow sufficient review without imposing an undue burden for the owners/operators of the proposed commercial aeronautical activity.
6. Minimize duplication of effort due to overlap of existing town and/or county planning process

#### 4.2. Pre-Application Meeting

All entities wishing to operate a commercial activity on the CCRA shall contact the Airport Manager to discuss the proposed activity. The Airport Manager will work with the proposing entity to schedule a pre-application meeting to review the following items:

1. Airport Master Plan and Airport Layout Plan relative to the proposed activity
2. Application process
3. Applicable Municipal Code (Articles V Rules and Regulations and XIV Construction of Hangars)

4. Preliminary design review of initial site plans for any proposed construction or improvements to existing structures.

### 4.3. Airport Business License

An Airport Business License is required for all entities operating a Commercial Activity physically located at the CCRA (i.e. from a physical structure on airport property that is owned, leased or sub-leased by the Operator). The intent is to ensure operations are in compliance with the applicable minimum standards in this document as determined by the Airport Staff and the Airport Advisory Board.

#### 4.3.1. Airport Business License Application

An owner or operator of a proposed commercial aeronautical activity shall apply to the Town of Buena Vista for an Airport Business License. This application must address the following items, in addition to those normally required for any Town business license application:

1. Name and contact information of applicant, including the name of the business entity and all parties who may appear on leases or other documents, as being a partner, director, or corporate officer
2. Proposed nature of the business (i.e. type of commercial activity) to include the operator's business plan (as an attachment).
3. History of the entity and other airport locations, if applicable
4. Current and projected financial statements
5. Listing of assets owned, purchased, or leased that will be used on the airport
6. Proposed airport location of the business entity, including site plans for existing and future required improvements.

NOTE: Any and all new Airport buildings, hangars or modifications to existing structures will meet all building codes, zoning regulations, must be pre-approved by the Town, as to dimension, material and design and have an approved FAA Form 7460 (Notice of Proposed Construction), prior to start of construction.

7. Proof of any required insurance or insurance company letter of intent
8. Proof of ability to meet airport-related financial responsibilities
9. Names and qualifications (e.g. required licenses or certificates) of individuals who will manage the business entity
10. Written authorization to the Town Administrator to obtain information from the FAA, State, Federal or any other aviation activity with which the applicant has engaged in aviation business or activity
11. Signatures of applying parties

#### 4.3.2. Independent Operators not based on the Airport

Independent Operators based off the Airport (i.e. not located on the Central Colorado Regional Airport) and from time to time using the Airport in conducting a commercial aeronautical activity (e.g. an aircraft mechanic conducts maintenance of an aircraft in a leased hangar, or a charter flight picking up passengers) will not normally need an Airport Business License. All operators must advise the airport manager of their

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intended operations. Regularly recurring operations will be required to establish a written agreement with the Town via Airport Staff as described in 4.3.3 and 5.3.

### 4.3.3. Written Operating Agreement with the Town

Operators will enter into a written operating agreement with the Airport Manager prior to final review and approval of the Airport Business License Application. This Operating Agreement will become part of the Airport Business License Application when signed by the Operator and the Airport Manager. This agreement will recite the terms and conditions under which the business will be operated on the Airport, including but not limited to, the term of the agreement, the rentals, fees, and charges, the rights and obligations of the respective parties. In some cases, a written agreement may result in a formal contract with the Town of Buena Vista at the discretion of the Town Administrator and/or the Town Board of Trustees in conjunction with the Town's legal counsel.

### 4.4. Application review

All applications will be reviewed and acted upon appropriately by the Town within 60 days from receipt of the completed application by the Town Clerk. Completed applications will be referred to the Airport Advisory Board (AAB) for review to determine compliance with the minimum standards established by this document as well as compatibility with Airport Master and Layout Plans prior to the issuance of a business license.

#### 4.4.1 Airport Advisory Board (AAB) Review

NOTE: The Airport Manager is an Ex Officio member of the Airport Advisory Board. As such, Airport Staff review of applications is inherent in this review by the AAB

The AAB will review complete applications at the next regularly scheduled or special meetings of the board for the purpose of recommending approval or denial of the application based strictly on the following criteria:

1. The proposed business must be a Commercial Aeronautical Activity to operate on airport property. Non-aeronautical commercial activities may be permitted in accordance with the current approved Airport Layout Plan (ALP) when supporting aeronautical operations (e.g. aircraft catering).
2. The application must meet the minimum standards established by this document
3. The proposed operation or construction must not create a safety hazard at the Airport.
4. The granting of the application must not commit the expenditure of Town funds, labor or materials.
5. There must be suitable space for the proposed commercial aeronautical activity and associated construction
6. The proposed commercial aeronautical activity and associated construction must comply with the current Airport Master Plan and Airport Layout Plan.
7. The development must not result in the undue interference with an existing operator.

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8. Applications must not provide false information or misrepresentation of fact or fail to make full disclosure.

### 4.4.1.1. Applicant attendance at AAB review

Applicants are welcome to attend the AAB meeting to make presentations related to their application and answer questions from the AAB related to the application.

### 4.4.2. AAB recommendation

The AAB will vote on a motion to recommend approval or denial of an application based on the criteria outlined in section 4.4.1. This recommendation will be provided to the Town Administrator in the form of a memorandum from the Chair, Vice-Chair or Secretary of the AAB stating the recommendation. If recommending a denial, the memorandum must identify which criteria were not met in the application. This vote must also be recorded in the meeting minutes.

### 4.5. Town Administrator Action

The Town Administrator may deny an application without regard to the recommendation of the AAB only if the proposed commercial aeronautical activity and associated construction does not satisfactorily meet zoning regulations applicable to that parcel of land. If the Town Administrator concurs with the recommendation of the AAB, town staff will issue the Airport Business License. Issuance of an Airport Business License does not afford or imply any exclusive right of use of the Airport other than those premises that may be leased exclusively to the operator.

### 4.6 Appeals, waivers and grandfather policies

An applicant may request a waiver to specific criteria, request to be “grandfathered” if applicable or request an appeal when an application has been recommended for denial by the AAB or actually denied by the Town administrator. Requests must be made in writing to the Town Administrator within 30 days of the denial of the application. The Town Administrator will refer the request to the AAB for consideration at the board’s next regularly scheduled or special meeting. The AAB will consider the request and make a recommendation as outlined in section 4.4.1. The AAB must not recommend waiving any requirements when doing so would create a safety hazard or cause the airport to fail to meet its federal obligations and/or grant assurances.

#### 4.6.1. Sustained decisions and denied waiver requests

If the AAB still recommends that the application be denied and/or recommends that a requested waiver be denied no further appeals will be heard by the AAB. The applicant may then either correct the discrepancies identified by the AAB in a new application or seek relief from the Board of Trustees (BoT). The BoT should only ignore the recommendation of the AAB in cases where it is clear that the AAB decision was not based on the criteria in section 4.4.1.

#### 4.6.2 Grandfather policy

Only commercial aeronautical activities and other businesses operating on the airport prior to the adoption of this document may request to be grandfathered as a means of

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waiving a requirement. Such a request must be included in the application package to be reviewed by the AAB. The AAB must not recommend waiving any requirements when doing so would create a safety hazard or cause the airport to fail to meet its federal obligations and/or grant assurances.

Operators holding a Town Business License for operations on the Airport at time of adoption of this document may continue to operate under that existing business license for the shorter of the duration of their written agreement with the Town, the duration of their commercial lease or the period for which the Town Business License has been granted.

## GENERAL MINIMUM STANDARDS

### 5. General Minimum Standards for all Commercial Aeronautical Operators

The general standards set forth herein and in the specific commercial aeronautical activity requirements in section 7 are the minimum the Town of Buena Vista will require in agreements authorizing commercial activities. These general standards apply to all applicants.

All commercial activities shall be furnished to the public on a fair, equal and non-discriminatory basis. This does not preclude reasonable and non-discriminatory discounts, rebates or similar price reductions to volume purchasers and other worthy entities.

#### 5.1. Independent Aeronautical Service Providers

An individual or entity not based at the Airport that provides commercial services at or from the Airport will not be subject to the minimum standards established by this document. However, all commercial aeronautical operations must establish a written agreement with the Airport Manager and approved by the Town Administrator as described in Section 4.

#### 5.2. Non-Aeronautical Commercial Activities

In general, non-aeronautical commercial activities should be situated on landside airport property or off airport property entirely to reserve airside sites with access to the Air Operations Area (AOA) for commercial aeronautical activities. Examples of exceptions to this guidance that may be permitted include, but are not limited to, those non-aeronautical commercial activities directly supporting aviation, passenger and/or cargo operations (e.g. restaurants, catering, transportation). Non-Aeronautical Commercial Activities must be situated in areas of the airport designated for such a purpose in the approved Airport Layout Plan (ALP).

#### 5.3. Written agreement and Airport Business License

Prior to the commencement of any commercial aeronautical activity on the Airport, the Operator will be required to enter into an Operating Agreement with the Town of Buena Vista as described in Section 4.3.3. Such agreement will recite the terms and conditions under which the business will be operated on the Airport, including but not limited to, the term of the agreement, the rentals, fees, and charges, the rights and obligations of the respective parties. Commercial Aeronautical Operations operating from a physical location (owned or leased) on the Airport must have an Airport Business License. Reference Section 4.

#### 5.4. Experience/Capability

The Operator shall, in the judgment of the Airport Manager and the AAB, demonstrate before and throughout the term of the Agreement, the financial and technical capability of paying all rents, fees, or other charges owed the Town; developing and maintaining the required land and Improvements; procuring and maintaining the required Vehicles, Equipment, and/or Aircraft; employing required Employees; and engaging in the Activities.



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The Operator shall, in the judgment of the Airport Manager and the AAB, demonstrate before and throughout the term of the Agreement, the capability of consistently providing the required Commercial General Aviation products, services, and facilities and engaging in the required activities in a safe, secure, efficient, courteous, prompt, and professional manner in service to and to the benefit of the public.

### 5.5. Licenses and Certifications

The Operator shall comply with all federal, state, county and municipal laws and regulations concerning its proposed operation and provide the Town with copies of all required permits, licenses, and certifications.

### 5.6. Ground Space, Facilities and Accommodations

Operators shall have adequate land and Improvements, as appropriate and as agreed to by the Town to accommodate all Activities of Operator and all approved Sublessee(s).

The Operator shall lease, sublease, or construct sufficient ground space, facilities and accommodations for the proposed commercial activity based on the Airport. These facilities and accommodations must be in compliance with applicable federal, state and local requirements, including airport rules and regulations. Operators must provide copies of such leases or subleases to the Town of Buena Vista. Also, refer to the specific activity requirement sections for more specific activity requirements and for more specific ground space and facilities requirements than those listed below:

1. A full description and drawing of the location of the ground space, facilities, and accommodations to be utilized solely for the operator's proposed commercial activity. Operators must identify the location of its aircraft parking and staging areas, customer areas, vehicle parking areas, and restrooms.
2. The ground space shall include a paved walkway within the leased or subleased area to accommodate pedestrian access to the Operator's office, and when appropriate, a paved aircraft apron with tie down or hangar facilities within the leased area sufficient to accommodate the activity being performed. Ground space shall also include sufficient space for automobile parking.
3. The facilities and floor space allotments shall include office facilities. All facilities must be properly heated, ventilated, cooled and lighted.
4. The public accommodations shall include restrooms for customer use, sufficient on-site customer auto parking spaces, and handicap access to comply with any federal, state and local laws and regulations. An agreement with the FBO to satisfy the requirements in this section is acceptable.

Operators shall maintain all pavements within their leased premises. Unless specifically provided to the contrary in the agreement between the Operator and the Town, the maintenance of the building(s), utility costs, landside snow and trash removal shall be the Operator's responsibility. Grass mowing and landscape maintenance within the Operator's leased premises shall be the Operator's responsibility. For construction of any new facilities, the Operator will be subject to the same standards of development as established in the Airport Rules and Regulations.

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### 5.7. Personnel

Operators must have in their employ and on duty during operating hours, trained personnel in such numbers as are required to meet the Minimum Standards and Specific Requirements set forth herein. The operator shall also provide a responsible person in the office to supervise the operations in the leased area and with authorization to represent and act for and on behalf of the operator during all business hours and designated to be reachable by phone outside of business hours designated in the Operator's written agreement. All personnel are required to hold the appropriate Federal Aviation Administration certificates and applicable ratings and to pass any required safety or security checks.

Operators shall provide a sufficient number of employees to carry out activity in a safe, secure, efficient, prompt, courteous, and professional manner while also meeting the reasonable demands of customers for the Activities.

### 5.8. Operating Hours

Operator's hours of Activities and contact information for after-hours shall be clearly posted in public view using appropriate and professional signage. Unless otherwise stated in these Minimum Standards, Operator's Activities shall be as specified in the Operator's written Agreement with the Town.

### 5.9. Aircraft leaseback, sublease or other aircraft operating agreements

All aircraft leases, leasebacks, subleases or other aircraft operating agreements involving commercial activity between an aircraft owner/operator and other parties operating at the airport shall conform to the standards stipulated in Section 7 for the respective aeronautical activities being performed under the subject agreement.

A copy of all such agreements shall be provided to the Town of Buena Vista upon the execution of the agreements. All aircraft leases, leasebacks, subleases or other aircraft operating agreements involving commercial aircraft activity at or from the Airport shall include the following statement: "this agreement shall not violate the Minimum Standards for Commercial Activities as set by the Central Colorado Regional Airport nor shall this instrument be used for the purpose of evading any of the Airport Rules and Regulations."

### 5.10. Insurance

During the term of the agreement the Operator shall procure, maintain, and pay premiums for insurance of the types and the minimum limits set forth in Section 11. The insurance company writing the required policy or policies, must be licensed to engage in the insurance business in the State of Colorado.

When more than one aeronautical service is proposed, the required insurance shall cover all proposed services and shall have minimum limits equal to the highest limits required for any such proposed service.

## GENERAL MINIMUM STANDARDS

All insurance, which the Operator is required by the Town of Buena Vista to carry and keep in force, shall include the Town of Buena Vista, its officers, and agents as additional insureds. The Operator shall furnish evidence of compliance with this requirement to the Town with the proper certification that such insurance is in force and will furnish additional certification as evidence of changes in insurance not less than 10 days prior to any such change, if the change results in a reduction. In the event of cancellation of coverages, 30 days prior notification shall be conveyed to the Town by the insurance company.

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

### 5.11. Indemnification

During the term of the agreement the Operator shall indemnify the Town of Buena Vista with the following or similar language: Operator agrees to hold harmless, indemnify, and defend the Town and its officers, employees, agents, and other representatives from and against any and all liabilities, obligations, claims, damages, costs, and expenses, including reasonable attorney fees, for property damage, personal injury, or death arising out of or claimed to arise out of Operator's license agreement at the airport or from Operator's breach of, or default under such agreement, except to the extent such liability arises from the negligence, reckless, or willful misconduct of the Town or the Town's officers, employees, or agents.

### 5.12. Disclosure Requirement

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

### 5.13. Motor Vehicles on Airport

Operators shall control the transportation of all parties to and from the operator's office and to the operator's apron tie-down areas. The operator performing this service with motor vehicles driving on the AOA shall do so only in accordance with the Central Colorado Regional Airport Rules and Regulations.

Any operator using service vehicles on the AOA in the support and conduct of its business shall procure and maintain motor vehicle liability insurance of not less than \$1,000,000 per occurrence of Combined Single Limit coverage for Bodily Injury and Property Damage.

### 5.14. Snow Removal

The operator of any services on the airport shall be required to enter into an agreement with the Town of Buena Vista for snow removal on those portions of the leased facilities

## GENERAL MINIMUM STANDARDS

within the AOA. The Airport bears no responsibility to clear the snow, ice, or water from any part of the leased facilities on the landside or private road leading to the facilities, unless otherwise expressed in the individual leases. Operators shall maintain equipment sufficient to clear snow, ice or water from their own leased facilities. The Airport shall prioritize all adjacent snow removal activities. The Operator shall remove snow from all leased areas within 24 hours of the end of the snowfall event.

### 5.14.1. Independent snow removal services

No independent snow removal operator will be allowed on the Airport without prior approval of the Airport Manager. Operators of snow removal services must have all equipment inspected by Airport Operations personnel prior to its operation on the Airport.

### 5.15 Fees

Operators shall pay fees as specified by the Town of Buena Vista as listed in the Airport's Master Fee Schedule. These fees shall be specifically included in the written agreement executed with the Town of Buena Vista. Any concession activity conducted on the leased premises shall be permitted only by written agreement with the Town of Buena Vista. Fees must be applied equally and uniformly. These fees may include but are not limited to:

5.15.1. Application Fee - The Town may apply an application fee to assist in defraying costs associated with processing applications.

5.15.2. Annual Activity Fee - The Town may apply a flat annual fee or a percentage of revenue during the term of the written agreement with the operator.

5.15.3. Annual Aircraft Fee - The Town may apply an aircraft fee specific to the type of aircraft or in the case of charter operations a per available passenger seat fee.

### 5.16 Multiple Activities

An operator may not provide any commercial aeronautical service other than those specifically authorized via an approved written agreement and the associated Airport Business License. When more than one Activity is conducted by an Operator at the Airport, the minimum standards or requirements for the combined Activities shall be established by the written agreement between the operator and the Town subject to these limitations:

The minimum standards or requirements for combined Activities shall not be less than the highest standard or requirement for each element (e.g., land, facilities, etc.) within the combined Activities, or greater than the cumulative standards or requirements for all of the combined activities.

### 5.17 Additional Minimum Standards for Specific Commercial Aeronautical Activities

Certain Commercial Aeronautical Activities will require additional minimum standards to address unique requirements (e.g. certificates and licensing, facility size, or business

## **GENERAL MINIMUM STANDARDS**

hours). These are addressed in Section 7 of this document and are listed by the specific type of Commercial Aeronautical Activity when additional minimum standards are developed.

Any commercial aeronautical activity for which specific minimum standards have not yet been established in this document will be addressed via the application process in Section 4. Applicable minimum standards for those activities will be established in the written agreement and then added to this document in accordance with the Review and Update Policy outlined in Section 3.

### 6. Complaints and Enforcement

This section details the processes for handling complaints and enforcement actions related to the minimum standards established by this document.

#### 6.1. Complaints

Complaints regarding alleged violations of the minimum standards may be made by any party (e.g. customers, Airport staff, etc.) to the Airport Manager. The Airport Manager will be responsible for determining facts related to alleged violations. Complaints will be reviewed by Airport staff with the AAB for enforcement recommendations. Airport Staff should work with the Operator to resolve the complaint internally. Airport Staff will work with the AAB to develop an enforcement recommendation if the complaint cannot be resolved with the Operator.

#### 6.2. Enforcement

Enforcement action is at the discretion of the Town Administrator pursuant to continuation of the operator's Airport Business License. Violation of any terms, requirements, conditions, standards or prohibitions of these minimum standards by any entity, with or without an agreement, contract or lease with the Town, may result in termination of any existing agreement, lease, permit or license with the Town.

#### 6.3 Appeal

The operator of a commercial aeronautical activity may appeal any enforcement action to the AAB in person, via e-mail or in writing. The AAB will consider the appeal and issue an updated recommendation at its next scheduled meeting. If the AAB recommends sustaining the enforcement action the operator may then appeal directly to the Board of Trustees. The operator's Airport Business License will remain suspended during the appeals process.

## TYPES of COMMERCIAL AERONAUTICAL ACTIVITIES

### 7. Types of Commercial Aeronautical Activities

7.1. A holder of an Airport Business License is only authorized to conduct those activities approved in their written agreement with the Airport, the operator's commercial lease, and listed on the Airport Business License. Commercial activities permitted on the airport are broadly divided into aeronautical or non-aeronautical activities. For Non-Aeronautical Commercial Activities see Section 5.2.

7.2. Minimum Standards Applicable to Specific Commercial Aeronautical Activities specified in the following sections must comply with the listed minimum standards in this section uniquely applicable to those activities in addition to the general minimum standards in section 5.

#### 7.3. FIXED BASE OPERATOR

A Fixed Based Operator (FBO) is a person or an entity which maintains facilities at the Airport for the purpose of engaging in the retail sale of aviation services including but not limited to fuel sales.

The Town of Buena Vista has elected to exercise the privilege of the sponsor's proprietary exclusive rights (Grant Assurance 23) to operate as the sole FBO at the Central Colorado Regional Airport. No other FBO operations are currently permitted due to space and financial limitations. Reconsideration of this standard is at the sole discretion of the Town of Buena Vista Board of Trustees.

#### 7.4. AIRFRAME AND POWERPLANT REPAIR

An Operator engaged in providing Aircraft Maintenance for Aircraft other than those owned, leased, and/or operated by (under the full and exclusive control of) Operator. In addition to the General Requirements set forth in Section 5, the operator shall comply with the following minimum standards set forth in this section.

##### 7.4.1. Ground Space, Facilities and Accommodations

Operators shall provide minimum hangar space required to ensure aircraft receiving airframe and powerplant repair services can be serviced in a hangar while under repair. If a segregated painting area is included, it shall meet local and state industrial code requirements.

The Operator shall provide or lease a paved aircraft apron within the leased area to accommodate aircraft movement from its facility to the taxiway complex. Inoperative aircraft may not be stored outside the hangar. Reference Airport rules and regulations for additional information.

The Operator shall have adequate land and Improvements to accommodate all Activities of Operator and all approved Sublessees. The Operator shall provide with the facility restrooms, office space, heated hangar space, parts space, ventilation and

## TYPES of COMMERCIAL AERONAUTICAL ACTIVITIES

hazardous material storage as may be required by the operation of the repair facility. In no case will the storage of parts, disassembled aircraft, equipment or other storage be allowed outside of any structure.

### 7.4.2. Employees

If Operator is not certificated as a Repair Station (as defined by 14 CFR Part 145), Operator shall, at a minimum, employ the following number of Employees who shall be available during the required hours of activity as specified in the operator's written agreement with the Town.

If Operator is not certificated as a Repair Station (as defined in 14 CFR Part 145) and is providing annual or phase inspections, one A & P Mechanic shall have Inspection Authorization (IA).

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

#### 7.4.2.1. Licenses and Certification

Certification shall be appropriate with the type of repair the Operator is proposing. Repair personnel must be currently and properly certificated by the FAA with ratings appropriate to the work being performed. Evidence of all Certifications shall be submitted to the Airport Manager.

### 7.4.3. Equipment

Operators shall have necessary Equipment for the performance of services being provided in accordance with the manufacturer's specifications and applicable FAA regulations.

### 7.4.4. Hours of Operation

Operator shall be open, and services shall be available to meet reasonable demands of customers for these Activities as specified in the operator's written agreement with the Town.

### 7.4.5. Defueling

Operators may only defuel Aircraft if necessary for Aircraft Maintenance. Employees engaged in defueling and refueling shall be trained in an FAA approved fire safety program per 14 CFR Part 139.321. Additionally, Operators may refuel the defueled Aircraft following provision of required Aircraft Maintenance. Defueling and refueling shall not be construed to permit Operator to engage in the sale of Fuels as this Activity is specifically reserved for an FBO

Operators conducting defueling and refueling of Aircraft shall have adequate and proper Fuel storage, provide the Airport Manager with a SPCC Plan for defueling, refueling, and fuel storage in accordance with the CCRA Rules and Regulations.



## **TYPES of COMMERCIAL AERONAUTICAL ACTIVITIES**

### **7.4.6. Applicable Fees**

Fees will be as established in the written agreement between the operator and the Town. See section 5.15.

### **7.4.7. INSURANCE COVERAGE**

See Section 11.

### **7.5. AVIONICS, INSTRUMENT and PROPELLER REPAIR**

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

#### **7.5.1. Ground Space, Facilities and Accommodations**

The Operator shall provide or lease a building with sufficient floor space to store one aircraft, a paved area sufficient to park one aircraft with adequate tie-down facilities, and with paved access to taxiways. The Operator shall provide with the facility restrooms, office space, heated hangar space, parts space, ventilation and hazardous material storage as may be required by the operation of the repair facility. In no case will the storage of parts, disassembled aircraft, equipment or other storage be allowed outside of any structure.

#### **7.5.2. Employees**

Operator shall employ a sufficient number of personnel with aircraft radio, electrical systems, instruments, and propeller repair ratings. Operators shall have an office at all times during the required operating hours as specified in the operator's written agreement with the Town.

##### **7.5.2.1. Licenses and Certifications**

Certification shall be appropriate with the type of repair the Operator is proposing. Repair personnel must be currently and properly certificated by the FAA with ratings appropriate to the work being performed. Evidence of all Certifications shall be submitted to the Airport Manager.

#### **7.5.3. Equipment**

Reserved for Future Requirements

#### **7.5.4. Hours of Operation**

Operator shall be open, and services shall be available to meet reasonable demands of customers for these Activities as specified in the operator's written agreement with the Town.

### **7.6. AIR CHARTER OPERATIONS**

### **7.7. AIR CARGO OPERATIONS**

## TYPES of COMMERCIAL AERONAUTICAL ACTIVITIES

### 7.8. AIRCRAFT RENTAL

### 7.9. AIRCRAFT SALES

### 7.10. FLIGHT INSTRUCTION and TRAINING

#### 7.10.1 Flight Instruction Operations conducted under FAR Part 61

#### 7.10.2. Flight Instruction Operations conducted under FAR Part 141

#### 7.10.3 INDEPENDENT FLIGHT TRAINING OPERATOR

Defined as:

1. An Operator, as an individual, providing Flight Training to the general public at (originating from) the Airport and has a contractual arrangement with an approved Aircraft Rental or Flight Training Facility Operator, but does not lease or Sublease land or Improvements at the Airport. A person holding a current FAA Certified Flight Instructor Certificate, related credentials, and all other required insurance, or
2. an Operator, as an individual, providing Flight Training to the general public at (originating from) the Airport and owns an aircraft authorized by the FAA to provide flight training to the general public, and leases an aircraft storage hangar at the Airport. A person holding a current FAA Certified Flight Instructor certificate, related credentials, and all other required insurance.

##### 7.10.3.1. Limitations

Independent Flight Training Operators are subject to the following limitations:

1. Operator may not utilize employees, contract flight instructors, subcontractors or subtenants in the conduct of the business.
2. Aircraft owned by operators may not be rented to a student pilot or customer, loaned to a student or customer, or be operated without the operator's direct involvement and participation in the flight except for the purposes of completing requirements for the rating being sought (i.e. Student Solo).
3. Ground instruction may not occur within an aircraft storage hangar.
4. No hangar access shall be granted to customers or students.

##### 7.10.3.2. Location

Independent Flight Training Operators shall only provide ground school instruction in the pilot lounge, or public areas of the airport or in locations designated and approved in writing by the Airport Manager.

##### 7.10.3.3. Licenses and Certifications

Independent Flight Training Operators shall be properly certificated by the FAA, current, and hold the appropriate ratings and medical certifications for the Aircraft being utilized and/or Flight Training being provided and provide proof of such certification upon demand of the General Manager.

## **TYPES of COMMERCIAL AERONAUTICAL ACTIVITIES**

Independent Flight Training Operators shall be properly certificated and capable of providing on-demand ground school instruction sufficient to enable students to pass the FAA written examinations for the pilot rating being sought. Independent Flight Training Operators shall provide, at a minimum, adequate training aids necessary to provide proper and effective ground school instruction.

### **7.10.3.4. Equipment**

Independent Flight Training Operator shall have access to one properly certified and airworthy Aircraft, which must be IFR capable (unless Independent Flight Training Operator is only providing primary pilot training) from an approved Aircraft Rental or Flight Training Facility Operator or own such aircraft and possess an aircraft storage hangar on the airport.

## **7.11. COMMERCIAL FLYING CLUB**

### **7.12 COMMERCIAL HANGAR OPERATOR**

A Commercial Hangar Operator develops and/or constructs hangars and/or other structures for the purpose of selling or subleasing the hangars and/or structures and associated office and/or shop space to entities engaging in commercial aeronautical activities or specific non-aeronautical activities compatible with the FAA airport compliance requirements and the Airport's approved Airport Layout Plan (ALP).

#### **7.12.1. Ground Space, Facilities and Accommodations**

The operator must lease adequate land to meet the requirements established by zoning, Municipal Code, and CCRA Development Standards (when adopted by the BoT). The operator may lease office space from the Airport. If the operator does not lease office space from the Airport, they are still subject to all minimum standards and requirements established herein.

#### **7.12.2. Employees**

Commercial Hangar Operations may be conducted by any individual or business entity allowed under Colorado Law. If the operation is to be conducted by a business entity the written agreement with Town must designate at least one employee to be responsible for customer service. This employee does not have to be present during set business hours but must be reachable by phone.

#### **7.12.3. Hours of Operation**

Hours of operation for Commercial Hangar Operators may be by appointment only or as established by their written agreement with the Town.

### **7.14. OTHER SPECIALIZED COMMERCIAL AERONAUTICAL ACTIVITIES**

This Section pertains to commercial aeronautical service operators engaging in the following Activities:

Limited Aircraft Services and Support – are defined as limited Aircraft, engine, or accessory services and support (e.g., cleaning, washing, painting, upholstery, etc.).

Experimental Aircraft Services and Support – are defined as construction assistance to

## TYPES of COMMERCIAL AERONAUTICAL ACTIVITIES

owners of experimental and/or amateur-built Aircraft (as defined in 14 CFR Section 21.191).

Miscellaneous Commercial Services and Support – are defined as ground instruction, simulator training, scheduling and dispatching, or any other related Commercial services and support Activities.

Other Air Transportation Services for Hire – are defined as:

1. non-stop sightseeing flights (flights which begin and end at the Airport and are conducted within a 25-statute mile radius of the Airport).
2. flights for aerial photography or survey, air ambulance service, firefighting, and power line, underground cable, or pipeline patrol.
3. helicopter operations relating to construction or repair work; or,
4. other related air transportation services for hire.

In addition to the General Requirements set forth in Section 5, Operators shall comply with the following minimum standards set forth in this section.

### 7.14.1. Ground Space, Facilities and Accommodations Addressed in General Minimum Standards

### 7.14.2. Employees

See general minimum standards listed in Section 5.

### 7.14.3. Licenses and Certifications

Air transportation services for hire must hold applicable aeronautical ratings (i.e. commercial single engine or multi-engine ratings). A Letter of Authorization from the FAA will also be required prior to the commencement of commercial operations from the CCRA.

### 7.14.4. Equipment

Operators shall have (based at the Airport), either owned or under written lease to (and under the full and exclusive control of) Operator, sufficient Vehicles, Equipment, and, if appropriate, one certified and continuously airworthy Aircraft. Operators shall have sufficient materials and/or supplies available to support the Activities.

### 7.14.5. Hours of Operation

General

### 7.14.6. Fees

Fees will be as established in the written agreement between the operator and the Town

### 7.14.7. Insurance Coverage

The operator must maintain adequate insurance coverage and provide proof of that insurance to the Airport Manager while operating a commercial aeronautical activity from the CCRA. See section 11 for additional considerations regarding insurance.

## 7.15. SKYDIVING OPERATIONS

## **TYPES of COMMERCIAL AERONAUTICAL ACTIVITIES**

7.19 INSTRUMENT REPAIR

7.20 AIRCRAFT PAINTING

7.21. AIRCRAFT WASHING and CLEANING

8. Self Service Operations

8.1. Self Fueling

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

8.2. Other Self-Service Operations

In addition to self-fueling, other self-service activities that can be performed by the aircraft owner with his or her own employees includes activities such as maintaining, repairing, cleaning, and otherwise providing service to an aircraft, provided the service is performed by the aircraft owner or his/her employees with resources supplied by the aircraft owner.

9. Through the Fence Operations

Commercial service providers accessing the AOA via Through the Fence agreements must comply with all minimum standards established by this document to protect the Airport's ability to meet all present and future Federal and State obligations. The obligation to make the Airport available for the benefit and use of the public does not require the Town to permit ground access by aircraft from adjacent property.

Through the Fence access is a privilege that may be granted on a case-by-case basis and only when the Airport retains its ability to meet Federal or State obligations. The Town retains the legal right to require the off-site owner or operator granted access to the Airport to conform, in all respects, to the requirements of any existing or proposed grant agreement or Federal property conveyance obligation. This includes requirements to ensure operating safety and equitable compensation for the use of the Airport.

All agreements granting access to the Airport landing area from off-site locations will be reported to the FAA Regional Airports Division with a copy of the proposed Through the Fence agreement so the FAA can review it for consistency with the Town's Federal obligations and incorporate it into the current Airport Layout Plan.

Any Through the Fence access is subject to a written agreement between the Airport Sponsor and the party granted access. The access agreement will specify what specific rights of access are granted; payment provisions that provide, at a minimum, parity with similarly situated on-airport tenants and equitable compensation for the use of the Airport; a fixed contract period and termination provisions; insurance and indemnity provisions; and a clear statement that the access agreement is subordinate to the grant assurances and/or Federal property conveyance obligations and that the Sponsor shall have the express right to amend or terminate the access agreement to ensure continued compliance with all grant assurances and Federal property conveyance obligations.

The access agreement will have a fixed contract period, and the Airport Sponsor is under no obligation to accept a proposed assignment or sale of the access agreement by one party to another.

NOTE: The Through the Fence standards, where conflicting with the language in the Kelly Ranch Access Agreement adopted as the Town of Buena Vista Ordinance No. 12, Series 1993, shall be studied for future recommendations by the Airport Staff and Airport Advisory Board. In the interim, the Kelly Ranch Access Agreement adopted as the Town of Buena Vista Ordinance No. 12, Series 1993 should be observed and applied when safe, legal and in accordance with federal obligations.

## TEMPORARY SPECIALIZED AVIATION SERVICE OPERATIONS

### 10. TEMPORARY SPECIALIZED AVIATION SERVICE OPERATIONS

The Town recognizes that Aircraft Owners or Aircraft Operators may, from time to time, have specialized aviation service requirements (i.e., Aircraft Maintenance, Flight Training, etc.).

When specialized aviation service is required, but is not available at the Airport through existing Operators due to the specialized nature of the aviation service requirements and/or existing Operators are unable to provide the services required within a reasonable timeframe, the Airport Manager may allow an Aircraft Owner or Aircraft Operator to solicit and utilize the services of a qualified and experienced entity to provide said services.

#### 10.1. Notification

The Aircraft Owner or Aircraft Operator shall initialize the process by informing the Airport Manager about the specialized aviation service requirement, the timeframe for the provision of services, and the Temporary Specialized Aviation Service Operator to provide such services.

#### 10.2. Responsibility for Compliance

The Aircraft Owner or Aircraft Operator shall be responsible for assuring the Temporary Specialized Aviation Service Operator complies with all Legal Requirements while on the Airport. In addition to the applicable General Requirements set forth in Section 5, the temporary operator shall comply with the following minimum standards set forth in this section.

#### 10.3. Scope of Activity

Operator shall conduct Activities on the Leased Premises of the Aircraft Owner or Aircraft Operator or in a location approved by the Airport Manager in a safe, secure, efficient, prompt, courteous, and professional manner consistent with the degree of care and skill exercised by qualified and experienced operators providing similar services at comparable airports.

#### 10.4. Requirement for Written Permission

Prior to engaging in Activities at the Airport, Operators must obtain written permission from the Airport Manager for a specific period of time (typically no more than 30 calendar days). Renewal shall be subject to the Operator's compliance with all terms and conditions of the approved by the Airport Manager.

Operators shall comply with all requirements for the permitted Activities and limit the service provided to the entity, area, and time period identified in the Airport Manager's Written Permission. Aircraft Operators requiring after-hours or weekend service by a Temporary Specialized Aviation Service Operator must notify the Airport Manager prior to the Operator engaging in Activities on the Airport.



## MINIMUM INSURANCE REQUIREMENTS

### 11. Minimum Insurance Requirements

Due to the complexity of the various insurance products that an airport sponsor may require, it is recommended that airport sponsors consult with an insurance professional who is experienced in aviation insurance products early in the development process.

An aviation insurance professional or the airport sponsor’s risk manager will be able to assist in determining the proper types and amounts of coverage needed for the different types of commercial aeronautical services. The insurance requirements listed are the minimum required to operate at the CCRA. Operators are strongly urged to contact their insurance broker to determine if higher limits are appropriate:

Table 11.1

	On Airport Operators					
	Flight School, Part 141	Aircraft Maintenance & Repair	Aircraft Rental	Flight Instruction Part 61	Specialty Services	Air Taxi or Charters
	Liability Insurance Required					
Premises	\$1M	\$1M	\$1M	\$1M	\$1M	\$1M
Products	\$1M	\$1M	N/A	\$500K	\$1M	N/A
Hangar Keeper’s	\$1M	\$1M	\$1M	\$1M	\$1M	\$1M
Aircraft	\$1M/\$100K per seat	\$1M if Test Flights are conducted	\$1M/\$100K per seat	\$1M/\$100K per seat	N/A	\$1M/\$100K per seat
Automobile	\$1M					
Environmental	N/A	\$1M				
Workman’s Compensation	Statutory Limits (Including Employer’s Liability)					

Note:

**Premises Liability** coverage protects the company and claimant in cases of bodily injury and or property damage in and around the insured property.

**Product Liability** provides protection for losses or injuries arising from services provided or products sold.

**Hangar Keeper’s Liability** protects an operator when a non-owned aircraft is damaged while in the custody or control of the operator.

## MINIMUM INSURANCE REQUIREMENTS

Table 11.2

	Independent (Temporary) Operators		
	Flying Club	Mechanic	Flight Instruction
Premises	\$1M	\$1M	\$1M
Products	N/A	\$1M	N/A
Hangar Keeper's	\$1M	\$1M	\$1M
Aircraft	N/A	N/A	\$1M or \$100K per seat
Automobile	\$1M		
Environmental	N/A		
Workman's Comp	Statutory Limits (Including Employer's Liability)		

Note:

**Premises Liability** coverage protects the company and claimant in cases of bodily injury and or property damage in and around the insured property.

**Product Liability** provides protection for losses or injuries arising from services provided or products sold.

**Hangar Keeper's Liability** protects an operator when a non-owned aircraft is damaged while in the custody or control of the operator.

A basic policy that most commercial aeronautical service providers hold is a Commercial General Liability (CGL) policy. A CGL policy typically provides coverage areas to service providers, such as:

- Business Automobile Liability – policy that protects vehicles driven by employees on and off the airport premises
- Contractual Liability – policy protections for the contractual agreements with tenants, contractors, and others, which often contain indemnification agreements.
- Hangar Keepers Liability – a hangar keeper's liability policy protects the insured from any damage they may cause to an aircraft under their care and control
- Premises Liability – a premises liability policy provides coverage for injury to persons or property
- Product and Completed Operations Liability – a product liability policy provides coverage on products, such as fuel and oil, which a service provider may sell
- Environmental Harms – an environmental harms policy may be appropriate depending on the service provider's unique type of activity.
- Worker's Compensation – most service providers must obtain a worker's compensation policy that qualifies for their respective state's statutory limits

## APPENDIX A: UNMANNED AERIAL SYSTEM (UAS) COMMERCIAL OPERATIONS

### APPENDIX A: Unmanned Aerial System (UAS) Commercial Operations

Unmanned Aerial Systems (UAS) will be regarded as any other aircraft for the purposes of the minimum standards specified in sections 5 and 7 of this document. The following additional considerations should be observed by all stakeholders in considering applications for commercial UAS given the evolving regulatory environment for UAS operations in the National Airspace System (NAS).

#### A.1. Waiver requests

Airport Staff will work with applicants in the pre-application meeting to document requested waivers specific to UAS operations in accordance with section 4.6. of these minimum standards. The intent is the specific requests be thoroughly discussed and recorded to inform future revisions of these minimum standards. The intent is that this appendix be incorporated

Risk assessments of the specific waiver requests will be conducted under the Airport's Safety Management System (SMS) and included in any recommendations and documentation of all waiver requests, both approved and denied for any reason. The Airport Manager remains the responsible executive for accepting assessed risk under current CCRA Safety Policy.

When granted, waivers for UAS operations will be reviewed annually at a regularly scheduled AAB meeting to evaluate the continuation of the waiver in light of any new guidance provided by the FAA, DOT, CDoT or any other agency with relevant jurisdiction. The AAB will make a recommendation for Staff and the BoT regarding continuation of all current waivers specific to UAS. Other waivers will be handled per section 4.6. of this document.

#### A.2. Existing Guidance

Airport Staff and the AAB should direct Commercial UAS applicants to the following existing guidance as well as reference it themselves when developing waiver requests:

1. 14 CFR Part 107 Small Unmanned Aerial Systems (if applicable)
2. 14 CFR Part 107.25 operations that require an FAA waiver available at [https://www.faa.gov/uas/commercial\\_operators](https://www.faa.gov/uas/commercial_operators)
3. Consider UAS Registration and Remote ID Broadcast Requirements listed at [https://www.faa.gov/UAS/getting\\_started/remote\\_id](https://www.faa.gov/UAS/getting_started/remote_id)

Advanced operations are defined by the FAA to include Emergency Operations, Dispensing Chemicals and Agricultural Products, Package Delivery and Air Taxis. Advanced Operations per FAA guidance should also review guidance provided at [https://www.faa.gov/uas/advanced\\_operations](https://www.faa.gov/uas/advanced_operations)

These are the operations that involve larger UAS operations that are most appropriate to be conducted from and based on the airport. Careful consideration must be given in prioritizing these larger operations against requests by small UAS operators that can conduct the operations off airport.

## **APPENDIX A: UNMANNED AERIAL SYSTEM (UAS) COMMERCIAL OPERATIONS**

## APPENDIX B: APPLICATION PROCESS FLOW CHART

B.1. Figure B.1., below, provides a visual depiction of the process, described in Section 4, for beginning and maintaining a Commercial Aeronautical Activity on the Central Colorado Regional Airport.

Figure B.1. Airport Business License Application Process

