

**GRAND PRAIRIE MUNICIPAL AIRPORT
GRAND PRAIRIE, TEXAS**

**MINIMUM STANDARD REQUIREMENTS
FOR
AIRPORT AERONAUTICAL SERVICES**

**Adopted by the City Council of the
City of Grand Prairie**

April 19, 2011

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Section 1 – Policy Statement

The City Council of Grand Prairie, Texas being in a position of responsibility for the administration of the Grand Prairie Municipal Airport, hereinafter called the "Airport", does hereby establish the following Minimum Standards policy:

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

Final decisions regarding application of these standards rests with the Grand Prairie City Council, with recommendations provided by the Airport Advisory Committee and City staff.

Section 2 – Definitions

Aeronautical Activity - means any activity conducted at airports that involves, makes possible or is required for the operation of aircraft, or that contributes to or is required for the safety of such operations. These activities include, but are not limited to, air taxi and charter operations, pilot training, aircraft renting, sightseeing, aerial photography, aerial advertising, aerial surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft and aircraft parts, sale of aircraft parts, and aircraft storage.

Aeronautical Service means any service that involves, makes possible or is required for the operation of aircraft, or that contributes to or is required for the safety of aircraft operations commonly conducted on the airport by a person who has a lease from the airport owner to provide such service.

Aircraft Lease (pertaining to the lease of aircraft by an aeronautical activity) means a long-term written agreement established on a minimum basis of six (6) months wherein the lessee shall have full control over the scheduling and use of aircraft and the aircraft is insured as required by these Minimum Standards for the use of the aircraft by Lessee. (Also referred to as aircraft lease-back.)

Airport means the Grand Prairie Municipal Airport, and all of the property, buildings, facilities and improvements within the exterior boundaries of such airport as it now exists on the Airport Layout Plan or Exhibit A or as it may hereinafter be extended, enlarged or modified.

Airport Director means the Airport Director or his/her designee.

Airport Tenant means any person, firm or corporation leasing property from the City. This may include FBOs, Corporate, and Commercial Operators.

Authority – City of Grand Prairie, Texas

Commercial Operator means any person, firm or corporation performing aeronautical services at the airport who is not an FBO.

Corporate Tenant means a duly licensed corporation or other business entity whose main place of business is located off the airport property but requires airport facilities for storage of company aircraft and a base of operations for the company flight department.

Entity means a person, firm, corporation or partnership.

FAA means the Federal Aviation Administration.

FAR means Federal Aviation Regulation.

FBO (Fixed Base Operator) means an aviation business duly licensed and authorized by written agreement with the airport owner to provide three or more aeronautical activities, one of which must be public service fuel sales, at the airport under strict compliance with such agreement and pursuant to these regulations and standards.

Flying Club means a non-commercial organization established to promote flying, develop skills in aeronautics, including pilotage, navigation, and awareness and appreciation of aviation requirements and techniques. See the Airport Rules and Regulations for requirements.

Fuel: As defined in an operator's lease agreement.

Fueling Operations means the dispensing of aviation fuel into aircraft.

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

Fueling Operations Agreement means a contract between the City with a person or entity who dispenses aviation fuel at the Airport (see Airport Rules and Regulations for requirements and procedure). There are two types: (1) Public Fueling Agreement; and (2) Non Public Fueling Agreement.

Independent Contractor in this context refers to entities whose place of business is located off the airport property, performing aeronautical services for individual airport tenants and/or operators of transient aircraft.

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

Large Aircraft is an aircraft of more than 12,500 pounds maximum certified takeoff weight or turboprop and turbojet aircraft.

Lessor - the City of Grand Prairie owns, controls and operates the Grand Prairie Municipal Airport and shall hereinafter be referred to as the "Lessor."

Minimum Standards means the standards that are established by the airport owner as the minimum requirements to be met as a condition for the right to conduct an aeronautical activity on the airport.

NFPA means the National Fire Protection Association.

NOTAM means a Notice to Airmen published by the FAA.

Owner - means the City of Grand Prairie, Texas or other entity providing a combination of aeronautical services to or for aviation users at the Airport.

Person means an individual, corporation, government or governmental subdivision, partnership, association, or any other legal entity.

Public Fueler means an operator that provides fueling services to aircraft owned by others. See Airport Rules and Regulations for requirements and procedure.

Ramp Privilege means the driving of an automobile or other vehicle upon an aircraft parking ramp on the airside of the airport to deliver persons, cargo or equipment to an aircraft as a matter of convenience or necessity. See Airport Rules and Regulations for requirements and procedure.

Self-fueling operator means a person who dispenses aviation fuel to aircraft owned by such person, or leased from others and operated by such person. See Airport Rules and Regulations for requirements and procedure.

Small Aircraft is an aircraft of 12,500 pounds or less maximum certified take-off weight.

UNICOM means a non-governmental communication facility that provides airport advisory information.

Section 3 – Application and Qualifications

Demonstration of intent to conduct a business operation at the Airport shall be by application to the Airport Director. Where formal approval by the Grand Prairie City Council is required, the written application shall contain at the minimum:

1. The proposed nature of the business. A business plan may be used to express the proposed nature of the business. (See Appendix B, "Minimum Requirements for a Business Plan".)
2. The signatures of all parties whose names are being submitted as owning an interest in the business or will appear on leases or other documents as being a partner, director, or corporate officer, and those who will be managing the business.
3. A current financial statement prepared or certified by a Certified Public Accountant.
4. A listing of assets owned, leased or being purchased that will be used in the business on the Airport.
5. A current credit report for each party owning or having a financial interest in the business and a credit report on the business itself covering all geographical areas in which it has done business in the ten-year period immediately prior to such application.
6. An agreement to provide a suitable guarantee of adequate funds to the Airport Director to be used to defray any expenses and fees normally paid by the Lessee between the estimated time the Lessee may default and a new lease is executed and another Lessee takes over.
7. A written authorization for the FAA, any aviation or aeronautics commissions, administrators, and departments of all states in which the applicant has engaged in aviation business to release information in their files relating to the applicant or its operation. The applicant will execute such forms, releases, or discharges as may be required by those agencies.
8. Preliminary plans, specifications and dates for any improvements that the applicant intends to make on the Airport as part of the activity for which approval is sought. Applicant must comply with appropriate Building Code and Airport Director Plan Review Procedures and other applicable development code requirements.
10. Proof of liability coverage or insurance company letter of intent in the amounts established by the Grand Prairie City Council for each activity to be conducted on the airport.
11. Such other information as the Airport Director may require.

Section 4 – Action on Application

All compliant applications will be reviewed and acted upon by the Airport Director within forty-five (45) days from the receipt of the application. Applications may be denied for one or more of the following reasons:

1. The applicant does not meet qualifications, standards and requirements established by these Minimum Standards.
2. The applicant's proposed operations or construction will create a safety hazard on the Airport.
3. The granting of the application will require the expenditure of local funds, labor or materials on the facilities described in or related to the application, or the operation will result in a financial loss to the City of Grand Prairie.
4. There is no appropriate or adequate available space or building on the Airport to accommodate the entire activity of the applicant.
5. The proposed operation, Airport development or construction does not comply with the approved Airport Master Development Plan.
6. The development or use of the area requested will result in a congestion of aircraft or buildings, or will result in undue interference with the operations of any present operator on the Airport, such as problems in connection with aircraft traffic or service, or preventing free access and egress to any existing operators' area, or will result in depriving, without the proper economic study, an existing operator of portions of its leased area in which it is operating.
7. Any party applying, or interested in the business, has supplied false information, or has misrepresented any material fact in the application or in supporting documents, or has failed to make full disclosure on the application.
8. Any party applying, or having an interest in the business, has a record of violating the Rules, or the Rules and Regulations of any other Airport, Civil Air Regulations, Federal Aviation Regulations, or any other Rules and Regulations applicable to this or any other Airport.
9. Any party applying, or having an interest in the business, has defaulted in the performance of any lease or other agreement with the City or any lease or other agreement at any other airport.
10. Any party applying, or having an interest in the business, is not sufficiently credit worthy and responsible, in the judgment of the Airport Director, to provide and maintain the business to which the application relates and to promptly pay amounts due under the lease.
11. The applicant does not have the finances necessary to conduct the proposed operation for a minimum period of six months.
12. The applicant has committed any felony, or violated any local ordinance rule or regulation, that adversely reflects on its ability to conduct the operation applied for.
13. The City Council of Grand Prairie denies approval of the lease or operation.

Section 5 – Minimum Standards for All FBOs and Commercial Operators

The following shall apply to all prospective aeronautical service providers wishing to become FBOs or Commercial Operators at the Airport:

1. Leases shall be for a term to be mutually agreed upon between the parties with due consideration for the financial investment and the need to amortize improvements to the leasehold.
2. A person shall have such business background and shall have demonstrated his business capability to the satisfaction of, and in such manner as to meet with the approval of the Airport Director.
3. Any prospective FBO or commercial operator seeking to conduct aeronautical activity at the Airport should demonstrate that they have adequate resources to realize the business objectives agreed to by the Airport Director and the applicant.
4. The prospective FBO shall lease from the Owner an area of not less than 2,600 square feet of ground space to provide for outside display and storage of aircraft. The prospective FBO shall also lease from the owner a sufficient area of land to erect a building with at least 2,600 square feet of floor space and to provide paved parking for the FBO's customers and employees. Space in the building shall be provided for aircraft storage and for properly lighted, heated, and air conditioned office and lounge space, with telephone and restrooms available to customers.

Prospective commercial operators that do not meet the requirements for an FBO shall lease an area of land to erect a building with at least 2,600 square feet of floor space or lease an existing building with no less than 937 square feet of floor space with properly lighted, heated, and air conditioned office space with public parking, telephone, and restroom facilities available for customer use.

5. All prospective FBOs and commercial operators shall demonstrate to the Airport Director's satisfaction, evidence of its ability to acquire insurance coverage as stipulated for each particular type of operation. An FBO or commercial operator should make its own analysis to determine if more is needed. However, such policies of insurance shall be maintained in full force and effect during all terms of existing leases, agreements or business licenses or renewals or extensions thereof with a 30-calendar day notice of cancellation to the Airport Director. Such policies shall not be for less than the amounts listed at **APPENDIX A**; however, in all cases, amounts of policies must meet the statutory requirements of applicable governmental agencies and be approved in writing by the Airport Director. NOTE: Minimums listed herein are established by the Grand Prairie City Council and may be revised periodically.
6. Independent contractors, or, airport tenants and operators of transient aircraft performing aeronautical activities incidental to businesses located off the airport, shall not be considered to be FBOs or Commercial Operators for the purposes of Minimum Standard Requirements for Airport Aeronautical Services.

Section 6 – Aircraft Sales Operator

Statement of Concept

1. New Aircraft Sales Operator: A new aircraft sales operator engages in the sale of new aircraft through franchises or licensed dealerships (if required by local, county or state authority) or distributorship (either on a retail or wholesale basis) of an aircraft manufacturer or used aircraft; and provides such repair, services, and parts as necessary to meet any guarantee or warranty on aircraft sold.
2. Used Aircraft Sales Operator: A used aircraft sales operator engages in the purchasing and selling of used aircraft. This may be accomplished through various methods including matching potential purchasers with an aircraft (brokering), assisting a customer in the purchase or sale of an aircraft, or purchasing used aircraft and marketing them to potential purchasers. These entities may also provide such repair, services, and parts as necessary to support the operation of aircraft sold. Some of the requirements for the sale of new aircraft may not be appropriate to the sale of used aircraft because of each aircraft's unique operational purpose.

Minimum Standards

1. The Aircraft Sales Operator shall provide necessary and satisfactory arrangements for repair and servicing of aircraft, but only for the duration of any sales guarantee or warranty period. The Aircraft Sales Operator who is engaged in the business of selling new aircraft shall have available a representative example of the product(s), as required by the manufacturer.
2. The aircraft sales operator shall have in his employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required. The aircraft sales operator shall also maintain, during all business hours, a responsible person in charge to supervise the operations in the leased area with the authorization to represent and act for and on behalf of the aircraft sales operator, and to provide appropriately rated pilots for aircraft demonstrations and make and model training in aircraft sold.
3. At least one aircraft storage space (tiedowns or hangars) shall be leased from the owner for each aircraft in inventory.

Section 7 – Airframe, Engine, and Accessory Maintenance and Repair Operator

Statement of Concept

An aircraft airframe, engine, and accessory maintenance and repair operator provides one or a combination of airframe, engine and accessory overhauls and repair services on aircraft up to and including business jet aircraft and helicopters. This category shall also include the sale of aircraft parts and accessories.

Minimum Standards

1. The airframe, engine, and accessory maintenance and repair operator shall provide sufficient equipment, supplies, manuals and availability of parts equivalent to that required for certification by the FAA.
2. The airframe, engine, and accessory maintenance and repair operator shall have in his employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category of services in an efficient manner, but never less than one person currently certificated by the FAA with ratings appropriate to the work being performed and who holds an airframe, power plant or an aircraft inspector rating.
3. At least two aircraft storage spaces (tiedowns or hangars) shall be leased from the owner.

Section 8 – Aircraft Lease and Rental Operator

Statement of Concept

An aircraft lease or rental operator engages in the rental or lease of aircraft to the public.

Minimum Standards

1. The aircraft lease or rental operator shall have available for rental, either owned or under written lease to the aircraft lease or rental operator, a certified and currently airworthy aircraft.
2. The aircraft lease or rental operator shall make available during business hours an appropriately rated and current FAA certified flight instructor for aircraft check flights as required.
3. At least one tiedown or adequate hangar space shall be leased from the owner for each owned or leased aircraft.

Section 9 – Flight Training Operator

Statement of Concept

A flight training operator engages in instructing pilots in fixed and/or rotary wing aircraft, and provides dual flight instruction and related ground school instruction as necessary preparatory to taking written examinations and flight tests appropriate to the pilot certificates and ratings sought by the applicant.

Minimum Standards

1. The flight training operator shall have available for use in flight training, either owned or under written lease to flight training operator, a certified and currently airworthy aircraft, which must be a two-place aircraft suitable for private pilot training.

2. The flight training operator shall employ at least one FAA certified flight instructor to provide the type of training offered.

3. At least one tiedown or adequate hangar space shall be leased from the owner for each owned or leased aircraft.

Section 10 – Public Aircraft Fuel and Oil Sales Operator

Statement of Concept

A public aircraft fuel and oil service operator provides aviation fuels, lubricants and other services supporting itinerant aircraft operations and operations of aircraft based on the airport.

Minimum Standards

Except as otherwise provided in any agreement between the public aircraft fuel and oil service operator and the Authority, an public aircraft fuel and oil service operator conducting aviation fuel and oil sales or service to the public on the Airport shall be required to provide the following services and equipment:

1. Appropriate grades of aviation fuel.
 - a. 100 LL
 - b. Jet A
2. An adequate inventory of generally accepted grades of aviation engine oil and lubricants.
3. Fuel dispensing equipment, meeting all applicable Federal, State, and Authority requirements for each type of fuel dispensed.
4. Proper equipment for aircraft towing, inflating aircraft tires, washing aircraft windscreens, and recharging aircraft batteries.
5. The safe storage and handling of fuel in conformance with all Federal, State, County requirements and fire codes pertaining to safe storage and handling of fuel.
6. The lawful and sanitary handling and timely disposal, away from the Airport, of all solid waste, regulated waste, and other materials including, but not limited to, used oil, solvents, and other regulated waste. The piling and storage of crates, boxes, barrels, and other containers will not be permitted within the leased premises.
7. Adequate grounding wires will be installed, continuously inspected and maintained on all fueling equipment, to reduce the hazards of static electricity.
8. An adequate supply of properly located fire extinguishers and other precautions and/or equipment required by applicable fire codes.

9. Unless provided by the airport owner, the public aircraft fuel and oil service operator shall have a fixed fuel storage system that shall contain safety fixtures and filtration systems to ensure airline-type quality. The system shall be required to have at least 10,000 gallons of storage for each type of fuel the public aircraft fuel and oil service operator is required to provide. The storage system must include adequate fuel spill prevention features and containment capabilities, together with an approved fuel Spill Prevention Countermeasures and Control Plan (SPCC), as applicable.

10. The public aircraft fuel and oil service operator shall have his premises open and services available at least 8 hours per day, 7 days a week, and shall make provision for an office attendant to be on duty at all times during the required operating hours, unless otherwise negotiated with the Airport Director.

11. A designated parking space for each fueling vehicle shall be leased from the owner.

Section 11 – Avionics, Instruments or Propeller Repair Station Operator

Statement of Concept

An avionics, instrument, or propeller repair station operator engages in the business of and provides a shop for the repair of aircraft avionics, propellers, instruments, and accessories for general aviation aircraft. This category may include the sale of new or used aircraft avionics, propellers, instruments, and accessories. The avionics, instrument, or propeller repair station operator shall hold the appropriate repair station certificates issued by FAA for the types of equipment he plans to service and/or install.

Minimum Standards

1. The avionics, instrument, or propeller repair station operator shall have in his employ and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category in an efficient manner but never less than one person who is an FAA rated radio, instrument or propeller repairman.

2. At least one aircraft storage space (tiedowns or hangars) shall be leased from the owner.

Section 12 – Aircraft Charter and Air Taxi Operator

Statement of Concept

An unscheduled or scheduled air charter or air taxi operator engages in the business of providing air transportation (persons or property) to the general public for hire, on an unscheduled or scheduled basis under Code of Federal Regulations CFR 14 Part 135 of the Federal Aviation Regulations.

Minimum Standards

1. The air charter or air taxi operator shall provide, either owned or under written lease, the type, class, size and number of aircraft intended to be used by the air charter or air taxi operator , The aircraft charter and air taxi operator shall provide at least one single-engine four-place aircraft that meets the requirements of the commercial air taxi certificate held by the air charter or air taxi operator.

2. The air charter or air taxi operator shall have in his employ and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the Minimum Standards in an efficient manner but never less than one person who is an FAA certified commercial pilot and otherwise appropriately rated to permit the flight activity offered by air charter or air taxi operator.

3. At least one tiedown or adequate hangar space shall be leased from the owner for each owned or leased aircraft.

Section 13 – Aircraft Storage Operator

Statement of Concept

An aircraft storage operator engages in the rental of conventional hangars (excluding T-hangars) for the storage of aircraft

Minimum Standards

1. The aircraft storage operator shall have his facilities available for the tenant's aircraft removal and storage on a continuous basis.

2. The aircraft storage operator shall demonstrate that it can provide sufficient personnel trained to meet all requirements for the storage of aircraft with appropriate equipment.

Section 14 – Specialized Commercial Flying Services Operator

Statement of Concept

1. Specialized commercial flying services operator engages in air transportation for hire for the purpose of providing the use of aircraft for the following activities:

- a. Non-stop sightseeing flights that begin and end at the same airport.
- b. Aerial advertising (excluding banner towing.)
- c. Aerial photography or survey.
- d. Power line or pipe line patrol.

- e. Fire fighting.
- f. Any other operations specifically excluded from Part 135 of the Federal Aviation Regulations.

Minimum Standards

1. All Specialized commercial flying services Operator shall demonstrate that they have the availability of aircraft suitably equipped for the particular type of operation they intend to perform.
2. The Specialized commercial flying services Operator shall have in his employ, and on duty during appropriate business hours, trained personnel in such numbers as may be required to meet the Minimum Standards herein set forth in an efficient manner.

Section 15 – Multiple Services Operator

Statement of Concept

A multiple services operator engages in any two or more of the aeronautical services for which Minimum Standards have been herein provided.

Minimum Standards

1. The multiple services operator shall comply with the aircraft requirements, including the equipment thereon for each aeronautical service to be performed except that multiple uses can be made of all aircraft owned or under lease by said operator.
2. The multiple services operator shall provide the facilities, equipment and services required to meet the Minimum Standards as herein provided for all aeronautical service said operator is performing.
3. The multiple services operator shall obtain, as a minimum, insurance coverage that is equal to the greater requirement for all individual aeronautical services being performed by said operator .
4. The multiple services operator shall have in his employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards for each aeronautical service said operator is performing as herein provided. Multiple responsibilities may be assigned to meet the personnel requirements for each aeronautical service being performed by said operator .
5. The multiple services operator providing three (3) or more services, shall lease from owner a sufficient number of aircraft tie-down spaces to meet the combined needs of the operations proposed.
6. The multiple services operator providing three (3) or more services, shall provide a flight planning/pilot lounge area with appropriate seating, work areas, and communication facilities necessary for complete flight planning separate from other public areas.

Section 16 – Flying Clubs

See requirements for Flying Clubs in Airport Rules and Regulations.

Section 17 – Subleasing from an FBO or other Corporate or Commercial Operator

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

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

Section 18 – Environmental

Any FBO, person, party, firm or corporation operating on this airport must comply with all federal, state and local environmental requirements.

APPROVED AND ADOPTED THIS 19TH DAY OF APRIL, 2011

**Charles V. England, Mayor
City of Grand Prairie, TX**

APPENDIX A

Schedule of Minimum Insurance Requirements

A. FIXED BASE OPERATOR

1. Commercial general aviation liability policy with coverages for premises, operations, and product liability. \$1,000,000 CSL
2. Hangar Keeper's Liability –Value of Aircraft in care, custody and control

B. AIRFRAME AND POWERPLANT REPAIR, AVIONICS, INSTRUMENTS, OR PROPELLER REPAIR

1. Commercial general aviation liability policy with coverages for premises, operations, and product liability. \$1,000,000 CSL
2. Hangar Keeper's Liability –Value of Aircraft in care, custody and control

C. AIR TAXI AND/OR AIRCRAFT CHARTER

1. Commercial general aviation liability policy with coverages for premises and operations. \$1,000,000 CSL
2. Aircraft liability with coverage for bodily injury and property damage, including passengers. \$1,000,000 CSL

D. AIRCRAFT RENTAL, FLIGHT TRAINING, COMMERCIAL FLYING CLUB

1. Commercial general aviation liability policy with coverages for premises and operations. \$1,000,000 CSL
2. Aircraft liability with coverage for bodily injury and property damage, including passengers. \$1,000,000 CSL

E. SPECIALIZED COMMERCIAL AERONAUTICAL ACTIVITIES, AIRCRAFT SALES

1. Commercial general aviation liability policy with coverages for premises and operations. \$1,000,000 CSL
2. Aircraft liability, if aircraft used in operation. \$1,000,000 CSL

F. EXEMPT FLYING CLUBS

- 1. Commercial general aviation liability policy with coverages for premises and operations. \$1,000,000 CSL

G. AIRCRAFT HANGAR OPERATOR

- 1. General Liability Policy \$1,000,000 CSL
- 2. Hangar Keeper's Liability –Value of Aircraft in care, custody and control

SPECIAL INSTRUCTIONS

- 1. Any operator fueling aircraft shall have a minimum \$1,000,000 CSL general liability policy with the coverage specified in the Grand Prairie Municipal Airport Rules and Regulations.
- 2. Any Operator using **service** vehicles on the Airport premises in support of its operations shall maintain additional coverage of Motor Vehicle Liability in the amount of \$500,000 CSL.

Note: CSL = Combined Single Limit

APPENDIX B

Minimum Requirements for a Business Plan

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