

Chapter 1



**Airport Rules and Regulations
and Minimum Standards**

Rec'd by: _____

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Table of Contents

Chapter	Title	Page
1	General	1-1
	A. History.....	1-1
	B. Introduction.....	1-1
	C. Statement of Policy.....	1-2
	D. Severability Clause.....	1-3
	E. Applicability.....	1-3
	F. Definitions.....	1-3
2	Airport Rules and Regulations	2-1
	A. General.....	2-1
	B. Vehicles, Pedestrians, Etc.....	2-4
	C. Based Aircraft.....	2-8
	D. Airport Security.....	2-10
3	Airport Development Standards	3-1
	Section 1: Purpose.....	3-1
	Section 2: Plan Review.....	3-1
	Section 3: Development Standards.....	3-4
	Section 4: Performance Standards.....	3-12
	Section 5: Maintenance Standards.....	3-13
	Section 6: Enforcement of Standards.....	3-14
4	Design Guidelines (to be completed later)	4-1
5	Aeronautical Activity	5-1
	A. General Requirements.....	5-1
	B. Commercial Aeronautical Activity.....	5-3
6	Tenant Signage and Advertising Policy	6-1
	A. Purpose and Goals.....	6-1
	B. Scope.....	6-1
	C. General Rules.....	6-1
	D. Passenger Terminal Building Interior Signage.....	6-2
	E. Ground Transportation Tenant Signage.....	6-7
	F. Concessionaire Tenant Signage.....	6-8
	G. Exterior Tenant Signage.....	6-10
	H. Air Cargo, FBO Facilities, Etc.....	6-11
	I. Submitting Sign Requests.....	6-12
7	Specific Requirements / Fixed Base Operators	7-1
	A. Full Service FBO.....	7-1
	B. Aircraft Airframe, Engine and Accessory Maintenance and Repair FBO.....	7-4
	C. Aircraft Lease and Rental FBO/Flying Club.....	7-5

Table of Contents

Chapter	Title	Page
	D. Private Flying Clubs (FAA Order 5190.6A).....	7-6
	E. Flight Instruction (FBO).....	7-8
	F. Aircraft Charter and Air Taxi FCO.....	7-9
	G. Avionics, Instrument, or Propeller Repair FBO.....	7-10
	H. Aircraft Sales FBO.....	7-10
	I. Hangar Management Services FBO.....	7-11
	J. Specialized Commercial Flying Services FBO.....	7-12
	K. Multiple Services FBO.....	7-13
	L. Non-Commercial Operators.....	7-13
8	Ground Support Activities.....	8-1
	A. Air Cargo Handlers.....	8-1
	B. Cargo Warehouse Operator.....	8-2
9	Tenant Application.....	9-1
	A. Application Requirements.....	9-1
10	Minimum Standards – Self-Fueling.....	10-1
	A. Self-Fueling Permits.....	10-1
	B. Authorization.....	10-1
	C. Term.....	10-1
	D. Standards.....	10-1
	E. Rules, Regulations and Compliance.....	10-2
	F. Environmental Compliance.....	10-3
	G. Airport Security.....	10-5
	H. Equipment.....	10-5
	I. Aircraft & Self-Fueling Equip. Ownership.....	10-6
	J. Inspections.....	10-6
	K. Fuel Dispensing.....	10-6
	L. Fuel Dispensing Activity.....	10-7
	M. Solicitation for Sales Prohibited.....	10-8
	N. Assignment.....	10-8
	O. Application Processing.....	10-8
	P. Required Documentation.....	10-8
	Q. Indemnity and Insurance.....	10-8
	R. Records and Auditing.....	10-11
	S. Fees.....	10-12
	T. Complete Agreement.....	10-12
	U. Application Denial.....	10-12
	V. Termination of Self-Fueling Permit.....	10-13
	W. Immediate Termination.....	10-13
	X. Appeal.....	10-13
APP	Self-Fueling Permit.....	1 to 2

GENERAL

A. HISTORY

In 1942, the United States Bureau of Reclamation initiated the construction of the Davis Dam Power Plant. In 1946, a runway was established on Bureau of Land Management (BLM) land approximately two and one-half miles south of the dam, at what is now the Laughlin/Bullhead International Airport, to provide a landing field for aircraft transporting equipment and personnel connected with the Davis Dam project.

In 1968, Mohave County leased the airport from the BLM for a 50-year period. In 1971, the County subleased a portion of the airport to Bullhead Airport, Inc., a private enterprise which provided fixed base operation (FBO) services. An airport improvement project was undertaken in 1972 to relocate the runway and provide drainage work, marking, lighting, and fencing.

In 1979, a new airport lease for the airport was negotiated by the County with the newly formed Mohave County Airport Authority, a non-profit corporation. The sublease with Bullhead Airport, Inc. was renegotiated with the Authority in 1980. Bullhead Airport, Inc. continued to make further improvements to what is now the old airfield. In September 1991, Mohave County and Mohave County Airport Authority, Inc. renegotiated an updated 25-year lease with a 25-year renewal option.

In 1983, the BLM transferred the airport property to the State of Arizona. In 1986, the Arizona State Land Department sold the property through public auctions to Bullhead Airport, Inc. with a stipulation that the buyer dedicate 433 acres to Mohave County for airport use and that, within two years, they complete a flood control project for protection of the airport.

Between 1988 and 1991, new airside and landside facilities were planned and developed on the east side of the airport property. These included a new, longer runway and taxiways, commercial service terminal, apron, and automobile parking lot. In 1993 the runway and taxiways were widened. In 1994, the commercial service parking apron was expanded and a nonprecision instrument approach using the Needles VORTAC was instituted.

The airport landside facilities are made up of the passenger terminal, secure holdroom and public parking facilities. The terminal building was constructed in 1992 and completely renovated in late 2007, and the secure holdroom was opened for public use in late 2005. A major improvement in aeronautical services and safety was achieved on April 1, 1999 with the opening of a FAA contract air traffic control (ATC) tower. The tower service is available from 8 a.m. to 6 p.m. daily. Relocation of general aviation facilities was completed in 2003 with the lease of 22 acres to a private fixed base operator (FBO).

B. INTRODUCTION

The Mohave County Airport Authority ("MCAA") as proprietor, operator, and sponsor of the Laughlin/Bullhead International Airport ("Airport") exists to develop and promote civil aviation, air transportation and commerce by air. In order to encourage and ensure the provision of adequate services and facilities to, the economic health of, and the orderly development of aviation and related Aeronautical Activities at Laughlin/Bullhead International Airport established Minimum Standards at the Airport..

Periodic revisions in Minimum Standards are necessary to reflect changes in standards required to ensure a high degree of safety, security and efficiency in airport design, construction, operation and maintenance. Accordingly, the following revisions sets forth the Minimum Standards prerequisite to a person or entity operating upon and engaging in one or an aggregate of Aeronautical Activities at the Airport. These minimum standards are not intended to be all-

inclusive. Operations and/or activities on the Airport will be subject to all applicable Federal, State, and local laws, codes, ordinances, and rules and regulations pertaining to all such activities. These standards are applicable to Laughlin/Bullhead International Airport, as they exist now or as may be promulgated in the future.

In all cases where the words “standards” or “requirements” appear, it shall be understood that they are modified by the word “minimum” except where a “maximum” is clearly identified. Determinations of “minimum” shall be from MCAA’s point of view as an Airport operator, lessor, licensor, or permittee. All Persons/Operators will be encouraged to exceed the “minimum” in terms of quality of aeronautical activity, facilities or services. No Person/Operator will be allowed to occupy area or conduct activities under conditions less than the “minimum”.

C. STATEMENT OF POLICY

It is the intent of the MCAA to plan, manage, operate, finance, and develop the Airport for the long term financial health of the Airport consistent with accepted Airport management, operational and development practices, and applicable Federal, State, and local policies and regulations.

To this end, all applicants to conduct activities on the Airport shall be accorded a fair and reasonable opportunity, without unlawful discrimination, to quality and to compete (if required), to occupy available Airport facilities and to provide appropriate Aeronautical Activities; subject, however, to the Minimum Standards as established by the MCAA.

The granting rights of and privileges to perform commercial activities shall not be construed in any manner as affording the Operator any exclusive right of use of the premises and/or facilities on the Airport, other than those premises which may be leased exclusively to it, and then only to the extent provided in a written lease, license, or permit.

The MCAA reserves and retains the right for the use of the Airport by others who may desire to use the same, pursuant to applicable Federal, State, and local laws, ordinances, codes, and other regulatory measures pertaining to such use. The MCAA further reserves the right to designate the specified areas in which the individual or an aggregation of, Aeronautical Activities may be conducted in accordance with the then current and adopted Airport Layout Plan (ALP). Such designation shall give consideration to the nature and extent of such operation and the land and improvements available for such purpose, consistent with the orderly and safe operation of the Airport.

While the Airport Director has the authority to manage the Airport (including the authority to interpret, administer, and enforce Airport Agreements and MCAA policies, and the authority to permit temporary, short-term occupancy of the Airport), the ultimate authority to grant the occupancy and use of Airport real estate and to approve, amend, or supplement all leases, licenses, and permits relating thereto is expressly reserved to the MCAA.

These Minimum Standards do not affect the current term of any written agreement properly executed prior to the date of adoption and approval of these same Minimum Standards. However, any applicable portions of these Minimum Standards not specifically addressed in any written agreement are in full force and effect upon approval and adoption of these Minimum Standards.

These Minimum Standards may be supplemented, amended, or modified by the MCAA, from time to time, and in such manner and to such extent as is deemed appropriate.

D. SEVERABILITY CLAUSE

If one or more clauses, sections, or provisions of these Minimum Standards shall be held to be unlawful, invalid, or unenforceable by final judgment of any court of competent jurisdiction, the invalidity of such clauses, sections, or provisions shall not in any way affect any other clauses, sections, or provisions of these Minimum Standards.

E. APPLICABILITY

The effective date of this revised Minimum Standards shall be the 24th day of October, 2006.

F. DEFINITIONS

As used in these regulations, the following terms shall have the following meanings:

1. ACCIDENT – A collision between an aircraft or a vehicle, person, stationary object, or other thing which results in property damage, personal injury, or death; or an entry into or emerging from a moving aircraft or vehicle by a person or which results in property damage.

2. AERONAUTICAL ACTIVITY – Any activity or service that involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. The following activities, without limitation, which are commonly conducted on airports, are Aeronautical Activities within this definition: Charter operations, pilot training, aircraft rental, sightseeing, aerial photography, aerial spraying, aerial advertising, aerial surveying, air carrier operations, aircraft sales and service, sale of aviation fuel and oil whether or not conducted in conjunction with other included activities, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which, in the sole judgment of the Authority, because of their direct relationship to the operation of aircraft, can appropriately be regarded as an “Aeronautical Activity”.

3. AGREEMENT, LEASE, OR PERMIT – A contractual agreement between the MCAA and an entity granting a concession or otherwise authorizing the conduct of certain activities which is in writing, executed by both parties, and enforceable by law.

4. AIR CARRIER – Means a person, firm, or corporation, who undertakes directly, or by lease or other arrangement, to engage in air transportation.

5. AIR CHARTER – An entity that provides on-demand, non-scheduled passenger or air cargo services, and operates under the appropriate FAR, with aircraft that provide no more than 30 passenger seats (if applicable), and are within the weight limitations established for the Airport in its rules and regulations.

6. AIRCRAFT – Any contrivance, now known or hereafter invented, used, or designed for navigation of or flight in the air. Excluded from this definition are ultralights, gliders, and paragliders.

7. AIRCRAFT FUELING EQUIPMENT – means a tank vehicle (tank truck, tank fuel trailer, tank semi-trailer) employed in the transportation and/or transfer of fuel into or from an aircraft.

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

9. AIRCRAFT OPERATION – Means an aircraft arrival at or departure from the Airport.

10. AIRCRAFT PARKING and STORAGE AREA – Means the open areas of the Airport set aside for aircraft parking and storage servicing of aircraft with fuel, lubricants or other supplies, or for making minor or emergency repairs to aircraft, or for any or all such purposes.

11. AIRPLANE – Means an engine driven, fixed-wing aircraft, heavier than air, that is supported in flight by dynamic reaction of the air against the wings.
12. AIRPORT – Means and has reference to all the owned or leased real or personal property comprising Laughlin/Bullhead International Airport as now exists or as may hereafter be expanded and developed and shall include all of its facilities.
13. AIRPORT AUTHORITY or “AUTHORITY” – Means the duly appointed Mohave County Airport Authority.
14. AIRPORT DIRECTOR – The designated individual or duly authorized representative appointed by the MCAA to manage the operation and development of Laughlin/Bullhead International Airport.
15. AIR OPERATIONS AREA – Runways, taxiways, and aircraft parking areas.
16. AIR TAXI – means a classification of air carriers, which transports, in accordance with Federal Aviation Administration Regulations (FAR) Part 135, persons, property, and mail using small aircraft (under 30 seats or a maximum payload capacity of 7,500 lbs.).
17. AIR TRAFFIC – Shall mean aircraft in operation anywhere in the airspace and on that area of the Airport normally used for movement of aircraft.
18. APPLICANT – A person, persons, firm, partnership, or corporation desiring to acquire the use of a portion of the Airport or to establish or use any facility on the Airport for an Aeronautical or Non-Aeronautical Activity and who shall apply, in writing and in the manner or form prescribed, for authorization to establish such activities on the Airport.
19. ARTICLES OF INCORPORATION – means a document that sets for the basic terms of a corporation's existence, including the number and classes of shares and the purpose and duration of the corporation.
20. ASSIGNMENT – means the transfer of rights or property or the rights of property transferred.
21. BALLOON - Means a lighter than air aircraft that is not engine driven.
22. BONA FIDE EMPLOYEE – means a person who is employed by the Permittee whose employment can be verified by the U.S. Internal Revenue Service.
23. BONDED OR BONDING – means a device or procedure to minimize the hazard of static electricity as necessary to equalize electrical charges before they build-up to a high enough potential to create a static spark.
24. BUSINESS OR CONCESSION – means the sale, offering for sale or the furnishing of any commodity, article, facility or service.
25. BYLAWS – means rules or administrative provisions adopted by an association or corporation for its internal governance.
26. CARGO – Any item, (excluding passenger baggage and over-the-counter ticket items weighing less than 70 pounds and handled over the ticket counter in the passenger terminal) that is carried onboard an aircraft for transport.
27. CERTIFICATE OF INSURANCE – means a document acknowledging that an insurance policy has been written and setting forth in general terms what the policy covers.
28. CHARTER (AIRCRAFT) – means a commercial aeronautical activity that provides on-demand, non-scheduled passenger service in aircraft having no more than thirty (30) passenger seats.

29. COMMERCIAL AERONAUTICAL ACTIVITY – Any activity which involves, makes possible, or relates to the operation of aircraft, the purpose of such activity being to secure earnings, income, compensation, or profit, whether or not such objectives are accomplished. Such activities are further defined throughout the Minimum Standards. However, Commercial Aeronautical Activity at the Airport shall not include any activity which is contrary to the Airport's purpose.
30. COMMERCIAL AVIATION OPERATOR – A person, firm, partnership, or corporation engaging in an activity which involves, makes possible, or is required for the operation of aircraft, or which contributes to, or is required for the safe conduct and utility of, such aircraft operations, the purpose of such activity being to secure earning, income, compensation or profit, whether or not such objectives are accomplished.
31. CO-OP – means an organization formed by several aircraft owners for the purpose of self-fueling.
32. DEAD MAN CONTROL DEVICE – means a device which requires a positive continuing action of an operator to allow the flow of fuel.
33. DESIGNEE – means a person who has been designated to perform some duty or carry out some specific role.
34. ENTITY – A person, firm, corporation, or partnership.
35. EQUIPMENT – All machinery, together with the necessary supplies, tools, and apparatus necessary to the proper conduct of the activity being performed.
36. EXCLUSIVE RIGHTS – A power, privilege, or other right excluding or declaring another from enjoying or exercising a like power, privilege, or right. An exclusive right may be conferred either by express agreement, by imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more parties, but excluding others from enjoying or exercising a similar right or rights would be an exclusive right. An exclusive right to conduct an Aeronautical Activity, which is forbidden by Federal regulation, is distinguished from an exclusive right to occupy real estate, which is permitted by Federal regulation under certain conditions.
37. FAA – Federal Aviation Administration.
38. FAR – Federal Aviation Regulation
39. FIXED BASE OPERATOR (FBO) – Means any aviation business duly licensed and authorized by written agreement with the MCAA to provide aeronautical activities at the Airport under strict compliance with such agreement and pursuant to these regulations and standards.
40. FUEL HANDLING – Means the transportation, delivery, fueling and drainage of fuel or fuel waster products.
41. FUEL STORAGE AREA – Means and includes any portion of the Airport designated temporarily or permanently by the Airport Director as areas in which gasoline or any other type fuel may be stored or loaded.
42. GENERAL AVIATION – Means all phases of aviation other than aircraft manufacturing, military aviation, and scheduled air carrier operations.
43. GENERAL AVIATION SPECIALTY SHOPS – Includes, but is not limited to:
- A. Aircraft Radio and Accessory Shop – A person, firm or corporation engaged in FAA approved aircraft radio business, including sales, service, repair, exchange and installation of new and/or used aircraft radio equipment and parts.

B. Aircraft Instrument and Accessories Shop – Is a person, firm or corporation engaged in FAA approved aircraft instrumentation business, including sales, service, repair, exchange and installation of new and/or used aircraft instruments and parts.

C. Flight School Operator – Is a person, firm or corporation engaged in an FAA approved pilot training school, limited to dual and solo flight training in fixed and rotary wing aircraft and such related ground school instruction as is necessary to prepare a student pilot to take a written examination and flight check ride for a pilot's license of appropriate aircraft rating from the Federal Aviation Administration, or its designee.

D. Aircraft and Aircraft Parts Wholesale – Is a person, firm or corporation engaged in the business of buying, selling and/or exchanging aircraft, aircraft parts, accessories and hardware for other than retail taxes.

E. Aircraft Upholstery Shop – Is a person, firm or corporation engaged in the business of installing, replacing, modifying or repairing under FAA approved standards, aircraft interior upholstery and furnishings, and may include painting of aircraft.

F. Aircraft Maintenance Shop – Is a person, firm or corporation engaged in the business of providing FAA approved routine, normal, and preventive maintenance for general aviation aircraft.

G. Air Taxi Operator – Is a person, firm or corporation engaged directly in the air transportation of passengers and/or property subject to the provisions of Part 135 of the Federal Aviation Regulations.

44. GROUND SERVICE EQUIPMENT – means equipment used to supply auxiliary needs to aircraft.

45. IMPROVEMENTS – All buildings, structures and facilities, including pavement, fencing, signs, and landscaping constructed, installed, or placed on, under, or above any leased area by or with the concurrence of a lessee. Plans and specifications for all improvements must be approved by the MCAA for conformity with its building and construction standards.

46. ITINERANT OPERATIONS – Means all aircraft arrivals and departures other than local operations.

47. LANDING AREA – Shall mean any locality, including airports, which is used, or intended to be used for the landing and takeoff of aircraft.

48. LEASE – A contractual agreement between the MCAA and an entity granting a concession or otherwise authorizing the conduct of certain activities, which is in writing, executed by both parties, and enforceable by law.

49. LOADING RAMP – means the aircraft area used for the loading and unloading of aircraft.

50. LOCAL AIRCRAFT OPERATIONS – Means aircraft operating in the local traffic pattern; aircraft that are known to be departing for, or arriving from flight in local practice areas located within a 25 mile radius of the Airport; aircraft making simulated instrument approaches or low passes at the Airport.

51. MINIMUM STANDARDS – Those qualifications and criteria set forth herein as the minimum requirements to be met as a condition for a Commercial or a Non-commercial Operator to conduct an Aeronautical or Non-Aeronautical Activity on the Airport.

52. MOTOR VEHICLE – Means a vehicle which is self propelled.

53. MOVEMENT AREA – Means the runways, taxiways, and other areas of the Airport which are used for the taxiing, takeoff and landing of aircraft, exclusive of loading ramps and parking areas.

54. NFPA – means National Fire Protection Association.
55. NONCOMMERCIAL OPERATOR – A person, firm, partnership, corporation or other organized entity that operates and either owns or leases aircraft for business, personal or recreational purposes. In the case of a business, the operation of aircraft must be an ancillary unit to support the business' purposes by providing transportation for the exclusive use of its employees or agents. In all cases the Noncommercial Operator neither offers nor provides Aeronautical Activity services for compensation provided, however, that Noncommercial Operators may provide hangar storage services to the general aviation public under the terms and conditions set forth herein.
56. NOTICE OF VIOLATION (NOV) – is a letter or form issued by the Airport Director stating non-compliance of a standard or regulation.
57. OPERATIONAL AREA – Means any place on the Airport not leased or demised to anyone for their exclusive occupancy.
58. OPERATOR – As used in these Minimum Standards, the term "Operator" refers to both Commercial Operators and Noncommercial Operators.
59. OWNER – Means a person who holds legal title of an aircraft or vehicle, or in the event that the aircraft or vehicle is the subject of a conditional sale or lease thereof, the person entitled to possession.
60. PARK or PARKING – Means the standing of an aircraft or vehicle whether occupied or not.
61. PARTNERSHIP AGREEMENT – means a contract defining the partners' rights and duties toward on another – not the partners' relationship with third parties.
62. PEDESTRIAN – Means any person afoot.
63. PERMISSION or PERMIT – Shall mean permission granted by the Airport Director unless otherwise herein specifically provided.
64. PERMITTEE – means any person, partnership, association, firm or corporation operating on an airport under a permit issued by the Airport Director.
65. PERSON – Means an individual, aircraft owner, pilot, firm, partnership, corporation, company, association, joint stock association or governmental entity. It includes a trustee, receiver, an assignee, or similar representative of any of them.
66. PUBLIC AREA – Means those areas normally used by the general public, including structures and devices such as roadways, sidewalks and terminal facilities that are maintained and kept at the Airport for use by the general public.
67. RAMP – A paved area suitable for aircraft parking.
68. REPAIR FACILITY – A facility utilized for the repair of aircraft, to include airframe, powerplants, propellers, radios, instruments, and accessories. Such facility will be operated in accordance with all applicable FAA regulations.
69. ROADWAY – Means any street or roadway, whether improved or unimproved, within the boundaries of the Airport set aside or designated for use by vehicles whether dedicated or not.

70. SERVICE OPERATOR – Means an entity which provides the following services on the Airport: Aircraft Charter and Air Taxi, aircraft rental, aircraft airframe and engine maintenance and repair, aircraft sales and rental, flight training, specialized commercial Aeronautical services, avionics and commercial flying club.

71. SPILL PREVENTION, CONTROL, AND COUNTERMEASURE (SPCC) PLAN – means the document required by Title 40, Code of Federal Regulations, Sec. 112 that details the equipment, workforce, procedures and steps to prevent, control and provide adequate countermeasures to a discharge.

72. SUBLEASE – A lease granted by a lessee to another entity of all or part of the property.

73. TIE-DOWN – An area, paved or unpaved, suitable for parking and mooring of aircraft wherein suitable tie-down points have been located.

74. TRAFFIC – Means pedestrians and vehicles either singly or together while using any roadway.

75. TRAFFIC PATTERNS – Means the traffic flow that is prescribed for aircraft landing at, taxiing on, or taking off from the Airport.

76. VEHICLE PARKING AREA – Means and includes any portion of the Airport designated and made available, temporarily or permanently by the Airport Director for the parking of vehicles.

Chapter 2

AIRPORT RULES AND REGULATIONS

A. GENERAL

1. Permission, Conformance, Procedures

Any permission granted by the Airport Authority or Airport Director, directly or indirectly, expressly or by implication, to enter upon or use the Airport or any part hereof, including but not limited to, operators, off-airport users, crew members and passengers, spectators, sightseers, pleasure and commercial vehicles, officers and employees of airlines, lessees and other persons occupying space at the Airport, persons doing business with the Airport, its lessees, sublessees and permittees and all other persons whatsoever, whether or not of the type indicated, is conditioned upon compliance with these standards and any rules, regulations or procedures promulgated thereunder; and entry upon or into the Airport by any person shall be deemed to constitute an agreement by such person to comply with such rules, regulations and procedures. The Airport Authority reserves the right to deny any or all usage of the Airport to any person or persons for any cause.

Conformance with FAA, State of Arizona, Mohave County and City of Bullhead rules and regulations will apply to any person or persons who shall navigate, land aircraft upon, or conduct any aircraft operations on or from the Airport otherwise than in conformity with the entities previously mentioned.

In addition to the requirements of the Federal Aviation Administration, and the Arizona State Department of Aeronautics, the Airport Director may establish such additional operational rules and regulations as are required to carry out the provisions of these rules. If such additional rules and regulations are promulgated, they shall be published, posted and/or otherwise made available at reasonable times and places. The Airport Director may deny the use and privileges of the Airport to any person violating any of its rules and regulations, subject to appeal to the Airport Authority.

2. Commercial Aviation Permit

No person shall utilize the Airport or any portion thereof as a base or terminal or as a direct or indirect means of carrying on any revenue-producing commercial activity except by conducting business under the terms of an existing lease or Commercial Permit at the time of the passage of these rules and regulations, or unless hereafter specifically authorized by lease or Commercial Permit or if such activity does not require a lease permit with the permission of the Airport Director.

3. Airport Property

Airport property shall be used for general aviation fixed base or specialty shop operations and for aviation related industries and business only except where specifically authorized for other use by the Airport Director.

4. Self Services

The owner of an aircraft is permitted to fuel, wash, repair, and otherwise take care of his own aircraft, conditioned upon compliance with all Federal, State, Municipal, and local laws, ordinances, regulations, and procedures promulgated thereunder for the safety and preservation of the Airport facilities and the protection of the public. No attempt shall be made to perform the above services for others.

All parties who conduct private, noncommercial self fueling of aircraft, whether with equipment owned or operated by exclusively by the owner or with equipment owned, operated or leased by any other entity, on

Laughlin/Bullhead International Airport must hold a Noncommercial Aircraft Fuels Dispensing/Handling permit issued by the Mohave County Airport Authority and approved by the Bullhead City Fire Department.

5. Commercial Photography

No person shall take still, motion or sound pictures of or at the Airport for commercial purposes without the permission of the Airport Director.

6. Advertisements

No person shall post, distribute or display signs, advertisements, circulars, printed or written matter at the Airport without permission of the Airport Director.

7. Dogs and Other Animals

Dogs are permitted on the Airport for physically challenged persons needing such requirements as supplied by trained dogs, i.e. blind, wheel chair bound, etc., or such animals that are classified as working dogs (Police, U.S. Customs, etc.), and other animals traveling with owner and are properly housed in a pet carrier. No other animals are permitted on the Airport or inside passenger terminal at any time except for those mentioned herewith.

8. Airport Liability

The Authority assumes no responsibility or liability for loss, injury or damage to persons or property on the Airport, or using Airport facilities, by reason of fire, vandalism, winds, flood, earthquake, or collision damage, nor does it assume any liability by reason of injury to persons or property while using the facilities of the same.

9. Property Damage, Injurious or Detrimental Activities; Abandonment of Property – No person shall:

- a. Destroy, deface or disturb in any way, Airport property.
- b. Conduct activities that are injurious, detrimental or damaging to Airport property or to activities and business on the Airport.
- c. Abandon any personal property on the Airport.

10. Payment for Damages

Any person causing, or liable for any damage, shall be required to pay the Airport Authority, on demand, the full cost of repairs. Any person failing to comply with these rules shall be in violation and may be refused the use of any Airport facilities until the Airport Authority has been fully reimbursed for damages caused.

11. Lost Articles

Any person finding lost articles in public areas of the Airport shall immediately deposit them at the office of Airport Operations, located in the commercial passenger terminal.

12. Trash Containers

No person shall keep uncovered trash containers in any area. No vehicle used for hauling trash, dirt or any other materials shall be operated on the Airport unless such vehicle is constructed so as to prevent the contents thereof from drooping, sifting, leaking, or otherwise escaping therefrom.

Areas to be used for trash or garbage containers shall be designated by the Airport Director and no other areas shall be used. Such areas shall be kept clean and sanitary at all times.

13. No Smoking Areas

No person shall smoke in any hangar, shop or other building where it is dangerous to do so or where it specifically prohibited by the Airport Director. Smoking is prohibited inside the Airport terminal at all times. No smoking shall be done on any FBO ramp within fifty (50') feet of a fuel tank, fuel truck or aircraft.

14. Disorderly Conduct; Intoxicating Liquors – No person shall:

- a. Commit any disorderly, obscene or unlawful act or commit any nuisance on the Airport.
- b. Drink any intoxicating liquor upon any portion of the Airport open to the public except in such areas as the Airport restaurant or lounge facilities existing or as may be hereafter be established or other place as shall be properly designated and licensed for on-sale liquor dispensing, except upon specific permission of the Airport Director.
- c. Become intoxicated on any portion of the Airport, nor shall any intoxicated person enter upon or loiter on or about the Airport or any of its facilities.

15. Firearms, Explosives, etc.

- a. No persons except authorized law enforcement officers of the United States, on official duty, shall carry openly, or concealed, any firearms on the Airport. This provision does not apply to firearms in a case that are unloaded and stored in a vehicle or aircraft; or such firearms in a case as are unloaded and intended for immediate transport on or off the airport.
- b. No person, except authorized law enforcement officers or member of the Armed Forces of the United States, on official duty, shall possess any explosives on the airport.
- c. No person shall store, keep, handle, use, dispense or transport at, in, or upon the airport any radioactive substance or material (except for minimum amounts of radioactive substances, such as radioactive paint illuminating instrument dials), without prior authorization from the Airport Director.

16. Model Aircraft

The flying of model aircraft within the airport area is prohibited unless authorized in writing by the Airport Director or Base Operations Officer. No person shall operate or release any kite, balloon, model aircraft, or parachute anywhere within the Airport without the written permission of the Airport Director or Base Operations Officer.

17. Interfering or Tampering with Aircraft

No person shall interfere or tamper with any aircraft or put in motion the engine of such aircraft, or use any aircraft parts, instruments or tools without permission of the owner or by specific direction of the Airport Director.

18. Fueling

All fueling operations, devices, or handling shall be in accordance with Federal, State, County or City regulations and safety standards as well as any lease or fueling agreement or rules of the MCAA, to include compliance with requirements of the MCAA's Federal Aviation Administration approved Airport Certification Manual (ACM). Dispensing of Aviation fuel for non-aviation use is prohibited on airport premises. This does include unauthorized containers. All fuel spills must be reported to Airport Operations immediately.

19. General Environmental Requirements

All hazardous materials must be stored in approved containment devices.

20. Lubricating Oils

No person shall keep or store lubricating oils in or about the hangars, provided, however, that such materials may be kept in the proper receptacles installed in the aircraft for such purposes or in containers provided with suitable draw off services, and stored only in such places as approved by the NFPA or the Airport Director.

21. Waste

Lessees of hangars or other aircraft service or maintenance buildings, Terminal building or other areas shall have suitable metal receptacles with self-closing cover for the storage of oil waste and rags, which must be removed by the Lessees from the Airport premises and at regular intervals as may be established by the Airport Director. No petroleum products or objectionable industrial waste matter shall be dumped or permitted to drain into drainage ditches, canals, ponding areas or into sewer systems or storm drains.

22. Flying Clubs – Refer to Section 4, Private Flying Clubs, on page 4-7 of these minimum standards, for complete requirements regarding private flying clubs and their members.

B. VEHICLES, PEDESTRIANS, ETC.

1. General Requirements

- a. Vehicles will be operated on airport in accordance with all rules and regulations of the airport, and all Federal, State, and local laws.
- b. Authorized access onto the airport will be through an access gate located nearest the airport facility or business of intended use.
- c. When an airport gate is out of service, entry to the airfield will be via a secondary gate as specified to the operator on their application file or as posted at the broken gate.
- d. All vehicles shall yield the right of way to aircraft in motion and emergency vehicles.
- e. No vehicle, excluding ground service and emergency vehicles, shall approach closer than fifty (50') to any aircraft whose engines are running.
- f. For security reasons, when entering or exiting an airport access gate, wait for the gate to completely close before proceeding to your destination so as to not allow entry of any other vehicle or person.

- g. An authorized operator who enters the airport shall not permit any other person(s) or vehicle(s) to access behind them. No tailgating (vehicles) or piggybacking (pedestrians) is permitted for security reasons.
- h. Commercial vehicles operating on the Airport shall be equipped with signage identifying the name of the company and a vehicle identification number. These signs shall be located, at a minimum, on both sides of the vehicle. Signs must be identifiable from a distance of 100'.
- i. Commercial vehicles operating within the AOA must be equipped with a rotating or flashing amber beacon or 3' X 3' Orange and White checkered flag, in accordance with FAA Advisory Circular 150/5210-5B.

2. Licensing, Registration and Insurance of Vehicles and Operators

- a. No operator shall operate a motorized vehicle of any kind on the airport without a valid state operator's license.
- b. Unless under authorized escort, no operator shall operate a motorized vehicle of any kind on the airport without a valid MCAA issued airport ID media.
- c. All motorized vehicles shall maintain the appropriate type and amount of vehicle liability insurance in accordance with State law.
- d. All motorized vehicles that are not registered for use on public streets must have separate liability insurance coverage in the amount prescribed and approved by the Airport Director.
- e. All motorized vehicles operating on the airport will have to be registered with the MCAA and have either an airport issued vehicle identification decal affixed to the rear of the vehicle or be displaying a MCAA issued corporate placard in the front window of the vehicle as required by the Airport Director.
- f. All operators desiring to have airfield driving privileges will have to attend and pass a driver and safety training class prior to being issued an airport ID media.

3. Control of Vehicles

- a. No operators shall operate or park a vehicle at the airport in a manner prohibited by signs, pavement markings, or other signs posted by MCAA or by published rules and regulations. The Airport Director has the authority to regulate or prohibit airside access to any class or type of vehicle or other form of transport.
- b. No operators shall operate or park a vehicle on the airside area without appropriate need for access, and possession of valid airport ID media.

4. Speed Limits

All vehicles shall operate in strict compliance with all posted speed limits at the airport. The maximum speed limit for all vehicles on the airside, with exception of authorized emergency services vehicles in the performance of their official duties, is fifteen (15) miles per hour, or less, if conditions warrant, to ensure safe operation.

5. Vehicles Operating on Runways and Taxiways

- a. No vehicle shall be operated on the runways and taxiways unless so authorized by the Airport Director.
- b. Any vehicle authorized to operate on the airport runways or taxiways shall display an amber rotating beacon or a 3' X 3' white and orange checkered flag that complies with FAA Advisory Circular 150/5210-5B and is visible to the airport traffic control tower personnel. Exceptions to this rule must be authorized by the Airport Director.
- c. All vehicles that are authorized to operate on the runways or taxiways must be equipped with a two-way aviation radio, receive a clearance from, and remain in continuous communications with the airport traffic control tower. The installation of a two-way radio does not permit the unauthorized operation of vehicles on runways and/or taxiways.
- d. If vehicles are not equipped with radios, prior approval must be obtained from the Airport Director. Additionally, all vehicle operators shall comply with the standard airport light gun signals.

6. Airport Vehicle and Pedestrian Access Control

- a. Commercial operators owning, operating or otherwise responsible for airport property which contains any portion of the airport security perimeter (as defined by the Airport Director), shall operate and maintain all vehicular and pedestrian access points and airport security perimeter on their property in a manner acceptable to the Airport Director, which limits access from their property to the airport to only those operators authorized by the Airport Director.
- b. All non-commercial operators, upon entering or exiting an airport pedestrian access gate, shall make sure that the gate completely closes behind them before proceeding to their destination so as to not allow the entry of an unauthorized person.

7. Airport Perimeter Access Road

The airport perimeter road shall only be used by airport administration vehicles, FBO fuel trucks, and other vehicles authorized by the Airport Director.

8. Authority to Remove Vehicles

The Airport Director may cause to be removed from any area of the Airport any vehicle which is disabled, abandoned, parked in violation of these regulations, or which presents an operational hazard as determined by the Airport Director to any area of the Airport, at the operator's expense and without liability for damage which may result in the course of such movement.

9. Bicycles and Miscellaneous Vehicles

- a. No operator shall use at the airport any bicycles, go-cart, go-ped, skateboard, rollerblade, all terrain vehicle or other vehicle not licensed or otherwise permitted by State law for operation on a public street or highway.
- b. This section does not pertain to city vehicles or vehicles used solely for tugging, marshalling, or refueling aircraft.

10. Motor Homes, Boats, Trailers and Recreational Vehicles

Motor homes, boats, trailers and recreational vehicles shall not be stored anywhere on the airport.

11. Accidents

The driver of any vehicle involved in an accident on the airport which results in injury or death to any person, or damage to any property, shall immediately stop such vehicle at the scene of the accident, render reasonable assistance to a person injured in the accident, including making arrangements for the transporting of the person to a physician, surgeon or hospital for medical or surgical treatment if it is apparent that treatment is necessary or if the transporting is requested by the injured person, and give his/her name, address and operator's license and registration number to the person injured, the Airport Director, and to any police officer or witnesses of the accident. The operator of such vehicle shall make a report of such accident in accordance with State law and provide a copy of same to the Airport Director.

12. Careless Operation, Driving While Intoxicated, etc.

No vehicle of any kind shall be operated at the airport:

- a. In a careless, negligent or reckless manner, or in disregard of the rights and safety of others, or while the driver would be prohibited by law from operating an automobile upon the public streets of the city due to drug or alcohol impairment or influence, or at a speed or in a manner which endangers or is likely to endanger persons or property;
- b. If the vehicle is constructed, equipped or loaded as to endanger or be likely to endanger persons or property, or to result in the load or other materials becoming separated from the vehicle; or
- c. Without operating headlights, tail lights, turn signals, and brake lights during hours of darkness or during inclement weather.

13. Parking Restrictions

- a. No operator shall park or leave any vehicle standing, whether occupied or not, except within a designated parking area
- b. Aircraft owners and operators shall only park their vehicle in the aircraft storage and parking space designated for their aircraft.
- c. Vehicles parked in aircraft parking and storage areas shall be parked in a manner so as to be completely contained in the aircraft parking or storage space and to not obstruct adjacent aircraft parking and storage areas or taxi lanes, unless for the purposes of immediate and temporary loading, unloading, or staging of an aircraft.
- d. The vehicle shall only be parked in a manner that allows the vehicle to be immediately driven or towed away from any nearby aircraft in the case of an emergency.

14. Volunteer Assistance

No person shall enter the airside area of the airport for the purposes of attending, observing or assisting at the scene of an accident except persons authorized by law or otherwise requested or with consent of the Airport Director or airport traffic control tower.

15. Pedestrians in the Airside Area

No operator shall walk, stand, or loiter in the airside area if such activity is determined to be an operational or safety concern as determined by the Airport Director. Jogging or exercise is not authorized airside.

16. Vehicle Repair

- a. No operator shall clean or make any repairs to vehicles anywhere on the airport except those minor repairs necessary to remove such vehicles from the airport.
- b. No operator shall move, interfere or tamper with any vehicle, or take or use any vehicle part or tool thereof, without the written permission of the owner or satisfactory evidence of the right to do so duly presented to the Airport Director.

C. BASED AIRCRAFT

1. Licensing, Registration and Insurance

- a. No operator shall operate an aircraft of any kind on the airport without a valid operator's pilot's license.
- b. No operator shall operate an aircraft of any kind based at an airport operated by the MCAA without written permission of the owner and without a valid MCAA issued airport ID media.
- c. All based aircraft operating on the airport will have to be registered with the MCAA and the State of Arizona.
- d. All operators with authorized access and a valid ID media shall keep all application information current with the MCAA.

2. Aircraft Parking Restrictions

- a. No operator shall park or leave any aircraft standing, whether occupied or not, except within a designated parking area.
- b. Aircraft owners and operators shall only park their aircraft in the aircraft storage and parking space designated for their aircraft.
- c. Aircraft parked or stored shall be parked in a manner so as to be completely contained in the aircraft parking or storage space and to not obstruct adjacent aircraft parking and storage areas, or taxi lanes.
- d. The aircraft shall only be parked in a manner that allows the aircraft to be immediately pushed or towed away in the event of an emergency.

3. Authority to Remove Aircraft

The Airport Director may cause to be removed from any area of the airport any aircraft which is disabled, abandoned, parked in violation of these regulations, or which presents an operational hazard as determined by the Airport Director to any area of the airport, at the operator's expense and without liability for damage which may result in the course of such movement.

4. Aircraft Repair

- a. No maintenance of aircraft shall be performed on the airport without prior written approval of the Airport Director except such minor maintenance as would normally be performed by an aircraft owner without the benefit of an aircraft mechanic.
- b. No operator shall move, interfere or tamper with any aircraft, or take or use any aircraft part or tool thereof, without the written permission of the owner or satisfactory evidence of the right to do so duly presented to the Airport Director.

5. Careless Operations, Flying While Intoxicated, etc.

No aircraft of any kind shall be operated at the airport:

- a. In a careless, negligent or reckless manner, or in disregard of the rights and safety of others, or while the pilot would be prohibited by law from operating an aircraft due to drug or alcohol impairment or influence, or at a speed or in a manner which endangers or is likely to endanger persons or property.
- b. If the aircraft is constructed, equipped or loaded as to endanger or be likely to endanger persons or property; or
- c. Without operating lights, strobe lights, etc., during hours of darkness or during inclement weather.
- d. All aircraft must be equipped with a two-way aviation radio, receive a clearance from, and remain in continuous communications with the airport traffic control tower while the aircraft is in operation. The installation of a two-way radio does not permit the unauthorized operation of aircraft on runways and taxiways.

6. Negligent Operations Prohibited

No aircraft shall be operated on the surface of a movement area, ramp and apron area, or aircraft parking and storage area in a careless or negligent manner or in disregard of the flights and safety of others, or without due caution and circumspection, or at a speed or in a manner which endangers unreasonably, or is likely to endanger unreasonably, no persons attending or assisting in said operation shall be under the influence of intoxicating liquor or drugs.

7. Accident Reports

Persons involved in aircraft accidents occurring on the airport shall make a full report thereof to the Airport Director as soon after the accident as possible which shall include their names and addresses. When a written report of an accident is require by Federal Aviation regulations, a copy of such report may be submitted to the Airport Director in lieu of the report as may be required by the Airport Director.

8. Refusal of Clearance

The Airport Director may delay or restrict any flight or other operations at the Airport and may refuse takeoff clearance to any aircraft for any reason believed justifiable for violations of these articles, laws of County, State and Federal Government, FAA Safety Standards or perceived threat to life or property. The Airport Director may also prohibit in all or in part the use of the Airport, for any purpose, by an individual or group.

9. Removal of Gas, Oil, Grease, etc.

In the event of spillage or dripping of gasoline, oil, grease or any material which may be unsightly or detrimental to the pavement in any area of the airport, the same shall be removed immediately. The responsibility for the immediate removal of such gasoline, oil, grease or other material, shall be assumed by the operator or owner of the equipment causing the same or by the tenant or concessionaire responsible for the deposit on the pavement.

10. Cleaning and Maintaining Aircraft

Cleaning, painting, washing, polishing, or otherwise maintaining aircraft shall be accomplished only in areas designated for that purpose by the Airport Director.

D. AIRPORT SECURITY

1. Issuance of ID media

- a. All authorized operators at the airport will have to be in possession of a valid airport approved ID.
- b. All operators will have to display their airport approved ID media above the waist and on the outermost garment at all times while on the airport.
- c. Operators will have completed an application, keep their information current at all times and pay any applicable fees and deposit for any ID and gate access media issued.
- d. Any ID or access media issued to an operator cannot be used by any other operator or person.
- e. Upon request by the MCAA, or if the need of an operator to have an airport issued ID and/or gate access media is no longer required operators will have to return all issued media to the MCAA.
- f. Upon expiration of the ID and gate access media, the operator will have to return the media to the MCAA and apply for a renewal if the need for airport/AOA access still exists.
- g. Pedestrian perimeter access gate key pad numbers shall not be shared with anyone.
- h. ID and gate access media will be issued to Commercial and Non-commercial operators having a need to access the airport.
- i. Operators will have to keep their ID media secured from unauthorized persons, and will be responsible for informing Airport Operations immediately if their ID or gate access media is lost or stolen.

2. Challenge Procedures, AOA safety, etc.

- a. All operators at the Airport are expected follow challenge procedures if unauthorized person(s) and/or vehicles are encountered on the AOA. Challenge procedures call for users to challenge people who are not wearing a proper ID, are in an area that they are not authorized to be in, or who appear suspicious.

Persons challenging others should do so in a non-threatening manner, and contact Airport Operations if the person challenged cannot produce a valid airport ID or if their actions are suspicious in nature.

- b. All operators are expected to become the eyes and ears of the airport security team.
- c. All operators are expected to report any unusual activity to Airport Operations, such as operators handing their ID media to others in order to gain access to the airport, known or unknown individuals around aircraft, fuel farms, etc.
- d. No boxes, tool boxes or such, are allowed to be left unattended on any AOA area. Any ground support items intended to be left on the AOA will need to be approved by the Airport Director.
- e. Operators are expected to pick up any Foreign Object Debris (FOD) created by them or others. If the area with FOD is large or on a ramp, taxiway or runway, the operator shall contact Airport Operations and inform the airport traffic control tower.
- f. All operators are expected to report any vehicle or pedestrian gate malfunction to Airport Operations.
- g. All operators are expected to report any breaks in the perimeter fence or other secured areas, such as offices found open after hours, etc.
- h. Security rules, regulations and procedures shall not be disclosed to unauthorized parties.
- i. All operators in possession of a valid airport approved ID media, or valid government issued photo identification and Federal Aviation Administration issued pilot certificate, having an operational need to bring persons without authorization onto the airport are required to follow strict escorting procedures. These include limiting the number of people being escorted to no more than the aircraft can accommodate, always having the individuals being escorted under sight and voice control, and being ultimately responsible for their actions while on the airport.

Chapter 3

AIRPORT DEVELOPMENT STANDARDS

Section 1. **Purpose:**

Development Standards and the development review process have been prepared to assure that quality and appropriate site planning, architecture, engineering, and landscaping are maintained at the Laughlin/Bullhead International Airport (Airport). The intent of the Mohave County Airport Authority (MCAA) is to implement Airport Development Standards that are reasonable and that encourage creativity and quality in design which will complement existing and enhance all future development at the Airport. The MCAA considers these standards to be minimal, assuming firms locating at its facilities will wish to do the finest possible job in their own self-interest.

These Development Standards apply to all development at the Airport. "Airsides" indicates that the development site has direct access to the runway, taxiway, or apron system of the Airport.

It is noted that in addition to these Development Standards, there are also MCAA "Minimum Standards" which establish minimum levels of service that shall be offered in order to protect the public welfare and prohibit irresponsible, unsafe or inadequate services. The Minimum Standards apply to both leased existing facilities and newly developed facilities, whereas the Development Standards apply only to newly developed facilities and facilities which involve major modification or exterior appearance elements such as materials, colors, or signage. Certain activity, such as fuel handling, storage and dispensation, may require additional airport permitting.

The development of all sites at the Airport shall conform to the code standards of the City of Bullhead City and regulations of other appropriate government bodies, including Mohave County (County), the State of Arizona and the federal government agencies, including the Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) and the Environmental Protection Agency (EPA). Where a conflict exists between any regulations of State or local jurisdiction, and federal regulations, the federal regulations shall be the governing criteria.

Section 2: **Plan Review:**

2.1 Policy.

No person, firm or corporation shall engage in any excavation, construction, or related improvements as defined herein unless said activities conform to the standards, rules, and regulations as set forth by these standards. The Airport Director will review all preliminary plans to ensure that development at the Airport meet the requirements of the Development Standards. The proposed plans will be evaluated with respect to the intent of the standards, the available facts regarding the particular project, and the best interests of all concerned parties. The review process considers the unique aspects of each of the tenant's requirements and includes site planning, architecture, parking, landscape, signage, vehicular circulation and exterior lighting. Subjective design elements such as architectural style, site layout, and landscaping will be completed to ensure compliance with the intent of the MCAA to ensure quality development. Plans will be reviewed with respect to the compatibility with the surrounding development, functional site design, attractive architectural design, the use of attractive exterior building materials and landscaping which enhances the site. An architectural rendering of the ultimate development may be required.

2.2 MCAA Contact.

All plans and correspondence concerning submission of plans for original construction, additions, or remodeling shall be made to the Airport Director or designee.

2.3 Review Process.

All construction and development projects at Laughlin/Bullhead International Airport shall be submitted to the Airport Director for review and approval prior to the project being submitted to the City of Bullhead Building Division for final design review, approval and permitting.

Airport Director approvals are for the overall acceptance of the project at Laughlin/Bullhead International Airport and do not constitute approval of any engineering, design or architectural competence, or compliance with City of Bullhead code and ordinance requirements. All materials submitted to the City of Bullhead will be retained by the City and are a matter of public record.

Design Review and Preliminary Approval Process

Pre-Submittal Meeting	The applicant will meet with the Airport Director to discuss the proposed project. If the project appears to be feasible, the Airport Director will instruct the applicant to submit a Preliminary Development Plan once a lease agreement has been signed between the applicant and the MCAA.
Preliminary Development Plan Submittal	Following the Pre-Submittal Meeting, the applicant will submit a Preliminary Development Plan to the Airport Director in accordance with the Preliminary Development Plan Submittal Requirements outlined below.
Preliminary Development Plan Review	The Airport Director will review the Preliminary Development Plan and meet with the applicant to discuss the project's conformance with the Airport Development Standards.
Bullhead City Design Review Submittal	If the Airport Director approves the Preliminary Development Plan, the applicant will be instructed to contact Bullhead City Development Services, Building Division (928) 763-0124 for assistance with obtaining project approval through the City's development process.

City code does not include FAA, construction and development standards required by airport operators, therefore, City permits are only a precursor to Airport management final review and approval. Notice to proceed with construction is under the jurisdiction of the Airport Director.

Modifications

Any significant modifications to the Preliminary Development Plan approved by the Airport Director will require the Plan to be resubmitted to the Director for an additional review and approval.

Waivers

The Airport Director may agree to design criteria not included in the Airport Development Standards, but does not have the authority to waive any City of Bullhead code or ordinance requirements.

2.4 Preliminary Development Plan Submittal Requirements.

2.4.1 Site Plan.

The Preliminary Development Plan should include a preliminary site plan drawn to a scale that allows the applicant to show major current and proposed site improvements such as structures, walks, patios, driveways, parking, fences, walls, utilities and utility easements, exterior illumination and landscaping. Lot dimensions and drainage provisions should be shown, as well as any appreciable change in the lot contours.

2.4.2 Signs.

The applicant should include the location of proposed signs, including size, shape, color, materials, and elevation, if possible.

2.4.3 Operations.

The application shall submit a written description of the project, including the proposed use, hours of operation, and the estimated number of total employees.

2.4.4 Hazardous Materials.

The applicant shall submit a hazardous materials (HazMat) handling program indicating full disclosure of use of any hazardous materials onsite; standard storage, use and disposal procedures; emergency procedures and schedule of regular inspections and approvals necessary to comply with City, State and Federal regulations. This includes fuel, oil, hydraulic fluids and any other HazMat as determined by the EPA.

2.4.5 City Site Plan Approval, and Construction Permit(s).

Applicant shall be responsible for submitting final plans approved by City and the Fire Marshall to MCAA and attaining necessary site plan and building permit(s) prior to commencing any construction. Applicant shall provide Airport Director or designee a copy of the building permit(s).

2.4.6 Record Documents Generated by Construction.

As-built drawings of all development on the site and all underground utilities within any required utility easement area shall be furnished to the MCAA no later than thirty (30) days after Certificates of Occupancy are granted to the tenant.

2.5 FAA Approval Required.

All new construction or on site additions on the Airport must be approved by the FAA. FAA approval shall be requested by the MCAA. Applicant will complete and submit FAA form 7460-1 to the MCAA for submittal to the FAA.

2.6 Lease Execution.

Prior to the commencement of construction and subject to MCAA's approval, the Owner/Applicant shall have a signed lease agreement with the MCAA.

2.7 Future Remodeling and Additions.

Plans shall be submitted to the MCAA for MCAA review and approval before any construction, remodeling, alterations or additions are undertaken. The applicant will be responsible for initiating and coordinating the MCAA plans review and obtaining any required building permits.

2.8 Review Fees.

A review fee of \$250 dollars will be assessed to the applicant, payable to the MCAA, at the time of submittal of the Preliminary Development Plan.

2.9 Inspection of Facilities.

MCAA and the City may conduct inspections of the site during the construction period to determine conformance to the approved final plans. Design modifications made after the Building Permit is issued shall be submitted to the MCAA and City for approval.

2.10 Variances.

The MCAA recognizes that situations arise which may warrant modification to these Development Standards. A written request for an exception shall be submitted to the Airport Director or designee, stating the variance requested and the MCAA's applicable section of the standards. The MCAA will evaluate each request and will notify the applicant, in writing, of the decision within five working days. Exceptions to City code standards shall be submitted to City Development Services, for consideration.

Section 3. Development Standards:

3.1 Land Use and Zoning.

The Development Standards are designed to meet or exceed the applicable zoning code. Since codes change periodically, it cannot be guaranteed that all MCAA requirements meet these standards. As a county island within Bullhead City limits, development shall conform to the Airport Master Plan as it exists, or is amended by the MCAA, and any conflicts with city code shall be submitted to the MCAA for approval.

3.2 Site Location.

Placement of structures or improvements on the site shall be designed in such a way as to maximize the potential use of the site. Consideration should be given to building placement, landscape design, aircraft access, vehicular access and parking, vehicular and pedestrian circulation, and adjacent development.

3.3 Buildings.

3.3.1 Design.

All buildings shall be designed by a registered architect or engineer licensed to practice in the State of Arizona.

3.3.2 Setback. FAA design standards and/or lot line requirements.

3.3.3 Heights. FAA design standards and/or lot line requirements.

The maximum height of any structure shall be determined by the FAA Part 77 surfaces and local zoning ordinances.

3.3.4 Building Materials and Engineering.

- i. General. Materials shall be appropriate for the use and type of structure for which they are used. Buildings shall be designed to minimize or prevent predictable damage and deterioration. Materials that may be used include exposed, decorative, concrete; glass; brick; pre-finished; pre-formed metal; and natural stone. The type, style, and color of all exterior materials shall be submitted to the MCAA approval. Materials samples are required.
- ii. Foundations. All buildings shall be founded on concrete footings with concrete floors. These footings shall be so designed and constructed to adequately support the proposed building(s). Said footing, except at doorways, shall extend a minimum of 2 inches above the finished floor elevation.
- iii. Pavement. All asphalt pavement lying externally of the proposed building envelope shall be constructed to a depth, width, and grade as approved by the Airport Engineer, and adequate in design for intended use. To ensure adequate drainage and future building compatibility, this construction shall occur only after plans for construction have been approved.
- iv. Fire Protection. All buildings shall meet or exceed the uniform fire code requirements of the MCAA and Bullhead City.
- v. Exterior Colors. The use of two or more colors is strongly encouraged to enhance building features and create design accents. Trim colors shall complement the primary building color. All exterior surface colors shall be compatible with colors of the surrounding area as determined and approved by the MCAA. The exterior surface shall include roofing that is visible from the ground surface at the Airport or immediately adjacent properties, and portions of all doors that are exposed to exterior views when opened.
- vi. Temporary Buildings. Trailers, mobile offices, and other temporary structures may be permitted for a limited period of time not to exceed six (6) months. Each utilization will be approved on a case-by-case basis.
- vii. Metal-Clad Buildings. All proposed metal-clad buildings or metal building features will receive special scrutiny by the MCAA to ensure that both structural and aesthetic standards are met. The intent of the review is to promote projects which are compatible with quality development and which will maintain an attractive appearance through and beyond the land lease period.

Final plans for all metal-clad buildings shall be reviewed and approved during permit review, prior to manufacture. The building design, material, factor and site finish specifications, and a sample of the exterior prefinished metal surface shall be submitted to the MCAA at the time of design review.

- (1) Approved finishes for exterior metal paneling, siding and trim shall be anodized aluminum of factory applied and warranted coating. Unpainted galvanized finishes shall not be permitted on exterior walls or other surfaces visible from the ground at the Airport or immediately adjacent properties.
- (2) Factory-applied finishes shall be resistant to chalking, fading, and film failure. **No exterior finish which causes reflective glare will be permitted.**
- (3) Panels with an articulated pattern shall require MCAA approval.
- (4) All sheet metal paneling shall be of sufficient gauge and quality to provide a rigid and flat non "oil canning" exterior surface.
- (5) All structural supports and hardware used to attach siding shall be concealed or of matching color so as to be concealed.
- (6) A parapet, fascia, or comparable architectural detail may be incorporated in the design to unify pitched roofs, and varying roof lines.

3.3.5 Roof Treatment.

Since roofs will be highly visible from aircraft using the airport, roofs shall be attractively designed and constructed. Signs, letters, designs or other graphics shall not be painted or placed on roofs without the written approval of the MCAA. Materials used for roofs shall have a non-glare surface.

3.3.6 Building Size Requirements

All new buildings will be a minimum of 3,000 square feet in size. All new buildings proposed will be reviewed by the MCAA as to their adequacy to meet the business or other needs of the operator or tenant.

3.4 Driveways.

3.4.1 Location and Number.

Driveway access to and from a site shall be a minimum of five (5) feet from adjacent property lines. For corner lots, a minimum distance of ten (10) feet shall be provided between the end of the corner radius point and the closest edge of a driveway.

All driveways on the same site shall be at least forty (40) feet apart. There shall be no more than two driveways to a site from any one street. (Joint access may be acceptable under the provisions of the development review process). Landscaping and signage shall not obstruct lines of sight of traffic entering and exiting driveways.

3.4.2 Widths.

Driveways shall have an unobstructed minimum width of twenty (20) feet for one-way traffic and twenty-four (24) feet for two-way traffic. Driveways shall meet appropriate construction standards. The direction of traffic shall be clearly marked on a paved street.

3.4.3 Emergency Vehicles.

Proper access and circulation for emergency vehicles shall be provided based on appropriate City requirements. Apron ramp or taxiway access shall meet FAA design requirements and technical specifications.

3.5 Auto Parking.

3.5.1 On Street Parking.

No parking shall be permitted on streets.

3.5.2 Parking Space Requirements.

- i. MCAA Requirements. Airport parking requirements established by MCAA shall be met.
- ii. Employees. A minimum of one space per each employee on the highest employee-count shift shall be provided. A disabled, van accessible parking space shall be provided for each 25 spaces or portion thereof.
- iii. Customers & Visitors. Additional parking for customers and visitors shall be provided based on expected need. A disabled, van accessible parking space shall be provided for each 25 spaces or portion thereof.

- iv. Hangars. There are no parking space requirements for storage hangars as owners can park inside the hangar when the aircraft is out.
- v. Loading. No parking spaces shall be located within a maneuvering area required to serve loading bays.
- vi. Auxiliary Vehicles. Parking for auxiliary vehicles, including but not limited to recreational vehicles, boats and trailers, will be restricted to designated areas on site and prohibited on airport roadways, and other undesignated areas. Storage of personal vehicles on airport premises is prohibited.

3.5.3 Parking Setbacks.

3.5.4 Parking Lot Layout.

The design and layout of all parking lots shall conform to the requirements of appropriate design standards. In addition to the local ordinances, the MCAA shall require that certain commercial use parking areas shall be divided by landscape islands into parking bays. (See Section 3.9.4 "Landscaping for Parking Areas.")

- i. Parking areas shall be divided by landscape islands into parking bays.

3.5.5 Screening.

Any screening from adjacent properties will be provided by either landscape materials, a landscaped berm, or a wall or fence. The adequacy of screening will be determined by the MCAA. (See Section 3.9.4 "Landscaping Parking Area" and Section 3.10 "Screening").

3.6 Loading Areas

3.6.1 Location.

Loading areas shall be completely contained on-site. Off-site vehicle loading shall not be permitted.

Truck loading area dimensions pertaining to berth width and length shall be designed considering the tractor/trailer length and the angle of the loading area in relation to buildings, parking areas, drives, and streets. All loading areas shall be designed to accommodate adequate truck maneuvering within the tenant's property according to accepted industry standards.

3.6.2 Screening.

Loading areas may be screened from adjacent properties, the street and parking areas for commercial purposes. Adequate screening will be provided by either landscape materials, a landscaped berm, or a wall or fence. The adequacy of screening will be determined by the MCAA.

3.7 Storage and Processing.

3.7.1 Outdoor Storage.

Outdoor storage shall be permitted as long as requirements of Sections 3.5 "Parking," 3.6 "Loading Areas," and this Section requirements are adhered to.

Outside storage areas visible from the street shall be screened. Outside storage areas on lots adjacent to the Air Operations Area (AOA) shall be restricted to side yards. Disabled aircraft, aircraft components (bone yard/scavenge); recreation vehicles, motor vehicles, boats, trailers or other personal vehicles not directly related to an authorized aeronautical business or service on the airport shall not be stored anywhere on the airport premises.

3.7.2 Fuel Facilities/Hazardous/Flammable Materials.

The storage and handling of flammable liquids including petroleum products in non-airside areas shall comply with MCAA standards and the requirements of Bullhead City's Fire Marshall. The Arizona Department of Environmental Quality (ADEQ) and FAA shall regulate airside storage and handling of fuel facilities, hazardous and flammable materials.

3.7.3 Above Ground Storage Tanks.

To minimize the possibility of underground storage tank failure, and to preserve existing ground water and soil resources, an applicant desiring fuel facilities on their development shall receive the written approval of the MCAA.

3.8 Utilities and Easements.

3.8.1 Utility Locations.

Above-ground utility equipment and boxes must be screened from view.

3.8.2 Easements.

Permits for easements shall be obtained for all utilities crossing airport property, including sanitary, sewer, water, gas, electricity, and telephone.

Removal and replacement of airport facilities in connection with the construction of utilities shall be in conformance with MCAA specifications.

3.9 Landscaping.

3.9.1 General.

Landscaping will be evaluated by the MCAA for its overall design quality, compatibility with surrounding development, and the extent to which it satisfies screening and landscaping requirements. In addition, the design will be reviewed to insure that landscaping will remain within the height restrictions and foreign object damage (FOD) concerns of the Airport. All landscaping shall meet appropriate MCAA requirements.

3.9.2 Design/Materials.

Landscaping which provides for a variety of heights, color and variation in desert fauna is encouraged.

The principle landscape materials shall consist of at least 40 percent plantings such as trees, ground covers and shrubs. Additional landscape materials may include accent materials. The use of low maintenance ground cover is encouraged wherever practical. Bark dust or bark chips are not permitted landscape materials.

Turf shall not be used for landscape planting material on the airside of the site. No loose gravel, cinders, or other loose materials will be permitted in landscaped or unimproved areas in airside portions of the site.

3.9.3 Landscaped Yards.

3.9.4 Landscaping for Parking Areas.

Additional landscaping required within and surrounding parking areas is encouraged.

- i. Perimeter. The perimeter of parking areas may be landscaped with plant material.
- ii. Landscaped Islands. The MCAA strongly encourages the use of desert trees in landscaped islands. Landscaped islands shall be used to divide large commercial parking areas and to provide shade. Parking areas with 20 or more spaces shall be designed as follows. Landscaping shall avoid interference with vehicles and maintain a clear field of vision.

Parking Lot Planting

3.9.5 Undeveloped Areas.

All temporarily undeveloped portions of a site, which are disturbed in the development process and are not landscaped, shall be stabilized to control blowing dirt, dust, and debris.

3.9.6 Timing of Landscaping Installation.

All required landscaping shall be properly irrigated, trimmed and maintained to assure a continuous aesthetic appearance.

3.10 Screening.

3.10.1 General.

The purpose of screening is to obscure undesirable views from adjacent property, streets and driveways. Utility boxes, refuse collection areas, electronic/communication equipment, loading areas, and parking may be screened.

All landscape material used for screening shall be of sufficient initial size to provide the required degree of screening within three years of installation. The adequacy of all screening will be determined by the MCAA during the initial three-year period.

3.10.2 Berms.

If berms are utilized to screen parking areas, they should vary in height to provide interest and shall be landscaped with suitable plants and ground cover for a desert environment.

Berms and vegetation (combined) used for screening shall be a minimum of 3 feet high.

3.10.3 Fences/Walls.

Walls and fences shall be designed to compliment the building architecture. Perimeter fencing/walls around the entire site may be permitted on a design merit basis. Fencing other than chain link fencing for security purposes shall be permitted on a case-by-case basis. The security and integrity of the airport perimeter fence shall be maintained at all times.

Tenant approved facilities and/or structures that are constructed so as to be part of the airport perimeter fence shall control access to the airside at all times to ensure no entry by unauthorized persons. Landside and airside structures and facilities not part of the perimeter fence shall not be constructed any closer than four (4) feet from any airport perimeter fence.

No fence or wall shall exceed eight (8) feet in height.

3.10.4 Screening Material Guidelines.

The following list is designed as a guide in the selection of materials for screening. The effectiveness of screening will be evaluated by the MCAA.

<u>Type</u>	<u>Height (Ft.)</u>	<u>Purpose</u>
Berms	3	Screen Parking
Fence/Wall	>6 – 8	Screen refuse collections and loading areas.
Chain Link Fence	>6 – 8	Security Issues.
Shrubs (at maturity)	4 – 6	Screen Parking, refuse collection, utility boxes, loading areas, and fences/walls.
Desert trees	15 – 30	Screen all uses.

All plants that have berries that attract birds or other animals shall be prohibited.

3.11 Site Drainage.

Each development shall provide adequate storm drainage on site, subject to MCAA's approval. Drainage onto adjacent property is not permitted.

3.12 Signs.

3.12.1 General.

Signs are an important element contributing to the identity of the Airport and are intended to add to the aesthetic appeal of the area. The standards allow for sufficient and clearly visible business identification signs and are intended to ensure signs which are consistent, attractive, compatible, and in scale with the surrounding areas.

3.12.2 General Design.

- i. MCAA's approval is required for all new and/or changed exterior signs and shall include a description of any lighting or electrical work included. Sign design, dimensions, materials, colors, copy, location, construction details and type of illumination, if any, shall be submitted to the MCAA for approval prior to submittal to County for permits.
- ii. Flashing and rotating signs, billboards, roof signs, signs placed on fences, signs painted on exterior surfaces of vehicles used as signs are not permitted.

3.12.3 Business Identification Free-standing Signs

- i. All free-standing business identification signs shall be located at least 5' from any street line. Signs located within 10' from a street line shall not exceed 3' in height, in order to preserve sight distances.

- ii. Freestanding signs shall not be placed on top of berms, but may be set into a berm.

Business Identification Sign

3.12.4 Signage Allocation.

- i. Single Tenant. One business identification sign of a free-standing type will be permitted for each street frontage on a single tenant site. The sign shall not exceed 32 square feet in sign area and 6 feet in height from finished grade level. The sign area is defined as the area of the surface which displays letters or symbols.
- ii. Multiple Tenant. One free-standing, solid base, monument type will be permitted for each street frontage on a multiple tenant site for the purpose of identifying the building and its tenants. The sign shall not exceed 32 square feet in sign area and 6 feet in height from finished grade level. The sign area is defined as the area of the surface which displays letters or symbols. The base or pedestal of the sign shall not be included in the sign area.
- iii. Freestanding signs may use internal illumination or back lighting. Low-intensity spotlights may be permitted if they do not create glare, are used for accent, and the light fixtures are screened from view.
- iv. No other freestanding advertising signs or billboards shall be permitted.

3.12.5 Business Identification Wall Signs

- i. One business identification wall sign may be placed on an exterior building wall for each tenant. The sign shall not extend above the wall eaves or parapet. Total sign area of all wall signs combined shall not exceed 5 percent of the gross wall area, up to or a maximum of 100 square feet. Multiple tenant signs shall be located within a "sign bank" of similar height and width above finish grade.

Wall Signs

- ii. Wall signs may use internal illumination or back lighting. Direct illumination, spotlights, illuminated awnings or similar lighting shall not be permitted.
- iii. No other wall signs used for advertising shall be permitted.

3.12.6 Door Identification.

Airside and non-airside overhead service and shipping doors may be identified by large painted numbers equal to at least one-eighth the height of the door. Numbers should be painted in shades that contrast with the general building color.

3.12.7 Directional Signs.

Directional signs such as "enter", "shipping", etc., are allowed adjacent to each driveway. They shall not exceed 2 feet in height or 6 square feet in area.

3.12.8 Window/Door Signs.

Professionally constructed small incidental signs for business hours, telephone numbers, address, etc., may be placed on windows and doors. The signs shall be grouped and the total sign area for all incidental signs shall not exceed a total of 2 square feet per tenant.

3.12.9 Aviation Fuel Signs.

Each aviation fueling facility may have a single aviation fuel sign. Aviation fuel signs shall be oriented to be primarily visible from the ramp, taxiway, and runway areas of the airport. The sign shall be a maximum area of 16 square feet and may be free-standing. If internally lit, double-sided and mounted on a single pole, they shall have a maximum area of 16 square feet on each side and a maximum height of 18 feet above ground. If mounted on a building wall and single-sided, they shall have a maximum area of 30 square feet and shall not project above the roof line.

3.12.10 Temporary Signs.

All temporary signs shall be submitted to the MCAA for approval before installation. Temporary signs will be permitted subject to the following conditions: The sign height shall not exceed 6 feet above finished grade; The sign area shall not exceed 30 square feet. Display period shall be limited to a 30-day period, but may be renewed by agreement with the MCAA. Temporary signs shall be limited to one sign per street frontage on a site. Temporary signs shall not be allowed on the airside areas of the Airport, except during MCAA approved special events.

3.13 Electronic/Communication Equipment.

All plans for operation of any type of electronic or communication equipment, including satellite dishes, shall be submitted to the MCAA for review, approval and submittal to the FAA on FAA Form 7460-1, if applicable. Electronic and communication equipment shall be as inconspicuous as possible. Roof mounted equipment shall be approved by the MCAA and shall be kept to a minimum.

3.14 Exterior Lighting.

Exterior lighting is intended to highlight landscaped areas, walkways, identification signs, buildings, and parking for decorative or security purposes, and to illuminate ramp apron and taxiway areas. The lighting should compliment and not dominate the design character of the site.

Pursuant to airport standards, all exterior lighting shall be shielded from adjoining properties and directed downward. Utility service for lighting shall be provided underground. All exterior lighting shall utilize photocell controllers to promote energy conservation and prevent usage during daylight hours.

3.15 Disabled Accessibility.

All development work must meet the State of Arizona Structural Specialty codes and Federal Americans with Disabilities Act (ADA) regulations.

Section 4. Performance Standards

The following performance standards shall apply to all tenants located at the Airport. The intent of these standards is to avoid creation of nuisance or unsanitary conditions.

4.1 Property Use.

The buildings and other facilities erected on the site and the uses to which the sites are put shall comply with the laws, statutes, regulations, ordinances, and rulings of the State of Arizona and other governing bodies having jurisdiction. The buildings and other facilities comprising the development shall comply with the development plans as approved by the MCAA and City. Any subsequent changes in use must be submitted in writing and shall be subject to the approval of MCAA and, if necessary, other governing bodies.

4.1.1 Air Quality.

Any facility locating on MCAA property shall comply with all State of Arizona Department of Environmental Quality (ADEQ) air pollution control regulations.

No open burning shall be permitted.

4.1.2 Water Quality.

No liquid waste disposal will be allowed on the site, adjacent drainage ditches, or onto adjacent property.

The discharge of treated or untreated sewage and/or other waters to the sanitary sewage system shall conform to the codes, ordinances and laws of Bullhead City.

4.1.3 Noise, Odor, Heat and Glare.

All tenants must comply with the State ADEQ and all applicable MCAA or County noise standards. All exterior lighting schemes shall be submitted to the MCAA and City for review, approval and code compliance.

4.1.4 Vibration.

No vibration which is discernible without instruments shall be permitted beyond the tenant's property boundaries, except for vibrations associated with highway vehicles, ground equipment and aircraft.

4.1.5 Waste Material.

Trash enclosures and all materials; including maintenance, packing, and container wastes, shall be stored and all properties maintained in a manner which will not attract or aid the propagation of insects, birds, or rodents, or in any way create a health hazard.

4.1.6 Handling of Hazardous Materials.

Radioactive substances, corrosive or poisonous gases, pesticides, acids, or any other hazardous substances or compounds shall not be stored on the site.

All flammable or explosive materials used in daily work activities by tenants shall be stored and handled in a manner so as to prevent their leakage, escape, discharge, or becoming a hazard to life or property. Storage of such materials shall be in accordance with the regulation and codes of the appropriate local jurisdictions, including the FAA, City Fire Department, the State and National Fire Protection Association.

Section 5. Maintenance Standards

The maintenance standards are designed to outline the required level of upkeep and repair for structures and surrounding property.

5.1 Buildings.

Exterior walls and facings which have been painted or similarly treated shall not be allowed to become cracked, chipped, faded, or in any way seriously deteriorated. Materials that have been stained or otherwise treated to age naturally will be allowed to do so. The tenant shall be responsible for repainting building exterior surfaces once every five years, or as required.

Broken windows, doors, or other damaged exterior elements shall be repaired promptly. Structures which are not in use shall be maintained as buildings in use or shall be removed from the premises.

5.2 Landscaped Areas.

All landscaping, including but not limited to plants and lawn, shall be maintained in an attractive manner. Sculpture, artwork, benches, etc., shall be maintained in an attractive manner.

5.3 Paved Areas and Other Surfaces.

Paved areas for loading, parking, and driveways shall not be allowed to remain broken, cracked, settled, or otherwise in need of repair. Dirt and/or litter shall not be allowed to accumulate in landscaped areas and on paved surfaces. Paved areas shall be swept on a regular basis at the tenant's cost. Grass, weeds and other plant materials that grown through joints and cracks shall be removed promptly. All markings painted on paved surfaces shall be maintained so as to be clearly visible. The tenants will be initially responsible for markings on the airfield area. Ongoing maintenance will be done by the MCAA.

5.4 Signs.

Signs shall be repaired or replaced as they fade, peel, or generally deteriorate. Internal or external sign lighting shall be maintained, with burned-out fixtures replaced promptly. Signs which are no longer appropriate due to a change of tenant shall be removed immediately.

5.5 Lighting.

All exterior lighting shall be maintained at adequate levels of illumination. Broken or burned-out elements shall be replaced promptly.

Section 6. Enforcement of Standards:

The MCAA, at its option, may treat any failure to comply with these Development Standards as a default and may proceed as follows:

If, within thirty (30) days of written notice to the tenant, tenant has not begun to repair or correct the deficiencies stated in the notice, the MCAA may enter into a contract for repair or correction of such deficiencies. The tenant shall reimburse the MCAA for the costs of such repairs or corrections plus 1½ percent per month or portion thereof.

The MCAA reserves the right for itself or designees to enter upon the premises for the purpose of inspection, repairing, or correcting deficiencies.

All of the conditions, restrictions, and standards contained in these Development Standards shall be construed together, but if at any time any one of these conditions, restrictions, or standards becomes invalid or for any reason unenforceable, no other condition, restriction, or standard shall be thereby affected or impaired.

Section 7. Definitions:

Airfield: Includes ramp, apron, taxiways, runways and the internal areas that separate these areas.

Airside Property and Uses: Airport property and activities within the airport perimeter fence which require or desire access to the runway, taxiway, or apron system.

Building Setback Line: The minimum distance which all buildings and structures shall be set back from the property line adjacent to streets and proposed streets and from the side and rear property lines.

City of Bullhead: A municipal corporation organized by charter under the laws of the State of Arizona.

Development Standards: Guidelines for the development of individual sites in a manner which will enhance the working efficiency and visual amenities of the total area, while providing latitude and flexibility for the individual developer.

Final Plans: Site and/or construction plans which have incorporated all required specification of the MCAA and City following preliminary reviews and subsequently submitted to the MCAA and/or City for site plan approval and permits.

Free-Standing Signs: Signs which are situated within landscaped areas, not attached to building walls, fences or screen walls.

Front Property Line: The lease hold property line adjacent to the street right-of-way.

Maintenance Standards: Guidelines which are provided to outline the required level of upkeep and repair for structures and surrounding property.

Major Renovation: Renovation work which exceeds 25 percent of the value of the building or site area being renovated.

Non-airside Property and Uses: Airport property and uses which are not located within the airport perimeter fence.

Parking Bay: Single or double rows of parking spaces.

Performance Standards: Guidelines which are provided in order to avoid the creation of nuisance or unsanitary conditions within MCAA owned areas.

Permanent-type Construction: Structure or ground facilities constructed with the intent of providing service over the length of the lease agreement or warranty deed, with use of materials and methods of construction which will maintain their appearance and functionality. Trailers, mobile offices, storage sheds and other similar temporary or maintenance structures are not considered as permanent-type construction.

Preliminary Plan: Plans submitted to the MCAA for initial approval prior to detailed planning and design. Included are a site use plan, exterior lighting plans, floor plans, elevations, landscape plans and sections, and sign plans.

Processing: The movement of materials, goods and cargo between buildings, docks, trucks and other vehicles incorporating on-site business.

Property line: The boundary which limits the extent of a particular parcel of land, as described in the lease or warranty deed.

Rear Property line: The property line describing the rear boundary of a tenant's parcel, opposite the property line fronting the street.

Screening: Plant materials, berms, fences, or walls of wood, masonry or other materials of sufficient height and capacity to obscure the view of a particular function or area from the street or land use on adjacent properties.

Side Property line: The property line at a perpendicular or oblique angle to the front property line.

Tenant: Individuals and organizations which have leased airport property which is subject to regulation or control by the MCAA.

Variance: A written notification by the MCAA which modifies one or more specific standard(s) of the development as they apply to a particular lot and particular tenant.

Chapter 4

DESIGN GUIDELINES

A. GENERAL

Design Guidelines will be incorporated into these Minimum Standards at a later date.

Chapter 5

AERONAUTICAL ACTIVITY

A. GENERAL REQUIREMENTS

The following general requirements shall apply to each Aeronautical Activity. An operator interested in conducting an Aeronautical Activity or Activities identified within the Minimum Standards must comply with the requirements of this section, in addition to those minimum requirements of the specific commercial Aeronautical Activity, as applicable.

1. AGREEMENT – No individual, corporation, or other approved entity based at an airport operated by MCAA, shall conduct an Aeronautical Activity unless a valid agreement authorizing such activity has been issued to such entity by the MCAA. Such agreement will recite the terms and conditions under which the activity will be conducted at the airport, including but not limited to: term of the agreement; rentals, fees, and charges; and the rights and obligations of the respective parties, however, neither the conditions contained in the agreement nor those set forth in these Minimum Standards represent a complete recitation of the provisions to be included in the agreement. Such provisions, however, will neither change nor modify (nor be inconsistent with) these Minimum Standards.
2. FEES and CHARGES – The operator shall pay the fees and charges specified by the MCAA. Information relative to fees and charges applicable to the Aeronautical Activity described herein will be made available to the prospective operator by the MCAA at the time of application or during contract negotiations. Any activity conducted on leased premises shall similarly be subject to the fees and charges set forth by the MCAA.
3. FACILITIES – The operator shall lease, sublease, and/or construct sufficient ground space, facilities, and accommodations for the proposed Aeronautical Activity. The operator must provide copies of such leases or subleases to the MCAA. In addition, the operator must adhere to specific activity requirements sections for more specific ground space and facilities requirements than those listed below:
 - a. A full description and drawing of the location of the ground space, facilities, and accommodations to be utilized for the operator's proposed Aeronautical Activity. The operator must identify the location of its aircraft parking and staging areas, customer lounges, vehicle parking areas and restrooms.
 - b. The ground space shall include a paved walkway within the leased or subleased area to accommodate pedestrian access to the operator's office, and when appropriate, a paved aircraft apron with tie-down or hangar facilities within the leased area sufficient to accommodate the activities being performed and the type of general aviation aircraft frequenting the airport. Ground space shall also include sufficient space for automobile parking.
 - c. The facilities and floor space allotments shall include office and customer lounge facilities. All facilities must be properly heated, ventilated, cooled, and lighted.
 - d. The public accommodations shall include telephones for customer use, restrooms, sufficient on-site customer auto parking spaces, and handicap access in accordance with applicable Federal, State, and local regulations.
4. SITE DEVELOPMENT – The MCAA reserves the right for final approval on location decisions. All facilities constructed on Airport property shall be in compliance with the applicable building codes of the City of Bullhead and its latest revisions. The MCAA is under no obligation to construct and provide aprons or taxiways for commercial and/or private use facilities. In the event the facility location requires the

construction of either aprons and/or taxiways, these pavements shall meet all FAA standards for the largest aircraft type anticipated to use the operator's facility.

5. PRODUCTS and SERVICES – Aeronautical Activity shall be provided on a fair, equal, and nondiscriminatory basis to all users of the Airport and at fair, reasonable, and nondiscriminatory prices, provided that, if lawful, reasonable, and nondiscriminatory discounts, rebates, and other similar types of price reductions may be made to like types of purchasers and users.

6. LICENSES, PERMITS, and CERTIFICATIONS – The operator shall obtain and comply with, at its sole expense, all necessary licenses and permits required for the conduct of the operator's activities on the Airport as required by the MCAA or any other duly authorized governmental agency having jurisdiction. The operator shall not engage in any activities on the Airport prior to obtaining any certification that may be required with respect thereto by the FAA. The operator shall furnish the MCAA with a copy of any such certification, upon request.

7. PERSONNEL – The operator shall have in its employ and on duty during operating hours, trained personnel in such numbers as are required to meet the Minimum Standards set forth herein. The operator shall provide a responsible person in the office to supervise the operations in the leased area and with authorization to represent and act for and on behalf of the operator during all business hours. All personnel are required to hold the appropriate FAA certificates and ratings, as applicable.

8. PAYMENT of RENTS and FEES – No person, firm, partnership, or corporation, or other approved entity shall be permitted to conduct Aeronautical Activities unless said entity is current (not delinquent) in the payment of all rents, fees, or other sums accruing to the MCAA under any agreement with the MCAA and said entity. The operator's failure to remain current in the payment of all rents, fees, or other sums accruing to the MCAA under any agreement with the MCAA will be grounds for revocation of the agreement authorizing Aeronautical Activity.

9. RULES and REGULATIONS – An operator shall conduct Aeronautical Activity in accordance with the rules and regulations of the Laughlin/Bullhead International Airport; all applicable laws of the Federal government, the State of Arizona, and any duly authorized governmental agency having jurisdiction; the regulations of the FAA and the Department of Transportation; and the ordinances, rules and regulations of the MCAA, and any laws, standards, requirements, ordinances, rules, and regulations, as may be promulgated from time to time.

10. INSURANCE – The operator shall procure, maintain, and pay premiums during the term of the agreement for insurance of the types and the minimum limits set forth by the MCAA for each Aeronautical Activity. These limits shall in no way relieve commercial operators of carrying minimum limits set by the Federal government for certain Commercial Aeronautical Activity. The insurance company writing the required policy(s) shall be licensed to do business in the State of Arizona. The applicable insurance coverage's shall be in full force prior to the operator's entry upon the Airport for the conduct of its business or activity. Minimum insurance requirements for each Aeronautical Activity are set by MCAA resolution and will be made available to the operator at the time of application or during contract negotiations.

All Insurance which the operator is required by the Authority to carry and keep in force, shall include the MCAA, its officers ,and agents as additional named insured. The operator shall furnish evidence of his compliance with this requirement to the Airport Director with proper certification that such insurance is in force and will furnish additional certification as evidence of changes in insurance not less than ten (10) days prior to any such change, if the change results in a reduction. In the event of cancellation of coverages, thirty (30) days prior notification shall be conveyed to the MCAA by the underwriter.

Disclosure Requirement: All operators conducting authorized rental, sales, or flight training shall post a notice and incorporate within their rental agreements the coverage's and limits provided to the student or

renter by the operator, as well as a statement advising that additional coverage is available to such student/renter through the purchase of an individual.

11. SUBLEASES – All sublease agreements between an authorized on-airport operator and another entity must receive prior written approval of the MCAA.

12. TAXES – The operator shall, at its sole cost and expense, pay any and all taxes for which it is responsible, or which may be assessed against it.

13. SIGNAGE – The operator shall not erect, maintain, or display any sign on the leased premises, or elsewhere on the Airport, without the prior written consent of the MCAA.

B. COMMERCIAL AERONAUTICAL ACTIVITY

1. NON-CHARTER AIR CARRIERS – All air carriers in the regular course of transporting passengers, other than exclusive charters by Fixed Base Operators, shall apply and obtain a lease from the MCAA for permission to operate. All such air carrier passenger activity shall be operated from the passenger terminal at Laughlin/Bullhead International Airport or such other place as may be designated by the Airport Director. All non- charter air carriers shall conform to the Minimum Standards set forth herein as well as conform to all laws and safety rules and regulations of the Federal, State, County, and City governments and the MCAA. Air carrier applicants must demonstrate a continuing capacity to serve the public with sufficient equipment and schedules in the MCAA's exclusive judgment.

2. OTHER COMMERCIAL AERONAUTICAL OR NON-AERONAUTICAL SERVICES – Any activity which involves, makes possible, or relates to the operation of aircraft or any other activity, the purpose of such activity being to secure earnings, income, compensation, or profit, whether or not such objectives are accomplished shall require written approval of the MCAA.

Chapter 6

TENANT SIGNAGE AND ADVERTISING POLICY

This chapter identifies, defines and regulates tenant sign types and sizes as well as guides the scope of sign use. It also provides criteria for the design and development of future tenant signage, while providing for and guaranteeing just treatment of all tenants. This policy is intended to apply on a lease basis to all commercial tenants and entities, including airlines, freight carriers, auto rental companies, and any food, clothing or gift concessionaires, even if operated by the Airport. Included are both wall mounted and freestanding, retail news and gift shops, travel agencies, rental offices, exhibits, both paying and non-paying.

A. PURPOSE AND GOALS

The purpose of this policy is to provide for uniform and consistent treatment of “corporate presence” and important messages of the tenants at Laughlin/Bullhead International Airport. This program provides the facility with a graphic consistency of application and an equally effective and consistent means of identifying the corporate presence of each tenant. This will assist in realizing the goal of the policy, which is to encourage identification signage that provides information to the public for their immediate needs, in an appropriate and recognizable manner without visual clutter. All signage shall conform to the standards of the Americans with Disabilities Act (ADA).

B. SCOPE

This policy covers the entire area of the Laughlin/Bullhead International Airport Passenger Terminal Facilities. All future tenant development taking place within the boundaries of the Airport will be required to adhere to the guidelines and processing requirements as stated herein. It is the intent of this policy to define the maximum limitations of signage and corporate graphics.

As of the publication date of this document (see cover page), all signs and graphics shall require approval of the Airport Director. Signs and graphics not having this approval shall not be installed and any existing signs or graphics not having specific approval in writing of the Airport Director, shall be removed with the following exception: Those existing signs and graphics which exceed the limitations or guidelines set forth in this policy, but have been specifically approved in writing by the Airport Director, will be allowed to remain in non-conforming status. However, if there is a change in any form (color, copy, location, etc.) involving these previously approved non-conforming signs and graphics, the Airport Director shall require conformity to the limitations and guidelines of this policy, and these altered signs or graphics shall be subject to the requirements identified in Section VIII. Submitting Sign Requests.

Regardless of any prior approvals, all non-conforming signs and graphics shall be brought into conformity with the limitations and guidelines of this policy no later than January 1, 2008. Signs and graphics not conforming with this policy after that date shall be removed by their respective owners.

C. GENERAL RULES

1. All signs shall be of an identification nature designed to meet the immediate information needs of the users. Permanent signs or graphics of an advertising nature or dealing with a specific promotion will not be permitted except as noted in General Rule 9, below.

2. All signage and graphics in the “public area” are the responsibility of the Airport Director.

Signage and Graphics located within the tenant’s leased space are the responsibility of the tenant. Responsibility refers to fabrication, installation and maintenance.
3. No signs or graphics shall be permitted on perimeter exterior doors or windows facing into or out of the main terminal or concourses and adjacent airfield areas, roadways, etc., except those required to meet safety requirements. These signs shall be the responsibility of the Airport Director.
4. All illuminated signs shall bear the seal of the Underwriters’ Laboratory, Inc., said seal to be located out of the public view, but readily accessible for inspection.
5. All tenant installed signage shall meet the State of Arizona and City of Bullhead code requirements for that particular sign type, as well as those requirements contained herein, including submission for approval, as identified in Section VIII, Submitting Sign Requests.
6. No animated or flashing signs shall be permitted. Internally illuminated signs shall be allowed only in specific circumstances as addressed elsewhere in this policy.
7. No tenant signage, temporary displays, or crowd control stanchion shall be permitted in any area defined as a traffic corridor.
8. No unfinished exposed illuminated sign cans, electrical raceways, wiring cross-overs, or exposed neon or fluorescent tubing will be permitted.
9. Temporary signs or posters of a specific promotional nature may be displayed if the signs or posters and their mounting devices are first submitted for approval as set forth in Section VIII, Submitting Sign Requests. This approval for display of these temporary signs or posters will be for a period of no longer than thirty (30) calendar days from the date of written approval. Each of these temporary signs or posters shall have a gross area not to exceed twelve (12) square feet. Section V., Definitions.
10. Signs, sign types, graphics and/or displays not covered in this policy are prohibited.

D. PASSENGER TERMINAL BUILDING INTERIOR SIGNAGE

Airline Identification Signage

1. Main Terminal Area

Airline backwall treatments shall be restricted as follows:

Logotype letterforms shall be individual cut-out letters having a letter-height no greater than eighteen (18) inches, nor a thickness greater than one (1) inch. Letters must be attached directly to the backwall, with no standoff nor internal illumination permitted. Recognized airline corporate colors and finished compatible with existing or proposed design efforts are permitted.

The airport shall reserve the right to identify a backwall material and color for use by all airlines and, if prescribed, by all auto rental companies.

Logos or service mark devices shall be individual cut-out elements, or surface printed (such as screen printing) to a panel unit. The element or panel shall have a vertical dimension no greater than twenty-four (24) inches, a width no greater than twice the vertical dimension used or a thickness greater than one (1) inch. Logo elements or panels must be attached directly to backwall, with no "stand-off" nor internal illumination permitted. Recognized airline corporate colors and finishes compatible with existing or proposed design efforts are permitted.

Non-illuminated stripes as a graphic device are permitted as follows: no more than three (3) stripes, contrasting with the backwall color will be allowed. Stripes shall have an aggregate cross-section dimension no greater than eighteen (18) inches, with no signal stripe cross-section dimension greater than four (4) inches. Recognized airline corporate colors and finishes compatible with existing or proposed design efforts are permitted.

Corporate signatures and presence, as discussed above, shall face the ticketing function of the counter. Signatures or presence located on the wing walls, side walls, or facing the arcade area specifically, will not be permitted.

Application of backwall treatments identified above shall be restricted to the following quantities:

One (1) corporate signature (logotype, logo-service mark device, strip graphic device) application will be allowed for the first twenty (20) feet of leased counter length, two (2) corporate signatures for length between twenty-one (21) and forty (40) feet, and three (3) corporate signatures for lengths greater than forty-one (41) feet. These dimensions and quantities are for a continuous counter length. Airlines with non-continuous counters must treat each counter individually with respect to length/quantities as identified above.

Applications in quantities greater than stated above will not be permitted.

Appointments identified hereinafter are permitted.

2. Aircraft Boarding Areas

Airline check-in podium backwall treatments located within exclusive use holdrooms shall be restricted as follows:

Logotype letterforms shall have a letter height no greater than eight (8) inches.

Logos or service mark devices shall have a vertical dimension no greater than eight (8) inches.

Static arrival/departure boards shall have a gross area no greater than twelve (12) square feet, with a maximum of two (2) inch letter height for any static or changeable copy thereon.

Secondary copy, restricted to the word "Gate" and the appropriate numerals, may be displayed as part of the check-in podium backwall treatment in a typeface compatible with existing or proposed design efforts. Secondary copy shall have a letter height no greater than four (4) inches.

Panelization of the above elements is permitted, however, restrictions of size and content shall be as originally stated above. Recognized airline corporate colors and finishes compatible with existing or proposed design efforts are permitted, except as approved in writing by the Airport Director, and where all same tenants receive comparable treatment.

Internal illumination of any or all of the above described elements is not permitted.

Signage elements identifying specific loading bridge and/or ramp access arrival/departure doors shall be restricted as follows:

One (1) panelized signage element shall be allowed adjacent to each door location. Sign panel shall have a gross area no greater than six (6) square feet.

Logotype letterforms on panelized signage shall have a letter height no greater than two (2) inches.

Logos or service mark devices on panelized signage shall have a vertical dimension no greater than four (4) inches.

Changeable secondary copy indicating destination/origin or flight numbers on panelized signage shall have a letter height no greater than two (2) inches.

Signage located over specific loading bridge and/or ramp access arrival/departure doors shall be restricted to a gross area of twelve (12) square feet, with a maximum letter height of six (6) inches for any copy located thereon. Internal illumination is allowed however, no corporate presence in the form of logos, service mark, devices, or logotype letterforms will be permitted in this application.

3. Airline Service Locations

Identification signage shall be restricted as follows:

Logotype letterforms shall have a letter height no greater than four (4) inches.

Logos or service mark devices shall have a vertical dimension no greater than eight (8) inches.

Secondary copy, restricted to the identification of the services available may be displayed in a typeface compatible with existing or proposed design efforts. Said copy shall have a letter height no greater than four (4) inches.

Recognized airline corporate colors and finish compatible with existing or proposed design efforts are permitted, however none of the elements identified above shall be illuminated.

The use of stripes or other graphic devices not specifically called out in this section is prohibited.

Airline Club Lounges – Identification signage, restricted to the immediate entrance area, shall be individually reviewed and approved by the Airport Director.

Door Markings – Markings indicating corporate presence on door faces, located within the terminal building shall be restricted to the following:

Numerals indicating door number shall be located upon a sign panel as identified by the Airport Director; said numbers corresponding to those door numbers shown on the Master Door Schedule, available from the Airport Director, Laughlin/Bullhead International Airport. The above sign panel shall be provided and installed by the Airport.

Corporate presence will be allowed only on primary entrance doors, and shall be confined to a similar sign panel, which matches the finish and thickness of that provided the Airport Director. Corporate signatures shall have a letter height no greater than two (2) inches, and logos or service mark devices a height no greater than four (4) inches. Recognized corporate colors may be used for the corporate signature and/or logo or service mark device. Each of these door signs shall be individually reviewed and approved by the Airport Director.

4. Appointments

Cathode Ray Tube (CRT), Closed Circuit Television (CCTV), and flight information display system (FIDS) monitors used for the sole purpose of arrival/departure information, or messages of an operational nature and located entirely within the tenant lease area will be allowed as follows:

If a common use system is not installed by the Airport, in the ticketing portion of the main terminal building, one arrival and one departure monitor unit per airline. An airline may be allowed to expand its number of monitors by installation of a second arrival and/or departure monitor only if it cannot display all of its arrivals and/or departures for the upcoming ninety (90) minutes on one screen. If the second monitor is determined to be justified, it will be located adjacent to the first monitor. However, it must conform to the requirements as set forth in the remainder of this section.

If a duplicate set of monitors is desired for the purpose of viewing from the opposite direction, this duplicate set of monitors shall be installed in the same cabinet as the original monitors and face the opposite direction, toward the airline ticket counter backwall. Where no airline ticket counter backwall exists, a duplicate set of monitors will not be permitted.

On the aircraft boarding concourse, one arrival and one departure monitor unit may be allowed for each airline. Airlines desiring to expand this number must demonstrate, as part of the submission for approval process, an overall program and rationale for the number and location of these monitors.

An airline may be allowed to expand its number of monitors by installation of a second arrival and/or departure monitor only if it cannot display all of its arrivals and/or departures for the upcoming ninety (90) minutes on one screen. If the second monitor is determined to be justified, it will be located adjacent to the first monitor. However, it must conform to the requirements as set forth in the remainder of this section.

The location of floor mounted monitors by an individual airline is limited to within tenant leased holdrooms only. They shall be located along column lines or adjacent to railings. The type of support shall be either a pole stanchion or side legs. A solid front cabinet shall not be allowed as it blocks the view angle into and out of the holdrooms. The overall height of the unit shall not exceed eighty (80) inches. The center of the monitor screen or screens should be approximately sixty-six (66) inches high and centered horizontally within the cabinet.

The exterior dimensions of each monitor cabinet are to be no larger than twenty-nine (29) inches wide, twenty-seven (27) inches high, and twenty-four (24) inches deep. The twenty-nine (29) inch width per monitor shall include all structural supports and is the maximum exterior dimension of the entire single display. If two (2) monitors are side by side, the total width shall not exceed a maximum fifty-eight (58) inches. In case of multiple monitor installations, the maximum total width shall not exceed one hundred and sixteen (116) inches. Height and depth dimensions for these multiple installations shall be as for a single unit.

Airline name or corporate signature, logo or service mark, shall be included within the twenty-seven (27) inch height dimension, said signature or airline name to appear one (1) time only on the front plane of the cabinet, regardless of the length of the cabinets, and have a letter height no greater than three (3) inches. With the exception of the airline name or corporate signature as specified above, no promotion, advertising or additional lettering or copy shall be placed on the front, sides, rear or near the cabinets.

The use of stripes, designs or other graphic devices will not be permitted on any surface of the cabinets. It is recommended that a solid wood grain or discreet color be used to finish the cabinets.

In each and every case, it shall be the responsibility of the tenant airline to obtain approval, purchase, install, maintain and display the monitor units. Modifications to any portion of an existing monitor system (additions, deletions, relocations), shall also require written approval as defined in Section VIII, Submitting Sign Requests, and no work shall be performed until such approval is obtained.

Airline route map displays may be displayed only on the backwall portions of the ticket counter in the main terminal building. Fabrication may be of any material compatible with the design efforts of the airline, however, route map displays shall have a total gross area not exceeding twenty (20) square feet and shall not be internally illuminated.

Airline static arrival and departure boards displayed in the main terminal building shall be located on the backwall portion of the ticket counter area. The combined gross area of all static arrival and departure boards shall be no greater than twenty (20) square feet. Static or changeable copy shall have a maximum letter height of two (2) inches. No airline signature, logo, or graphic device is permitted in this application.

Signage required by the Federal government (Hazardous Materials, Tariffs, Concealed Weapons, etc.), shall conform to all Federal requirements, however, in no case will the horizontal dimension of the sign panel be larger than eighteen (18) inches and the vertical dimension no greater than twenty-four (24) inches. It is the intent of the Airport to seek a uniform display with respect to sizes, colors, and locations of these federal notices. To this end, the Airport will periodically publish, by separate document, standards addressing federal requirements.

In addition, the Airport will attempt to provide and install actual signage elements, where appropriate, to meet this goal of uniformity.

Ticketing queuing signage may be displayed only in the ticket counter location in the main terminal building. The Airport or Airline purchased and installed signage located directly above each airline agent position, and addressing subjects such as "Passenger Check-In", "Ticket Purchase", etc.,

shall be individually reviewed and approved by the Airport Director. These signs shall be uniform in contrast, letterform, color and dimension from the finished floor. One unit will be installed at each airline agent position in the main terminal ticketing location.

Secondary "Enter Here" queuing signage shall be integral with any moveable entrance podium, used to enter queuing lines in the main terminal ticketing locations. These sign types shall have a sign panel height no greater than six (6) inches, nor a panel width greater than the outside dimension of the moveable entrance podium. Copy contained thereon shall have a letter-height no greater than three (3) inches. No airline signature, logo, or graphic devices is permitted in this application.

Airline corporate appointments, such as, but not limited to carpeting, wall coverings and unique furniture items are subject to review and approval as identified in Section VIII, Submitting Sign Requests.

Temporary signs or displays shall be permitted as identified in General Rule Nine (9).

Miscellaneous information signs (stanchion mounted "Exit Only," name tag instructions, gate assignment notices, etc.) will be permitted, however, no corporate presence will be allowed in this application. Each of these miscellaneous signs are subject to review and approval as identified in Section VIII, Submitting Sign Requests.

5. Approvals

Signage, architectural features and appointments, graphics, colors, and all items discussed in this section are subject to review and approval as identified in Section VIII, Submitting Sign Requests.

Items not covered in this section are prohibited.

E. GROUND TRANSPORTATION TENANT SIGNAGE

The following regulations apply to tenants of the airport providing ground transportation services to the public. These tenants include: Car rental, taxi and limousine services, tour operators, etc.

1. Main Terminal Area

Ground transportation backwall treatments shall be restricted as follows:

Logotype letterforms shall be individual cut-out letters having a letter-height no greater than eight (8) inches, nor a thickness greater than one (1) inch. Letters must be attached directly to the backwall, with no "stand-off" or illumination permitted. Recognized corporate colors and finishes compatible with existing or proposed design efforts are permitted.

Backwall shall be finished in a single (1) recognized corporate color; textures and materials compatible with existing or proposed design efforts.

Corporate presence shall be confined to the backwall proper, with no signatures, corporate color, advertising, or appointments as identified hereafter allowed on counters, "wing walls", or either side of the "side walls". The color determined by the Airport Director.

2. Outside Customer Waiting Area

Exterior areas used for the purpose of customer pickup by tenant courtesy shuttles (Car Rental, Hotel/Motel, etc.) are identified by signage. No "corporate presence," in the form of either stationary or temporary signage will be permitted in these areas other than that provided by the Airport and approved by the Airport Director.

3. Appointments

Customer reservation racks may be displayed only on the backwall. These racks shall have a combined gross area no greater than eighteen(18) square feet per counter. Boards may be fabricated from material and color compatible with existing or proposed design efforts, however, signatures, logos or corporate devices, or internal illumination will not be permitted.

Static arrival and departure boards may be displayed only on the backwall and shall only be used for arrival and departure information. These boards shall have a combined gross area no greater than eighteen (18) square feet per counter. Boards may be fabricated from material and color compatible with existing or proposed design efforts, however, signatures, logos or corporate devices, or internal illumination will not be permitted. There shall be a maximum of two (2) inch letter height for any static or changeable copy thereon.

Counter top displays or signs of a specific promotional nature (Tour Packages, Cars Available, etc.) as well as third party advertising of other company names regardless of location is prohibited.

Temporary signs or displays shall be permitted as identified in General Rule Nine (9).

4. Approvals

Signage, architectural features and appointments, graphics, colors and all items discussed in this section are subject to review and approval as identified in Section VIII. Submitting Sign Requests.

Items not covered in this section are prohibited.

F. CONCESSIONAIRE TENANT SIGNAGE

1. Free Standing Service Counters

These counters are those from which a service is offered, and around which the public can circulate on all sides.

The name of the type of service offered at any free standing service counter must typographically predominate over that of the concessionaire's corporate name, even in those instances where the corporate name is generally accepted to be synonymous with those services. The letter height of the service identification copy shall be a maximum of seven (7) inches, and the sign panel height no greater than twelve (12) inches. Concessionaire corporate signatures, when used in this application, shall have a maximum letter height of four (4) inches. Concessionaire corporate signatures, when used in this application, shall have a maximum letter height of four (4) inches. Colors compatible with existing or proposed design efforts, typographic treatments reflecting a "theme," along with the internal illumination of this sign type are permitted.

2. Counter Operations with Backwalls

The name of the type of service offered at any counter operation with a backwall must typographically predominate that of the concessionaire's corporate name, even in those instances where the corporate name is generally accepted to be synonymous with those services. The letter height of the service identification copy shall be a maximum of seven (7) inches, and the corporate signature, when used in this application shall have a maximum letter height of four (4) inches. Service identification and corporate signature letterforms shall be individual cut-out letters having a thickness no greater than one (1) inch. Letters must be attached directly to the backwall, with no "stand-off" or internal illumination permitted. Colors compatible with existing or proposed design efforts, typographic treatments reflecting a "theme" along with a single (1) backwall color and texture are permitted.

3. Central Lobby Tenants

The name of the type of service offered by a concessionaire in the central lobby of the main terminal shall appear on a sign band furnished and installed by the Airport. No corporate signature shall be allowed in this application, however a letter style indicative of the design intent of the retail tenant is permitted. Service identification shall have a maximum letter height of seven (7) inches.

Additional signage and/or graphic identification may appear on or behind the "store front" windows or entry way of the arcade shops. All signage, letterforms, graphics and locations shall be individually reviewed and approved by the Airport Director, as identified in Section VIII, Submitting Sign Requests.

Signs of a specific promotional nature ("Sales," etc.) are prohibited.

4. Food and Beverage Services

The name of the type of service offered in any given location must typographically predominate over that of the concessionaire's corporate name. These signage and graphic identities may reflect the "theme" of the interior architecture of the food and cocktail service location. All identification signage for these facilities shall be individually reviewed and approved by the Airport Director, as set out in Section VIII, Submitting Sign Requests.

5. Vending Machines

Snack food, drink, cigarette, telephone, newspaper, and all other user operated machinery shall be restricted to the following:

Identification signage, restricted to messages such as "cigarettes," "candy," etc., located on vending machine shall have a maximum letter height of two (2) inches.

Identification signage may be internally illuminated, however, no flashing or animated signage or devices will be permitted.

Vending machines shall have an overall neutral color or covering compatible with the surrounding terminal interiors. Approval of this color shall be the responsibility of the Airport Director.

6. Door Markings

Markings indicating tenant's name on door faces located within the terminal building shall be restricted to the following:

Numerals indicating door number shall be located upon a sign panel as identified by the Airport Director; said numbers corresponding to those door numbers shown on the Master Door Schedule, available from the Airport Director. The above sign panel shall be provided and installed by the Airport.

Corporate names will be allowed only on major entrance doors, and shall be confined to a similar sign panel which matches the finish and thickness of that provided by the Airport. Corporate signatures shall have a letter height no greater than two (2) inches, and logos or service mark devices a height no greater than four (4) inches. Recognized corporate colors may be used for the corporate signatures and/or logo or service mark device. Each of these signs shall be individually reviewed and approved by the Airport Director.

7. Approvals

Signage, architectural features and appointments, graphics, colors, and all items discussed in this section are subject to review and approval as identified in Section VIII, Submitting Sign Requests.

Items not covered in this section are prohibited.

G. EXTERIOR TENANT SIGNAGE - Passenger Terminal Building Area

1. Departing and Arriving Passenger Roadways at the Main Terminal Building

Signs identifying specific passenger drop-off locations on the departing roadway terminal interface positions, and specific pick-up locations on the arriving roadway terminal interface positions shall be designed, provided by and installed and maintained by the Airport Director.

Said signs shall have a uniform design, color scheme, typestyle and letter size, and shall be sited along approximately the same horizontal location along the departing and arriving roadway. These signs shall be internally illuminated at the discretion of the Airport Director.

No other signs or graphics identifying individual airline corporate presence other than those discussed above, will be allowed on either the departing or arriving roadway at the Terminal Building.

2. Airfield Side of the Main Terminal Building

Signs identifying airline corporate presence on the airfield side of the Terminal Building shall be restricted to the sides of the passenger loading bridges, if owned and operated by that airline.

Identification, which may be located on both sides of the passenger loading bridge, shall be restricted to a maximum of thirty (30) square feet, with one (1) outside dimension no greater than six (6) feet.

Panelization of this sign is permitted, however, identification contained thereon shall be restricted to the corporate signature, as defined elsewhere in this policy. Internal or specific external illumination is not permitted.

H. AIR CARGO, FBO FACILITIES, ETC.

Signs identifying prime tenants located within these building types will be allowed to install signage upon the architectural surfaces of the occupied buildings as follows:

Street facing: Each prime tenant will be permitted to install on the street facing surface of their occupied structure one (1) identification sign element conforming to the following criteria:

Corporate logotype permitted in this installation, including corporate colors for the letterforms;

Logotype to be fabricated from individual metallic letterforms and acrylic plastic faces, with internal "neon" illumination; pinned away from the surface of the wall no more than three (3) inches;

The head-line (top) of the logotype shall be no higher than ten (10) feet from the top of the finish grade, at that vertical surface;

The letter height shall be no greater than eighteen (18) inches, with the margin of the letterforms no closer than six (6) inches to the corner or edge of the structure surface upon which sign is mounted;

Letterform "returns" shall have a minimum dimension of four (4) inches and a maximum of six (6) inches, said return finished in the same final color coat as the letterform faces.

Airfield facing: Each prime tenant will be permitted to install on the runway facing surface of their occupied structure, one (1) identification sign element conforming to the following criteria;

Corporate logotype permitted in this installation, including corporate colors for the letterforms;

Logotype to be fabricated from individual metallic letterforms and acrylic plastic faces, with internal "neon" illumination; pinned away from the surface of the wall no more than three (3) inches;

The logotype head-line (top) shall be no higher than nine/tenths (9/10) of the overall surface height upon which the sign is mounted, above the top of finish grade, at that vertical surface;

The letter height shall be no greater than one/eighth (1/8) the vertical dimension of the building surface upon which the sign is to be mounted, nor twenty-four (24) inches, whichever is greater, with the margin of the letterforms no closer than twelve (12) inches to the corner or edge of the structure surface upon which the sign is mounted;

Letter "returns" shall have a minimum dimension of four (4) inches and a maximum of six (6) inches, said return finished in the same final color coat as the letterform faces.

3. Approvals

Signage as discussed above shall be subject to review and approval as identified in Section VIII, Submitting Sign Requests.

I. SUBMITTING SIGN REQUESTS

Prior to the installation of any sign, graphic, graphic device, display, user operated vending machine, or the modification or alteration to any existing sign, graphic, graphic device, display, or user operated vending machine, written permission must be obtained from the Airport Director, Laughlin/Bullhead International Airport.

This permission is required regardless of the type of activity, commercial or otherwise, engaged in at the Airport.

Any tenant proposing to erect or modify any of the signage types referenced above shall first review this Tenant Signage and Advertising Policy. Since all proposals to tenant signage fall within the Scope of this policy, the following documents and/or drawings shall be submitted by the applicant for review: A fully executed "Request For Sign Approval" form, two (2) complete sets of dimensioned scale drawings showing specific elevations and/or plan views detailing the location of the proposed signage or graphics, detailed drawings, indicating copy and type-style and any graphic device, color and material description or swatches, installation and connection details, and any electrical connection details.

After review by the Airport Director, applications which are approved will be so indicated and returned along with one (1) set of approved drawings. Those submittals not receiving approval will be returned with an explanation.

For conditions not addressed in this policy for which tenants desire review, that review will be based on those portions of this policy deemed to be most appropriate.

Approvals made under this section shall expire one hundred and eighty (180) calendar days from the date of issue if the permitted work has not commenced or if the work stated has been suspended for a period of one hundred and eighty (180) days. Expired approval shall require re-submittal as originally identified above.

Chapter 7

SPECIFIC REQUIREMENTS FOR FIXED BASE OPERATORS (FBOs)

A. FULL SERVICE FBO

1. DEFINITION – Means any aviation business duly licensed and authorized by written agreement with the MCAA to provide aeronautical activities at the airport under strict compliance with such agreement and pursuant to these regulations and standards.

2. SCOPE OF ACTIVITY – The following are acceptable minimums; Aircraft fueling with both Jet A and Avgas; Oxygen, Nitrogen, and compressed air services; towing of aircraft, ground power services, tie-down, hangar and parking areas; aircraft maintenance, collection of landing and parking fees, and aircraft recovery services.

The FBO shall be capable of providing into-plane fuel delivery for all types of aircraft normally frequenting the airport, and shall be capable of providing a response time not to exceed fifteen (15) minutes during required hours of operation and not exceeding one (1) hour at all other times.

The FBO shall also have an approved written Spill Prevention Contingency and Control (SPCC) Plan which meets MCAA and Environmental Protection Agency regulations. AN updated copy of such plan shall be filed with the MCAA at least five (5) days prior to actual implementation.

The FBO shall be qualified to perform reasonably comprehensive maintenance services on the airframes, powerplants, and associated aircraft systems of general aviation aircraft types up to 12,500 pounds gross weight and shall be capable of performing routine maintenance services on other general aviation aircraft types frequenting the airport.

3. LEASED PREMISES – The FBO must provide at least 10,000 square feet of hangar space which is available for the storage of aircraft and a minimum ground area of 30,000 square feet (one acre). Sufficient office space will be provided for crew and passenger lounge facilities, availability of public telephones, restrooms, and automobile parking on premises. Sufficient office space will be provided for dispatching fuel vehicles, personnel ground handling agents, and providing customer service. Sufficient office space will also be provided for flight planning, including an accessible telephone with service to both Prescott Flight Service Station and the Phoenix office of the National Weather Service.

The MCAA is under no obligation to construct and provide aircraft aprons or taxiways for personal and private use. In the event the location of the facility requires the construction of aprons and/or taxiways, these areas shall meet all FAA standards for the largest aircraft type anticipated to use the operator's facility.

4. FUEL STORAGE FACILITY – The FBO will construct (or install), maintain, or have access to an approved airport fuel facility on airport premises in a location approved by the MCAA. Said fuel facility shall have minimum total capacities for three days supply for aircraft being serviced by the operator. In no event shall the minimum total capacities be less than:

1. 12,000 gallon facility for Avgas fuel storage
2. 24,000 gallon facility for Jet A fuel storage

Standards for construction of fuel storage facilities shall comply with City of Bullhead guidelines and the rules and regulations of the State and Federal Environmental Protection Agency and all other applicable laws. The operator shall demonstrate that satisfactory arrangements have been made with a recognized

aviation petroleum distributor for the delivery of fuel and oil in such quantities as are necessary to meet the requirements set forth herein.

5. FUELING EQUIPMENT – The FBO shall operate at least one mobile dispensing single product truck (also referred to as Aircraft Fuel Servicing Tank Vehicle, Fueler, Mobile Dispensing Truck, or Mobile Unit) for each type of fuel to be dispensed. The Avgas Fuel truck shall have a minimum capacity of 1,200 gallons, and the Jet A fuel truck shall have a minimum capacity of 2,000 gallons. Mobile units must be equipped with metering devices meeting all legal requirements. The mobile unit dispensing jet fuel must have over-the-wing and single point aircraft servicing capability. Mobile dispensing single product trucks must be bottom loaded. Each fuel service vehicle shall be so equipped and maintained as to comply at all times with all applicable safety and fire prevention requirements or standards prescribed by:

- a. The MCAA's Rules and Regulations
- b. State of Arizona Fire Code and State Fire Marshall's Codes
- c. National Fire Protection Association (NFPA) codes
- d. 14 CFR Part 139, Airport Certification, Section 139.231, Handling and Storage of Hazardous Substances and Materials.
- e. Applicable FAA Advisory Circulars (AC's), including AC-00-34, "Aircraft Ground Handling and Servicing", and AC 150/5210-5, "Painting, Marking and Lighting of Vehicles Used On An Airport."

6. EQUIPMENT – The following are acceptable minimums:

- a. Adequate tie-down equipment, including ropes, chains, and other types of restraining devices and wheel chocks.
- b. Adequate equipment for washing of aircraft windows, and for recharging or energizing discharged aircraft batteries.
- c. At least one (1) courtesy van vehicle to provide such services as lead in/lead out and on-airport transportation of passengers, crews, and baggage.
- d. One (1) aircraft tug and standard universal tow bar of sufficient capacity to handle the towing requirements of selected general aviation aircraft normally frequenting the airport.
- e. An adequate number of approved and currently inspected dry chemical fire extinguisher units shall be maintained within hangar confines, on aircraft ramp areas, and as fueling truck equipment.
- f. At least one (1) compressed air unit for inflating tires shall be readily available to the public at all times.

All equipment necessary for the proper performance of maintenance services on aircraft and powerplants, in accordance with applicable FAA regulations and manufacturer's specifications. Such equipment shall comply with MCAA rules and regulations, NFPA codes, and other applicable governmental safety regulations.

7. PERSONNEL – Personnel shall at all times be properly uniformed, which, at a minimum, must identify the FBO's name and employee's name. Personnel uniforms shall at all times be professional and

properly maintained. Personnel engaged in dispensing aircraft fuels, accepting fuel shipments, and aircraft handling operations shall be properly trained in all associated safety procedures and shall conform to the best practices of such operations. This includes meeting the standards of FAA Advisory Circular 150/5230-4, Appendix 7, Minimum Standards for Fuel Storage, Handling, and Dispensing on Airports, Paragraph 4. Fueling Personnel, Subparagraphs b and c., and all other applicable laws, rules and regulations.

In accordance with all applicable laws, regulations, and appropriate industry practices, each FBO shall develop and maintain Standard Operating Procedures (SOP) for fueling and ground handling operations and shall insure compliance with standards set forth in FAA Advisory Circular 00-34, entitled "Aircraft Ground Handling and Servicing." The SOP should include a training plan with appropriate records, performance of fuel quality assurance test equipment maintenance records, and emergency response procedures to fuel fires and spills. The SOP should also cover:

- a. Grounding and Fire protection
- b. Public protection
- c. Control of access to storage areas; and
- d. Marking and labeling of storage tanks and tank trucks.

The SOP must be submitted no later than sixty (60) days after the FBO commences service. Inspections will be conducted by the MCAA on a periodic basis to ensure compliance.

A minimum of one (1) FAA licensed airframe and powerplant mechanic, properly trained and qualified to perform maintenance services on general aviation aircraft frequenting the airport must be available during operating hours.

8. HOURS OF OPERATION – FBO services shall be continuously offered and available to the public seven days a week, sixteen (16) hours per day. At least one (1) qualified fuel service employee shall be available "on call" during all other hours.

9. COLLECTION OF LANDING and PARKING FEES – The FBO shall have accounting and record keeping equipment and supplies adequate for the performance of fee collection services and the continued maintenance of such records in accordance with generally accepted accounting procedures (GAAP).

The FBO shall be designated by the MCAA as its agent for the collection of applicable aircraft landing, parking and tie-down fees due the MCAA. The FBO shall receive a percentage of receipts generated for this service.

The FBO shall be responsible for the collection and/or billing of all such fees incurred by operators, a monthly accounting and payments to the MCAA of its percentage share, and detailed record keeping in accordance with generally accepted accounting principles (GAAP). All such records shall be subject to audit by the MCAA. Fee collection services shall be continuously provided during the normal business hours of the FBO.

10. AIRCRAFT RECOVERY SERVICES – Recognizing that aircraft recovery is the responsibility of the aircraft owner/operator, FBO's, collectively, shall be prepared to lend assistance in order to maintain the operational readiness of the Airport's runway system. Collectively, FBO's shall prepare a recovery plan to serve the typical itinerant general aviation aircraft using Laughlin/Bullhead International Airport.

11. INSURANCE – Minimum insurance requirements required by the MCAA are established by Airport Authority resolutions. Refer to the MCAA for current minimum insurance requirements.

B. AIRCRAFT AIRFRAME, ENGINE, AND ACCESSORY MAINTENANCE AND REPAIR FBO

1. DEFINITION – An Aircraft Engine and Airframe Maintenance and Repair FBO provides one or a combination of airframe, engine and powerplant repair services, which includes the sale of aircraft parts and accessories.

2. SCOPE OF SERVICES – The operator shall provide repair and inspection services to those aircraft that frequent the Airport. The operator shall make an application to the FAA for Repair Station Certification and submit such evidence of application to the MCAA. The operator must acquire the Part 145 certificate within six (6) months of initiation of operations and file a copy with the MCAA. The operator shall have its services available to all users, on a nondiscriminatory basis.

3. LEASED PREMISES – The operator shall provide at least 7,200 square feet of hangar space which is available for the storage of aircraft and a minimum ground area of 55,000 square feet. Sufficient office space will be provided for customer and employee lounge facilities, availability of public telephone, restrooms, and automobile parking on premises. Sufficient office space will also be provided for providing customer service. Sufficient shop space, equipment, supplies and the availability of parts equivalent to that required for certification by the FAA as an approved repair station. The MCAA is under no obligation to construct and provide aircraft aprons or taxiways for personal and private use. In the event the location of the facility requires the construction of aprons and/or taxiways, these areas shall meet all FAA standards for the largest aircraft type anticipated to use the operator's facility.

4. EQUIPMENT – The following are acceptable minimums:

- a. Adequate tie-down equipment, including ropes, chains, and other types of restraining devices and wheel chocks.
- b. Adequate equipment for washing of aircraft windows, and for recharging or energizing discharged aircraft batteries.
- c. At least one (1) courtesy van vehicle to provide such service as lead in/lead out and on-airport transportation of passengers, crews, and baggage.
- d. One (1) aircraft tug and standard universal tow bar of sufficient capacity to handle the towing requirements of general aviation aircraft normally frequenting the airport.
- e. An adequate number of approved and currently inspected dry chemical fire extinguisher units shall be maintained within hangar confines and on aircraft ramp areas.
- f. At least one (1) compressed air unit for inflating tires shall be readily available to the public at all times.
- g. All equipment necessary for the proper performance of maintenance services on aircraft and powerplants, in accordance with applicable FAA regulations and manufacturers' specifications. Such equipment shall comply with MCAA rules and regulations, NFPA standards and other applicable governmental safety regulations.

5. PERSONNEL – Personnel shall at all times be properly uniformed, which, at a minimum, must identify the FBO's name, the employee's name, and shall include the airport issued identification badge. Personnel uniforms shall at all times be professional and properly maintained.

Personnel engaged in dispensing aircraft fuels, accepting fuel shipments, and aircraft handling operations shall be properly trained in all associated safety procedures and shall conform to the best practices of such operations and all other applicable laws, rules, and regulations.

All repair personnel must be current and properly certificated by the FAA with ratings appropriate to the work being performed. The operator must provide a sufficient number of personnel to adequately and safely carry out airframe and powerplant repair services in a courteous, prompt, and efficient manner and adequate to meet the reasonable demands of the public seeking such services.

6. HOURS OF OPERATION – Airframe and powerplant repair shall be continuously offered and available to the public five (5) days a week, eight (8) hours per day. At least one (1) qualified repair employee shall be available “on call” during all other times.

7. INSURANCE – Minimum insurance requirements required by the MCAA are established by Airport Authority resolutions. Refer to the MCAA for current minimum insurance requirements.

C. AIRCRAFT LEASE AND RENTAL FBO / FLYING CLUB FBO

1. DEFINITION – An Aircraft Rental FBO leases and rents aircraft to the public. A Flying Club FBO is an association or group of more than three individuals jointly owning or leasing an aircraft to its members (where payment is made to the club for the operation time of such aircraft) but which does not meet the requirements established for Exempt Flying Clubs (Exhibit 2).

2. SCOPE OF ACTIVITY – The operator shall conduct its aircraft rental services on and from the leased premises in a first class manner. Aircraft rental services shall be provided on a nondiscriminatory basis.

3. LEASED PREMISES – The operator must provide aircraft ramp spaces for no less than two but equal to the total number of aircraft in the operator’s fleet or current inventory. Said ramp space shall be adjacent to or within close proximity of the office facilities. The MCAA is under obligation to construct and provide aircraft aprons or taxiways for personal and private use. In the event the location of the facility required the construction of aprons and/or taxiways, these areas shall meet all FAA standards for the largest aircraft type anticipated to use the operator’s facility.

Sufficient office space will be provided for crew and passenger lounge facilities, availability of public telephones, restrooms, and automobile parking on premises. Sufficient office space will be provided for dispatching, personnel ground handling agents, and providing customer service. Sufficient office space will also be provided for flight planning, including an accessible telephone with service to both Prescott Flight Service Station and the Phoenix office of the National Weather Service.

Note: The exception to the requirements of this section is when an operator is doing business as an authorized sub-lessee to an existing Airport tenant who meets the requirements of this section.

4. EQUIPMENT – The following are acceptable minimums:

- a. The operator shall have available for rental, either owned or under written lease to the operator, at least two aircraft, of which one (1) is certified and currently airworthy, capable of flight under instrument conditions.
- b. Adequate tie-down equipment, including ropes, chains and other types of restraining devices and wheel chocks.

- c. Adequate equipment for washing of aircraft windows, and for recharging or energizing discharged aircraft batteries.
- d. At least one (1) courtesy van vehicle to provide such service as lead in/lead out and on-airport transportation of passengers, crews, and baggage.
- e. One (1) aircraft tug and standard universal tow bar of sufficient capacity to handle the towing requirements of general aviation aircraft normally frequenting the airport.
- f. An adequate number of approved and currently inspected dry chemical fire extinguisher units shall be maintained within hangar confines and on aircraft ramp areas.

5. PERSONNEL – The operator shall have in its employ at least one (1) person having current FAA Certificated Flight Instructor rating(s) and be current in all models offered for rental. The operator shall provide a sufficient number of personnel to adequately and safely carry out the aircraft rental services in a courteous, prompt and efficient manner adequate to meet the reasonable demands of the public seeking such services.

Personnel shall at all times be properly uniformed, which, at a minimum, must identify the Company's name, the employee's name and shall include an airport issued identification badge. Personnel uniforms shall at all times be professional and properly maintained.

6. HOURS OF OPERATION – The operator shall have its premises open and service available to meet the public demand for this category of service at least eight (8) hours per day, five (5) days per week. At least one (1) qualified flight certified employee shall be available "on call" during all other times.

7. INSURANCE – Minimum insurance requirements required by the MCAA are established by Airport Authority resolutions. Refer to the MCAA for current minimum insurance requirements.

D. PRIVATE FLYING CLUBS (FAA Order 5190.6A)

In an effort to foster and promote flying for pleasure, develop skills in aeronautics, including pilotage, navigation, and an awareness and appreciation of aviation requirements and techniques, the category of Flying Clubs is added to the Minimum Standards. All flying clubs desiring to base their aircraft and operate on the airport must comply with the applicable provisions of these Standards and Requirements. However, they shall be exempt from regular FBO requirements upon satisfactory fulfillment of the conditions contained herein.

No flying club shall be based at and operated from Laughlin/Bullhead International Airport unless its application is approved, in writing, by the MCAA.

1. The club shall be an entity (corporation, association or partnership) organized for the express purpose of providing its members with an aircraft, or aircrafts, for their personal use and enjoyment only.

The ownership of the aircraft, or aircrafts, 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.

2. 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 lessee based on the airport and 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 and 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 due or flight time.

3. 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.

4. The flying club, with its permit request, shall furnish the MCAA with:

- a. A copy of its charter and bylaws, articles of association, partnership agreement or other documentation supporting its existence. In addition, copies of all income tax returns for the organization from commencement of operations, complete copies of asset depreciation schedules and worksheets showing all calculations used to determine the hourly aircraft rate charge to members for use the flying club aircraft must be provided to the MCAA at the time of application.
- b. A roster, or list of members, including names of officers and directors, in a manner and form as prescribed by the MCAA.
- c. Evidence of insurance in the form of a certificate of insurance in the manner and amounts set forth and required by the MCAA.
- d. Number and type of aircraft, along with registration and evidence that aircraft are properly certificated.
- e. Evidence that ownership is vested in the club.
- f. Operating rules of the club.

The books and other records of the club shall be available for review at any reasonable time by the MCAA.

5. A flying club, at any airport controlled by the MCAA shall abide by and comply with all Federal, State, and local laws, ordinances, regulations and the rules and regulations of the MCAA.

6. In order to maintain the status of Private Flying Club in accordance with the above stated requirements and standards, the flying club will submit to the MCAA the following, and in the manner prescribed:

- a. A signed copy of the flying club's Federal Income Tax return or Form 990 by April 15th, annually;
- b. A copy of the current Depreciation Schedule by April 15th, annually;
- c. A signed copy of the club membership roster no later than the 10th of each month, and;
- d. A signed copy of the hourly rate for aircraft use, with detailed information as to the method of calculation of this rate by April 15th, annually.

All information submitted to the MCAA for application or to maintain Private Flying Club status will be reviewed for compliance with the standards and requirements set forth in this section. Any noncompliance with these standards and requirements may result in denial of the application or status as a Private Flying Club on Laughlin/Bullhead International Airport.

7. A flying club which violates any of the foregoing, or permits one or more members to do so, will be required to terminate all operations at all airports controlled by the MCAA. A public hearing will be held for the purpose of considering such termination.

E. FLIGHT INSTRUCTION (FBO)

1. DEFINITION – A Flight Instruction FBO engages in instructing pilots in dual and/or solo flight training, in fixed or rotary wing aircraft, and provides such related ground school instruction as is necessary and preparatory to taking a written examination and flight check ride for category or categories of pilot's licenses and rating involved.

2. SCOPE OF SERVICES – The operator shall conduct its flight training services on and from the leased premises, in a first class manner. The operator shall provide ramp space for no less than two aircraft or equal to total number within the operator's fleet or current inventory. The ramp service shall be adjacent to or within close proximity to facilities. The operator shall have its service available in nondiscriminatory manner.

3. LEASED PREMISES – The operator shall provide aircraft ramp spaces for no less than two but equal to the total number aircraft in the operator's fleet or current inventory. Said ramp space shall be adjacent to or within close proximity of the office facilities. The MCAA is under no obligation to construct and provide aircraft aprons or taxiways for personal and private use.

In the event the location of the facility requires the construction of aprons and/or taxiways, these areas shall meet all FAA standards for the largest aircraft type anticipated to use the operator's facility.

Sufficient office space will be provided for crew and passenger lounge facilities, availability of public telephones, restrooms, and automobile parking on premises. Sufficient office space will be provided for dispatching and providing customer service. Sufficient office space will also be provided for flight planning, including an accessible telephone with service to both Prescott Flight Service Station and the Phoenix office of the National Weather Service.

The operator shall provide classroom facilities and be equipped with adequate mockups, pictures, slides, film strips, movies, video tapes, or other visual and training aids necessary to provide proper and effective ground school instruction. All materials, supplies and training methods must meet FAA requirements for the type of training offered.

Note: The exception to the requirements of this section is when an operator is doing business as an authorized sub-lessee to an existing Airport tenant who meets the requirements of this section.

4. EQUIPMENT – The operator shall have available for the use of flight training, either owned or under written lease, no less than two (2) properly certified aircraft, one (1) of which must be equipped for and capable of flight under instrument conditions and equipped for dual operation.

5. PERSONNEL – The operator shall have in its employ at least one (1) flight instructor who is properly certificated by the FAA to provide the type of training offered. The operator shall also provide at least one (1) current, properly certificated flight instructor who is available "on call" on a part-time basis. The school's facility shall be certificated by the FAA as a pilot training facility. The operator shall maintain, during all business hours, a responsible person in charge to supervise its operations on the Airport, and with

the authorization to represent and act for an on behalf of the operator. The operator shall provide sufficient number of personnel to adequately and safely carry out the flight training services in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public seeking such services.

6. HOURS OF OPERATION – The operator shall also have its premises open and services available to meet the public demand for this category of service at least eight (8) hours per day, six (6) days a week.

7. INSURANCE – Minimum insurance requirements required by the MCAA are established by Airport Authority resolutions. Refer to the MCAA for current minimum insurance requirements.

F. AIRCRAFT CHARTER AND AIR TAXI FBO

1. DEFINITION – A scheduled/unscheduled Aircraft Charter and Air Taxi FBO engages in the business of providing air transportation (persons or property) to the general public for hire, either on a charter basis or as an Air Taxi Operator, as defined in 14 CFR Part 135. This classification also includes air ambulance services.

2. SCOPE OF SERVICES – The operator shall conduct its aircraft charter and air taxi services on and from the leased premises in a first class manner. These services shall be provided on a nondiscriminatory basis.

The operator shall have and provide evidence of the appropriate FAA and DOT certifications and approvals including the Pre-application Statement of Intent (FAA Form 8400-6), the Registrations & Amendments under Part 298 (OST Form 4507), the FAA issued operating certificate, and any other forms the FAA or DOT may require or adopt that are pertinent to this category.

3. LEASED PREMISES – The operator shall provide aircraft ramp space of no less than one but equal to the total number aircraft in the operator's fleet or current inventory. Said ramp space shall be adjacent to or within close proximity to facilities.

Sufficient office space will be provided for crew and passenger lounge facilities, availability of public telephones, restrooms, and automobile parking on premises. Sufficient office space will be provided for dispatching and providing customer service. Sufficient office space will also be provided for flight planning, including an accessible telephone with service to both Prescott Flight Service Station and the Phoenix office of the National Weather Service.

Note: The exception to the requirements of this section is when an operator is doing business as an authorized sub-lessee to an existing Airport tenant who meets the requirements of this section.

The MCAA is under no obligation to construct and provide aircraft aprons or taxiways for personal and private use. In the event the location of the facility required the construction of aprons and/or taxiways, these areas shall meet all FAA standards for the largest aircraft type anticipated to use the operator's facility.

4. EQUIPMENT – The operator shall provide, either owned or under written lease to operator, not less than one (1) all weather aircraft. Copies of any lease agreements for aircraft not owned by the operator shall be provided to the Airport Director.

5. PERSONNEL – The operator shall provide a sufficient number of personnel to adequately and safely carry out the aircraft charter and air taxi services in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public seeking such services on the leased premises. The operator shall have in its employ a sufficient number of qualified Commercial or Airline Transport Rated pilots.

6. HOURS OF OPERATION – The operator shall also have its services available to meet the public demand for this category of service at least eight (8) hours per day, five (5) days a week.

7. INSURANCE – Minimum insurance requirements required by the MCAA are established by Airport Authority resolutions. Refer to the MCAA for current minimum insurance requirements.

G. AVIONICS, INSTRUMENT, OR PROPELLER REPAIR FBO

1. DEFINITION – An Avionics, Instrument, or Propeller Repair FBO engages in the business of repairing aircraft radios, electrical systems, propellers, instruments, or accessories. This category includes the sale of new or used aircraft radios, propellers, instruments, or accessories.

2. SCOPE OF SERVICES – The operator shall conduct its radio, instrument, or propeller repair services on and from the leased premises in a first class manner. These services shall be offered on a nondiscriminatory basis.

3. LEASED PREMISES – Sufficient office space will be provided for customer and employee lounge facilities, availability of public telephones, restrooms, and automobile parking on premises. Sufficient space will be provided for a shop area and for providing customer service. The MCAA is under no obligation to construct and provide aircraft aprons and/or taxiways for personal and private use. In the event the location of the facility requires the construction of aprons and/or taxiways, these areas shall meet all FAA standards for the largest aircraft type anticipated to use the operator's facility.

4. EQUIPMENT – The operator shall provide sufficient equipment, supplies, and availability of parts equivalent to that required for certification by the FAA as an approved repair operator.

5. PERSONNEL – Repair personnel must be currently and properly certificated by the FAA with ratings appropriate to the work being performed. In the case of avionics repairs, the rating shall, at a minimum, be for Class 1 and Class 2 repairs. The operator shall employ a sufficient number of personnel with aircraft radio, electrical systems, instruments and propeller repair ratings, appropriate to the category of work being performed. The operator shall provide a sufficient number of personnel to adequately and safely carry out the radio, instrument, or propeller repair services in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public seeking such services.

6. HOURS OF OPERATION – The operator shall have its services available to meet public demand for this category of service at least eight (8) hours per day, five (5) days a week.

7. INSURANCE – Minimum insurance requirements required by the MCAA are established by Airport Authority resolutions. Refer to the MCAA for current minimum insurance requirements.

H. AIRCRAFT SALES FBO

1. DEFINITION – An Aircraft Sales FBO engages in the sale of new or used aircraft.

2. SCOPE OF SERVICES – The operator shall conduct its aircraft sales services on and from the leased premises in a first class manner. Along with the sale of aircraft, the operator shall provide the necessary and satisfactory arrangements for repair and servicing of aircraft be in accordance with any sales guarantee or warranty period. The operator shall have its services available on a nondiscriminatory basis.

3. LEASED PREMISES – The operator shall provide aircraft ramp space adequate to accommodate the total number of aircraft in the operator's fleet or current inventory. Said ramp space shall be adjacent to

or within close proximity to facilities. Sufficient office space will be provided for customer and employee lounge facilities, availability of public telephones, restrooms, and automobile parking on premises.

Note: The exception to the requirements of this section is when an operator is doing business as an authorized sub-lessee to an existing Airport tenant who meets the requirements of this section.

The MCAA is under no obligation to construct and provide aircraft aprons and/or taxiways for personal and private use. In the event the location of the facility requires the construction of aprons and/or taxiways, these areas shall meet all FAA standards for the largest aircraft type anticipated to use the operator's facility.

4. EQUIPMENT – Equipment will be provided in sufficient numbers so that customers can view and test fly aircraft provided by the manufacturer. An operator which is an authorized factory sales franchise, dealer, or distributor shall have available or on call at least one (1) current model demonstrator of aircraft in its authorized product line. Demonstrations of additional models of the manufacturer for which a dealership is held shall also be provided.

5. PERSONNEL – The operator shall employ, or have available on call, a sufficient number of pilots with instructor ratings who shall be current in all models to be demonstrated. The operator shall provide a sufficient number of personnel to adequately and safely carry out the aircraft sales services in a courteous, prompt and efficient manner adequate to meet the reasonable demand of the public seeking such services on the leased premises.

6. HOURS OF OPERATION – The operator shall also have its premises open and service available to meet public demand for this category of service eight (8) hours per day, five (5) days a week.

7. INSURANCE – Minimum insurance requirements required by the MCAA are established by Airport Authority resolutions. Refer to the MCAA for current minimum insurance requirements.

I. HANGAR MANAGEMENT SERVICES FBO

1. DEFINITION – A Hangar Management FBO engages in the management of an aircraft hangar storage facility or facilities. This includes open space hangar storage, multiunit, and individual hangars.

2. SCOPE OF SERVICES – The operator shall conduct its hangar management services on leased premises in a first class manner. The operator shall have its services available on a nondiscriminatory basis.

3. LEASED PREMISES – The operator shall provide at least 10,000 square feet of hangar space in one location available for the storage of aircraft and a ground area of 30,000 square feet. The MCAA is under no obligation construct and provide aircraft aprons and/or taxiways for personal and private use. In the event the location of the facility requires the construction of aprons and/or taxiways, these areas shall meet all FAA standards for the largest aircraft type anticipated to use the operator's facility.

4. EQUIPMENT – The operator shall provide sufficient pieces of equipment for the maintenance and upkeep and the hangars and ramp areas leased.

5. PERSONNEL – The operator shall provide a sufficient number of personnel to adequately and safely carry out the hangar management services in a courteous, prompt, and efficient manner, adequate to meet the reasonable demands of the public seeking such services.

6. HOURS OF OPERATION – Facility hours shall be based upon the needs of the leased tenants.

7. INSURANCE – Minimum insurance requirements required by the MCAA are established by Airport Authority resolutions. Refer to the MCAA for current minimum insurance requirements.

J. SPECIALIZED COMMERCIAL FLYING SERVICES FBO

1. DEFINITION – A specialized commercial Flying Service FBO engages in aircraft support service, commercial activity support service, or in air transportation for hire for the purpose of providing the use of aircraft for one or more of the activities, including, but not limited to, those listed below:

- a. Aircraft Support Services – are defined as aircraft, engine, or accessory maintenance (for example, washing, painting, upholstery, etc.) or other miscellaneous activities directly related to aircraft support.
- b. Commercial Activity Support Services – are defined as ground schools, simulator training, charter flight coordinators, aircrew or aviation management or any other miscellaneous activities directly related to supporting or providing support services for a commercial activity.
- c. Air Transportation for Hire – are defined as nonstop sightseeing flights (flights that begin and end at the same airport and are conducted within a 25 statute mile radius of the airport); aerial photography or survey; fire fighting; power line, underground cable, or pile line patrol; crop dusting, seeding, spraying, and bird chasing; or any other miscellaneous activities directly related to air transportation service (for example, flight instruction provided in student-owned or rented aircraft or helicopter operations in construction or repair work).

2. SCOPE OF SERVICES – The operator shall conduct its specialized commercial flying services on and from the airport in a first class manner. The operator shall have its services available on a nondiscriminatory basis.

3. LEASED PREMISES – The operator shall sublease space and/or facilities adequate for its operation or operate from an FBO or other Airport tenant under lease with the MCAA, within the rules and regulations established for the specialized commercial aeronautical activity. The MCAA is under no obligation to construct and provide aircraft aprons and/or taxiways for personal and private use. In the event the location of the facility requires the construction of aprons and/or taxiways, these areas shall meet all FAA standards for the largest aircraft type anticipated to use the operator's facility.

4. EQUIPMENT – If applicable, the operator shall provide and have based on the Airport, either owned or under written lease to the operator, not less than one airworthy aircraft which meets all the requirements of the FAA with respect to the types of operations to be performed.

5. PERSONNEL – The operator shall provide a sufficient number of personnel to adequately and safely carry out the specialized commercial flying service in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public seeking such services as defined by the rules and regulations established for the specialized commercial aeronautical activity. If applicable, the operator shall make provisions for personnel to be in attendance in the office at all times during the required operating hours, or shall have an answering service, paging system, or other acceptable method for the public to contact the operator. The operator shall have and provide evidence of all proper Federal, State, and local certificates required.

6. HOURS OF OPERATION – The operator shall also have its services available to meet the public demand for this category of service at least eight (8) hours per day, five (5) days a week.

7. INSURANCE – Minimum insurance requirements required by the MCAA are established by Airport Authority resolutions. Refer to the MCAA for current minimum insurance requirements.

K. MULTIPLE SERVICES FBO

1. DEFINITION – A Multiple Services FBO is a person or persons, firm or corporation that engages in any two or more of the aeronautical services for which Minimum Standards have been herein provided.

2. SCOPE OF ACTIVITY – The operator shall conduct its multiple aeronautical services on and from the airport in a first class manner. The operator shall have its services available on a nondiscriminatory basis.

3. LEASED PREMISES, STORAGE FACILITY, and EQUIPMENT – The FBO shall provide the facilities, equipment and services required to meet the Minimum Standards as herein provided for all aeronautical services the FBO is performing. The MCAA is under no obligation construct and provide aircraft aprons and/or taxiways for personal and private use. In the event the location of the facility requires the construction of aprons and/or taxiways, these areas shall meet all FAA standards for the largest aircraft type anticipated to use the operator's facility.

4. PERSONNEL, HOURS OF OPERATION – The FBO shall have in its 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 the FBO is performing as herein provided. Multiple responsibilities may be assigned to meet the personnel requirements for each aeronautical service being performed by the FBO.

5. INSURANCE – The FBO shall obtain, as a minimum, that insurance coverage which is equal to individual insurance requirements of all aeronautical services being performed by the FBO.

L. NON-COMMERCIAL OPERATORS

1. DEFINITION – The Noncommercial operator is a person, persons, firm, partnership, or corporation that owns and operates its own aircraft, whether owned by the operator or under written lease, solely for the purpose of business, personal, or private use. Noncommercial operators do not conduct any aeronautical services for the purpose of earning compensation.

2. SCOPE OF SERVICES – The lessee shall not be permitted to dispense, sell, or otherwise distribute fuels, propellants, or lubricants to any person, firm or corporation. In the event Lessee desires to self-fuel, Lessee shall be required to meet the Minimum Standards for Fixed Base Operations. The Lessee shall not be permitted to sublease hangar, office, or shop space to any person, firm or corporation. In the event that Lessee desires to sublease space, Lessee shall be required to meet the Minimum Standards for Specialized Aviation Operations/ Hangar Management Services.

3. LEASED PREMISES – Lessee shall lease land area designated for Lessee's personal and private use, on which the Lessee shall either erect a building or lease an existing building of a size and design acceptable to the MCAA for the operations to be performed. Leased premises shall only be used for approved personal and private use. Prior to construction of a new building on the leased premises or modifications of an existing structure, all construction plans must comply with the applicable Building Codes and must be submitted to and approved by the MCAA. The MCAA is under no obligation construct and provide aircraft aprons and/or taxiways for personal and private use. In the event the location of the facility requires the construction of aprons and/or taxiways, these areas shall meet all FAA standards for the largest aircraft type anticipated to use the operator's facility.

Each noncommercial operator shall:

- a. Maintain office facilities on the leased premises.
 - b. Provide automobile parking for its employees and guests.
 - c. If applicable, provide sufficient indoor and outdoor storage for aircraft so as not to obstruct or impair the operation of the airport or the enjoyment of others.
 - d. Provide all other utilities and support facilities as required.
4. INSURANCE – Minimum insurance requirements required by the MCAA are established by Airport Authority resolution. Refer to the MCAA for current minimum insurance requirements.

Chapter 8

GROUND SUPPORT ACTIVITIES

A. AIR CARGO HANDLERS (FBO & Off-Airport)

1. DEFINITION – An Air Cargo Handler is a person(s), firm(s), or corporation(s) engaged in the business of loading and unloading air cargo (excluding passenger baggage, and also excluding over-the-counter items weighing less than seventy (70) pounds and handled over the ticket counter in the passenger terminal) on or off airport. An owner or operator of an aircraft that uses its own employees to load or unload air cargo on or off such aircraft shall not be considered an Air Cargo Handler as defined herein.

2. SCOPE OF SERVICES – The person(s), firm(s), or corporation(s) shall provide ground support services (loading and unloading) to aircraft (Signatory and Charter) that frequent the Airport. The operator must provide the MCAA with a copy of training received showing that the operator is qualified to provide such services, and the operator shall conform to the rules and regulations outline in “Exhibit 1”, attached, on the Handling and Storing of Hazardous Substances and Materials. The operator shall have its services made available on a nondiscriminatory basis.

3. LEASED PREMISES (FBO Only) – The Air Cargo Handler must lease or sublease adequate space and facilities at the Airport to store its equipment, to operate its business, and to accommodate its employee parking requirements. Minimum space and facilities requirements in order to service aircraft of the size described below are as follows:

- a. Boeing 707 – 757 – 7,000 square feet
- b. DC8 / Wide Body Aircraft – 4,500 square feet
- c. Boeing 727 / Electra / Convair – 3,000 square feet
- d. Small / Feeder Cargo Aircraft – 2,000 square feet

4. EQUIPMENT – The Air Cargo Handler must have the exclusive use of equipment described in Addendum II, attached hereto in order to serve the aircraft described therein.

5. PERSONNEL – Personnel shall at all times be properly uniformed which, at a minimum, must identify the FBO's, corporation(s), firm(s), or person(s) name, the employee name and shall include possession of an airport issued identification badge. Personnel uniforms shall at all times be professional and properly maintained.

Personnel engaged in loading and unloading aircraft shall be properly trained in all associated areas / aircraft, and shall conform to all safety procedures for such operations and other applicable laws, rules and regulations.

The operator must provide a sufficient number of personnel (minimum of 3) to adequately and safely carry out the functions of Air Cargo Handlers in a courteous, prompt and efficient manner to meet reasonable demands of the Airline's / Company's seeking such services.

6. HOURS OF OPERATION – Air Cargo Handling services must be made available to the Airline's / Company's seven (7) days a week and during hours aircraft are scheduled for such services. One (1) person qualified in the knowledge of dispatching, and loading/unloading aircraft shall be made available “on call” during all other times (FBO and Off-Airport).

7. INSURANCE – The Air Cargo Handler must provide the following types of insurance and in the limits specified by the MCAA. This insurance can be adjusted from time to time by the MCAA:

- a. Comprehensive Public Liability and Property Damage. \$5,000,000
- b. Motor Vehicle Liability. \$1,000,000
- c. Worker's Compensation Insurance. As required by Arizona Law.

B. CARGO WAREHOUSE OPERATOR

1. DEFINITION – A Cargo Warehouse Operator is person(s), firm(s) or corporation(s) engaged in the business of processing air cargo through a warehouse located on the Airport, who takes care of the administrative control of the air cargo and performs a physical handling and control of such air cargo on behalf of the airline, agent customhouse broker, consolidator, break bulk agent, handling agent, shipper or consignee or other party. The Cargo Warehouse operator may also provide and arrange for the surface transportation of air cargo to and from an aircraft for the customer, but may not engage in the business of loading or unloading air cargo on or off of the aircraft unless, (a) the Cargo Warehouse Operator is qualified under Paragraph A, items 1-7 of this section, to act as an Air Cargo Handler and has executed an agreement with the MCAA authorizing such service, and (b) the air cargo is other than passenger baggage or over-the-counter items weighing less than seventy (70) pounds and handled over the ticket counter in the passenger terminal.

2. SCOPE OF ACTIVITY – The person(s), firm(s) or corporation(s) engaged in the business of Cargo Warehouse Operator will provide a service defined in Item 1 above on a nondiscriminatory basis. The Cargo Warehouse Operator will have, on public view in the warehouse facility, all pertinent permits showing the operator is qualified and properly licensed by the MCAA and/or other governing agencies overseeing such business, and the operator will conform to all rules and regulations outlining the handling and storing of hazardous substances and materials described in Exhibit 1, attached.

3. LEASED PREMISES – The Cargo Warehouse Operator must lease or sublease a minimum of 2,000 square feet (combination warehouse and office space) at the Airport in which to operate its business, and in addition, lease or sublease adequate space at the Airport to store its equipment and accommodate its employee parking requirements. A Cargo Warehouse Operator may satisfy these standards if it performs Cargo Warehouse Operator services pursuant to a written agreement with a Signatory Airline under which the Cargo Warehouse Operator has the right to use at least the minimum space described herein, to provide such services to a third party from the Signatory Airlines space, provided that a written agreement has been approved in writing by the MCAA.

4. EQUIPMENT – The Cargo Warehouse Operator must have the exclusive use of the following minimum equipment:

- a. One (1) floor scale
- b. One (1) forklift, having a minimum 4,000 pound rating, LP Gas or electric with pneumatic tires or equivalent.
- c. If the Cargo Warehouse Operator performs surface transportation of the Cargo, one (1) tug, having a minimum 5,000 pound draw pull or equivalent.

5. PERSONNEL – Personnel shall at all times be properly uniformed which, at a minimum, must identify the FBO's name, the employee's name and must include an airport issued identification badge. Personnel uniforms shall at all times be professionally and properly maintained.

6. HOURS OF OPERATION – Air Cargo Warehouse Operators shall be continuously opened five (5) days a week, eight (8) hours per day, or, as Signatory Airlines or Air Chart Cargo aircraft deem it necessary to be opened at other hours. At least one (1) qualified warehouse person shall be available “on call” during all other times.

7. INSURANCE – The Cargo Warehouse Operator must provide the following types of insurance and in the limits specified by the MCAA from time to time.

- a. Comprehensive Public Liability and Property Damage. \$5,000,000
- b. Motor Vehicle Liability. \$1,000,000
- c. Worker's Compensation Insurance. As required by Arizona Law.

Chapter 9

TENANT APPLICATION

A. APPLICATION REQUIREMENTS

The Mohave County Airport Authority (MCAA) has adopted minimum standards in order to ensure that the public interest is served in the development of airport facilities. Accordingly, the following information must be submitted, in writing, to the Airport Director.

1. Proponent Information:
 - a. Name of proponent exactly as it will appear in a Lease agreement.
 - b. Address of proponent for notices and other communication.
 - c. Telephone number of proponent.
 - d. Name of contact person within proponent's organization.
 - e. Business structure (state one of the following):
 - (1) Sole Proprietorship
 - (2) Partnership
 - (3) Corporation
 - (4) Joint Venture
 - (5) Other (specify)
2. Services to be offered.
3. Proposed date for commencement of operations.
4. Facility needs.
5. Facility investment requirements.
6. Proponent's qualifications and experience.
7. Proponent's operational experience.
8. Evidence of insurability.
9. Evidence of financial responsibility from a bank (one) and business references (minimum of three), which can be verified through normal channels.
10. Provide business plan that shows:

- a. Financial projections for the initial 5 years of operation with an analysis that demonstrates the financial capability to carry out the plan.
- b. Operating Plans, to include:
 - (1) Management structure
 - (2) Staffing
 - (3) Hours of Operations
 - (4) Service approach (number and type of aircraft, schedule, etc.)
 - (5) Quality assurance
 - (6) Operational safety, security and maintenance measures
 - (7) Revenue control
 - (8) Pricing procedure
 - (9) Specify any Disadvantaged Business Enterprise (DBE) ownership

The Mohave County Airport Authority reserves the right to require any additional information deemed necessary in its sole and absolute discretion.

Fees. All fees, licenses and permits necessary for the development, construction, and operation of the proposed aeronautical activity or service at the airport will be the sole responsibility of the proponent.

Licenses. Proponents shall be certificated and licensed as required by Federal, State and local rules, regulations and standards regarding the proposed aeronautical activity or service. Verification of such will be required to be filed with the MCAA before commencement of proposed business operations.

Within thirty (30) days of receipt by the Airport Director of all required information, the MCAA Development Committee will set a date for consideration of the application. After due deliberation, the Development Committee shall submit a recommendation to the MCAA at a regularly scheduled public meeting where a formal decision will be rendered on the application, which shall become a matter of public record. Approval of the application will be followed by lease negotiations with the Leasing Committee and staff. The Leasing Committee, at a regularly scheduled public meeting will report the results of those negotiations. The MCAA will render a formal decision on the proposed lease, accordingly.

Chapter 10

MINIMUM STANDARDS –SELF-FUELING

A. SELF-FUELING PERMITS

These Rules and Regulations govern the Self-Fueling Permits established at Laughlin/Bullhead International Airport (IFP). They are designed and intended to facilitate a safe and efficient operating environment for the Airports and their users. All persons shall comply with these Rules and Regulations, restrictions and conditions at all times.

The information and requirements defined in these Rules and Regulations have been derived from Federal Aviation Administration documents, Mohave County Airport Authority Rules and Regulations and National Fire Protection Standards. All amendments to these documents shall be considered as included in, and all definitions shall be interpreted on the basis and in consideration of, the intentions of these documents.

Definitions for terms used in these and all other MCAA Minimum Standards Rules and Regulations shall be enclosed by parenthesis or quotation marks or reflected in Section 1 “Definitions”. Terms which are not enclosed by parenthesis or quotation marks nor listed in Section 1 “Definitions” shall be construed using the common meaning as they apply to generally known aviation industry standards.

Any person authorized to perform self-fueling activities at Laughlin/Bullhead International Airport (hereinafter referred to as the “Permittee” or “bona fide employee”) must comply with all applicable requirements concerning such activities as set forth in these Rules and Regulations and any amendments thereto.

The act of draining and re-dispensing of the same drained fuel associated with owner performed maintenance as permitted by FAR Part 43 is not considered a self-fueling activity under this Minimum Standard.

These Rules and Regulations, as modified or amended, shall be deemed to be a part of each Self-Fueling Permit unless otherwise provided in the Permit. The mere omission of any particular standard from a written permit shall not constitute a waiver or modification of such standard in the absence of clear and convincing evidence that the MCAA intended to waive or modify such standard.

B. AUTHORIZATION

Under authority conferred on the Airport Director and in accordance with Rules, Regulations and Minimum Standards of the MCAA. Permittee is authorized to engage, at own expense, in self-fueling operations as outlined in this Permit. Only those persons, vehicles, and aircraft contained within this Permit are authorized to engage in fueling operations under this Permit. The Permittee verifies that all information provided original in the application for Self-Fueling Permit is correct and agrees to notify the Airport Director in writing within ten (10) business days of any change of that information.

C. TERM

The Term of this Permit shall commence on the effective date and shall be month-to-month and subject to renewal on an annual basis in accordance with MCAA Policy.

D. STANDARDS

Except as may be prohibited by other provisions of these Rules and Regulations and any other applicable law, an owner of one or more aircraft who desires to conduct self-fueling activities must apply for and receive a Self-Fueling Permit from the Airport Director prior to the performance of any self-fueling activities. Flying clubs wishing to self-fuel must obtain a Self-Fueling Permit in the name of the flying club prior to self-fueling. Self-fueling shall be allowed only

after the Permittee or the Permittee's bona fide employee has attended a fuel handler's class and an IFP fire and safety procedures class. During self-fueling operations the Self-Fueling Permit, valid and current Certificate of Insurance and current training certification of fuelers shall be immediately available upon request by IFP designated officials.

Permittee's fuel dispensing activities shall consist of and be limited to self-fueling by the Permittee or the Permittee's bona fide employee of aircraft and fueling equipment which the Permittee owns or exclusively leases for its own use of one (1) year or more. Self-fueling Co-ops are prohibited.

Permittee or its bona fide employee must transport and dispense the Permittee's own products.

Fueling is permitted into approved aircraft and ground service equipment only. Fueling of non-aviation vehicles including jet skis, boats, automobiles, recreational vehicles, all-terrain vehicles, and sand rails shall not be permitted.

Permittee shall have sole responsibility for maintaining fuel quality standards in all phases of fuel dispensing operations.

Unauthorized storage of fuel dispensing equipment is not permitted on airport property. Fuel trucks used for self-fueling may be parked overnight on the Airport only with prior written authorization from the Airport Director or his/her designee.

Self-fueling equipment will operate only on the established roadways and routes on the Airport as designated by the Airport Director or his/her designee. Fueling operations are restricted to specific locations as determined by the Airport Director.

Commercial dispensing of fuel products under a Self-Fueling Permit is prohibited.

Permittee is obligated to meet the requirements outlined in Attachment A – Self-Fueling Containment Categories.

E. RULES, REGULATIONS AND COMPLIANCE

Permittee shall observe and comply with all laws, ordinances, rules, regulations, orders, and standards of the United States Government, the State of Arizona, the County of Mohave, the City of Bullhead, Mohave County Airport Authority and all agencies thereof which may be applicable to its operations or to the operation, management, maintenance or administration of the Airport now in effect or hereafter promulgated. Airport fuel operators shall comply with all applicable National Fire Prevention codes, IFP Rules and Regulations and Minimum Standards for Self-Fueling as may be amended.

Permittee acknowledges that the IFP Rules and Regulations represent the standard of care and behavior required to retain this Permit. Any violation may subject Permittee to penalties up to and including termination of this Permit.

Permittee shall not cause or permit any regulated substance to be used, generated, manufactured, produced, stored, brought upon, or released on, or under the Airport, or transported to or from the Airport, by Permittee, its agents, employees, contractors, invitees or a third party in a manner that would constitute or result in a violation of any Environmental Law or that would give rise to liability under an Environmental Law.

Permittee shall indemnify, defend, and hold harmless, on demand, Mohave County, the Mohave County Airport Authority, their successors and assigns, their elected and appointed officials, employees, agents, boards, commissions, representatives, and attorneys, for, from and against any and all liabilities, obligations, damages, charges and expenses, penalties, suits, fines, claims, legal and investigation fees or costs, arising from or related to any claim or action for injury, liability, breach of warranty or representation, or damage to persons, the environment or premises and any and all claims or actions brought by a person, entity or governmental body, alleging or arising in connection with contamination of, or adverse effects on, human health or the environment pursuant to any

Environmental Law, the common law, or other statute, ordinance, rule, regulation, judgment or order of any governmental agency or judicial entity, which are incurred or assessed as a result, whether in part or in whole, or any use of the Airport during the term of the Permit or any previous lease or uses of the Airport by Permittee or its owners or affiliated entities, agents, employees, invitees, contractors, visitors or licensees. Regardless of the date of termination of the Permit, Permittee's obligations and liabilities under this Section shall continue so long as Mohave County or the Mohave County Airport Authority bear any liability or responsibility under the Environmental Laws arising from Permittee's use of the Airport during the term of the Permit. This indemnification of Mohave County and/or the Mohave County Airport Authority by Permittee includes, without limitation, costs incurred in connection with any investigation of site conditions or any cleanup, remedial actions, removal or restoration work required or conducted by any federal, state or local governmental agency or political subdivision because of regulated substances located on the Airport or present in the soil or groundwater on, or under the Airport.

Without limiting the foregoing, if the release by Permittee or any regulated substance on or under the Airport results in any contamination of Airport property, Permittee shall promptly take all actions at its sole cost and expense that are necessary to mitigate any immediate threat to human health or the environment. Permittee shall then undertake any further action necessary to return the contaminated site to the condition existing prior to the introduction by Permittee of any regulated substance; provided that Airport Director's approval of such actions shall first be obtained. Permittee shall undertake such actions without regard to the potential legal liability of any other person; however, any remedial activities by Permittee shall not be construed to impair Permittee's rights, if any, to seek contribution or indemnify from another person.

Permittee shall, at Permittee's own cost and expense, make all tests, reports, studies and provide all information to any appropriate governmental agency as may be required pursuant to the Environmental Laws pertaining to Permittee's use of the Airport. This obligation includes but is not limited to any requirements for a site characterization, site assessment and/or remediation plan that may be necessary due to any actual or potential spills or discharges of regulated substances on or under the Airport during the term of this Permit. At no cost or expense to Mohave County or the Mohave County Airport Authority, Permittee shall promptly provide all information requested by Mohave County Airport Authority pertaining to the applicability of the Environmental Laws to the Airport, to respond to any governmental investigation, or to respond to any claim of liability by third parties which is related to environmental contamination.

Permittee shall immediately notify the Airport Director or his/her designee of the following:

1. Any correspondence or communication from any governmental agency regarding the application of Environmental Laws to the Airport or Permittee's use of the Airport;
2. Any change in Permittee's activities on the Airport that will change or have the potential to change Permittee's or Mohave County Airport Authority's or Mohave County's obligations or liabilities under Environmental Laws;
3. Any assertion of a claim or other occurrence for which Permittee may incur an obligation under this Section.

Permittee shall, at its own expense, obtain and comply with any permits or approvals that are required or may become required as a result of any use of the Airport by Permittee, its agents, employees, contractors, invitees, and assigns.

F. ENVIRONMENTAL COMPLIANCE

Definitions: For purposes of this Section:

"Environmental Laws" means those laws promulgated for the protection of human health or the environment, including but not limited to, the following as the same are amended from time to time: the Comprehensive

Environmental Response, Compensation, and Liability Act of 1980 [CERCLA], 42 U.S.C. Sections 9601 et seq., as amended by the Superfund Amendment and Reauthorization Act [SARA]; the Solid Waste Disposal Act [SWDA], 42 U.S.C. Sections 6901 et seq., as amended by the Resource Conservation and Recovery Act [RCRA] including Subtitle I, Underground Storage Tanks; the Toxic Substances Control Act [TSCA], 15 U.S.C. Sections 2601 et seq.;

the Public Health Service Act (Title XIV)[PHSA] a.k.a. the Safe Drinking Water Act [SDWA] and SDWA Amendments of 1996, 42 U.S.C. Sections 7401 et seq.; Title 49 of the Arizona Revised Statutes, including the Arizona Environmental Quality Act, A.R.S. Sections 49-201 et seq.; the Underground Storage Tank Regulation Act, A.R.S. Sections 49-1001 et seq.; the Arizona Solid Waste Management Act, A.R.S. Section 49-701 et seq.; the Occupational Safety and Health Act of 1970 as amended, 29 U.S.C. Sections 651-678 and the regulations promulgated there under and any other laws, regulations and ordinances (whether enacted by local, state, or federal government) now in effect or hereafter enacted, that provide for the regulation or protection of human health of the environment, including the ambient air, ground water, surface water, and land use, including substrata soils.

“Regulated Substances” means:

- 1, Those substances identified or listed as a hazardous substance, pollutant, hazardous material, and petroleum, in CERCLA/SARA; the Hazardous Materials Transportation Act, 49 U.S.C. Sections 5101 et seq.; RCRA, Subtitle 1, Regulation of Underground Storage Tanks, 42 U.S.C. Sections 6991 through 6991i; and in any rule or regulation adopted to implement said statutes.
2. Those substances identified or listed as a hazardous substance, pollutant, toxic pollutant, petroleum, or as a hazardous, special, or solid waste in the Arizona Environmental Quality Act, A.R.S. Section 49-201 et seq., including but not limited to, the Water Quality Assurance Revolving Fund Act [WQARF], A.R.S. Section 49-281 et seq.; the Solid Waste Management Act, A.R.S. Sections 49-701 et seq.; the Underground Storage Tank Regulation Act, A.R.S. Sections 49-1001 et seq.; A.R.S. Sections 49-851 through 49-868 pertaining to Management of Special Waste; the Hazardous Waste Management Act, A.R.S. Section 49-921 et seq.; and any rule or regulation adopted to implement said issues.
3. All Substances, materials and wastes that are, or that become, regulated, or that otherwise are classified as hazardous or toxic, under any Environmental Law during the term of a Permit.

Regulatory Obligation as a Fuel Agent.

FAR Part 139.321(b) Handling and Storing of Hazardous Substances and Materials requires the MCAA as holder of the Airport Operating Certificate to establish and maintain standards for protecting against fire and explosion in storing, dispensing and handling fuel on the Airport. The following criteria is mandatory under FAA regulations and compliance shall be required before a Self-Fueling Permit is issued to any fueling agent.

- a. Facilities, procedures and personnel training, in the following subject matter, with written confirmation required before fueling operations can commence.
 - Bonding
 - Public Protection
 - Control of Access to Storage Areas
 - Fire Safety in Fuel Farm and Storage Areas
 - Fire Safety in Mobile Fuelers, Fueling Pits and Fueling Cabinets
 - Fueling Personnel Training in Fire Safety per Part 139.321(e)(1) and (2)
 - Trained Supervisor
 - Recurrent Fueler Training
 - Local Fire Safety
- b. IFP mandatory oversight inspections.

- Quarterly
 - Inspection Record Retention – 12 months
- c. Annual written confirmation of training accomplishments.

Environmental Control.

Storm Water Pollution Prevention Plan. Permittee shall prepare and implement a Spill Prevention, Control, and Countermeasure Plan, per 40 CFR Part 112 prior to fueling operations.

“Release” means any releasing, spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, disposing or dumping.

As used in this Chapter, the term “Premises” means Permittee’s leasehold and/or any part or portion of the Airport where Permittee or its employees or agents causes to occur a release of a regulated substance.

G. AIRPORT SECURITY

Permittee shall abide by the Airport Security Plan regarding personnel and vehicle access to the Airport.

H. EQUIPMENT

Permittee shall give the IFP Fire Department access to Permittee’s self-fueling equipment on the Airport for the purpose of inspecting the equipment. Fuel storage and dispensing records shall be subject to inspection by IFP designated personnel upon reasonable notice. Such inspection may include, but not be limited to, taking meter readings, and reviewing and inspecting fuel storage records, fueling apparatus, training records, emergency equipment, and any and all material for safe fuel handling.

Permittee shall utilize his/her own fuel dispensing equipment that has been pre-approved by the Airport Director. Permittee shall, at its own expense, maintain and keep his/her fuel dispensing equipment in a safe operating condition. Permittee’s equipment shall be subject to inspection as previously noted. Use of equipment not inspected by IFP designated personnel or not owned or exclusively leased by Permittee is prohibited.

It is the responsibility of the Permittee to ensure all equipment conforms to, and is in compliance with, Federal and State Department of Transportation regulations, where applicable.

Permittee’s fuel dispensing equipment shall be maintained in a serviceable, clean and non-leaking condition. All self-fueling equipment with a capacity of more than 150 gallons shall be equipped with approved dispensing meters. Meters shall be calibrated and sealed in accordance with State of Arizona requirements.

Piping, hoses, pumps, tanks and equipment used in the dispensing or transfer of Class I, Class II and Class III-A flammable and combustible liquids shall be listed¹ or approved² for the intended use.¹

There shall be at least one fire extinguisher having a minimum rating of 20-B:C accessible within 50 feet during fueling operations. Tanker trucks shall have a minimum of two fire extinguishers of a type and in a location which conform to N.F.P.A. 407 standards.

¹ Equipment or materials are listed if they are included on a list published by a nationally recognized testing laboratory, inspection agency or other organization concerned with product evaluation. The listing states that the equipment or materials meet nationally recognized standards and have been tested and found suitable for the intended use.

²Approved refers to approval by the fire officials as the result of review investigation or tests conducted by the fire officials or by reason of accepted principals or tests by national authorities or industry accepted technical or scientific organizations.

All fuel containers of six (6) gallons or less shall be an approved² metal container and an associated funnel must be a metal funnel in order to provide proper bonding.

Positive control of fuel flow must be maintained at all times. Pouring of fuel in over wing fueling operations shall not be permitted from a container with a capacity of more than six (6) gallons.

All aviation fueling equipment with a capacity of more than six (6) gallons shall be prominently labeled in large block letters indicating the following information:

- Type of fuel stored or dispensed;
- "NO SMOKING";
- "FLAMMABLE";
- Tail numbers (N#s) of all aircraft authorized to receive fuel from said equipment.

I. AIRCRAFT AND SELF-FUELING EQUIPMENT OWNERSHIP

The aircraft being fueled, and all equipment used to fuel said aircraft, must be owned or used under an exclusive lease agreement by the Permittee. Documentation to prove ownership of aircraft and self-fueling equipment, including vehicles used for product transport, will be submitted with the Self-Fueling Permit application and kept current for the duration of the Permit. Permittee shall notify the Airport Director, and provide updated proof of ownership documentation reflecting any changes in status of ownership of aircraft or self-fueling equipment within ten (10) business days. If as a result of the change in ownership, the Permittee no longer has any aircraft identified on the permit, then the permit will automatically terminate in ninety (90) days, unless the Permittee notifies the Airport Director of a replacement aircraft within the ninety (90) days.

An aircraft qualifies as an exclusively leased aircraft for the purposes of these Rules and Regulations if title is held by other persons or entities and use is exclusive and pursuant to a lease of one (1) year or more.

J. INSPECTIONS

The IFP Fire Department under the direction of the Airport Director shall inspect all fueling equipment with a containment capacity in excess of six (6) gallons for compliance as reflected in Attachment A – Self-Fueling Containment Categories in accordance with established guidelines.

K. FUEL DISPENSING

All self-fueling operations will be performed at a suitable location as designated by the Airport Director or his/her designee. At no time will fueling operations be conducted inside a hangar or within twenty-five (25) feet of any building.

Prior to making any fueling connection to the aircraft, the fueling equipment shall be bonded to the aircraft by use of a cable, thus providing a conductive path to equalize the potential between the fueling equipment and the aircraft. The bond shall be maintained until fueling connections have been removed. Permittee's performing self-fueling operations using containers with a capacity of six (6) gallons or less are exempt from this requirement.

When fueling over wing, the nozzle shall be bonded with a nozzle bond cable having a clip or plug to a metallic component of the aircraft that is mechanically connected to the tank filler port. The bond connection shall be made before the filler cap is removed. If there is no plug receptacle or means for attaching a clip, the Permittee shall touch the filler cap with the nozzle spout before removing the cap in order to equalize the potential between the nozzle and the filler port. The spout shall be kept in constant contact with the filler neck until fueling is completed.

Cell phones, radios, transmitters, receivers, or any other electrical appliances shall not be switched on or off during fueling operations.

In over wing fueling operations, the dead man control device shall be located on the nozzle. Hold-open devices are prohibited for all fueling equipment.

Equipment used for performing fueling functions shall not be positioned within a ten (10) foot radius of aircraft fuel system vent openings. During over wing aircraft fuel servicing where aircraft fuel system vents are located on the upper wing surface, equipment shall not be positioned under the trailing edge of the wing.

Smoking is prohibited within one hundred (100) feet of the aircraft during any fueling operation.

Open flames within one hundred (100) feet of any fuel servicing operation or fueling equipment are prohibited. This shall include but not be limited to the following:

- Lighted cigarettes, cigars or pipes;
- Heaters;
- Heat-producing, welding, or cutting devices and blowtorches;
- Open flame lights.

Hot fueling of helicopters, except as provided under National Fire Protection Association (N.F.P.A.) regulation, is prohibited. Aircraft shall not be fueled while any aircraft engine is running except in accordance with N.F.P.A. 407 Section 5.21.2 requirements. Fueling while passengers are on board is prohibited unless where applicable a passenger loading ramp is in place at the cabin door of the aircraft, the aircraft door is in the open position and a member of the flight crew is present at or near the cabin door. When a medical patient is on-board, a fire truck must be standing by and positioned in such a way as to have the ability to immediately fight a fire.

All fuel spills, regardless of size or location, must be reported to the Airport Director and IFP Fire Department so that the spill can be dealt with in a safe and expeditious manner.

Permittee must have fuel spill containment materials available prior to any fueling operation.

Fueling operations will be suspended when lightning is reported within five (5) miles of IFP. Fueling personnel will familiarize themselves with airfield regulations pertaining to fueling operations during inclement weather.

L. FUEL DISPENSING ACTIVITY

Except as may be prohibited by other provisions of the MCAA Rules and Regulations and any other applicable law, an owner of one or more aircraft who desires to conduct self-fueling activities must apply for and must receive a Self-Fueling Permit from the Airport Director prior to the performance of any self-fueling activities. Self-fueling shall be allowed only after the Permittee or the Permittee's bona fide employee has successfully completed a fuel-handler's class and after attending a fire and safety procedures class. During self-fueling operations a copy of this Permit, a valid and current Certificate of Insurance and current training certification of fuelers shall be immediately made available upon request by IFP designated officials.

Permittee's fuel dispensing activities hereby authorized shall consist of, and be limited to, self service fueling by the Permittee or the Permittee's bona fide employee(s) of aircraft and fueling equipment which the Permittee owns or exclusively leases for its own use of one (1) year or more. Self-Fueling Co-Ops are prohibited. Permittee or its bona fide employee must transport and dispense the Permittee's own products. Fueling is permitted into approved aircraft and ground service equipment only. Fueling of non-aviation vehicles including jet skis, boats, automobiles, recreational vehicles, all-terrain vehicles, and sand rails shall not be permitted. Permittee shall have the sole responsibility for maintaining fuel quality standards in all phases of fuel dispensing operations. Unauthorized storage of fuel dispensing equipment is not permitted on Airport property. Fuel trucks used for self-fueling may be parked overnight on the Airport only with prior written authorization from the Airport Director. Self-fueling equipment shall operate only on the established roadways and routes on the Airport as designated by the Airport Director. Fueling

operations are restricted to specific locations as designated by Airport Director. Commercial dispensing of fuel products under a Self-Fueling Permit is prohibited.

M. SOLICITATION FOR SALES PROHIBITED.

Permittee acknowledges that this Permit does not authorize any revenue-producing commercial activity on Airport premises.

N. ASSIGNMENT

Permittee shall not assign its authorization under this Permit. Any attempt to assign, sell, transfer or encumber this Permit shall be void. This Permit or any interest therein, shall not be subject to assignment by operation of law. It is specifically stipulated and agreed that Permittee will not enter into any other arrangement(s) or agreement(s) with any other operator(s) or assign any of the rights herein whereby other operators share in the privileges or services authorized in this Permit or allow other operators to dispense fuels or lubricants under this Permit.

O. APPLICATION PROCESSING

Applications for Self-Fueling Permits will be submitted to the Airport Director.

The Airport Director shall be responsible for processing, and approving or denying applications for self-fueling activities at the Airport and will make every effort to process applications within thirty (30) days of submittal.

P. REQUIRED DOCUMENTATION

The Applicant shall, at a minimum, submit the following documentation with the above referenced application:

- An original copy of Applicant's current and valid driver's license reflecting any applicable ratings or endorsements;
- A description of fueling equipment and method of dispensing fuel;
- An original copy of a Certificate of Insurance, in the types and amounts outlined herein, naming the County of Mohave and the Mohave County Airport Authority as additional insureds (See Item O below);
- A list of the Applicant's bona fide employee(s)' and current Fuel Handler's Training Certification;
- A copy of the proof of ownership documentation for any applicable fuel dispensing equipment; and
- Copies of applicable Federal Aviation Administration (FAA) Aircraft Registration Certificates or aircraft lease agreements for the listed aircraft.

If either or both of the above mentioned equipment or aircraft are registered in the name of a corporation, Limited Liability Company, Limited Partnership, or General Partnership, one of the following will be provided:

- If registered in the name of a corporation, a copy of the Articles of Incorporation as filed with the Arizona Corporation Commission;
- If registered in the name of a limited liability company, a copy of the Articles of Organization filed with the Arizona Corporation Commission;
- If registered in the name of a limited partnership, a copy of the Certificate of Limited Partnership filed with the Arizona Secretary of State; or
- If registered in the name of a general partnership, a copy of the written partnership agreement.

Q. INDEMNITY AND INSURANCE.

Indemnification. Permittee shall indemnify, defend, save and hold harmless Mohave County and the Mohave County Airport Authority (MCAA) and their officers, officials, agents and employees from and against any and all claims, actions, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing,

investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss of damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Permittee to any of its owners, officers, directors, agents, employees or contractors, arising out of or related to Permittee's use of Airport Premises. It is the specific intention of the parties that the County of Mohave and the Mohave County Airport Authority shall, in all instances, except for Claims arising solely from the gross negligent or willful acts or omissions of the County of Mohave and/or the Mohave County Airport Authority, be indemnified by Permittee from and against any and all claims. It is agreed that the Permittee will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration for the use of Airport Premises, the Permittee agrees to waive all rights of subrogation against the County of Mohave and the Mohave County Airport Authority, its officers, officials, agents and employees for losses arising from the use of Airport Premises.

Insurance. As outlined in the Rules and Regulations for Self-Fueling. Permittee shall procure and deliver to the Airport Director, prior to operating as a fuel dispensary, a current, original Certificate of Insurance acceptable to the Airport Director showing insurance coverage for the benefit of Mohave County and the Mohave County Airport Authority and naming both Mohave County and the Mohave County Airport Authority as additional insureds. Permittee shall maintain for the duration of the Permit insurance as specified in the Self-Fueling Insurance Specifications, attached hereto and made a part thereof by reference. Such insurance shall be attached to the Permit throughout the duration thereof.

1. Insurance Requirements

Permittee shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Permit are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Permittee, his agents, representatives, employees, or subcontractors.

The insurance requirements herein are minimum requirements for this Permit and in no way limit the indemnity covenants contained in this Permit. The MCAA in no way warrants that the minimum limits contained herein are sufficient to protect the Permittee from liabilities that might arise out of the performance of the work under this Permit by the Permittee, its agents, representative,s employees or subcontractors and Permittee is free to purchase additional insurance as may be determined necessary.

Minimum Scope and Limits of Insurance: Permittee shall provide coverage with limits of liability not less than those stated below.

Container Capacity	< 6 Gallons	7 – 150 Gallons	151 – 1,320 Gallons	≥ 1,321 Gallons
Supplementary Automobile Liability*	Not Required	\$100,000	\$250,000	\$1,000,000
Pollution Insurance	Not Required	\$100,000	\$250,000	\$1,000,000

2. Automobile Liability:

Coverage shall include Bodily Injury and Property Damage for any owned, hired, and non-owned vehicles of the Permittee, used in self-fueling.

The policy shall be endorsed to include the following additional insured language: "The Mohave County Airport Authority and the County of Mohave shall be named as additional insureds with respect to liability arising out of the activities performed by, or on behalf of the Contractor, including automobiles owned, leased, hired or borrowed by the Contractor.

Policy shall not contain any restrictions of coverage with regard to operations on or near airport premises.

3. Pollution Liability:

Coverage shall apply to fueling operations including the transportation of any hazardous materials or regulated substances.

The policy shall be endorsed to include the following additional insured language: "The Mohave County Airport Authority and the County of Mohave shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Permittee."

The policy shall provide coverage for claims resulting in bodily injury, property damage or cleanup costs associated with a pollution.

Permittee warrants that any retroactive date under the policy shall precede the effective date of this Permit; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Permit is completed.

4. Additional Insurance Requirements: The policies shall include, or be endorsed to include, the following provisions:

a. On insurance policies where the MCAA or Mohave County is/are named as additional insured(s), the MCAA and Mohave County shall be additional insureds to the full limits of liability purchased by the Permittee even if those limits of liability are in excess of those required by this Permit.

b. The Permittee's insurance coverage shall be primary insurance and no-contributory with respect to all other available sources.

c. Coverage provided by the Permittee shall not be limited to the liability assumed under the indemnification provisions of this Permit.

d. Policy shall contain a waiver of subrogation against the MCAA and Mohave County.

5. Notice of Cancellation:

Each insurance policy required by the insurance provisions of this Permit shall provide the required coverage and shall not be suspended, voided, canceled, reduced in coverage or endorsed to lower limits except after thirty (30) days prior written notice has been given to the MCAA. Such notice shall be sent directly to:

Mohave County Airport Authority, Inc.
Attn.: Airport Director
2550 Laughlin View Drive, Suite 117
Bullhead City, Arizona 86429

and shall be sent by certified mail, return receipt requested.

6. Acceptability of Insurers:

Insurance is to be placed with insurers duly licensed or approved unlicensed companies in the State of Arizona and with an "A.M. Best" rating of not less than B+ VI. The MCAA in no way warrants that the above-required minimum insurer rating is sufficient to protect the Permittee from potential insurer insolvency.

7. Verification of Coverage:

Permittee shall furnish the MCAA with certificates of insurance as required by this Permit. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by the Airport Director before the Permit term commences. Each insurance policy required by this Permit must be in effect at or prior to the commencement of the Permit and must remain in effect for the duration of the Permit. Failure to maintain the insurance policies as required by this Permit or to provide timely evidence of renewal will be considered a material breach of the Permit.

All certificates required by this Permit shall be sent directly to:

Mohave County Airport Authority, Inc.
Attn.: Airport Director
2550 Laughlin View Drive, Suite 117
Bullhead City, Arizona 86429

The Permit agreement number and location description are to be noted on the certificate of insurance. The MCAA reserves the right to require complete, certified copies of all insurance policies and endorsements required by this Permit at any time.

8. Self-Insured Retentions:

Any self-insured retentions must be declared to and approved by the MCAA. If not approved by the MCAA, either (1) the insurer shall reduce or eliminate self-insured retentions with respect to the MCAA and the County of Mohave, its officers, officials, agents, employees and volunteers; or (2) the Permittee shall procure a bond guaranteeing payment of losses and related investigations, claims administrations and defense costs.

9. Sub-Contractors

Permittee's certificate(s) shall include all subcontractors as additional insureds under its policies or Permittee shall furnish to the MCAA separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.

10. Approval:

Any modification or variation from the insurance requirements in this Permit must have prior approval from the Airport Director whose decision shall be final. Such action will not require a formal contract amendment, but may be made by administrative action.

R. RECORDS AND AUDITING

With respect to its self-fueling operations on the Airport, Permittee shall, in accordance with Attachment A – Self-Fueling Containment Categories, keep true and accurate records which shall be made available to the Airport Authority for audit within ten (10) days after Authority's written request for production of said records. Records shall be retained for a minimum period of five (5) years from the date of the last Airport audit. The Authority or its authorized representatives shall have the right at reasonable times and during business hours to inspect and examine Permittee's records related to the Permit.

In the event a discrepancy is determined to exist for the period of an audit, the Authority shall allow Permittee ten (10) business days to review the Authority's audit findings and provide comments to the Authority.

After considering all comments received, if the Authority finds that a discrepancy still exists, Permittee shall promptly pay the cost of the Authority's audit. "Discrepancy" means that the audited fees exceed the reported fees by two percent (2%) or more. The amount of any such deficiency established by the audit shall be conclusive and binding upon the parties and shall be paid by Permittee no later than ten (10) business days from the date a bill therefore is received by Permittee. Should the audit reveal that Permittee has overpaid the fees due by two percent (2%) or more, Authority shall promptly refund to Permittee the amount overpaid.

S. FEES

Permit Fee – Permittee shall pay at the time of application, and on an annual basis thereafter if applicable for the duration of the Permit, a Permit Fee as established by the Airport Director or his/her designee in accordance with the Authority.

Flowage Fee – Permittee's utilizing containers with a capacity in excess of 150 gallons shall pay to the Authority on or before the tenth (10th) calendar day of each month a Flowage Fee, as outlined in Attachment A – Self-Fueling Containment Categories. The Flowage Fee shall be in the amount of five percent (5%) per gallon based on Permittee's cost, excluding taxes, of aviation fuel delivered into Permittee's aircraft and/or ground service equipment on the Airport for the immediate past month.

The Flowage Fee shall be accompanied by a daily log listing the quantity and types of fuel dispensed into authorized aircraft by N#(s) for the prior month along with payment in the amount of the fuel pumped times the then current Flowage Fee.

Reporting – In accordance with the Rules and Regulations for Self-Fueling, Permittee shall submit a monthly report in the format provided.

Taxes – Permittee shall pay all taxes and assessments and other impositions of any kind which may be levied or assessed in connection with Permittee's occupancy or of activities on the Airport.

Fees are subject to revision or adjustment at the sole discretion of the Mohave County Airport Authority.

T. COMPLETE AGREEMENT

Permittee acknowledges that no representations, guarantees or warranties have been made as to matters not included in this Permit, or attachments, or otherwise, by any representative of the MCAA and that this Permit (together with all annexed exhibits) contains the entire understanding between the MCAA and Permittee with regard to the subject matter of this Permit; and, no representative or employee of either the MCAA or Permittee has made, or is authorized to make, any representations beyond this Permit, or to change the terms hereof.

U. APPLICATION DENIAL

Any application may be denied if it is determined that:

- The Applicant does not meet the qualifications and standards set forth in the Rules and Regulations of IFP;
- The proposed activities are likely to create a safety hazard at the Airport;
- The activities will require the Mohave County Airport Authority to expend funds, or to supply labor or materials as a result of the Applicant's activities, or will result in a financial loss to the Airport;
- The Applicant or any of its principals has knowingly made any false or misleading statements that in the course of applying for this or any previously sought permit;

- The Applicant or any of its principals has a prior record of violating federal, state, or local laws including these Minimum Standards, Mohave County Airport Authority Rules and Regulations, Federal Aviation Administration Regulations or is in default of payments due and owing the Airport Authority;
- The Applicant has a history in the prior twenty-four (24) months of failing to make timely payments to the Mohave County Airport Authority; or
- The Applicant has not submitted or is unable to submit appropriate documentation supporting the proposed activity.

V. TERMINATION OF SELF-FUELING PERMIT

The Permittee may cancel this Permit upon ten (10) calendar days' written notice. The Airport Director may terminate this Permit for any breach by Permittee of any of the provisions of this Permit (together with all annexed exhibits), including non-payment of applicable fees, or any violation of applicable law, MCAA Rules and Regulations, including Airport Minimum Standards for Self-Fueling, not in effect or hereafter promulgated. The Airport Director may cancel the Permit effective immediately where such action is necessary for public health, safety or welfare in the operation of the Airport as determined in the sole discretion of the Airport Director.

W. IMMEDIATE TERMINATION

If the Permittee fails to maintain the required insurance, the Airport Director may terminate the Permit immediately.

X. APPEAL.

The Applicant/Permittee shall have the opportunity to appeal the termination, suspension or revocation of this Permit within thirty (30) days of date of revocation.

SELF-FUELING PERMIT

FUEL STORAGE FACILITY:

MANUFACTURER	MODEL #
OWNER	TYPE FUEL
CAPACITY	MANUFACTURER CONTACT NO.

ONLY THOSE PERSONS, VEHICLES, AND AIRCRAFT CONTAINED WITHIN THIS PERMIT ARE AUTHORIZED TO ENGAGE IN FUELING OPERATIONS UNDER THIS PERMIT.

PERMIT EFFECTIVE DATE: (MM/DD/YYYY)	PERMIT EXPIRATION DATE: (MM/DD/YYYY)
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PERMITTEE (1) INFORMATION:

PERMITTEE NAME:	COMPANY NAME (IF APPLICABLE)	
MAILING ADDRESS:	CITY:	STATE/ZIP:
TELEPHONE NUMBER:	FAX NO.	EMAIL ADDRESS:

PERMITTEE (2) INFORMATION:

PERMITTEE NAME:	COMPANY NAME (IF APPLICABLE)	
MAILING ADDRESS:	CITY:	STATE/ZIP:
TELEPHONE NUMBER:	FAX NO.	EMAIL ADDRESS:

PERMITTEE (3) INFORMATION:

PERMITTEE NAME:	COMPANY NAME (IF APPLICABLE)	
MAILING ADDRESS:	CITY:	STATE/ZIP:
TELEPHONE NUMBER:	FAX NO.	EMAIL ADDRESS:

PERMITTEE AIRCRAFT INFORMATION: (Add additional pages if necessary).

TAIL NUMBER:	MODEL:	SERIAL NUMBER:	REGISTERED OWNER:	AIRPORT OR BASE LOCATION:

PERMITTEE FUEL DISPENSARY VEHICLE DESCRIPTION: (Add additional pages if necessary).

VEHICLE IDENTIFICATION NO. (VIN):	LICENSE PLATE NO. AND STATE:
REGISTERED OWNER/OPERATOR	VEHICLE DESCRIPTION: (COLOR / MAKE / MODEL / YEAR)
FIRE INSPECTION DECAL NO.	FUEL TYPE:

AUTHORIZED FUELER(S) / DRIVER(S)

NAME AND RELATIONSHIP TO PERMITTEE	DRIVER'S LICENSE NO. / STATE ISSUED	MOHAVE COUNTY AIRPORT AUTHORITY FUEL HANDLER CERT. NO. / EXP. DATE

EXHIBIT 1

49 CFR Part 139.321, Handling and Storing of Hazardous Substances and Materials.

The Mohave County Airport Authority is the holder of the FAR Part 139 Airport Operating Certificate for Laughlin/Bullhead International Airport.

A. Each certificate holder which acts as a cargo handling agent shall establish and maintain procedures for the protection of persons and property on the Airport during the handling and storing of any material regulated by the Hazardous Materials Regulations (49 CFR Part 171, et seq.), that is, or is intended to be, transported by air. These procedures shall provide for at least the following:

1. Designated personnel to receive and handle hazardous substances and materials.
2. Assurance from the shipper that the cargo can be handled safely, including any special procedures required for safety.
3. Special areas for storage of hazardous materials while on the airport.

B. Each certificate holder must establish and maintain standards for protecting against fire and explosions in storing, dispensing, and handling fuel on the Airport. See Chapter 10.