

SCHAUMBURG REGIONAL AIRPORT

Minimum Requirements For Airport Aeronautical Services

SCHAUMBURG REGIONAL AIRPORT ADVISORY COMMISSION
Of the
VILLAGE OF SCHAUMBURG, ILLINOIS

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VILLAGE OF SCHAUMBURG

PROGRESS THROUGH THOUGHTFUL PLANNING



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INTRODUCTION

Purpose

As a part of its effort to foster and promote the Schaumburg Regional Airport as a prime facility for business, commercial and personal air transportation, the Village of Schaumburg will apply and assure the consideration of these Minimum Standards, for the following reasons:

- To assure that a high level of quality and service is maintained by any person offering or desiring to offer aeronautical services at the Airport.
- To provide a basis for determining that all FBOs and SASOs and potential FBOs and SASOs are treated in a fair and non-discriminatory manner.
- To publish and make known the minimum requirements that must be met by anyone desiring to conduct an aeronautical business at the Airport.

Definitions

Aeronautical Activity - Any activity that involves, makes possible, or is required for the operation of aircraft or that contributes to or is required for the safety of operations. This term shall include, but is not limited to, the storage, hangar and/or tie-down of an aircraft; the sale, repair and/or maintenance of new and/or used aircraft, parts or equipment, radios, instruments and/or electronic equipment; aircraft charter, rental and/or lease; flight instruction, and the sale of aviation fuels and other petroleum products.

Airport - Airport shall mean the Schaumburg Regional Airport (herein referred to as "Airport") consisting of all land within the property boundaries depicted on an approved Airport Layout Plan (ALP) containing all landlord improvements owned by the Village and designated by the Village for use as an air navigational facility, the facilities and boundaries of which may be modified from time to time.

Airport Commission - Schaumburg Regional Airport Advisory Commission (SRAAC) and its commissioners as defined by the SRAAC by-laws, hereinafter referred to as "Commission". The Commission has the responsibility to recommend policy and investigate matters as they relate to airport operations and facilities, revenues, planning and construction, general welfare, and serve as a sounding board for community and resident concerns and complaints.

Airport Manager - The person or corporation determined by the Village for appointment to manage and supervise the operation of the Airport or in his/her absence, its designated representative, or the person designated as Acting Airport Manager.

Airport Layout Plan (ALP) - The plan of an airport showing the layout of existing and proposed airport facilities.

Airport Owner - The owner of the Schaumburg Regional Airport is the Village of Schaumburg, hereinafter referred to as "Village".



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

Contract - A written agreement between the Village and an Operator (Tenant) specifying the terms and conditions under which the Operator may conduct commercial aviation activities. Such agreement will recite the terms and conditions under which the activity will be conducted at the Airport including, but not limited to, location of operations, rents, fees, charges to be paid, and the rights and obligations of the respective parties.

FAA - Federal Aviation Administration

FAR - Federal Aviation Regulations

Fixed Base Operator (FBO) - An organization granted the right by the Airport Owner under an Airport Contract to furnish to the public aeronautical activities or services as defined herein.

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

Minimum Standards - The minimum requirements to be met by businesses engaged in on-airport Aeronautical Activities as a condition for the right to conduct those activities.

NTSB - National Transportation Safety Board

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

Self-Service - The servicing of an aircraft by the owner of the aircraft or the owner's employee including preventative maintenance activities as defined in FAR Part 43, provided the service is performed by the aircraft owner or their employees with resources supplied by the aircraft owner.

Specialized Aviation Service Operator (SASO) Essential - An aeronautical business expected by the pilot community to be open or available at an Airport on a daily basis to assist with aircraft operations. They are required, at a minimum, to be open daily during weekdays to provide services to pilots.

Specialized Aviation Service Operator (SASO) On-Demand - An aeronautical business expected to be open to meet the demands of the public. They are not required to be open daily during weekdays to provide essential services to pilots.

Subcontract - A written agreement, approved by the Village, stating the terms and conditions under which a third party Operator leases space from a Tenant for the purpose of providing aeronautical services at the Airport.

Tenant - Any person holding a valid Contract from the Village to conduct an Aeronautical Activity.



STATEMENT OF POLICY

The Village is dedicated to providing a safe, efficient, and modern aeronautical facility to serve the needs of the citizens of Schaumburg, the region, and the flying public in general in a non-discriminatory manner and consistent with the laws of the United States, the State of Illinois, and local laws and ordinances, and in full compliance with all the obligations and responsibilities it has and will assume in its various agreements with the State and Federal governments. In furtherance of these obligations, the Village states the following:

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

The Village also recognizes that the public interest will be served by developing Contracts to permit the use of its Airport property to FBOs, SASOs, and other Tenants who are committed to and are capable of providing high quality aeronautical services on an ongoing basis.

Contractual obligations with the Federal and State governments - All provisions of Contracts are subordinate to the Village's existing and future contractual obligations with the U.S. and State governments and all applicable statutes.

Obligation to ensure orderly development of the Airport - The Village has the responsibility to determine the most effective and efficient use of Airport property and facilities and to plan for and develop the Airport as the Village determines to be in the best interest of the public. The Village's plan for the future development of the Airport will be depicted on the then current Airport Layout Plan (ALP). This Plan may be revised from time to time as the Village deems necessary. The Village will not be responsible to any FBO, SASO, or Tenant for the consequences of any modifications to the ALP or for any Airport development resulting therefrom.

Obligation to assure high quality service - It is a primary and material consideration in the award of any right for the conduct of any Aeronautical Activity at the Airport that such award will assure high quality service to the general public using the Airport.

Fuel Farm - The Village has constructed a Fuel Farm at the Airport for the storage and dispensing of aviation fuel. The Fuel Farm is owned and operated by the Airport Owner. The Village will be responsible for the operation of the Fuel Farm particularly with respect to its safety, security, and protection of the fuel from contaminants. Should the Village transfer responsibility of the Fuel Farm operations to the FBO or another party, all responsibility for the Fuel Farm, included but not limited to safety, security, and protection of the fuel from contaminants, will be transferred from the Village to the selected Tenant as part of any such



Contract. The Village reserves the right, but shall not be obligated, to direct and control fueling activities of the Tenant to ensure the safety, security, and protection of the Fuel Farm.

All aviation fuel must be dispensed from the Fuel Farm, except where the Village has given written permission to fuel aircraft. The Village may consider alternative fueling options as proposed by a Fixed Base Operator or SASO. The Village may impose a flowage fee to compensate it for the establishment and operation of the Fuel Farm and to provide a source of income for Airport operations and development. The flowage fee may provide for volume discounts to be determined by the Village. All payments for the use of the Fuel Farm are to be collected by the Village.

APPLICATION PROCEDURES

Submission Requirements

Any person wishing to conduct an Aeronautical Activity on the Airport or provide any aeronautical service to the public must conform to the procedures and requirements outlined in this section.

1. The Applicant must demonstrate they have sufficient management experience, available personnel, and equipment to provide high quality service in an efficient and effective manner throughout the term of the Contract.
2. The application must be in writing in a form suitable to the Village specifying the following:
 - a. Applicant's name and address.
 - b. Description of proposed aeronautical activities to be offered.
 - c. Land area (location and amount) and proposed use.
 - d. Names and qualifications of officers and personnel.
 - e. Copies of current certificates required by the FAA.
 - f. List of specialized tools, equipment, services and inventory necessary for the proposed operation.
 - g. Proposed dates for starting each activity.
 - h. Details related to all proposed capital investment and estimates of cost.
 - i. Drawing (to scale) depicting location of premises and location of proposed building and facilities.
 - j. Number of aircraft to be provided, if necessary, for the activity proposed.
 - k. Auto parking spaces estimated to be needed for customers and employees,
 - l. Proposed hours of operation for each activity
 - m. Itemization of insurance coverages.
 - n. Evidence of financial capability.
 - o. Plan for chemical, contaminant and toxic material storage, containment and disposal.
3. The application must be submitted to the Village's Transportation Department.



Financial Statements

Evidence must be submitted of the Applicant's financial capability to perform the services proposed and of financing plans for any structures and/or facilities that will not be provided by the Village. The Village Board will be the final judge of qualifications and ability to perform.

Process

Each application will be submitted to the Village's Transportation Department prior to review by the Commission. Village staff, upon determining the completeness and acceptability of the application, will submit it with recommendations to the Commission. The Commission then makes a recommendation to the Village of Schaumburg Transportation Committee. The Transportation Committee, made up of three Village Board members, will make a recommendation to the Village Board. The Village Board may approve or reject any application, require additional information from the Applicant, or place conditions on the approval of the application. The Village will notify the Applicant of any such action following the action of the Village Board.

REQUIRED CONTRACT CLAUSES

The following clauses must be included in each Contract for the conduct of any Aeronautical Activity at the Airport.

1. Tenant agrees to operate the premises for the use and benefit of the public:
 - a. to furnish good, prompt and efficient services adequate to meet all the demands for its operation at the Airport;
 - b. to furnish said operation on a fair, equal and non-discriminatory basis to all users thereof; and
 - c. to charge fair, reasonable and non-discriminatory prices for each unit of sale or service, provided that the Tenant may be allowed to make reasonable and non-discriminatory discounts, rebates or other similar types of price reductions to volume purchasers.
2. The Tenant, their personal representatives, successors in interest and assigns, as a part of the consideration hereof, does hereby covenant and agree, as a covenant running with the land, that:
 - a. no person on the grounds of race, color, religion, sex, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said benefits,
 - b. that in the construction of any improvements on, over, or under such land and the furnishing of services thereon, no person on the grounds of race, color or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination,



- c. that the Tenant shall use the premises in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, non-discrimination in federally-assisted programs of the Department of Transportation – effectuation of Title VI of the Civil Rights Act of 1962, and as said regulations may be amended.

In the event of breach of any of the non-discrimination covenants, the Village shall have the right to terminate the Contract and to reenter and repossess said land and facilities thereon and hold the same as if said Contract had never been made or issued. The Tenant further agrees to comply with such enforcement procedures as the United States might direct or demand that the Airport Owner take in order to comply with the Sponsor's Assurances.

3. It is hereby specifically understood and agreed that nothing herein contained shall be construed to grant or authorize the granting of an exclusive right to provide aeronautical activities to the public as prohibited by Section 308 (a) of the Federal Aviation Act of 1958, as amended, and the Village reserves the right to grant to others the privilege and right of conducting any one or all activities of an aeronautical nature.
4. All aircraft fuels shall be stored in a designated area as approved by the Village. If the Tenant uses tanks provided by the Village, the Tenant shall pay the Village a negotiated rental for the use of such facilities.
5. All improvements to be constructed on the premises must be approved by the Village as to architectural suitability, location and height with respect to other Airport facilities. No improvements will be permitted that in any way interferes with or derogates Airport facilities or operations.
6. Facilities for the storage and disposal of toxic materials and contaminants must comply with all applicable governmental rules, regulations, standards and requirements. Tenant will obtain all necessary permits for storage and disposal and will provide Village with copies of such permits and evidence of compliance with the terms and conditions thereof. Improper storage or disposal of toxic materials or contaminants shall be grounds for termination of the Contract. Tenant shall be responsible for the costs of correcting any contamination or damage to the agreed upon area and/or adjacent areas caused by improper storage, disposal or use of any such materials. Upon termination of the Contract or otherwise vacating the premises, the Tenant shall provide the Village with a written certification by a reputable consultant as to the environmental condition of the premises with respect to toxic materials and contaminants.
7. Tenant acknowledges that it does not have an exclusive operation and any person operating aircraft on the Airport may perform any allowable service, as defined in the Airport's rules and regulations, on its own aircraft with its own regular employees, who are qualified to perform such services.
8. The Village reserves the right but shall not be obligated to the Tenant, to maintain and keep in repair the landing area of the Airport and all publicly owned facilities of the Airport, together with the right to direct and control all activities of Tenant in this regard.



9. The Village reserves the right to further develop or improve the landing area of the Airport as it deems necessary, regardless of the desires or views of the Tenant, and without interference or hindrance therefrom.
10. During times of war, national emergency, or natural disasters, the Village shall have the right to lease the landing area or any part thereof to the United States Government for military use or local government or other emergency response authority on a temporary basis until such crisis has passed and, if such lease is executed, the provisions of this instrument, insofar as they are inconsistent with the provisions of the lease to the Government, shall be suspended.
11. The Village reserves the right to take any action it considers necessary to protect the aerial approaches to the Airport against obstruction together with the right to prevent Tenant from erecting, or permitting to be erected, any building or other structure on or adjacent to Airport which, in the opinion of the Village, would limit the usefulness of the Airport or constitute a hazard to aircraft.
12. This Contract shall be subordinate to the provisions of any existing or future agreement between the Village and the United States or the State of Illinois in carrying out its Block Grant authority, relative to the operation or maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the expenditure of Federal and/or State funds for the development of the Airport.
13. The Tenant will not assign the Contract nor sublet any portion of the premises without first providing notice to and securing the approval of the Village.
14. The Tenant agrees to submit an annual Financial Statement, credit references and any other proof the Village may require from time to time to demonstrate its continued financial solvency and business ability.
15. The Tenant agrees that T-hangar bays shall be used primarily as places of aircraft storage and shall not be used as a place of business or for other non-aviation uses unless specifically approved by the Village.

STANDARD REQUIREMENTS AND CONDITIONS

The following conditions are applicable to all Contracts for the right to conduct aeronautical activities on the Schaumburg Regional Airport.

1. Conditions.

All Contracts must be in writing and these Minimum Standards incorporated by reference.



2. Minimum and Maximum Contract Terms.

All Contracts shall be for a minimum term of one (1) years and a maximum term of ten (10) years unless the Airport Owner determines that a longer term is warranted by the interests of the public in aviation. Provisions may be made for ten (10) year or less renewal options. All variations must be approved by the Village Board.

3. Assignments or Subcontract.

No Contract may be assigned nor may the premises be transferred without first providing notice to and securing the approval of the Village.

4. Violations of Minimum Standards.

The Village shall investigate any alleged violations of these Minimum Standards or the terms of a Contract entered into pursuant to these standards and report their findings and recommendations to the Village. The Tenant will be notified by the Village and will be given an appropriate amount of time within which to remedy any violation. Failure to comply with the order will be grounds for cancellation of the Contract and/or termination of the right to conduct aeronautical activities at the Airport.

5. Erection of structures and construction of improvements.

The right to erect structures or construct improvements on the premises is subject to the following conditions:

- a. Plans and specifications for the proposed development must be submitted to the Village Transportation Department. The Transportation Department will review them for completeness and conformity with the ALP, the Minimum Standards, and all other relevant aviation requirements.
- b. In addition to review by the Transportation Department for compliance with all aviation requirements, all plans and specifications for the proposed development must be submitted and approved in accordance with all applicable Village land development and permit processes.
- c. The Village reserves to itself the right to finance and construct all improvements including buildings, ramps, and taxiway access, but is not required to do so. The Village may permit the Tenant to finance the construction of its own improvements. In the latter case, rental charges will reflect the value of the Tenant's investment.

All Contracts will be subject to the provisions of the Village's obligations to the State and Federal governments and are subordinate to the provisions of existing or future agreements between the Village, the State of Illinois, and/or the United States.

The provision of high-quality aeronautical activities is a fundamental and essential consideration of the Contract. The Applicant must demonstrate that it has the financial capability to provide the desired level of service over an extended period of time.



An FBO or SASO must provide a plan for the storage, containment and disposal of contaminants, pollutants and toxic wastes, including procedures for containing and cleaning up spills of such materials. Such plan will be reviewed by the Village.

Building space requirements may be provided in one building, attached buildings or in separate buildings, subject to the approval of the Village.

The Applicant must have, or be able to secure, the necessary certificates from the FAA or other authority. All of the personnel required to hold an FAA certificate and ratings shall maintain such certificates and ratings throughout the term of the Contract. Copies of all applicable certificates must be submitted to the Village to be kept on file.

Tenants agree to comply with Airport rules and regulations as established and revised from time to time by the Village.

Tenants agree to engage only in the business or activity authorized by the Contract.

Rates and charges to the public related to the use of public areas such as the runway, taxiways and ramps including, but not limited to, landing and ramp fees by FBOs and SASOs are subject to approval by the Village. All rates and charges must be reasonable and applied equally and fairly.

Aircraft and vehicles will be stored and parked in designated areas, clear of taxiway and runway clearance lines.

The conditions and requirements set forth in this section are in addition to those conditions and requirements set forth in the sections entitled "Standards for Essential Aeronautical Activities" and "Standards for On-Demand Aeronautical Activities." Should any language in this document prove to be contradictory, that language which poses the most stringent requirements or conditions shall control.

Each Tenant will be responsible for maintaining its premises in a clean, safe, and sanitary condition. It will provide for the prompt removal of snow from all areas of its premises that are to be used for aircraft and/or automobile parking or operation and for pedestrian use.

Any FBO or SASO granted the right to perform aircraft maintenance shall assume the obligation to promptly remove from the public landing area (as soon as permitted by cognizant FAA or NTSB authorities), when directed by the Village, any disabled aircraft, including the responsibility of providing the appropriate equipment for moving such aircraft, including tractors, tow bars, jacks, dollies, etc.

The Village has the right to require any Tenant to remove from any portion of the Airport visible to the public any non-airworthy aircraft over which the Tenant has ownership or control within a reasonable time.

No land areas or building space in excess of present and reasonably foreseeable requirements will be transferred to any FBO or SASO. Additional areas will be made available to FBOs or SASOs on the basis of need and availability. In order to prevent the de facto creation of an



exclusive right for conducting any Aeronautical Activity, each FBO or SASO must, within one year from the initial execution of its Contract, provide initiated work as approved by the Village and all proper permits. If this condition is not met, the Village has the option of unilaterally modifying the extent of the Contract.

AIRPORT INSURANCE REQUIREMENTS

Any person engaging in commercial activity on the Airport shall accept all the operational and financial responsibilities of its commercial activity and defend, indemnify and hold harmless the Airport, the Village, Schaumburg Park District, Airport Commission, officers, agents and employees from each from any liability resulting from such commercial activity.

The Tenant's insurance shall be the primary coverage.

The minimum insurance coverage requirements for all Tenants are as follows:

<i>Insurance Coverage Requirements:</i>	<i>Applicable To:</i>
Airport Premises Liability	
\$1,000,000 each occurrence	All Tenants
Workers Compensation and Employer's Liability	
As Required by State Law	All Tenants
Aircraft Liability	
\$1,000,000 per occurrence; \$100,000 per passenger	All Tenants
Hangar Keepers Liability	
\$100,000 per aircraft; \$100,000 per occurrence limit dependent on storage capacity of hangar	Fixed Base Operator Airframe Repair Instrument Repair
Product Liability and Completed Operations	
\$1,000,000 each occurrence	Fixed Base Operator Airframe Repair Instrument Repair
Fire Legal Liability	
\$100,000 per occurrence	All Tenants
Environmental Impairment	
As required by Government Agencies	Fixed Base Operator Airframe Repair Aerial Application



STANDARDS FOR ESSENTIAL AERONAUTICAL ACTIVITIES

Essential Aeronautical Activities are businesses expected by the pilot community to be open or available at the Airport on a daily basis to assist with aircraft operations. They are required to be open daily during weekdays to provide essential services to pilots.

1. Fixed Base Operators (FBO)

A. Services Provided by FBOs

An FBO is a business authorized to engage in and furnish a full range of aeronautical services which shall include as a minimum item 1 and at least one (1) additional item from items 2 through 8 of the following list:

- 1) General ramp services, such as fueling, cleaning windshields, inflating aircraft tires, and tying down aircraft.
- 2) FAA approved major and minor aircraft engine maintenance and repair
- 3) FAA approved flight training
- 4) Aircraft charter and leasing
- 5) Aircraft rental
- 6) Aircraft sales
- 7) FAA approved avionics and instrument repair
- 8) Aircraft interiors

B. Requirements for FBOs:

- 1) FBOs will promptly meet and welcome all aircraft arriving at the Airport and will provide all necessary services and assistance between the hours of 8:00 AM and 5:00 PM, seven days per week and provide on-call service at all other times.
- 2) Provide adequate hangar space for the storage of aircraft. Additional storage may be required for the repair of aircraft as applicable to the aeronautical services being provided as specified in the FBO Contract.
- 3) Paved aircraft parking area sufficient for the storage of aircraft as applicable to the aeronautical services being provided as specified in the FBO Contract.
- 4) Ramp Areas - If not provided by the Village, FBOs shall provide sufficient paved ramp area to accommodate parking for at least fifteen (15) aircraft including transients as well as paved access to the nearest taxiway; pavement design and location shall be subject to approval of the Village.
- 5) Fueling - All fuels will be stored in areas designated by the Village in its Fuel Farm. The FBO must provide at least one (1) fuel tanker truck with a minimum capacity of 750 gallons to transport fuel from the Fuel Farm to the designated aircraft fueling area(s) except when fueling occurs directly from the Fuel Farm. The truck shall be of a type and design acceptable to the Village and equipped with approved filtering and metering devices. The truck must also comply with the requirements of the Illinois Department of Transportation, Secretary of State



(including Commercial Driver's License with Hazardous Materials designated for any tanker driver) and the State Fire Marshal. The FBO will provide adequate grounding devices and fire extinguishers at all fueling locations and will ensure that all personnel engaged in fueling operations have been fully instructed and trained in proper fueling procedures. All fuel and petroleum products storage areas will comply with applicable fire and environmental laws and regulations. The FBO will provide the Airport Manager with evidence required to verify fuel purchases and consumption.

- 6) Working Capital – At the time of contract execution, an FBO must demonstrate that it has a working capital of at least \$50,000, not including parts and equipment, as evidenced through financial statements.

2. Specialized Aviation Service Operator Activities (SASO) Essential

A. Airframe and Power Plant Repair

Any person desiring to engage in the repair and maintenance of aircraft engines and accessories must provide as a minimum the following:

- 1) At least one (1) FAA certified airframe and power plant mechanic with ratings appropriate for the work to be performed.
- 2) Hangar space meeting local and state industrial code requirements consisting of 3,600 ft² for airframe and power plant repair, aircraft, equipment, and parts storage, plus adequate space for offices, customer lounge areas, and public restrooms.
- 3) A paved aircraft parking ramp, with taxiway access, sufficient for the temporary parking of two (2) aircraft.
- 4) The operating hours shall be from 8:00 AM to 5:00 PM, five (5) days a week. Provide for mechanical service during non-operating hours on an on-call basis.
- 5) Sufficient equipment supplies and availability of parts to perform maintenance in accordance with the FAA Air Worthiness Directives, manufacturers' recommendations or the equivalent.
- 6) Working capital of at least \$25,000, not including parts and equipment, as evidenced through financial statements at the time of contract execution.



STANDARDS FOR ON-DEMAND AERONAUTICAL ACTIVITIES

On-Demand Aeronautical Activities are expected to be open to meet the demands of the public. They are not required to be open daily during weekdays to provide essential services to pilots but are expected to provide service hours that meet the reasonable demands of the public seeking their services.

1. Specialized Aviation Service Operator Activities (SASO) On-Demand

A. Avionics and Instrument Repair

Any person desiring to engage in the repair and maintenance of aircraft radios, instruments or propellers must hold an FAA repair station certificate and rating for same and provide the following as a minimum:

- 1) One (1) FAA certified repairman qualified in accordance with the terms of the repair station certificate.
- 2) Provide adequate hangar space for repair and shop activities, aircraft, equipment and parts storage.
- 3) A paved aircraft parking ramp, with taxiway access, sufficient to accommodate temporary parking for two (2) aircraft.
- 4) Operator shall be open, and services shall be available to meet the reasonable demands of the public for this activity.
- 5) Working capital of at least \$25,000, not including parts and equipment, as evidenced through financial statements at the time of contract execution.

B. Aircraft Charter, Leasing and Air Taxi

Any person desiring to engage in aircraft charter, leasing, or air taxi must provide as a minimum the following:

- 1) Operator shall provide a sufficient number of personnel to adequately and safely carry out activity in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public seeking such services.
- 2) Paved aircraft parking and/or hangar sufficient for the storage of aircraft.
- 3) One (1) aircraft, meeting all the requirements for an air taxi/commercial FBO (ATCO) operating certificate issued under FAR Part 135 or Part 121 and including instrument operations capability.
- 4) Operator shall be open, and services shall be available to meet the reasonable demands of the public for this activity.



- 5) Working capital of at least \$25,000, not including parts and equipment, as evidenced through financial statements at the time of contract execution.

C. Aircraft Rental

Any person desiring to engage in the rental of aircraft to the public must provide as a minimum the following:

- 1) One pilot with a current commercial flight instructor certificate with appropriate ratings.
- 2) Operator shall have available for rental, either owned by or under written contract to Operator and under the full and exclusive control of Operator, one (1) properly certified and currently airworthy aircraft.
- 3) Paved aircraft parking area and/or hangar sufficient for the storage of aircraft.
- 4) Adequate space for offices located on Schaumburg Regional Airport property.
- 5) Operator shall be open, and services shall be available to meet the reasonable demands of the public for this activity.
- 6) Working capital of \$25,000, not including value of parts, equipment and facilities, as evidenced through financial statements at the time of contract execution.

D. Aircraft Sales and Leasing

Any person desiring to engage in aircraft sales and leasing must provide as a minimum the following:

- 1) One properly certified pilot with appropriate ratings for the types of aircraft to be demonstrated.
- 2) A dealer in new aircraft shall operate an authorized factory dealership or subdealership and shall hold a dealership license if required by the State of Illinois.
- 3) Provide for high quality repair and servicing of aircraft during warranty periods along with a supply of necessary parts either at its own facilities or through a written agreement with a repair shop specializing in the make of aircraft sold.
- 4) Paved aircraft parking area and/or hangar sufficient for the storage of aircraft. If operator utilizes a hangar that can store operator's entire fleet, no paved tie downs will be required.
- 5) Adequate space for offices located on Schaumburg Regional Airport property.



- 6) Operator shall be open, and services shall be available to meet the reasonable demands of the public for this activity.
- 7) Working capital of at least \$25,000 not including value of parts, equipment, aircraft, and facilities, as evidenced through financial statements at the time of contract execution.

E. Flight Training

Any person desiring to conduct flight training shall provide the following as a minimum:

- 1) One (1) person properly certified by FAA as flight instructors to cover the types of training offered. Both ground and flight school must be approved under the appropriate Federal Aviation Regulation.
- 2) The Tenant shall own or lease (under a written lease) one (1) properly certified aircraft equipped for flight instruction.
- 3) Paved aircraft parking area and/or hangar sufficient for the storage of aircraft used for the operation.
- 4) Adequate space for offices located on Schaumburg Regional Airport property.
- 5) Operator shall be open, and services shall be available to meet the reasonable demands of the public for this Activity.
- 6) Working capital of \$25,000, not including equipment, parts and facilities, as evidenced through financial statements at the time of contract execution.

F. Air Ambulance

Anyone desiring to provide an air ambulance service from the Airport must provide the following as a minimum:

- 1) Two (2) pilots with appropriate FAA certificates. Back-up pilots, a physician, registered nurse or emergency medical technician on call as may be required for individual cases.
- 2) All licenses and permits required by Federal, State, or local governments for the provision of the proposed medical services shall be secured and kept current. Copies of all required certificates, permits, or licenses shall be submitted to the Village along with the application to conduct business at the Airport.
- 3) Own or have a formal agreement for at least one (1) aircraft, specifically designed and equipped to transport medical patients for emergency flights as well as normal treatment transportation.



- 4) Paved aircraft parking area and/or hangar sufficient for the storage of at least one (1) aircraft and an ambulance type ground vehicle.
- 5) Operator shall be open, and services shall be available to meet the reasonable demands of the public for this Activity.
- 6) Working capital of at least \$25,000, not including aircraft, equipment, parts and facilities, as evidenced through financial statements at the time of contract execution.

G. Specialized Commercial Service Operations

Any person or firm desiring to engage in the business of providing aircraft and/or services for specialized aeronautical uses, such as firefighting or patrol, aerial advertising, aerial photography or surveying, power line or pipeline patrol or any other operations specifically excluded from FAR Part 135 must provide the following as a minimum.

- 1) An aircraft suitably adapted and certified for the specific use.
- 2) At least one (1) properly certified and trained pilot to perform the specific aeronautical service(s) offered. This pilot may be on call for specific assignments.
- 3) All licenses, permits, or certificates that may be required in connection with the service offered must be kept current and copies kept on file with the Village.
- 4) Paved aircraft parking area and/or hangar sufficient for the storage of aircraft used for the operation.
- 5) Adequate space for offices located on Schaumburg Regional Airport property.
- 6) Operator shall be open, and services shall be available to meet the reasonable demands of the public for this Activity.
- 7) Working capital of \$25,000 not including the value of parts, equipment, aircraft or facilities, as evidenced through financial statements at the time of contract execution.

H. Painting and Upholstery Shops

Any person desiring to engage in the painting and/or upholstery of aircraft must comply with the following as a minimum:

- 1) Hangar space sufficient to operate the business meeting local and state industrial code requirements for shop activities, equipment, parts and supplies storage. The building and/or work space must be properly vented for the work performed therein. All facilities and equipment shall meet all applicable OSHA, state and local fire safety regulations.



- 2) All work on aircraft must be performed inside the structure.
- 3) All shop personnel must be trained in the proper use and safety procedures for all agents and equipment used in the operation of the business.
- 4) Paved aircraft parking area, sufficient for the parking of one (1) aircraft.
- 5) Operator shall be open, and services shall be available to meet the reasonable demands of the public for this Activity.
- 6) Working capital of \$25,000, not including aircraft, parts, supplies or equipment, as evidenced through financial statements at the time of contract execution.

I. Aerial Application

Any person desiring to engage in aerial application operations must hold an Agricultural Aircraft Operator Certificate issued by the FAA under FAR Part 137; comply with the requirements of the State and political subdivisions thereof and provide the following as a minimum:

- 1) One (1) person holding current FAA commercial certificates, properly rated for the aircraft to be used and meeting all the requirements of FAR Part 137 and applicable regulations of the State. Additional personnel as required to assist in the proper loading and servicing of the aircraft.
- 2) A building sufficiently sized to accommodate all the aircraft anticipated for use in the business plus 1,200 square feet for office and equipment storage. The hangar must be separate from other Airport Tenants to ensure safety from toxic chemicals.
- 3) Subject to the approval of the Village Board, the operator will construct a segregated chemical storage area, protected from public access, with a centrally drained paved area containing a minimum of 3,600 square feet for aircraft loading, washing, servicing and a dumping facility for handling of liquid spray and mixing liquids. Adequate ground equipment must be provided for handling of liquid spray, mixing liquids, and loading of dusting materials. All facilities shall comply with all local, State, and Federal rules and regulations as to design, construction, and operation. Before commencing operations, the business will submit to the Village a plan for the storage, handling and disposal of chemicals, contaminants, and toxic materials including procedures for containment and clean-up of spills.
- 4) One (1) aircraft specifically designed and equipped for aerial application and acceptable to FAA for operation under FAR Part 137 and applicable regulations of the State. Aircraft shall be owned or leased by agreement in writing and based on the agreed premises.
- 5) The business will at all times have in effect, in addition to other required coverages, special insurance coverage in an amount not less than \$1,000,000



per occurrence to protect against environmental damages caused by accident, mishap or otherwise and to cover clean-up costs.

- 6) All facilities associated with the aerial application operation will be located at the Airport in a location which will provide the greatest protection to the public.
- 7) Operator shall be open, and services shall be available to meet the reasonable demands of the public for this Activity.
- 8) Working capital of \$25,000, not including equipment, parts and facilities, as evidenced through financial statements at the time of contract execution.

J. Multiple Services

Any person desiring to engage in two (2) or more commercial aeronautical activities, but not as an FBO, must provide the following as a minimum:

- 1) A building or space in an existing building, containing the minimum required space for the most demanding activity. Repair stations must provide minimum areas as required by FAA repair shop certification for shop and hangar areas.
- 2) Ramp area requirements will be determined by the Village based on the types of activities proposed including adequate paved taxiway access.
- 3) Multiple responsibilities may be assigned to personnel to meet personnel requirements for all activities.
- 4) All requirements for aircraft for the specific activities to be engaged in must be provided. However, multiple uses can be made of all aircraft, except aerial applicator and air ambulance aircraft, to meet these requirements.
- 5) All requirements and services specifically required for each activity must be provided during the hours of operation.
- 6) The business will adhere to the operating schedule as required for each activity.
- 7) Working capital will be provided in an amount equal to the greatest amount required for any one (1) of the services provided at the time of contract execution.

2. Flying Clubs

All flying clubs desiring to base their aircraft and operate on the Airport must comply with the applicable provisions of these Minimum Standards and the Airport Rules and Regulations. In addition, any approved club shall also fulfill the following conditions.

- A. The club shall be a nonprofit entity (corporation, association or partnership) organized for the expressed purpose of providing its members with an aircraft for their personal use and enjoyment only. The ownership of the aircraft must be vested



- in the name of the flying club (or owned ratably by all of its members). The property right of the members of the club shall be equal and no part of the net earnings of the club will inure to the benefit of any member in any form (salaries, bonuses, etc.). The club may not derive greater revenue from the use of its aircraft than the amount necessary for the operation, maintenance, and replacement of the aircraft.
- B. Flying clubs may not offer or conduct charter, air taxi or rental aircraft operations. They may not conduct aircraft flight instruction except for regular members, and only members of the flying club may operate the aircraft. No flying club shall permit its aircraft to be utilized for giving flight instruction to any person, including members of the club owning the aircraft, when such person pays or becomes obligated to pay for such instructions, except when instruction is given by a Tenant based on the Airport who provides flight training. Any qualified mechanic who is a registered member and part owner of the aircraft owned and operated by the flying club shall not be restricted from doing maintenance work on aircraft owned by the club and the club does not become obligated to pay for such maintenance work except that such a mechanic may be compensated by credit against payment of dues or flight time.
 - C. All flying clubs and their members are prohibited from leasing or selling any goods or services whatsoever to any person or firm other than a member of such club at the Airport except that said flying club may sell or exchange its capital equipment.
 - D. The flying club, when submitting a permit request, shall furnish the Village a copy of its charter and by-laws, articles of association, partnership agreement or other documentation supporting its existence; a roster or list of its members, including names of officers and directors, to be revised on a semi-annual basis; certificates of insurance for all required coverage; number and type of aircraft; evidence that ownership is vested in the club (or owned ratably by all of its members); and operating rules of the club. The books and other records of the club shall be available for review at any reasonable time by the Village.
 - E. A flying club at the Airport shall abide by and comply with all Federal, State and local laws, ordinance, regulations and Rules and Regulations and the Minimum Requirements for Airport Aeronautical Services of the Village.
 - F. In the event the club fails to comply with these conditions, the Village will notify the club in writing of such violations. If the club fails to correct the violations in fifteen (15) days, the Village may take any action deemed advisable against the club, including termination of all club operations at the Airport.
 - G. The club shall obtain, prior to commencing operations and keep in force during its period of operations, insurance coverage in the amounts and on the terms specified in the Section entitled "Airport Insurance Requirements".