

# THE OHIO STATE UNIVERSITY AIRPORT



**THE OHIO STATE UNIVERSITY**

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AIRPORT

**The Ohio State University Airport**

DON SCOTT FIELD

## **Minimum Operating Standards and Requirements for Commercial Operations**

August 31, 2009  
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## INTRODUCTION

The Ohio State University has promulgated and adopted the following rules, requirements and standards for the use of any part or parcel of The Ohio State University Airport and its facilities by any commercial user engaged in an activity, both aeronautical and non-aeronautical, involving The Ohio State University Airport. For the purposes of this instrument, aeronautical activity shall mean any activity which involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. Such activity shall include but not be limited to charter operations, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and service, sale of aviation petroleum products whether or not conducted in conjunction with other included activities, repair and maintenance of aircraft, sales of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can appropriately be regarded as an “Aeronautical Activity”. For the purposes of this instrument, “Non-Aeronautical Activity” shall mean any activity which does not involve, make possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. Such activity shall include but not be limited to automobile rental or leasing, catering, restaurateuring, and any other commercial activities not directly related to the operation of aircraft.

## **PART I**

### **GENERAL REQUIREMENTS**

#### **SECTION I: PRELIMINARY APPLICATION**

Any person, firm, corporation, or entity intending to conduct, perform, or engage in any commercial activity upon or involving The Ohio State University Airport shall submit to The Ohio State University Airport its written application for lease, agreement, contract, or permit, describing the scope and nature of the activity proposed, and specifying with particularity the following:

1. The services to be offered by the applicant;
2. The amount of land area required and to be leased by the applicant;
3. The building area and space proposed to be constructed or leased by the applicant;
4. The number of aircraft to be provided by applicant;
5. The minimum number of persons in its employment;
6. The proposed hours of operation of applicant's business;
7. Description, type and limits of insurance coverage to be maintained by applicant;
8. Appropriate written evidence of financial responsibility and capability of the applicant to conduct, perform, provide and maintain operations, services and facilities required by the proposal or proposals.

#### **SECTION II: PERSONNEL REQUIREMENTS**

All personnel engaged in commercial activities that require certificates and licenses shall hold said certificates and licenses throughout their tenure of employment at The Ohio State University Airport. Evidence of appropriate certificates and licenses shall be furnished to the Airport Director upon request.

#### **SECTION III: CONTRACTUAL AND LEASE REQUIREMENTS**

Any person, firm, or corporation which shall intend to engage in any commercial activity upon or involving The Ohio State University Airport, prior to any such activity, shall have executed an appropriate written lease, agreement, contract, or permit with The Ohio State University, pertaining

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to its use of The Ohio State University Airport for such purposes, and designating the land area, parcel or building to be used by such person, firm or corporation upon the Airport.

#### SECTION IV: BUILDING REQUIREMENTS

Any proposed building to be constructed by the applicant, shall be situated in the designated building areas indicated on the Airport Master Plan and shall conform to all applicable Federal, State, County, City, and Township Building Codes and The [Ohio State University Building Design Standards](http://fod.osu.edu/bds/) (<http://fod.osu.edu/bds/>) and be approved by The Ohio State University Office of Facilities Operation & Development.

Building space or minimum area requirements for any category of commercial activity shall be met and provided by the applicant with a single building, attached buildings or separate buildings, constructed and maintained by the applicant or by any other appropriate, adequate available building, space and area available to the applicant under lease.

#### SECTION V: SITE DEVELOPMENT

The [Ohio State University Building Design Standards](http://fod.osu.edu/bds/) (<http://fod.osu.edu/bds/>) shall apply to all construction, development and/or improvements located on The Ohio State University Airport. All construction, development and/or improvements require adequate premises to accommodate future planned improvements and must conform to The Ohio State University Airport Master Plan. Prior to any construction, development and/or improvements at The Ohio State University Airport, an appropriate application must have been received and the appropriate lease, agreement or contract must have been issued by The Ohio State University.

#### SECTION VI: COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS AND AIRPORT RULES

Any lease, agreement or contract pertaining to the conduct of any commercial activity upon or involving The Ohio State University Airport shall contain provisions and conditions required by the Federal Aviation Administration, including conditions and provisions required of the airport as a sponsor under any federal grant agreement and/or Sponsor's Assurance Agreement issued in compliance with any federal, state or local law.

All vendors must provide and perform services in accordance with applicable state and local laws and rules of The Ohio State University Airport, both current and as may be amended or promulgated in the future.

#### SECTION VII: COMMISSION

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Unless otherwise stated herein, vendors shall pay The Ohio State University Airport a service fee in the amount of 5% of gross revenues for services performed on the Airport, unless otherwise indicated herein. For aircraft not currently housed at the Airport, an additional fee in the amount equal to the Airport's daily storage rate for heated hangars for the appropriate type and size of aircraft will be applied to each aircraft serviced. Vendors shall furnish a list of all aircraft serviced on the Airport each month, on or before the last day of the month. The list shall include, at minimum:

1. Date of service;
2. N#;
3. Type of aircraft;
4. Service performed; and
5. Charges;

and be accompanied by a check to cover the service fee for those aircraft listed. The list and service fee payment shall be delivered to the Airport Business Office.

#### SECTION VIII: INSURANCE

All vendors shall insure its workmen and shall hold The Ohio State University and The Ohio State University Airport and any and all employees and/or trustees of the University blameless of all damage to life and limb incurred during or as result of the execution of work under any agreement with The Ohio State University Airport. All vendors shall ensure employees are covered by Ohio worker's compensation laws within statutory limits.

All vendors shall maintain in force throughout the duration of any agreement with The Ohio State University Airport liability and property damage insurance of sufficient amount to meet the standards and requirements set forth by The Ohio State University while performing services on The Ohio State University Airport, as follows:

##### I. Aeronautical Services

<b>Type of User</b>	<b>Type of Coverage</b>	<b>Limits Per Occurrence</b>	<b>Limits General Aggregate</b>
Aircraft Servicing, Maintenance, and Repair	CGL	\$1,000,000	\$3,000,000
	Premises Liability	\$1,000,000	None
	Products Liability	\$5,000,000	Aggregate products
	Environmental Liability	\$1,000,000	\$1,000,000
Aircraft Washing, Polishing & Interior Cleaning Services	CGL	\$1,000,000	\$3,000,000
	Premises Liability	\$1,000,000	None
	Products Liability	\$5,000,000	Aggregate products
Air Taxi Service (Air Charter)	CGL	\$1,000,000	\$3,000,000
	Premises Liability	\$1,000,000	None

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	(piston-engine aircraft) Aircraft Liability	\$10,000,000	Aggregate products
	(turbine-engine aircraft) Aircraft Liability	\$10,000,000	Aggregate products
Flight Training	CGL	\$1,000,000	\$3,000,000
	Aircraft Liability	\$1,000,000	Aggregate products
	Premises Liability	\$1,000,000	None
	Product Liability	\$5,000,000	Aggregate products
Aircraft Rental	CGL	\$1,000,000	\$3,000,000
	Aircraft Liability	\$10,000,000	Aggregate products
	Premises Liability	\$1,000,000	None
	Product Liability	\$5,000,000	Aggregate products
Aircraft Sales	CGL	\$1,000,000	\$3,000,000

## II. NON-Aeronautical Services

Type of User	Type of Coverage	Limits Per Occurrence	Limits General Aggregate
Restaurateur	CGL	\$1,000,000	\$3,000,000
	Premises Liability	\$1,000,000	None
	Liquor Liability (if applicable)	\$1,000,000	
Taxi-cabs	Automobile	\$1,000,000	Not applicable
	CGL	\$1,000,000	\$1,000,000
Rent-A-Car	Automobile	\$2,000,000	Not applicable
	CGL	\$2,000,000	\$2,000,000
Shuttle bus	Automobile	\$5,000,000	Not applicable
	CGL	\$5,000,000	\$5,000,000
Small Concessionaires	CGL	\$1,000,000	\$3,000,000
	Premises Liability	\$1,000,000	None

Such insurance shall name The Ohio State University, its Board of Trustees and its respective employees, students and faculty, as well as The Ohio State University Airport as additional insured.

Vendor's liability and property damage insurance must cover loss or damage to any aircraft while in the vendor's care for services related to any agreement with The Ohio State University Airport. The vendor shall cause its insurance to be extended to include the operation of vehicles and equipment on the airport premises. Vendor shall also cause its liability insurance policies to be endorsed to provide a waiver of subrogation to The Ohio State University, its Board of Trustees, and the University Airport in addition to each entity's employees, students, and faculty.

Vendors shall furnish to the Airport Manager a Certificate of Insurance from the vendor's

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insurance carrier showing that the vendor's insurance has been extended to cover the waiver of subrogation for the vendor's activities under this agreement, to include the vendor's vehicle(s) and equipment operated on the airport premises

The vendor's insurance carrier shall give written notice to the Airport Director two weeks in advance of any change, alteration or cancellation of any insurance required by an agreement.

Failure by the Airport to obtain a certificate of insurance will not constitute a waiver of such insurance.

#### SECTION IX: WARRANTY

The vendor shall guarantee all services performed on The Ohio State University Airport are to the satisfaction of each individual customer.

#### SECTION X: MODIFICATION OF STANDARDS

The Ohio State University reserves the right to modify these standards at any time and from time to time, to promulgate reasonable rules and regulations for the conduct of commercial activities at The Ohio State University Airport, particularly when these modifications are made in the interest of safety.

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## **PART II**

### **AERONAUTICAL SERVICES**

Any person, firm corporation, or entity engaging in any commercial aeronautical activity at or on The Ohio State University Airport shall provide and maintain minimum facilities for the conduct, use and accommodation of its commercial or business operations, as set forth and provided for each classification of aeronautical activity hereinafter delineated.

#### **SECTION I: AVIATION FUELS AND OIL DISPENSING SERVICE**

The Ohio State University has executed its right to serve as the only entity that provides aviation fuels and oil dispensing services at The Ohio State University Airport.

All aviation fuels delivered to The Ohio State University Airport shall be placed directly into tanks owned and operated by the Airport. Any entity or individual desiring to dispense aviation fuels into their own aircraft shall purchase fuel from the Airport at a rate equal to the cost of the fuel plus an additional percentage fee that is mutually agreed upon between the two parties from time-to-time in a separate agreement. All fuel purchased from the Airport by any entity or individual wishing to dispense aviation fuels into their own aircraft shall be transferred directly into a mobile refueler that meets the standards set forth by the Air Transport Association. Mobile refuelers shall only be stored in locations authorized for such use by The Ohio State University. The employees of any entity or individual wishing to dispense aviation fuels into their own aircraft shall meet all fuel handling, fire, and spill prevention training as prescribed by National Air Transportation Association (NATA) through its Safety 1<sup>st</sup> program and by the individual fuel manufacturers, including annual recurrent training. Copies of training certificates shall be on file with the Airport.

#### **SECTION II: AIRCRAFT SERVICING, MAINTENANCE, AND REPAIR (INCL. AVIONICS/INSTRUMENTS SALES INSTALLATION & REPAIR SERVICE)**

The Ohio State University has executed its right to serve as the only entity that provides “major” aircraft servicing, maintenance, and repair (Incl. Avionics/Instruments sales installation & repair service) at The Ohio State University Airport.

The following standards and requirements shall apply to those firms, or individuals, who wish to provide “minor” aircraft servicing, maintenance, and repair (Incl. Avionics/Instruments Sales Installation & Repair Service) on The Ohio State University Airport.

##### Operation, Equipment & Materials

The vendor shall provide all equipment, materials and supplies required to perform the services

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offered, including all appropriate equipment to diagnose and repair equipment in accordance with the manufacturer's recommendations and satisfy the requirements for authorized dealer services for products sold and/or serviced, and in accordance with Title 14 Code of Federal Regulations Part 145. Equipment, materials and supplies may not be stored on the airport premises.

### Personnel

The vendor shall employ adequate full-time and part-time employees properly licensed or certificated by the Federal Aviation Administration and/or Federal Communications Commission in accordance with the privileges of the repair station. Employees shall be trained by the vendor in the techniques and safe practices required when working in and around aircraft with tools and equipment used for performing repair services. Copies of all licenses and certificates shall be on file with the Airport.

All employees who handle and/or are exposed to hazardous and/or flammable materials shall meet all handling, fire, and spill prevention training as prescribed by National Air Transportation Association (NATA) through its Safety 1<sup>st</sup> program and by the individual fuel manufacturers, including annual recurrent training. Copies of training certificates shall be on file with the Airport.

### Hours of Operation

All services must be performed between the hours of 7:00 AM and 10:00 PM daily. If services are to be performed on weekends or University holidays, coordination of the work area must be accomplished no later than the last business day prior to the weekend or holiday.

### Work Area

The work area for each operation shall be coordinated with the Aircraft Maintenance Manager or his/her designee in advance of the work. When assigning a work area consideration shall be given to:

1. Type of aircraft.
2. Type of work to be performed.
3. Equipment to be used to perform the work.
4. Proximity of other aircraft or equipment.
5. Weather conditions.

Work areas may be assigned in hangars or outdoors at the discretion of the Aircraft Maintenance Manager.

The vendor shall restore the work area to clean and dry condition after operations are completed.

### Scheduling

The vendor must provide a means for customers to contact the vendor, at a minimum, during normal business hours (8:00 AM - 5:00 PM, Monday - Friday) to schedule work.

### Rates & Charges

All vendors who provide services on The Ohio State University Airport in accordance with these Standards and Requirements must maintain, on file with the office of the Airport Director, a copy of

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their current rates and charges for services offered.

### SECTION III: AIRCRAFT WASHING, POLISHING & INTERIOR CLEANING SERVICES

The following standards and requirements of this Section III shall apply to those firms, or individuals, who wish to provide aircraft washing, polishing and/or interior cleaning services on The Ohio State University Airport.

#### Operation, Equipment & Materials

The vendor shall provide all equipment, materials and supplies required to perform the services offered, including all appropriate equipment to diagnose and repair equipment in accordance with the manufacturer's recommendations and satisfy the requirements for authorized dealer services for products sold and/or serviced.

All detergents and chemicals used shall be proven non-corrosive and safe for use on aircraft metals, finishes and various glass, plexiglass and acrylics used on aircraft. Detergents and chemicals utilized must be of a type that can be flushed into sanitary sewer systems in accordance with the Environmental Protection Agency and/or OSHA Standards. Chemicals that are considered unsafe/toxic when used in enclosed or poorly ventilated areas shall not be permitted without special approval. Material Safety Data Sheets shall be provided to the Assistant Director of Aviation Services for all chemicals used by the vendor in accordance with the OSHA, Health Communications Standard. Vendors must also provide evidence that they are in compliance with the Health Communications Standard with regard to employee training and information.

Equipment, materials and supplies may not be stored on the airport premises.

#### Personnel

The vendor shall employ adequate full-time and part-time employees properly licensed or certificated. Employees shall be trained by the vendor in the techniques and safe practices required when working in and around aircraft with tools and equipment used for performing the services.

All employees that handle and/or are exposed to hazardous and/or flammable materials shall meet all handling, fire, and spill prevention training as prescribed by National Air Transportation Association (NATA) through its Safety 1<sup>st</sup> program including annual recurrent training. Copies of training certificates shall be on file with the Airport.

#### Hours of Operation

All services must be performed between the hours of 8:00 AM and 11:00 PM daily. If services are to be performed on weekends or University holidays, coordination of the work area must be accomplished no later than the last business day prior to the weekend or holiday.

#### Work Area

The work area for each operation shall be coordinated with the Customer Service Manager or his/her

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designee in advance of the work. When assigning a work area consideration shall be given to:

1. Type of aircraft.
2. Type of work to be performed.
3. Equipment to be used to perform the work.
4. Proximity of other aircraft or equipment.
5. Weather conditions.

Work areas may be assigned in hangars or outdoors at the discretion of the Customer Service Manager.

The vendor shall restore the work area to clean and dry condition after washing operations are completed. The work area shall be left free of debris and chemical residue shall be flushed away.

#### Scheduling

The vendor must provide a means for customers to contact the vendor, at a minimum, during normal business hours (8:00 AM - 5:00 PM, Monday - Friday) to schedule work.

#### Rates & Charges

All vendors who provide services on The Ohio State University Airport in accordance with these Standards and Requirements must maintain, on file with the office of the Airport Director, a copy of their current rates and charges for services offered.

### SECTION IV: AIR TAXI SERVICE (AIR CHARTER)

The following standards and requirements of this Section IV shall apply to those firms, or individuals, who wish to provide air taxi services that are generated by The Ohio State University or by The Ohio State University Airport.

#### Operation, Equipment & Materials

The vendor shall operate an air charter service in accordance with Title 14 Code of Federal Regulations Part 135.

The vendor shall provide a minimum of one airworthy aircraft that shall be maintained, appropriately equipped and operated in accordance with all applicable parts under Title 14 Code of Federal Regulations and all applicable advisory circulars.

#### Personnel

The vendor shall employ a minimum of one employee possessing current Federal Aviation Administration certificates and ratings appropriate to the duties to be performed as Pilot in Command of an aircraft operating and certified under Title 14 Code of Federal Regulations Part 135. The vendor shall ensure that copies of all licenses and certificates are on file with The Ohio State University Airport.

### Hours of Operation

The vendor shall be willing and able to conduct charter services twenty –four (24) hours a day, seven (7) days per week.

### Work Area

The vendor shall lease or construct a building which, will provide for sufficient, adequately heated and lighted office space; aircraft storage; luggage handling; ground transportation; and a public waiting area that includes a check-in and ticketing counter, restroom facilities, and a public telephone. The leasehold shall contain sufficient land to provide space for vendor's buildings, aircraft, paved tie down space, paved apron from hangar to taxiway, paved customer and employee parking area and access walkway. The vendor shall board and depart all air charter flights through The Ohio State University Airport's main terminal.

### Scheduling

The vendor must provide a means for customers to contact the vendor, at a minimum, during normal business hours (8:00 AM - 5:00 PM, Monday - Friday) to schedule flights.

### Rates & Charges

All vendors who provide services on The Ohio State University Airport in accordance with these Standards and Requirements must maintain, on file with the office of the Airport Director, a copy of their current rates and charges for services offered.

## SECTION V: FLIGHT TRAINING

The following standards and requirements of this Section V shall apply to those firms, or individuals, who wish to provide flight-training services on The Ohio State University Airport.

### Operation, Equipment & Materials

The vendor shall operate a flight school in accordance with Title 14 Code of Federal Regulations Part 141.

The vendor shall provide a minimum of one airworthy aircraft. The vendor shall maintain, appropriately equip and operate the aircraft in accordance with all applicable parts under Title 14 Code of Federal Regulations and all applicable advisory circulars.

### Personnel

Instructors shall maintain current certificates, ratings and endorsements appropriate to, and compatible with, the training being conducted as required by Title 14 Code of Federal Regulations in order to provide sufficient competent staff to allow the office to remain continuously attended during the required hours of operation. Copies of all licenses and certificates shall be on file with The Ohio State University Airport.

### Hours of Operation

Hours of operation shall be a reasonable number of hours per day during a minimum of six days per week.

### Work Area

The vendor shall lease or construct a building which will meet the requirements of 14 Code of Federal Regulations 141.25, including adequately heated and lighted office space, classroom space, aircraft storage, and a public waiting area that includes restroom facilities and a public telephone. The leasehold shall contain sufficient land to provide space for the vendor's buildings, aircraft, paved tie down space, paved apron from hangar to taxiway, paved customer and employee parking area and access walkway.

### Scheduling

The vendor must provide a means for customers to contact the vendor during hours of operation to schedule services.

### Rates & Charges

All vendors who provide services on The Ohio State University Airport in accordance with these Standards and Requirements must maintain, on file with the office of the Airport Director, a copy of their current rates and charges for services offered.

## SECTION VI: AIRCRAFT RENTAL

The following standards and requirements of this Section VI shall apply to those firms, or individuals, who wish to provide aircraft rental services on The Ohio State University Airport.

### Operation, Equipment & Materials

The vendor shall provide a minimum of one airworthy aircraft that shall be maintained, appropriately equipped and operated in accordance with all applicable parts under Title 14 Code of Federal Regulations and all applicable advisory circulars.

### Personnel

The vendor shall employ a minimum of one employee possessing a current FAA commercial pilot certificate and second-class medical certificate and have sufficient staff to allow the office to remain continuously attended during the required hours of operation.

### Hours of Operation

Hours of operation shall be a reasonable number of hours per day during a minimum of six days per week.

### Work Area

The vendor shall lease or construct a building which will provide sufficient, adequately heated and lighted office space, aircraft storage, a public waiting area that includes restroom facilities and a

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public telephone. The leasehold shall contain sufficient land to provide space for vendor's buildings, aircraft, paved tie down space, paved apron from hangar to taxiway, paved customer and employee parking area and access walkway.

#### Scheduling

The vendor must provide a means for customers to contact the vendor during hours of operation to schedule services.

#### Rates & Charges

All vendors who provide services on The Ohio State University Airport in accordance with these Standards and Requirements must maintain, on file with the office of the Airport Director, a copy of their current rates and charges for services offered.

### SECTION VII: AIRCRAFT SALES

The following standards and requirements of this Section VII shall apply to those firms, or individuals, who wish to provide aircraft sales on The Ohio State University Airport.

#### Operation, Equipment & Materials

A dealer of new aircraft shall have available, and be capable of demonstrating, at least one model aircraft which has been manufactured and issued an airworthiness certificate no more than 24 months prior to any demonstration flight. Such dealer shall hold a dealership license, permit or certificate, if required. Dealer shall also provide an adequate supply of parts and service to customers during aircraft and parts warranty periods. All aircraft for sale shall be in current airworthy condition in accordance with all applicable regulations as promulgated by Title 14 Code of Federal Regulations.

The dealer shall provide a minimum of one airworthy aircraft that shall be maintained, appropriately equipped and operated in accordance with all applicable parts under Title 14 Code of Federal Regulations and all applicable advisory circulars.

#### Personnel

The dealer shall employ a minimum of one employee possessing a current FAA commercial pilot certificate and second class medical with appropriate ratings and endorsements needed to demonstrate each particular aircraft. The dealer shall also have sufficient staff to allow the office to remain continuously attended during the required hours of operation.

#### Hours of Operation

Hours of operation shall be a reasonable number of hours per day during a minimum of six days per week.

#### Work Area

The dealer shall lease or construct a building which will provide sufficient, adequately heated and

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lighted office space, aircraft storage, a public waiting area that includes indoor restroom facilities and a public telephone. The leasehold shall contain sufficient land to provide space for dealer's buildings, aircraft, paved tie down space, paved apron from hangar to taxiway, paved customer and employee parking area and access walkway.

#### Scheduling

The dealer must provide a means for customers to contact the dealer during hours of operation to schedule services.

#### Rates & Charges

All dealers who provide services on The Ohio State University Airport in accordance with these Standards and Requirements must maintain, on file with the office of the Airport Director, a copy of their current rates and charges for services offered.

### SECTION VIII: AERIAL PHOTOGRAPHY

The following standards and requirements of this Section VIII shall apply to those firms, or individuals, who wish to initiate aerial photography services from The Ohio State University Airport.

#### Operation, Equipment & Materials

The vendor shall provide a minimum of one airworthy aircraft that shall be maintained, appropriately equipped and operated in accordance with all applicable parts under Title 14 Code of Federal Regulations and all applicable advisory circulars.

#### Personnel

The vendor shall employ a minimum of one employee possessing a current FAA commercial pilot certificate and second-class medical certificate and have sufficient staff to allow the office to remain continuously attended during the required hours of operation.

#### Hours of Operation

Hours of operation shall be a reasonable number of hours per day during a minimum of six days per week.

#### Work Area

The vendor shall lease or construct a building which will provide sufficient, adequately heated and lighted office space, aircraft storage, a public waiting area that includes indoor restroom facilities and a public telephone. The leasehold shall contain sufficient land to provide space for vendor's buildings, aircraft, paved tie down space, paved apron from hangar to taxiway, paved customer and employee parking area and access walkway.

#### Scheduling

The vendor must provide a means for customers to contact the vendor during hours of operation to schedule services.

### Rates & Charges

All vendors who provide services on The Ohio State University Airport in accordance with these Standards and Requirements must maintain, on file with the office of the Airport Director, a copy of their current rates and charges for services offered.

## SECTION IX: AERIAL ADVERTISING

The following standards and requirements of this Section IX shall apply to those firms, or individuals, who wish to initiate aerial advertising services from The Ohio State University Airport.

### Operation, Equipment & Materials

The vendor shall provide a minimum of one airworthy aircraft that shall be maintained, appropriately equipped and operated in accordance with all applicable parts under Title 14 Code of Federal Regulations and all applicable advisory circulars.

### Personnel

The vendor shall employ a minimum of one employee possessing a current FAA commercial pilot certificate and second-class medical certificate and have sufficient staff to allow the office to remain continuously attended during the required hours of operation.

### Hours of Operation

Hours of operation shall be a reasonable number of hours per day during a minimum of six days per week.

### Work Area

The vendor shall coordinate the work area for all banner towing operations with the Airport Director or his/her designee in advance of the work. When assigning a work area consideration shall be given to:

1. Type of aircraft.
2. Equipment to be used to perform the work.
3. The level of traffic using the Airport at that particular time.
4. Proximity of other aircraft or equipment.
5. The time necessary to prepare for and execute the operation, and restore the site.
6. Weather conditions.

The vendor shall restore the work area to pre-operation condition after operations are completed.

### Scheduling

The vendor must provide a means for customers to contact the vendor during hours of operation to schedule services.

### Rates & Charges

All vendors who provide services on The Ohio State University Airport in accordance with these Standards and Requirements must maintain, on file with the office of the Airport Director, a copy of their current rates and charges for services offered.

## SECTION X: STATIC AIRCRAFT DISPLAYS/DEMONSTRATION FLIGHTS

The following standards and requirements of this Section X shall apply to those organizations, or individuals, who wish to locate static aircraft displays at and/or conduct demonstration flights for the public from The Ohio State University Airport.

### Operation, Equipment & Materials

A sponsoring organizations must be a nonprofit entity (corporation, association or partnership) organized for the express purpose of providing aircraft demonstrations (static or flight) solely for the enjoyment of the general public. The ownership of the aircraft must be vested in the name of the organization. The organization may not derive greater revenue from the use of its aircraft than the amount necessary for the operations, maintenance and replacement of its aircraft, and for other general operating costs of the organization.

Sponsoring organizations may not offer or conduct charter, air taxi, or rental of aircraft operations. They may not conduct aircraft flight instruction, nor shall they permit their aircraft to be utilized for the giving of flight instruction to any person. Any qualified mechanic who is a registered member of the sponsoring organization shall not be restricted from doing maintenance work on aircraft owned by the organization, and the organization does not become obligated to pay for such maintenance.

All sponsoring organizations and their members are prohibited from leasing or selling any goods or services whatsoever to any person or firm at the airport, except that said organization may sell promotional material and merchandise in support of their demonstration activities.

All organizations wishing to provide aircraft demonstrations, either static or flying, from The Ohio State University Airport must have on file with the Airport Director a "License for use of Facilities", to be provided by The Ohio State University Airport.

### Personnel/Members

The organization shall provide the Airport Director a roster of all individuals assisting with the aircraft demonstration.

### Hours of Operation

The hours of operation of aircraft demonstrations will be determined jointly by the Airport Director and the sponsoring organization on a case-by-case basis, depending on the organization's needs and the aircraft requirements.

### Work Area

The location for aircraft demonstrations will be assigned by the Airport Director on a case-by-case basis, depending on the organization's needs and the aircraft requirements.

### Scheduling

The sponsoring organization is solely responsible for scheduling aircraft demonstrations and relaying such information to the general public.

### Rates & Charges

All sponsoring organizations who provide services on The Ohio State University Airport in accordance with these Standards and Requirements must provide the Airport Director with a list of all current rates and charges for services offered.

### Commission

All organizations locating static aircraft displays at and/or conduct demonstration flights for the public from The Ohio State University Airport shall be exempt from regular FBO commissions upon satisfactory fulfillment of the conditions contained herein.

## SECTION XI: SKYDIVING

Anyone wishing to conduct skydiving activities on The Ohio State University Airport shall secure a waiver for such activities from the FAA Flight Standards District Office. The "Certificate of Waiver" shall be on file with the office of the Airport Director.

## SECTION XII: ULTRA-LIGHTS

Anyone wishing to operate an ultra-light on The Ohio State University Airport shall secure a waiver for such activities from the FAA Flight Standards District Office. The "Certificate of Waiver" shall be on file with the office of the Airport Director.

## SECTION XIII: SELF-SERVICE

The following standards and requirements of this Section XIII shall apply to those entities, or individuals, who wish to provide self-service on their own personal aircraft on The Ohio State University Airport.

### Operation, Equipment & Materials

The entity, or individual, shall provide all equipment, materials and supplies required to perform the services, including all appropriate equipment to diagnose and repair equipment in accordance with the manufacturer's recommendations for products sold and/or serviced, and in accordance with Title 14 Code of Federal Regulations Part 145. Equipment, materials and supplies may not be stored on the

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Airport premises.

### Personnel

The entity, or individual, shall employ adequate full-time and part-time employees properly licensed or certificated by the Federal Aviation Administration. Employees shall be trained by the entity, or individual, in the techniques and safe practices required when working in and around aircraft with tools and equipment used for performing the services. Copies of all licenses and certificates shall be on file with The Ohio State University Airport.

All individuals and employees that handle and/or are exposed to hazardous and/or flammable materials shall meet all handling, fire, and spill prevention training as prescribed by National Air Transportation Association (NATA) through its Safety 1<sup>st</sup> program and by the individual fuel manufacturers, including annual recurrent training. The owner of the aircraft shall file copies of training certificates with The Ohio State University Airport.

### Hours of Operation

N/A

### Work Area

The work area for each operation shall be coordinated with the Airport Customer Service Manager or his/her designee in advance of the work. When assigning a work area consideration shall be given to:

1. Type of aircraft.
2. Type of work to be performed.
3. Equipment to be used to perform the work.
4. Proximity of other aircraft or equipment.
5. Weather conditions.

Work areas may be assigned in hangars or outdoors at the discretion of the Airport Customer Service Manager.

The entity, or individual, shall restore the work area to clean and dry condition after operations are completed. The work area shall be left free of debris and chemical residue shall be flushed away.

### Scheduling

N/A

### Rates & Charges

N/A

### Commission

A fee in the amount equal to The Ohio State University Airport's daily storage rate for heated hangars for the appropriate type and size of aircraft will be applied to each aircraft serviced.

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## SECTION XIV: FLYING CLUBS

The following standards and requirements in this Section XIV shall apply to those organizations, or individuals, who wish to operate a flying club at The Ohio State University Airport.

### Operation, Equipment & Materials

Flying clubs must be nonprofit entities (corporation, association or partnership) organized for the express purpose of providing its members with an aircraft, or aircraft, for their personal use and enjoyment only. The ownership of the aircraft, or aircraft, must be vested in the name of the flying club (or owned ratably by all of its members). The property rights of the members of the club shall be equal and no part of the net earnings of the club will inure to the benefit of any member in any form (salaries, bonuses, etc.). The club may not derive greater revenue from the use of its aircraft than the amount necessary for the operations, maintenance and replacement of its aircraft.

Flying clubs may not offer or conduct charter, air taxi, or rental of aircraft operations. They may not conduct aircraft flight instruction except for regular members, and only members of the flying club may operate the aircraft. No flying club shall permit its aircraft to be utilized for the giving of flight instruction to any person, including members of the club owning the aircraft, when such person pays or becomes obligated to pay for such instructions, except when instruction is given by a vendor 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 a flying club shall not be restricted from doing maintenance work on aircraft owned by the club so long as the club does not become obligated to pay for such maintenance work, except that such mechanics and instructors may be compensated by credit against payment of dues or flight time.

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.

Each flying club shall provide the Airport Director a copy of its charter and by-laws, articles of association, partnership agreement, or other documentation supporting its existence.

### Personnel/Members

Each flying club shall provide the Airport Director a roster, or list of members, including names of officers and directors, to be revised on a semi-annual basis.

### Hours of Operation

N/A

### Work Area

N/A

Scheduling

N/A

Rates & Charges

All flying clubs who provide services on The Ohio State University Airport in accordance with these Standards and Requirements must maintain, on file with the office of the Airport Director, a copy of their current membership fees and charges for services offered.

Commission

All flying clubs desiring to base their aircraft at and operate on the Airport shall be exempt from regular FBO commissions upon satisfactory fulfillment of the conditions contained herein.



## **PART III**

### **NON-AERONAUTICAL SERVICES**

Any person, firm, corporation, or entity engaging in any non-aeronautical commercial activity at or on The Ohio State University Airport shall provide and maintain minimum facilities for the conduct, use and accommodation of its commercial or business operations, as set forth and provided for each classification of aeronautical activity hereinafter delineated.

#### **SECTION I: AUTOMOBILE LEASING & RENTAL**

The Ohio State University may maintain a contract from time-to-time with a “preferred” automobile rental provider. The following standards and requirements of this Section I shall apply to those other firms, or individuals, not under contract with the University, who wish to provide automobile leasing and rental to customers of The Ohio State University Airport.

##### Operation, Equipment & Materials

The vendors shall be responsible for delivering all vehicles to The Ohio State University Airport parking lot and leaving the keys to the vehicles at the Airport Customer Service Desk. The vendors shall also be responsible for retrieving all returned keys from the Airport Customer Service Desk and the vehicles from the Airport parking lot.

##### Personnel

Personnel are not to be located at The Ohio State University Airport, but rather at off-site locations, enough to deliver/pick-up cars in a timely manner.

##### Hours of Operation

The vendor shall be willing and able to provide rental vehicles twenty –four (24) hours a day, seven (7) days per week.

##### Work Area

The vendor will not have a facility located at The Ohio State University Airport. Rather, they will deliver cars to the main parking lot and leave the keys to those cars at the customer service desk.

##### Scheduling

N/A

##### Rates & Charges

All vendors who provide services on The Ohio State University Airport in accordance with these Standards and Requirements must maintain, on file with the office of the Airport Director, a copy of their current rates and charges for services offered.

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### Commission

The vendor shall pay The Ohio State University Airport a service fee in the amount of twenty percent (20%) of gross revenues for services performed on the Airport, less the State of Ohio sales tax.

## SECTION II: IN-FLIGHT CATERING

The following standards and requirements of this Section II shall apply to those firms, or individuals, who wish to provide in-flight catering services on The Ohio State University Airport.

### Operation, Equipment & Materials

The vendor shall be responsible for preparing and delivering all in-flight catering orders to the Airport Customer Service Desk.

### Personnel

Personnel are not to be located at The Ohio State University Airport, but rather at off-site locations, enough to deliver catering in a timely manner.

### Hours of Operation

The vendor shall be willing and able to provide catering services twenty –four (24) hours a day, seven (7) days per week.

### Work Area

The vendor will not have a facility located at the Airport. Rather, they will deliver all catering orders to the Airport Customer Service desk.

### Scheduling

The vendor must provide a means for customers to contact the vendor, at a minimum, during normal business hours (8:00 AM - 5:00 PM, Monday - Friday) to schedule work.

### Rates & Charges

All vendors who provide services on The Ohio State University Airport in accordance with these Standards and Requirements must maintain, on file with the office of the Airport Director, a copy of their current rates and charges for services offered.

### Commission

The vendor shall pay The Ohio State University Airport a service fee in the amount of \$5.00 per order for orders up to but not including \$100.00, and \$10.00 for all orders \$100.00 and over. The fee for such service will be included in the invoice of the visiting aircraft.

### SECTION III: RESTAURATEUR

The following standards and requirements of this Section III shall apply to those firms, or individuals, who wish to provide restaurant services on The Ohio State University Airport.

#### Operation, Equipment & Materials

The vendor shall be responsible for preparing and delivering food orders to customers of the restaurant.

#### Personnel

The vendor will staff the premises with one (1) full-time manager and one (1) staff member, who are required for preparing and delivering food orders to customers of the restaurant in a timely and professional manner.

#### Hours of Operation

The vendor shall be open for business, at a minimum, Monday through Friday from 7:00 am to 4:00 pm, and on Saturdays from 7:30 am to 2:00 pm., or as otherwise agreed upon between the Airport Director and the vendor.

#### Work Area

The space in Hangar 1 designated as “The Barnstormer.”

#### Scheduling

N/A

#### Rates & Charges

All vendors who provide services on The Ohio State University Airport in accordance with these Standards and Requirements must maintain, on file with the office of the Airport Director, a copy of their current rates and charges for services offered.

#### Commission

The vendor shall pay The Ohio State University Airport a service fee in the amount of 5% of gross revenues for services performed on the Airport. The vendor shall furnish a monthly report of all revenues for each month, on or before the last day of the month. The report and service fee payment shall be delivered to the Airport Business Office.

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## **PART IV**

### **THROUGH-THE-FENCE OPERATIONS**

The Ohio State University has executed its right to restrict any activity on The Ohio State University Airport from adjacent private property. The Ohio State University may authorize “through-the-fence” activities. In that event, through-the-fence activities are permissible so long as such activities meet the following prerequisites:

1. the activity or operation shall be aviation related in nature;
2. the operator in question shall compensate the Airport appropriately; and
3. the activity or operation shall be approved by the Federal Aviation Administration.

In the event that such through-the-fence activities are authorized to occur, the following standards and requirements of this Part IV shall apply to those firms, individuals, or entities engaging in any such activity.

#### Operation, Equipment & Materials

The vendor shall provide all equipment, materials and supplies required to perform the services offered.

#### Personnel

The vendor shall employ adequate full-time and/or part-time employees properly licensed or certificated to perform the services offered. Employees shall be trained by the vendor in the techniques and safe practices required when performing vendor’s services.

#### Hours of Operation

Hours of operation shall be a reasonable number of hours per day during a minimum of five (5) days per week.

#### Work Area

The vendor shall lease or construct a building which will provide sufficient, adequately heated and lighted office space, aircraft storage, a public waiting area that includes indoor restroom facilities and a public telephone necessary to perform the services offered. The leasehold shall contain sufficient land to provide space for vendor’s buildings, aircraft, paved tie down space, paved apron from hangar to taxiway, paved customer and employee parking area and access walkway.

#### Scheduling

The vendor must provide a means for customers to contact the vendor during normal business hours (8:00 AM - 5:00 PM, Monday - Friday) to schedule services.

#### Rates & Charges

In lieu of the commission in Part I, Section VII above, the vendor shall pay the Airport an annual  
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“Facility Support Fee” for the use of The Ohio State University Airport, in an amount mutually agreed to between the vendor and the Airport. If the vendor performs its own fueling operations, the vendor shall purchase all aviation fuels from the Airport at a rate mutually agreed to between the vendor and the Airport, regardless of whether or not the vendor utilizes its own fueling system or that of the Airport. The purchase price for all fuels shall replace the “Facility Support Fee” for those vendors subject to this charge.