



Minimum Standards for Aeronautical Activities

Long Beach Airport

JANUARY 2008

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1. Introduction

1.1 Purpose and Scope

1.1.1 The purpose of these Minimum Standards is to encourage, promote, and ensure: (1) the delivery of high quality aviation products, services, and facilities to Long Beach Airport users, (2) the design and development of quality aviation improvements at the Airport, (3) aviation safety and security, (4) the economic health of aviation businesses, and (5) the orderly development of Airport property for aviation purposes.

1.1.1.1 To this end, all entities desiring to engage in aeronautical activities at the Airport shall be accorded reasonable opportunities, without unjust discrimination, to engage in such activities, subject to meeting (complying with) these Minimum Standards, the Airport's Land Use Plan, and agreement/permit conformance.

1.1.2 Aeronautical activities may be proposed that do not fall within the categories designated herein. In any such cases, appropriate minimum standards shall be established by the Airport Director on a case-by-case basis for such activities and incorporated into the operator's agreement or permit.

1.2 Exclusive Rights

1.2.1 In accordance with the Airport Assurance given to the Federal and/or State government by the City of Long Beach (City) as a condition to receiving federal and/or state funds, the granting of rights or privileges to engage in commercial aeronautical activities shall not be construed in any manner as affording an operator any exclusive right, other than the exclusive use of the land and/or improvements that may be leased to the operator, and then only to the extent provided in an agreement or permit.

1.2.1.1 The presence on the Airport of only one entity engaged in a particular commercial aeronautical activity does not, in and of itself, indicate that an exclusive right has been granted. It is the policy of the City not to enter into or promote an understanding, commitment, or express agreement to exclude other reasonably qualified entities. Accordingly, those who desire to enter into an agreement or permit with the City should neither expect nor request that the City exclude others who also desire to engage in the same or similar activities. The opportunity to engage in a commercial aeronautical activity shall be made available to those entities meeting (complying with) the qualifications and the requirements set forth in these Minimum Standards and as space may be available at the Airport to support such activity provided such use is consistent with the current and planned uses of Airport land and improvements and is in the best interest of the City.

1.2.1.1.1 If the FAA determines that any provision of these Minimum Standards or any agreement or permit or any practice constitutes a grant of a prohibited exclusive right, such provision or agreement or permit shall be deemed null and void and such practice shall be discontinued immediately.

1.3 Applicability

- 1.3.1 These Minimum Standards specify the standards and requirements that must be met (and complied with) by any operator desiring to engage in commercial aeronautical activities at the Airport.
- 1.3.1.1 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 Airport Director. All entities are encouraged to exceed the applicable minimum standards. No entity shall be allowed to engage in aeronautical activities at the Airport under conditions that do not, in the City’s discretion, meet (comply with) these Minimum Standards.
- 1.3.2 These Minimum Standards shall apply to any new agreement or permit or any amendment to an existing agreement or permit relating to the occupancy and/or use of Airport land and/or improvements for engaging in aeronautical activities. If an entity desires, under the terms of an existing agreement or permit, to change its aeronautical activities, the City shall, as a condition of its approval of such change, require the entity to meet (comply with) these Minimum Standards, except as noted in this section (1.3)
- 1.3.2.1 These Minimum Standards shall not affect any agreement or permit or amendment to such agreement or permit properly executed prior to the date of promulgation of these Minimum Standards except as provided for in such agreement or permit, in which case these Minimum Standards shall apply to the extent permitted by such agreement or permit.
- 1.3.2.2 Upon execution of a new agreement or permit or amendment to an existing agreement or permit, operator shall be required to meet (comply with) these Minimum Standards.
- 1.3.2.3 These Minimum Standards shall not be deemed to modify any existing agreement or permit under which an entity is required to exceed these Minimum Standards, nor shall they prohibit the City from entering into or enforcing an agreement or permit that requires an entity to exceed the Minimum Standards.
- 1.3.3 If these Minimum Standards are amended after operator enters into an agreement or permit with the City, the operator shall not be required to increase operator’s leased premises or construct any additional capital improvements to be in compliance with the amended Minimum Standards until such time as operator’s existing agreement or permit is amended (or an assignment is made to another entity acceptable to the City) or operator enters into a new agreement or permit with the City.

2. GENERAL REQUIREMENTS

2.1 Introduction

2.1.1 All operators engaging in aeronautical activities at the Airport shall meet (fully comply with) or exceed the requirements of this Section 2 as well as the minimum standards applicable to the operator's activities, as set forth in subsequent sections, except as noted in Section 1.3

2.2 Experience/Capability

2.2.1 Operator shall, in the judgment of the City demonstrate before and maintain during (throughout) the term of the agreement or permit, the following:

2.2.1.1 The capability of consistently providing the proposed products, services, and facilities and engaging in the proposed activities in a safe, secure, efficient, courteous, prompt, and professional manner in service to and to the benefit of the public, and

2.2.1.2 The financial and technical responsibility, capability, and integrity to develop and maintain required improvements; procure and maintain required vehicles, equipment, and /or aircraft; employ required personnel; and engage in the activity.

2.3 Agreement or Permit Approval

2.3.1 No entity shall engage in an activity unless the entity has an agreement or permit with the City authorizing such activity or the entity has received prior written approval from the City to sublease land or improvements from an authorized operator and engage in the activity at the Airport.

2.3.2 An agreement or permit shall not reduce or limit operator's obligations with respect to complying with these Minimum Standards, except as noted in Section 1.3.

2.4 Payment of rents, Fees, and Charges

2.4.1 shall pay the rents, fees, or other charges specified by the City for engaging in commercial aeronautical activities.

2.4.2 Operator's failure to remain current in the payment of any and all rents, fees, charges, and other sums due to the City shall be grounds for revocation of the operator's agreement, permit, or the City's approval authorizing the conduct of activities at the Airport.

2.5 Leased Premises

2.5.1 Operator shall lease or sublease sufficient land and/or lease, sublease, or construct sufficient improvements for the activity as required in these Minimum Standards.

2.5.2 Apron/Paved Tiedowns

2.5.2.1 Aprons/paved tiedowns (if required) must be of adequate size and weight-bearing capacity to accommodate the movement, staging, and parking of operator's, operator's sublessees', and customers' aircraft, and support equipment without interfering with the movement of aircraft in and out of other facilities and the movement of aircraft operating to/from/on taxilanes or taxiways.

2.5.3 Vehicle Parking

- 2.5.3.1 Paved vehicle parking shall be sufficient to accommodate all of operator's and operators' sublessees' customers', employees', visitors', vendors', and suppliers' vehicles on a daily basis. The sufficiency of vehicle parking shall be determined in conjunction with the City.
- 2.5.3.2 Paved vehicle parking shall be on operator's leased premises and/or located in close proximity to operator's main facility.
- 2.5.3.3 On-street vehicle parking is not allowed, unless specifically authorized by the City.

2.6 Facility Maintenance

- 2.6.1 Operator shall maintain its leased premises (including all related and associated appurtenances, landscaping, paved areas, installed equipment and utility services, lighting, and signage) in a clean, neat, orderly, and fully functional condition.
- 2.6.2 Operator shall provide all necessary cleaning services for its leased premises, including janitorial and custodial services, trash removal services, removal of foreign objects/debris, and any related services necessary to maintain the improvements in good, clean, neat, orderly, and fully functional condition, normal wear and tear excepted.
- 2.6.3 Operator shall replace, in like kind, any property damaged by its employees, patrons, sublessees, contractors, et.al. or by operator's activities.

2.7 Products, Services, and Facilities

- 2.7.1 Products, services, and facilities shall be available on a reasonable, and not unjustly discriminatory, basis to all Airport users.
- 2.7.2 Operator shall charge reasonable, and not unjustly discriminatory, prices for each product, service, or facility.
- 2.7.3 Operator shall conduct its activities on and from its leased premises in a safe, secure, efficient, courteous, prompt, and professional manner consistent with the degree of care and skill exercised by experienced operators providing comparable products, services, and facilities, and engaging in similar activities from similar leased premises in like markets.

2.8 Non-Discrimination

- 2.8.1 Operator shall not discriminate against any person or class of persons by reason of race, creed, color, national origin, sex, age, or physical handicap in providing any products, services, or facilities or in the use of any of its facilities that are available to the public, or in any manner prohibited by applicable regulatory measures including without limitation Part 21 of the Rules and Regulations of the office of the Secretary of Transportation effectuating Title VI of the Civil Rights Act of 1964, as amended or reenacted.

2.9 Licenses, Permits, Certifications, and Ratings

2.9.1 Operator and operator's personnel shall obtain and comply with, at operator's sole cost and expense, all necessary licenses, permits, certifications, or ratings required for the conduct of operator's activities at the Airport as required by the City or any other duly authorized agency prior to engaging in any activity at the Airport.

2.9.1.1 Operator shall keep in effect and post in a prominent place, readily accessible to the public, all necessary or required licenses, permits, certifications, or ratings.

2.9.1.2 Upon request, operator shall provide copies of such licenses, permits, certifications, or ratings to the Airport Director within 10 business days.

2.10 Personnel

2.10.1 Operator shall have a responsible person on its leased premises to supervise activities and such person shall be qualified and authorized to represent and act for and on behalf of operator during all hours of activities with respect to the method, manner, and conduct of the operator and operator's activities.

2.10.1.1 When such responsible person is not on the leased premises, such individual shall be immediately available by telephone or pager.

2.10.2 Operator shall have in its employ, on duty, and on its leased premises during hours of activity, properly trained, qualified, and courteous personnel in such numbers as are required to meet these Minimum Standards and to meet the reasonable demands of the aviation public for each activity being conducted in a safe, secure, efficient, courteous, prompt, and professional manner.

2.10.3 Operator shall control the conduct, demeanor, and appearance of its employees. It shall be the responsibility of the operator to maintain close supervision over its employees to ensure that a high standard (quality) of products, services, and facilities are provided in a safe, secure, efficient, courteous, prompt, and professional manner.

2.11 Aircraft, Equipment, and Vehicles

2.11.1 All required aircraft, equipment, and vehicles must be fully operational, functional, and available at all times and capable of providing all required products and services.

2.11.1.1 Aircraft equipment, and vehicles may be unavailable, from time to time, on a temporary basis, as long as appropriate measures are taken to return the aircraft, equipment, or vehicle to service as soon as possible.

2.12 Hours of Activity

2.12.1 Hours of activity shall be clearly posted in public view using appropriate and professional signage.

2.13 Security

2.13.1 Operator shall fully comply with the City's Airport Security Program (ASP).

- 2.13.2 Operator shall designate a responsible person for the coordination of all security procedures and communications and provide point-of-contact information to the Airport Security Coordinator (ASC) including the name of its primary and secondary contacts and a 24-hour telephone number for both individuals.
- 2.13.3 Operator shall develop and maintain a security plan which shall include, at a minimum, the following elements:
 - 2.13.3.1 Procedures for security facilities, vehicles, equipment, and aircraft during hours of operation and after hours.
 - 2.13.3.2 Employees background checks required by the ASP and security awareness training including procedures to report suspicious personnel or situations to the proper law enforcement agencies.
 - 2.13.3.3 Customer, visitor, and baggage identification.
 - 2.13.3.4 Procedures for preventing tampering of facilities, vehicles, equipment, and aircraft.
 - 2.13.3.5 Procedures for handling threats by phone and in person.
 - 2.13.3.6 Procedures for controlling access to operator's leased premises and ensuring that vehicles, equipment, and personnel allowed to access through operator's access point(s) are authorized and properly identified or under escort or other approved method of control, as established by the ASC.
 - 2.13.3.7 Procedures for securing unattended facilities, vehicles, equipment, and aircraft.
 - 2.13.3.8 Procedures prohibiting passengers or baggage from being left unattended in or near aircraft, within the public-restricted areas of the Airport (Air Operations Area), or within the Security Identification Display Area (ASIDA).
 - 2.13.3.9 Procedures for transient flight crew members and passengers including:
 - 2.13.3.9.1 Ensuring proper escort or other method of control approved by the ASC.
 - 2.13.3.9.2 Crewmember contact information and verification procedures.
 - 2.13.3.9.3 Verification of pilot's certificate and government-issued photo ID for flight crewmembers.
 - 2.13.3.10 Vendor procedures including:

- 2.13.3.10.1 Positive identification of all vendors having access to operator's leased premises.
- 2.13.3.10.2 Security check-in procedures for all vendors.
- 2.13.3.10.3 Procedures for ensuring all vendors are aware of security requirements for the operator's leased premises.
- 2.13.4 Operator's Security Plan shall be submitted to the ASC for review and approval no later than 30 days before Operator commences activities at the Airport (and it shall be resubmitted any time changes are made).
- 2.13.5 Operator shall maintain fencing, doors, gates, lighting, and locks in good condition at all times.
- 2.13.6 Aircraft rental and flight instruction operators must positively identify new students and renter pilots, consistent with any/all federal, State, and local regulations.
- 2.13.7 Aircraft charter and aircraft management operators and other businesses involved in the dispatching of aircraft must develop procedures to verify aircraft dispatch customers.
- 2.13.8 All operators are required to keep an active log of keys, access cards, and other media issued that allows access to operator's leased premises or identifies authorized persons. The log shall be made available to the ASC upon request, and any lost or stolen access/identification media shall be reported to the ASC immediately.
- 2.13.9 All operators must comply with all applicable reporting requirements (as established by the City, FAA, TSA, and law enforcement agencies).

2.14 Conformance with federal, State, and local rules and regulations

- 2.14.1 Operator shall abide by all applicable federal, State, and local rules and regulations, including Long Beach Municipal Code Section 16.43, as amended.

2.15 Insurance

- 2.15.1 Operator shall procure and maintain during the term of its agreement or permit, insurance policies required by applicable regulatory measures and/or the City.
- 2.15.2 When operator engages in more than one activity, the minimum insurance limits shall be established by the City based upon the nature of each activity or combination of activities. While it may not be necessary for operator to carry insurance policies for the combined total of the minimum requirements of each activity, operator shall procure and maintain insurance for all exposures in amounts at least equal to the greatest of the required minimum or as established by the City.
- 2.15.3 Certificates of Insurance for the insurance required by regulatory measures and/or the City shall be delivered to the City upon execution of any agreement, permit, or when approval is given by the City to engage in commercial aeronautical activities

at the Airport. Operator shall furnish additional Certificates of Insurance 30 days prior to any changes in coverage. Insurance coverage's shall remain in full force and effect through the term of the agreement or permit, and Certificates of Insurance shall be kept current with the Airport Director.

2.16 Indemnification and Hold Harmless

2.16.1 Operator shall defend, indemnify, save, protect, and hold harmless the City of Long Beach, the Long Beach Airport, and the Long Beach City Council, individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers from any and all claims, demands, damages, fines, obligations, suits, judgments, penalties, causes of action, losses, liabilities, administrative proceedings, arbitration, or costs at any time received, incurred, or accrued by the City of Long Beach, the Long Beach Airport, and the Long Beach City Council, individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers as a result of, or arising out of Operator's activities, actions, or inactions. In the event a party indemnified hereunder is in part responsible for the loss, the indemnitor shall not be relieved of the obligation to indemnify; however, in such a case, liability shall be shared in accordance with California principles of comparative fault.

2.16.2 Operator shall accept total responsibility, defend, indemnify, save, protect, and hold harmless the City of Long Beach, the Long Beach Airport, and the Long Beach City Council, individually and collectively, and their representatives, officers, officials, employees, agents, and volunteers in the event of an environmental contaminating accident or incident caused by Operator, its employees, its vendors or any other personnel used by the Operator to maintain Operator's improvements, vehicles, equipment, or aircraft.

2.16.3 Nothing herein shall constitute a waiver of any protection available to the City of Long Beach, the Long Beach Airport, and the Long Beach City Council, individually and collectively, and their representatives officers, officials, employees, agents, and volunteers under the California Governmental Immunity Act or similar statutory provisions.

2.17 Taxes

2.17.1 Operator shall, at its sole cost and expense, pay all taxes, fees, and other charges that may be levied, assessed, or charged by any duly authorized agency relating to operator's leased premises (land and/or improvements), operator's improvements on leased premises, and/or operator's activities.

2.18 Multiple Activities

2.18.1 When more than one activity is conducted at the Airport, applicable Minimum Standards shall be established by the Airport Director.

2.18.2 Depending upon the nature of the combined activities, the Minimum Standards shall not be:

2.18.2.1 Less than the highest standard for each element (e.g., land, hangar, office, shop, etc.) within the combined activities, or

2.18.2.2 Greater than the cumulative standards for all of the combined activities.

3. FIXED BASE OPERATOR

3.1 Introduction

3.1.1 A Fixed Base Operator (FBO) is a commercial operator engaged in the sale of products, services, and facilities for all types of aircraft (piston and turbine-powered aircraft) to include, at a minimum, the following activities at the Airport: aviation fuels and lubricants (Jet Fuel, Avgas, and aircraft lubricants); passenger, crew, and aircraft ground services, support, and amenities; aircraft maintenance; aircraft parking, tiedown, hangar, office, and shop rental.

3.1.2 In addition to the general requirements set forth in Section 2, each FBO at the Airport shall comply with the following Minimum Standards set forth in Section 3.

3.2 Scope of Activity

3.2.1 Unless otherwise stated in these Minimum Standards, all products and services shall be provided by FBO's employees using FBO's vehicles and equipment.

3.2.2 FBO's products and services shall include the following:

3.2.2.1 Aviation fuels and lubricants (Jet Fuel, Avgas, and aircraft lubricants):

3.2.2.1.1 FBO shall deliver and dispense, upon request, Jet Fuel, Avgas and aircraft lubricants into all aircraft using the Airport.

3.2.2.1.2 FBO shall provide a response time of no more than 15 minutes during required hours of activity (except in situations beyond the control of the FBO).

3.2.2.2 Passenger, crew, and aircraft ground services, support, and amenities:

3.2.2.2.1 FBO shall meet, direct, and park all aircraft arriving on FBO's leased premises with exception of aircraft that have a designated (assigned) tiedown space or area.

3.2.2.2.2 FBO shall provide courtesy on-site transportation for passengers, crew, and baggage, as necessary and /or appropriate.

3.2.2.2.3 FBO shall provide parking and tiedown of aircraft upon the FBO's leased premises.

3.2.2.2.4 FBO shall provide hangar storage for aircraft upon the FBO's leased premises, to include in-out (aircraft towing) service.

3.2.2.2.5 FBO shall provide crew and passenger baggage handling and other related arrival and departure services.

3.2.2.2.6 FBO shall provide oxygen and compressed air services and be able to provide nitrogen services directly or through arranged with another entity.

3.2.2.2.7 FBO shall provide lavatory services and aircraft cleaning services.

3.2.2.2.8 FBO shall provide aircraft ground power.

3.2.2.2.9 FBO shall be able to make crew and passenger ground transportation arrangements (limousine, shuttle, and rental car).

3.2.2.2.10 FBO shall be able to make aircraft catering arrangements.

3.2.2.3 Aircraft Maintenance

FBO shall provide, upon request, routine (minor) aircraft line maintenance (i.e., including preventative maintenance as defined in 14 CFR Part 43, Appendix A and excluding maintenance associated with 50 hour, 100 hour, annual inspections, major alteration, and major repair) on the airframe, powerplants and associated systems of aircraft using the Airport. Service may be provided directly through in-house or by procurement through qualified contract services.

3.2.2.4 Aircraft Storage

FBO shall develop, own, and/or lease facilities for the purpose of subleasing (to the public) aircraft storage space to entities engaging in commercial or non-commercial aeronautical activities.

3.3 Leased Premises

3.3.1 FBO shall have adequate land (see Section 2.5.1), including apron/paved tiedown (see Section 2.5.2), facilities (hangars, terminal, maintenance, and fuel storage), and vehicle parking (see Section 2.5.3) to accommodate all activities of FBO and all approved sublessees, but not less than the following:

3.3.1.1 Contiguous Land – 7 acres (304,920 square feet), upon which all required improvements including apron/paved tiedown, facilities and vehicle parking shall be located.

3.3.1.2 Apron – 3 acres (130,680 square feet), with weight bearing capacity to accommodate the largest aircraft handled or serviced by FBO.

3.3.1.3 Paved tiedown – adequate to accommodate the number, type, and size of based and transient aircraft requiring tiedown space at the operator's leased premises, but not less than 10 paved tiedown spaces.

3.3.1.4 Facilities – 46,000 square feet (total) consisting of the following:

3.3.1.4.1 Terminal space – 5,000 square feet. Customer area shall be at least 2,500 dedicated square feet to include adequate space for crew and passenger lounge(s), flight planning room,

conference room, public use telephones, and restrooms. Administrative area shall be at least 1,250 dedicated square feet to include adequate space for employee offices, work areas, and storage.

3.3.1.4.2 Maintenance area – 1,000 square feet. Maintenance area shall include adequate space for employee offices, work areas, and storage for aircraft parts and equipment.

3.3.1.4.3 Hangar space – 40,000 square feet. At least one hangar shall be capable of accommodating an aircraft having a length of 100 feet, a wingspan of 95 feet, and a tail height of 26 feet. At least 25,000 square feet shall be dedicated to (for) aircraft storage and 15,000 square feet shall be available for the provision of aircraft maintenance.

3.3.1.4.4 Vehicle Parking – not less than required by City code.

3.4 Fuel Storage

3.4.1 FBO shall construct or install and maintain an on-Airport below ground fuel storage facility at the Airport, unless otherwise authorized or required, in a location consistent with the current and planned uses of Airport land and improvements and approved by the City.

3.4.2 Fuel storage facility shall have total capacity for three days peak supply of aviation fuel for aircraft being serviced by FBO. In no event shall the total storage capacity be less than:

3.4.2.1 20,000 gallons for Jet Fuel storage.

3.4.2.2 20,000 gallons for Avgas storage.

3.4.2.3 500 gallons for waste fuel or test samples (or the capability to recycle waste fuel or test samples).

3.4.3 FBO shall, at its sole cost and expense, maintain the fuel storage facility, all improvements thereon, and all appurtenances thereto, in a clean, neat, orderly, and fully functional condition consistent with good business practices and equal or better than in appearance and character, other similar improvements on the Airport.

3.4.4 FBO shall demonstrate that satisfactory arrangements have been made with a reputable aviation petroleum supplier/distributor for the delivery of aviation fuels in the quantities that are necessary to meet the requirements set forth herein.

3.4.5 Fuel suppliers utilized by operator must have a current and executed Fuel Delivery Permit, if one is required by the City, on file with the Airport Director.

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

- 3.4.7 FBO shall be liable and indemnify the City for all leaks, spills, or other damage that may result through the handling and dispensing of fuel.
- 3.4.8 Fuel dispensed by FBO shall meet quality specifications as outlined in ASTM D 1655 (Jet A) and ASTM D 1910 (Avgas), or superseding standards. Ensuring the quality of the fuel is the responsibility of the FBO.
- 3.4.9 FBO shall maintain records that identify the amount (number of gallons) of: (1) aviation fuel purchased by the FBO (by fuel type), (2) delivered to the FBO's fuel storage facility (by fuel type), and (3) delivered to FBO customer aircraft and/or dispensed by FBO at the Airport (by customer type).
- 3.4.10 On or before the 10th day of the subsequent month, unless otherwise provided for in operators agreement with City, FBO shall provide a summary report to the City identifying the amount (number of gallons) of: (1) aviation fuel purchased by the FBO (by fuel type), (2) delivered to the FBO's fuel storage facility (by fuel type), and (3) delivered to FBO customer aircraft and/or dispensed by the FBO at the Airport (by customer type) and FBO shall pay the appropriate fees and charges due to the City.
- 3.4.11 Records (and meters) shall be made available for review (audit) by the City or its designated representative. In the case of a discrepancy between the amount of fuel purchased by and/or delivered to the FBO and the amount of fuel delivered to FBO customer aircraft and/or dispensed by the FBO at the Airport, FBO shall promptly pay, in cash, all additional fees and charges due the City, plus annual interest on the unpaid balance at the maximum rate allowable by law, or as specified by a current agreement, from the date originally due.

3.5 Fueling Equipment

- 3.5.1 FBO shall have two Jet Fuel refueling vehicles with one having a capacity of at least 5,000 gallons and one having a capacity of at least 2,000 gallons.
- 3.5.2 FBO shall have two Avgas refueling vehicles each having a capacity of at least 750 gallons. A fixed Avgas self-serve refueling system can be substituted for an Avgas refueling vehicle.
 - 3.5.2.1 If substituted for an Avgas refueling vehicle, the fixed Avgas self-serve fueling system shall: (1) be constructed or installed in a location specified by the Airport Director, (2) be available and maintained by FBO for public commercial use, and (3) have detailed (and readily accessible) instructions for the proper and safe operation of the system and a fully functional (and readily accessible) telephone, emergency shut-off, properly rated fire extinguisher, and fuel spill kit.
 - 3.5.2.2 FBO may have only one Avgas refueling vehicle if FBO has a written agreement with another (separate) FBO at the Airport to provide Avgas fueling services at times when the FBO's refueling vehicle is unavailable or unable to meet the required response time.
 - 3.5.2.2.1 Agreement must be on file with the Airport Director.

- 3.5.3 Aircraft refueling vehicles shall be equipped with metering devices that meet all applicable regulatory measures. One refueling vehicle dispensing Jet Fuel shall have over-the-wing and single point aircraft servicing capability. All refueling vehicles shall be bottom loaded.
- 3.5.4 Each refueling vehicle and all fueling equipment shall be equipped and maintained to comply with all applicable safety and fire prevention requirements, standards, and regulatory measure including, without limitation, those prescribed by:
 - 3.5.4.1 State of California Fire Code;
 - 3.5.4.2 City of Long Beach Fire Code;
 - 3.5.4.3 National Fire Protection Association (NFPA) Codes;
 - 3.5.4.4 California Department of Health and Environment Oil Inspection Regulatory Section;
 - 3.5.4.5 14 CFR Part 139, Airport Certification, Section 139.321 "Handling/Storing of Hazardous Substances and Materials".
 - 3.5.4.6 Applicable FAA Advisory circulars (AC) including AC 00-34 "Aircraft Ground Handling and Servicing" and AC 150/5210-5 "Painting, Marking and Lighting of Vehicles Used On An Airport".

3.6 Equipment

3.6.1 FBO shall have the following equipment:

- 3.6.1.1 Adequate wheel chocks for aircraft parking on open apron areas and equipment for securing aircraft on permanent tiedowns including ropes, chains, wheel chocks, and/or other types of aircraft restraining devices which are required to safely secure aircraft as described in FAA Advisory Circular 20-35C.
- 3.6.1.2 One oxygen cart and one compressed air unit.
- 3.6.1.3 One ramp transportation vehicle to provide transportation of passengers and baggage between FBO terminal building and aircraft.
- 3.6.1.4 Two aircraft towing vehicles (and two bars) with at least one having a rated draw bar capacity sufficient to meet the towing requirement of the heaviest general aviation aircraft frequenting the Airport.
- 3.6.1.5 Two ground power units capable of providing electricity to direct current (DC) powered aircraft.
- 3.6.1.6 One lavatory service cart.
- 3.6.1.7 Spill kits including one mobile unit per contiguous ramp area with the necessary equipment and materials to contain a fuel spill and keep it from flowing into drains or other damage potential areas.

- 3.6.1.8 Adequate number of approved and regularly inspected dry chemical fire extinguisher units shall be maintained within all hangars, on all apron areas, at all fuel storage facilities, and on all ground handling and refueling vehicles.
- 3.6.1.9 All equipment reasonably necessary for the proper performance of aircraft maintenance in accordance with applicable FAA regulations and manufacturers' specifications, and minimum maintenance as stipulated in Section 3.2.2.3.

3.7 Personnel

- 3.7.1 Personnel, while on duty, shall be clean, neat in appearance, courteous, and at all times properly uniformed. Uniforms shall identify the name of the FBO and the employee and shall be clean, neat, professional, and properly maintained at all times.
 - 3.7.1.1 Management and administrative personnel shall not be required to be uniformed.
- 3.7.2 FBO shall develop and maintain Standard Operating Procedures (SOP) for fueling and ground handling and shall ensure compliance with standards set forth in FAA Advisory Circular 00-34A "Aircraft Ground Handling and Servicing." FBO's SOP shall include a training plan, fuel quality assurance procedures and record keeping, and emergency response procedures to fuel spills and fires. FBO's SOP shall also address: regular safety inspections, bonding and fire protection; public protection; control of access to fuel storage facilities; and marking and labeling of fuel storage tanks and refueling vehicles. FBO's SOP shall be submitted to the Airport Director no later than 30 days before the FBO commences activities at the Airport (and it shall be resubmitted anytime changes are made).
- 3.7.3 FBO shall have two properly trained and qualified line service technicians (FBO employees), on each shift, providing aircraft fueling, parking, and ground services and support.
 - 3.7.3.1 FBO shall have one supervisory line service technician (FBO employee) trained in an FAA approved fire safety program (14 CFR Part 139.321).
- 3.7.4 FBO shall have one properly trained and qualified customer service representative (FBO employee), on each shift (except from the hours of 11:00 p.m. to 6:00 a.m.), to provide customer service and support.
- 3.7.5 FBO (or authorized aircraft maintenance operator) shall have one airframe and powerplant mechanic properly trained and qualified to provide aircraft maintenance on aircraft using the Airport.

3.8 Hours of Activity

- 3.8.1 Aircraft fueling and passenger, crew, and aircraft ground handling services, support, and amenities shall be continuously offered and available to meet reasonable demands of the public for this activity between the hours 6:00 a.m. and 11:00 p.m. seven days a week (including holidays).

3.8.1.1 These services shall also be available all other times (after hours), on-call, with a response time not to exceed 30 minutes.

3.8.2 Aircraft maintenance shall be continuously offered and available to meet reasonable demand of the public for this activity between the hours of 8:00 a.m. and 5:00 p.m. five days a week.

3.8.2.1 Aircraft maintenance shall be available all other times (after hours), on-call with response time not to exceed 60 minutes.

3.9 Aircraft Removal

3.9.1 Recognizing that aircraft removal is the responsibility of the aircraft owner/operator, the FBO shall be prepared to lend assistance within 30 minutes upon request by either the Airport Director or the aircraft owner in order to maintain the operational readiness of the Airport's aircraft movement areas. The FBO shall prepare an aircraft removal plan and have the equipment readily available that is necessary to remove aircraft typically using the Airport.

3.10 Insurance

3.10.1 FBO shall maintain, at a minimum, the insurance coverage set forth in their agreement with the City.

4. LIMITED FIXED BASE OPERATOR

4.1 Introduction

4.1.1 A Limited Fixed Base Operator (FBO) is a commercial operator engaged in the sale of products, services, and facilities for (or in support of) piston-powered aircraft only, to include, at a minimum, the following activities at the Airport: aviation fuel (Avgas only) and aircraft lubricants; passenger, crew, and aircraft ground services, support and amenities; aircraft maintenance; and aircraft parking, tiedown, hangar, office, and shop rental.

4.1.1.1 A Limited FBO does not engage in the sale of products, services, and facilities for (or in support of) aircraft other than piston-powered aircraft.

4.1.1.1.1 Any entity desirous of engaging in the sale of products, services, and facilities for piston aircraft must meet the requirements set forth in Section 3.

4.1.2 In addition to the general requirements set forth in Section 2, each Limited FBO at the Airport shall comply with the following Minimum Standards set forth in this Section 4.

4.2 Scope of Activity

4.2.1 Unless otherwise stated in these Minimum Standards, all products and services shall be provided by Limited FBO's employees using Limited FBO's vehicles and equipment.

4.2.2 Limited FBO's products and services shall include the following:

4.2.2.1 Aviation fuel (Avgas only) and aircraft lubricants:

4.2.2.1.1 Limited FBO shall deliver and dispense, upon request, Avgas and aircraft lubricants into piston-powered aircraft using the Airport.

4.2.2.1.2 Limited FBO shall provide a response time of no more than 15 minutes during required hours of activity (except in situations beyond the control of Limited FBO).

4.2.2.2 Passenger, crew, and aircraft ground services, support, and amenities.

4.2.2.2.1 Limited FBO shall meet, direct, and park aircraft arriving on Limited FBO's leased premises with exception of aircraft that have a designated (assigned) tiedown space or area.

4.2.2.2.2 Limited FBO shall provide courtesy on-site transportation for passengers, crew, and baggage, as necessary and/or appropriate.

- 4.2.2.2.3 Limited FBO shall provide parking and tiedown of aircraft upon Limited FBO's leased premises.
- 4.2.2.2.4 Limited FBO shall provide hangar storage of aircraft upon Limited FBO's leased premises, to include in-out (aircraft towing) service.
- 4.2.2.2.5 Limited FBO shall provide crew and passenger baggage handling and other related arrival and departure services.
- 4.2.2.2.6 Limited FBO shall provide oxygen and compressed air services.
- 4.2.2.2.7 Limited FBO shall provide lavatory services and aircraft cleaning services.
- 4.2.2.2.8 Limited FBO shall provide aircraft ground power.
- 4.2.2.2.9 Limited FBO shall be able to make crew and passenger ground transportation arrangements (limousine, shuttle, and rental car).
- 4.2.2.2.10 Limited FBO shall be able to make aircraft catering arrangements.

4.2.2.3 Aircraft Maintenance - Limited FBO shall provide, upon request, routine (minor) aircraft line maintenance (i.e., including preventative maintenance as defined in 14 CFR Part 43, Appendix A and excluding maintenance associated with 50 hour, 100 hour, annual inspections, major alteration, and major repair) on the airframe, powerplants, and associated systems of aircraft (piston-powered only) using the Airport. Service may be provided directly through in-house or by procurement through qualified contract services.

4.2.2.4 Aircraft Storage - Limited FBO shall develop, own, and/or lease facilities for the purpose of subleasing (to the public) aircraft storage space for aircraft to entities engaging in commercial or non-commercial aeronautical activities.

4.3 Leased Premises

4.3.1 Limited FBO shall have adequate land (see Section 2.5.1), apron/paved tiedown (see Section 2.5.2), facilities (hangars, terminal, maintenance, and fuel storage), and vehicle parking (see Section 2.5.3) to accommodate all activities of Limited FBO and all approved sub lessees, but not less than the following:

4.3.1.1 Contiguous Land - 3 acres (130.680 square feet), upon which all required improvements including apron, paved tiedown, facilities, and vehicle parking shall be located.

- 4.3.1.2 Apron – 1.5 acres (65,340 square feet), with weight bearing capacity to accommodate the largest aircraft handled or serviced by Limited FBO.
- 4.3.1.3 Paved Tiedown – adequate to accommodate the number, type, and size based and transient aircraft requiring tiedown space at the operator's leased premises, but not less than 10 paved tiedown spaces.
- 4.3.1.4 Facilities – 8,000 square feet (total) consisting of the following:
 - 4.3.1.4.1 Terminal space – 2,500 square feet. Customer area shall be at least 1,250 dedicated square feet to include adequate space for crew and passenger lounge(s), flight planning room, conference room, public use telephones, and restrooms. Administrative area shall be at least 625 dedicated square feet to include adequate space for employee offices, work areas, and storage.
 - 4.3.1.4.2 Maintenance space – 500 square feet. Maintenance area shall include adequate space for employee offices, work areas, and storage for aircraft parts and equipment.
 - 4.3.1.4.3 Hangar space – 5,000 square feet or large enough to accommodate the largest aircraft undergoing aircraft maintenance (other than preventative aircraft maintenance as described in 14 CFR Part 43), whichever is greater.
- 4.3.1.5 Vehicle Parking – not less than required by City code.

4.4 Fuel Storage

- 4.4.1 Limited FBO shall construct or install and maintain an on-Airport below ground fuel storage facility at the Airport, unless otherwise authorized or required, in a location consistent with the current and planned uses of Airport land and improvements and approved by the City.
- 4.4.2 Fuel storage facility shall have total capacity for three days peak supply of aviation fuel for aircraft being services by Limited FBO, in no event shall the total storage capacity be less than:
 - 4.4.2.1 20,000 gallons for Avgas storage.
 - 4.4.2.2 500 gallons for waste fuel or test samples (or the capability to recycle waste fuel or test samples).
- 4.4.3 Limited FBO shall, at its sole cost and expense, maintain the fuel storage facility, all improvements thereon, and all appurtenances thereto, in a clean, neat, orderly, and fully functional condition consistent with good business

practices and equal or better than in appearance and character to other similar improvements on the Airport.

- 4.4.4 Limited FBO shall demonstrate that satisfactory arrangements have been made with a reputable aviation petroleum supplier/distributor for the delivery of aviation fuel in the quantities that are necessary to meet the requirements set forth herein.
- 4.4.5 Fuel supplies utilized by Limited FBO must have a current and executed fuel delivery permit, if required by the City, on file with the Airport Director.
- 4.4.6 Limited FBO shall have a written Spill Prevention, Control, and Countermeasures (SPCC) plan that meet regulatory measures for fuel storage facilities. An updated copy of the SPCC plan shall be filed with the Airport Director at least 30 days prior to commencing operations.
- 4.4.7 Limited FBO shall be liable and indemnify the City for all leaks, spills, or other damage that may result through the handling and dispensing of fuel.
- 4.4.8 Fuel dispensed by Limited FBO shall meet quality specifications as outlined is ASTM D 1910 (Avgas), or any superseding standards. Ensuring the quality of the fuel is the responsibility of Limited FBO.
- 4.4.9 Limited FBO shall maintain records that identify the amount (number of gallons) of: (1) aviation fuel purchased by Limited FBO, (2) delivered to Limited FBO's fuel storage facility, and (3) delivered to Limited FBO customer aircraft and/or dispensed by Limited FBO at the Airport (by customer type).
 - 4.4.9.1 On or before the 10th day of the subsequent month, Limited FBO shall provide a summary report to the City identifying the amount (number of gallons) of: (1) aviation fuel purchased by Limited FBO, (2) delivered to Limited FBO's fuel storage facility, and (3) delivered to Limited FBO customer aircraft and/or dispensed by the FBO at the Airport (by customer type) and Limited FBO shall pay the appropriate fees and charges due to the City.
 - 4.4.9.2 Records (and meters) shall be made available for review (audit) by the City or its designated representative. In the case of a discrepancy between the amount of fuel purchased by and/or delivered to Limited FBO and the amount of fuel delivered to Limited FBO customer aircraft and/or dispensed by Limited FBO at the Airport, Limited FBO shall promptly pay, in cash, all additional fees and charges due the City, plus annual interest on the unpaid balance at the maximum rate allowable by law or as specified by a current agreement, from the date originally due.

4.5 Fueling Equipment

- 4.5.1 Limited FBO shall have two Avgas refueling vehicles each having a capacity of at least 750 gallons. A fixed Avgas self-serve refueling system can be substituted for an Avgas refueling vehicle.

4.5.1.1 If substituted for an Avgas refueling vehicle, the fixed Avgas self-serve fueling system shall: (1) be constructed or installed in a location specified by the Airport Director, (2) be available and maintained by Limited FBO for public commercial use, and (3) have detailed (and readily accessible) instructions for the proper and safe operation of the system and a fully functional (and readily accessible) telephone, emergency shut-off, properly rated fire extinguisher, and fuel spill kit.

4.5.1.2 Limited FBO may have only one Avgas refueling vehicle if Limited FBO has a written agreement with another (separate) FBO at the Airport to provide Avgas fueling services at times when Limited FBO's refueling vehicle is unavailable or unable to meet the required response time.

4.5.1.2.1 Agreement must be on file with the Airport Director.

4.5.2 Aircraft refueling vehicles shall be equipped with metering devices that meet all applicable regulatory measures. All refueling vehicles shall be bottom loaded.

4.5.3 Each refueling vehicle and all fueling equipment shall be equipped and maintained to comply with all applicable safety and fire prevention requirements, standards, and regulatory measures including, without limitation, those prescribed by:

4.5.3.1 State of California Fire Code;

4.5.3.2 City of Long Beach Fire Code;

4.5.3.3 National Fire Protection Association (NFPA) Codes;

4.5.3.4 California Department of Health and Environment Oil Inspection Regulatory Section;

4.5.3.5 14 CFR Part 139, Airport Certification, Section 139.321 "Handling/Storing of Hazardous Substances and Materials".

4.5.3.6 Applicable FAA Advisory Circulars (AC) including AC 00-34 "Aircraft Ground Handling and Servicing" and AC 150/5210-5 "Painting, Marking and Lighting of Vehicles Used On An Airport".

4.6 Equipment

4.6.1 Limited FBO shall have the following equipment:

4.6.1.1 Adequate wheel chocks for aircraft parking in (on) open apron areas and equipment for securing aircraft on permanent tiedowns including ropes, chains, wheel chocks, and/or other types of aircraft restraining devices, which are required to safely secure aircraft as described in FAA Advisory Circular 20-35C.

- 4.6.1.2 One oxygen cart and one compressed air unit.
- 4.6.1.3 One ramp transportation vehicle to provide transportation of passengers and baggage between Limited FBO's terminal building and aircraft.
- 4.6.1.4 Two aircraft towing vehicles (and two bars) with at least one having a rated draw bar capacity sufficient to meet the towing requirement of the heaviest piston-powered aircraft typically using the Airport.
- 4.6.1.5 Two ground power units capable of providing electricity to direct current (DC) powered aircraft.
- 4.6.1.6 One lavatory service cart.
- 4.6.1.7 Spill kits including one mobile unit per contiguous ramp area with the necessary equipment and materials to contain a fuel spill and keep it from flowing into drains or other damage potential areas.
- 4.6.1.8 Adequate number of approved and regularly inspected dry chemical fire extinguisher units shall be maintained within all hangars, on all apron areas, at all fuel storage facilities, and on all grounding handling and refueling vehicles.
- 4.6.1.9 All equipment reasonably necessary for the proper performance of aircraft maintenance in accordance with applicable FAA regulations and manufacturers' specifications.

4.7 Personnel

- 4.7.1 Personnel while on duty shall be clean, neat in appearance, courteous, and at all times, properly uniformed. Uniforms shall identify the name of Limited FBO and the employee and shall be clean, neat, professional, and properly maintained at all times.
 - 4.7.1.1 Management and administrative personnel shall not be required to be uniformed.
- 4.7.2 Limited FBO shall develop and maintain Standard Operating Procedures (SOP) for fueling and ground handling and shall ensure compliance with standards set forth in FAA Advisory Circular 00-34A "Aircraft Ground Handling and Servicing". Limited FBO's SOP shall include a training plan, fuel quality assurance procedures and record keeping, and emergency response procedures to fuel spills and fires. Limited FBO's SOP shall also address: regular safety inspections, bonding and fire protection; public protection; control of access to fuel storage facilities; and marking and labeling of fuel storage tanks and refueling vehicles. Limited FBO's SOP shall be submitted to the Airport Director no later than 30 days before Limited FBO commences activities at the Airport (and it shall be resubmitted anytime changes are made).

- 4.7.3 Limited FBO shall have two properly trained and qualified line service technicians (Limited FBO employees), on each shift, providing aircraft fueling, parking, and ground services and support.
- 4.7.4 Limited FBO shall have one supervisory line service technician (Limited FBO employee) trained in an FAA approved fire safety program (14 CFR Part 139.321).
- 4.7.5 Limited FBO shall have one properly trained and qualified customer service representative (Limited FBO employee), on each shift (except from the hours of 11:00 p.m. to 6:00 a.m.), to provide customer service and support.
- 4.7.6 Limited FBO (or authorized aircraft maintenance operator) shall have one airframe and powerplant mechanic properly trained and qualified to provide aircraft maintenance on piston-powered aircraft typically using the Airport.

4.8 Hours of Activity

- 4.8.1 Aircraft fueling and passenger, crew, and aircraft ground handling services, support, and amenities shall be continuously offered and available to meet reasonable demands of the public for this activity between the hours of 6:00 a.m. and 11:00 p.m. seven days a week (including holidays).
 - 4.8.1.1 These services shall also be available all other times (after hours), on-call with a response time not to exceed 30 minutes.
- 4.8.2 Aircraft maintenance shall be continuously offered and available to meet reasonable demand of the public for this activity between the hours of 8:00 a.m. and 5:00 p.m. five days a week.
 - 4.8.2.1 Aircraft maintenance shall be available all other times (after hours), on-call with response time not to exceed 60 minutes.

4.9 Aircraft Removal

- 4.9.1 Recognizing that aircraft removal is the responsibility of the aircraft owner/operator, Limited FBO shall be prepared to lend assistance within 30 minutes upon request by either the Airport Director or the aircraft owner in order to maintain the operational readiness of the Airport's aircraft movement areas. Limited FBO shall prepare an aircraft removal plan and have the equipment readily available that is necessary to remove piston-powered aircraft typically using the Airport.

4.10 Insurance

- 4.10.1 Limited FBO shall maintain, at a minimum, the insurance coverage set forth in their agreement with the City.

5. SPECIALIZED AVIATION SERVICE PROVIDERS

5.1 Based Aircraft Flight Instruction

- 5.1.1 Providers of flight instruction shall hold FAA and State certification where applicable.
- 5.1.2 Provider shall have on-Airport office space and telephone.
- 5.1.3 Restroom facilities within reasonable walking distance of office space shall be provided.
- 5.1.4 Provider shall have parking (customer & employee vehicles) available consistent with City code.

5.2 Aircraft Sales

- 5.2.1 The business shall maintain on-Airport office space.
- 5.2.2 The business shall hold licenses as required by other governmental agencies.
- 5.2.3 Aircraft owners selling their own airplane and exempt from State sales licensing requirements are considered exempt from these requirements.
- 5.2.4 The sales entity shall provide, either directly or by subcontract, necessary and satisfactory arrangements for repair and servicing of aircraft, but only for the duration of any sales guarantee or warranty period and shall provide an adequate inventory of spare parts, either directly or by subcontract, for the type of new aircraft for which sales privileges are granted.

5.3 Aircraft Storage

- 5.3.1 Tiedown spaces shall be designed to provide for no aircraft wing overlap.
- 5.3.2 Adequate tiedown hardware shall be provided for wing and tail tiedowns.
- 5.3.3 Storage of marine craft or other vehicles/equipment not required to support aviation activity is not permitted.
- 5.3.4 For taxilanes used by aircraft under power, minimum taxilane widths consistent with FAA Advisory Circular 150/5300-13, "Airport Design" shall be provided unless otherwise approved by the Airport Director.
- 5.3.5 Taxilanes shall be marked in accordance with the standards set forth in FAA Advisory Circular 150/5340-1G, "Standards for Airport Markings."

5.4 Aircraft Storage Hangars

- 5.4.1 No commercial operations shall be conducted out of a hangar unless authorized in writing by the Airport Director.
- 5.4.2 Storage of marine craft or other vehicles/equipment not required to support aviation activity is not permitted.

5.5 Aircraft Maintenance and Repair

5.5.1 All aircraft repairs must be made in accordance with FAA standards.

5.5.2 Purveyor must provide an on-Airport office and hangar or tiedown area for parking of customer aircraft.

5.5.3 Performing maintenance and repair on an aircraft parked beyond the boundary lines of tenant leasehold or FBO is prohibited, unless pre-approved by City's Airport Director.

5.6 Aircraft Rental

5.6.1 The purveyor shall maintain an on-Airport office and adequate assigned tiedowns or inside storage areas for rental aircraft.

5.6.2 Restroom facilities within reasonable walking distance of office space shall be provided.

5.7 Avionics, Instruments, and Propeller Repair

5.7.1 Purveyor shall hold required FAA and FCC licenses.

5.7.2 Purveyor must provide an on-Airport office and hangar or tiedown area for parking of customer aircraft.

5.7.3 Performing maintenance and repair on an aircraft parked beyond the boundary lines of tenant leasehold or FBO is prohibited, unless pre-approved by City's Airport Director.

5.8 Flying Clubs (Non-Profit)

5.8.1 The flying club shall be a non-profit corporation or partnership.

5.8.2 The aircraft shall be owned or leased by the club.

5.8.3 The club may not offer or conduct charter, air taxi, rental, or flight instruction, and only members of the flying club may operate the aircraft.

5.8.4 The club shall not permit its aircraft to be used for giving flight instruction to any person, including club members, when such person pays or becomes obligated to reimburse for such instruction, except when instruction is given by a lessee or permittee authorized by the City to give such instruction.

5.8.5 Exceptions are permitted to the above when flight instructors or mechanics are club members. They may perform instruction/maintenance/repair where compensation is limited to credit against payment of dues or flight time.

5.9 Aircraft Charter

- 5.9.1 Adequate sheltered waiting area shall be provided within 500 feet of the aircraft. The waiting area shall be of sufficient size to hold the passenger load for the type of aircraft and meet applicable Fire Codes regarding occupancy load.
- 5.9.2 Restrooms shall be available at the waiting area.
- 5.9.3 Adequate vehicle parking spaces shall be provided on-site in accordance with City Code.
- 5.9.4 The operator shall hold all applicable FAA and DOT licenses and/or certificates.
- 5.9.5 The operator shall provide adequate ground handling equipment for type aircraft.
- 5.9.6 The operator shall provide public telephones within reasonable distance of waiting area.
- 5.9.7 No publicly available scheduled operations or public charters with a scheduled frequency of five flights or more per week are permitted except at the Airport's terminal building and associated air carrier ramp.

5.10 Scheduled Airline Operations

- 5.10.1 Scheduled airline operators are those companies operating publicly available (or advertised) scheduled flights with a frequency of five flights or more per week using aircraft with a certificated maximum take-off weight equal to or greater than 75,000 lbs.
- 5.10.2 Scheduled airline operations shall be conducted solely from the Airport's terminal building and associated air carrier ramp.
- 5.10.3 The Airline operator shall provide either customer service counter personnel, a direct line customer service counter telephone, or a toll free number posted at the ticket counter from 6:00 a.m. to 11:00 p.m., and any additional hours as required to coincide with a delayed flight.
- 5.10.4 The Airline operator shall provide skycap service or automated check-in service, in addition to customer service agent ticket counter check-in service, unless the Airport Director waives requirement.
- 5.10.5 The Airline operator shall provide adequate guidance or escort between the boarding lounge gate and the aircraft door.
- 5.10.6 The Airline operator shall provide queuing stanchions, of an approved type, for crowd control in all queuing areas.
- 5.10.7 The Airline operator shall abide by the current approved City of Long Beach Terminal Area Graphics Standards Manual.
- 5.10.8 The Airline operator shall utilize a pre-approved Alternate Operation Plan for diverted flights between 11:00 p.m. and 7:00 a.m.

- 5.10.9 All Airline operators shall have the procedures, trained personnel and equipment to reposition aircraft within the ramp or to-from remote parking areas between the hours of 5:30 a.m. to 10:30 p.m.
- 5.10.10 All Airline operators shall have the necessary procedures and resources available to board passengers from both the north and south holdrooms.
- 5.10.11 The Airline operator shall comply with the intent of the California Air Resources Board/Airline Ground Service Equipment MOU signed in December 2002, to the satisfaction of the City, once enabled by Airport infrastructure improvements.

5.11. Scheduled Commuter Operations

- 5.11.1 Scheduled commuter operators are those companies operating publicly available (or advertised) scheduled flights with a frequency of five flights or more per week using aircraft with a certificated maximum take-off weight of less than 75,000 lbs.
- 5.11.2 Scheduled commuter operations shall be conducted solely from the Airport's terminal building and associated ramp.
- 5.11.3 The Commuter operator shall provide either customer service counter personnel, a direct line customer service counter telephone, or a toll free telephone number posted at the ticket counter from 6:00 a.m. to 11:00 p.m., and any additional hours as required to coincide with a delayed flight.
- 5.11.4 The Commuter operator shall provide adequate guidance and escort between the boarding lounge gate and the aircraft door.
- 5.11.5 The Commuter operator shall escort all unscreened passengers from the aircraft through the Security Identification Display Area (SIDA) when disembarking. Unscreened passengers shall only use exit gates authorized by the Airport Director.
- 5.11.6 The Commuter operator shall provide queuing stanchions, of approved type, for crowd control in all queuing areas.
- 5.11.7 The Commuter operator shall abide by the current approved City of Long Beach Terminal Area Graphics Standards Manual.
- 5.11.8 The Commuter operator shall utilize a pre-approved Alternate Operation Plan for diverted flights between 11:00 p.m. and 7:00 a.m.
- 5.11.9 All Commuter operators shall have the procedures, trained personnel and equipment to reposition aircraft within the ramp or to-from remote parking areas between the hours of 5:30 a.m. to 10:30 p.m.
- 5.11.10 All Commuter operators shall have the necessary procedures and resources available to board passengers from both the north and south holdrooms.
- 5.11.11 The Commuter operator shall comply with the intent of the California Air Resources Board/Airline Ground Service Equipment MOU signed in December

2002, to the satisfaction of the City, once enabled by Airport infrastructure improvements.

5.12 Other Specialized Aviation Services

5.12.1 Other specialized aviation services include aircraft modifications (STCs), aircraft paint, aircraft upholstery, aircraft propeller service, aircraft engine component overhaul, aircraft major rehabilitation or reconstruction.

5.12.2 Aircraft painting, except minor touch-up painting, shall be conducted only in City approved aircraft paint booths or paint facilities.

5.12.3 Performing maintenance and repair on an aircraft parked beyond the boundary lines of tenant leasehold or FBO is prohibited, unless pre-approved by City's Airport Director

5.12.4 Purveyor must provide an on-Airport office and hangar or tiedown area for parking of customer aircraft

5.12.5 Purveyor shall hold the required FAA certification for type work.

5.13 Airship Operations

5.13.1 Airship mooring locations shall be assigned as appropriate by Airport management.

5.13.2 The airship operator shall be responsible for the removal of equipment in a timely manner, not to exceed 24 hours.

5.13.3 The airship operator shall provide ground operations and radio training to the satisfaction of the Airport Bureau to each crewmember required to operate a vehicle on the Airport surface and/or communicate via radio with the ATC tower.

5.14 Banner Tow Operations

5.14.1 Each banner tow operator shall obtain a banner tow permit from the Airport Bureau.

5.14.2 A ground crew consisting of at least one individual is required for all banner tow operations.

5.14.3 Any vehicles operated on the airfield shall display Airport-related identification and markings.

5.14.4 Banner tow pickup/drop operations shall be conducted only in areas designated by Airport Bureau.

5.14.5 The banner tow operator shall provide ground operations and radio training to the satisfaction of the Airport Bureau to each crewmember required to operate a vehicle on the Airport surface and/or communicate via radio with the ATC tower.

5.15 Mobile Aircraft Washing and Detailing

5.15.1 Aircraft washing shall be conducted only in designated areas.

5.15.2 Operators must contain all water and associated discharge from washing activities. All such effluent shall be recycled or removed from the Airport, and meet all applicable Airport, City, State, and federal clean water regulations.

5.15.3 Aircraft washing and detailing operators shall receive written approval of lessees or permittees prior to entering their premises.

5.16 Mobile Catering

5.16.1 Food catering permittees shall not operate their catering units within 300 feet of the terminal building.

5.16.2 Mobile caterers shall receive written approval of lessees or permittees prior to entering their premises.

5.16.3 Mobile caterers must meet all applicable Airport, City, State and, Federal Regulations.

6.0 NON-COMMERCIAL SELF-FUELING

6.1 Introduction

6.1.1 All entities desiring self-service fueling shall be accorded a reasonable opportunity, without unlawful discrimination, to qualify and receive a Non-Commercial Self-Service Fueling Permit. Those entities that have a permit granting them the rights to perform commercial fueling (i.e., FBO) are not required to apply for a Non-Commercial Self-Service Fueling Permit.

6.1.2 This article sets forth the standards prerequisite to an entity engaging in non-commercial self-fueling activities at the Airport. Any entity engaging in such activities shall also be required to comply with all applicable regulatory measures pertaining to such activities.

6.1.3 In addition to the applicable Minimum Standards General Requirements, each entity conducting non-commercial self-fueling activities at the Airport shall comply with the following Minimum Standards.

6.2 Permit Approval

6.2.1 No entity shall engage in self-fueling activities unless a valid Non-Commercial Self-Fueling Permit authorizing such activity has been obtained from the City. Such entities shall herein be referred to as "Permittees".

6.2.2 The Permit shall not reduce or limit Permittee's obligations with respect to these Self-Fueling Minimum Standards, which shall be included in the Permit by reference.

6.2.3 Prior to issuance and subsequently upon request by the City, Permittee shall provide evidence of ownership (and/or lease) of any aircraft being operated (under the full control of) and fueled by Permittee. The City will determine if an aircraft lease is commercially reasonable, for purposes of self-fueling.

6.3 Reporting

6.3.1 Permittee shall report all fuel delivered to the approved Permittee's fuel storage facility and Permittee's aircraft during each calendar month and submit a summary report along with appropriate fees and charges due the City on or before the 10th day of the subsequent month.

6.3.2 Records (and meters) shall be made available for review (audit) by the City or its designated representative. In the case of a discrepancy between the amount of fuel purchased by and/or delivered to Permittee and the amount of fuel dispensed by Permittee at the Airport, Permittee shall promptly pay, in cash, all additional fees and charges due the City, plus annual interest on the unpaid balance at the maximum rate allowable by law or as specified by a current agreement, from the date originally due.

6.4 Fuel Storage

6.4.1 Permittee shall arrange and demonstrate that satisfactory arrangements have been made for the storage of fuel, as follows:

1. through either an authorized FBO at the Airport or
2. in an on-Airport fuel storage location approved by the City.

- 6.4.2 Permittee shall be liable and indemnify the City for all leaks, spills, or other damage that may result through the handling and dispensing of fuel.
- 6.4.3 Ensuring the quality of the fuel is the responsibility of Permittee.

6.5 Fueling Equipment

- 6.5.1 Permittee shall utilize a single refueling vehicle for each type of fuel to be dispensed. Avgas refueling vehicles shall have a minimum capacity of 750 gallons and Jet Fuel refueling vehicles shall have a minimum capacity of 2,000 gallons.
- 6.5.2 Each refueling vehicle shall be equipped and maintained to comply at all times with all applicable safety and fire prevention requirements or standards, as may be amended from time to time, including without limitation, those prescribed by:
 - 1. State of California Code,
 - 2. City of Long Beach Fire Code,
 - 3. National Fire Protection Association (NFPA) Codes,
 - 4. 14 CFR Part 139, Airport Certification, Section 139.321 "Handling/Storing of Hazardous Substances and Materials"; and
 - 5. Applicable FAA Advisory Circulars (AC) including AC 00-34 "Aircraft Ground Handling and Servicing" and AC 150/5210-5 "Painting, Marking and Lighting of Vehicles Used On An Airport".
- 6.5.3 Prior to transporting fuel onto the Airport; the Permittee shall provide the City with a Spill Prevention Contingency and Control Plan (SPCC) that meets regulatory requirements for fuel storage facilities. An updated copy of such SPCC Plan shall be filed with the Airport Director at least thirty (30) days prior to actual implementation. Such plan shall describe, in detail, those methods that shall be used by the Permittee to clean up any potentially hazardous fuel spills. The plan should include equipment to be used, emergency contact personnel and their telephone numbers, and all other details as to how the Permittee would contain such a spill. This plan should also describe, in detail, what methods the Permittee intends to use to prevent any such spill from occurring.
- 6.5.4 In accordance with all applicable regulatory measures and appropriate industry practices, the Permittee shall develop and maintain Standard Operating Procedures (SOP) for fueling and shall ensure compliance with standards set forth in FAA Advisory Circular 00-34A, entitled "Aircraft Ground Handling and Servicing". The SOP shall include a training plan, fuel quality assurance procedures, record keeping, and emergency response procedures for fuel spills and fires. The SOP shall also address the following: (1) bonding and fire protection, (2) public protection, (3) control of access to refueling vehicle storage areas, and (4) marking and labeling of refueling vehicles. The SOP shall be submitted to the Airport Director not later than thirty (30) days before the Permittee commences self-fueling at the Airport.

6.6 Licenses, Certifications, and Permits

Permittee shall have and provide to the Airport evidence of all federal, State, and local licenses, certificates, and permits that are required to conduct self-fueling.

6.7 Personnel

6.7.1 Permittee's employees must conduct the self-fueling activity and be properly trained in aircraft refueling.

6.7.2 There must be a minimum of two (2) individuals present during self-fueling activities.

6.8 Limitations

Permittees shall not sell and/or dispense fuels to based or transient aircraft that are not owned by or under the full control of Permittee. Any such selling or dispensing shall be grounds for immediate revocation of the Permit by the City.

6.9 Insurance

Except as otherwise provided for herein, Permittee shall maintain, at a minimum, the coverages and policy limits set forth in their agreement with the City.

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