

**REQUIRED MINIMUM STANDARDS FOR  
AERONAUTICAL SERVICES**

**FOR**

**VENTURA COUNTY AIRPORTS**

**Issued May 1999**

**Amended February 2005 – Wholesale Fuel  
Amended March 2006 – Self Fueling Regulations  
Amended October 2019 – Aircraft Maintenance & Repair**

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## **SECTION 1 INTRODUCTION AND POLICY STATEMENT**

The County of Ventura, being the owner/operator (sponsor) of the Camarillo and Oxnard airports, does hereby establish the following policy concerning the minimum standards for conducting business on the airports.

The "Minimum Standards" are intended to be the threshold entry requirements for those wanting to provide aeronautical services to the public. They also ensure that those who have undertaken to provide commodities and services, as approved, are not exposed to unfair or irresponsible competition. These Minimum Standards are established based upon the conditions at the individual airport, the existing and planned facilities at the airport, and the current and future aviation role of the airport. The uniform application of these Minimum Standards, including the minimum levels of service that must be offered by the prospective service provider, relate primarily to the public interest in discouraging substandard entrepreneurs, thereby preserving the financial integrity of airport businesses and protecting airport patrons.

The following standards and requirements for aeronautical activities have also been established for the safe and efficient operation of the Ventura County airports; to enhance their growth; to preclude the granting of an exclusive right to conduct an aeronautical activity in violation of Section 308(a) of the Federal Aviation Act of 1958; to conform to Title VI of the Civil Rights Act of 1964 and Part 21 of the U.S. Department of Transportation Regulations; and to assure all potential lessees of the availability of airport property on fair and reasonable terms without unjust discrimination.

## **SECTION 2 DEFINITIONS**

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

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

Aeronautical Service Provider (ASP) –[formerly Fixed Base Operator (FBO)]- any person, firm, partnership, corporation, association, or limited partnership, or any other legal entity, duly licensed and authorized by written agreement with the airport owner to provide specific aeronautical services at the airport, under strict compliance with such agreement and pursuant to these standards and airport regulations.

Airport - the County of Ventura Airports (Camarillo and/or Oxnard), and all of the property, buildings, facilities and improvements within the exterior boundaries of such airports as now exist on the individual Airport Layout Plan or Exhibits A or B, or as it may hereinafter be extended, enlarged or modified.

Airport Director - the director of the Ventura County Department of Airports or the director's authorized representative.

Aviation Area - aircraft storage, parking, operating and/or movement area.

Business- an individual, corporation, government or governmental subdivision, partnership, association, or any other legal entity comprised to carry out a business enterprise.

Commercial Activity - includes all types of vocations, occupations, professions, enterprises, establishments, and all other types of activities and matters, together with all devices, machines, vehicles, and equipment used therein, any of which are conducted, used, or carried on for the purpose of earning, in whole or in part, a profit or livelihood, whether or not a profit or livelihood actually is earned thereby. Business, professions, and trades shall include, without being limited thereto, trades and occupations of all and every type of calling carried on within the airport boundaries: salesmen, brokers, retailers, wholesalers, vendors, suppliers, peddlers, professions and any other type of endeavor within the airport boundaries for the purpose of earning a livelihood or profit in whole or in part whether paid for in money, goods, labor, or otherwise, and whether or not the business, profession or trade has a fixed place of business on the airport.

County – the County of Ventura.

FAA - the Federal Aviation Administration.

FAR - Federal Aviation Regulation.

Fixed Base Operator (FBO)- see Aeronautical Service Provider.

Flying Club - a nonprofit organization established to enable and promote flying amongst its collective membership, and develop skills in aeronautics, including pilotage, navigation, and awareness and appreciation of aviation requirements and techniques.

Fuel –aviation fuels and/or petroleum products as defined in an operator’s lease agreement.

Fueling Operations - the dispensing of aviation fuel into aircraft, fuel storage tanks or fueling vehicles.

Fueling Operations Permit - a permit issued by the airport director to a person or entity that dispenses aviation fuel at the airport. To qualify for fueling operations, a vendor must be a full service ASP on the airport.

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

General Aviation – aircraft operations (other than scheduled air carrier or military) that include (1) flight operations by personal, club, or corporation aircraft, (2) air taxi or charter for revenue on a non-scheduled basis (interstate limited to 30 passengers/75, 000 lbs. cargo), (3) intrastate and interstate freight carriers that operate through exclusive long-term contracts (non-common carrier).

Industrial or Non-aviation Business - business of a type whose operations do not require runway access or airport orientation and does not provide a direct aeronautical service.

Land Leases – lease of vacant land where tenant constructs a building or makes improvements on county-owned land with or without runway access.

Landside - all buildings and surfaces on the airport outside of the basic perimeter of the aircraft operations/ movement areas.

Large Aircraft - an aircraft of more than 12,500 pounds maximum certified takeoff weight.

Lease – a conveyance of real property rights for occupancy or use of land and improvements as expressed in a written agreement.

License - for the purpose of these standards, a conveyance of personal rights (not real property) under the airport operator’s proprietary interests, for occupancy or use of property to engage in an activity.

Manager - the airport manager or his/her representative.

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

NFPA – the National Fire Protection Association.

NOTAM – a Notice to Airmen published by the FAA.

Permit - for the purpose of these standards, a conveyance of personal rights (not real property) under the airport operator’s police powers to ensure minimum standards of health/safety for occupancy or use of property, or permission to engage in an activity.

Ramp Privilege - the driving of a vehicle upon aircraft parking/operations/movement areas of the airport to deliver persons, cargo or equipment to an aircraft as a matter of convenience or necessity. (See Airport Rules and Regulations for requirements and procedures.)

Scheduled Air Carrier- an air carrier that operates under FAR Part 121.

Self-Fueling Operator - a person who dispenses aviation grade fuels into aircraft owned/operated by him/her, or leased, for a period of 1 year or more, from others and exclusively operated by such person. (Not the business operator of a self-serve fuel island.)

Self-Fueling Operations Permit - a permit issued by the airport director to a Self-Fueling Operator.

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

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

### **SECTION 3                      AIRPORT PERMIT- GENERAL PROVISIONS**

No person or business entity other than current lessee or licensee shall sell or publicly solicit the sale of merchandise, conduct or operate a business or service for hire or compensation, or advertise or solicit business or utilize airport land area under the jurisdiction of the Department of Airports unless a permit is first obtained from the Director of Airports. The permit holder will perform permitted activities only in those areas designated on the permit. (For Commercial Activity Permit requirements and fees, please refer to the Rent and Fee Schedule.)

Although all of the specific aeronautical activities addressed in the sections below require use of airport facilities normally requiring a leasehold interest, the County recognizes that in some cases a valid need does exist for a member of the user public to obtain a service from a purveyor who does not possess a leasehold interest on a County airport, or if a leasehold interest does exist, the facilities contained therein do not meet the minimum standards for the particular aeronautical activity.

In such cases, County shall try to address that need, while addressing the objective of fairness and equitability of competition, by entering into a commercial activity license agreement (Commercial Activity Permit) with the purveyor, which shall require:

- a) availability of an assignable area to conduct said business consistent with adopted Airport Land Use Map, and reasonably consistent with applicable facility-related minimum standards contained herein for that particular commercial activity.
- b) meeting the same minimum performance-related standards required of commercial operators (ASP) with leasehold interests, pursuant to the minimum standards contained herein for the particular commercial activity.
- c) payment of equivalent fees, including percentage of gross revenue where applicable, and provision of equivalent insurance and other guarantees which may be required of on-airport businesses under the airport schedule of rates and fees currently in force at that time.

## **SECTION 4                    AERONAUTICAL SERVICE PROVIDERS**

### **Statement of Concept**

An Aeronautical Service Provider (ASP, formerly fixed base operator) is an entity that conducts or provides one or more aeronautical services at the airport, in accordance with a written agreement with the County, while meeting the applicable minimum standards for each service provided and all general ASP regulations. Approval as an ASP is subject to land and/or facility availability.

### **Minimum Standards**

The following standards shall apply to all prospective aeronautical service providers wishing to obtain leases/conduct business at Ventura County Airports: (except as noted in Section 3, above)

- Aviation businesses shall be conducted on leased premises located only within the “aviation area”, as defined by the approved airport master plan. Exceptions may be made by the Director of Airports on a case-by-case basis for terms up to one year. Terms of more than one year will be referred to the appropriate Airport Authority for review and/or approval.
- A person shall have such business background, and shall have demonstrated his business capability in such a manner, as to meet with the approval of the Director of Airports. A business plan shall be used to express the proposed business capabilities. (See Appendix I).
- Any prospective ASP seeking to conduct aeronautical activity at the airport must demonstrate that they have adequate resources to realize the business objectives agreed to by the Director of Airports and the applicant.
- All prospective ASP’s shall demonstrate to the Director of Airport’s satisfaction evidence of their ability to acquire insurance coverage for the particular use, pursuant to the Ventura County

Airports Rent & Fee Schedule in force at that time. All such policies of insurance shall be maintained in full force and effective during all terms of existing leases, agreements or business licenses or renewals or extensions thereof, with a 30-calendar day notice of cancellation provided to Ventura County Department of Airports.

- All ASP's must provide, or have adequate facilities to serve the general public and customers of both the County and the ASP to accommodate their size of business. The following must be provided and must meet all city, county, state, and federal guidelines.
  1. Auto parking
  2. Restrooms
  3. Aircraft parking
  4. Office space
  5. Customer lobby/lounge
- All applicable state and local building codes shall be met.
- Operate with a lease, license, or permit issued by the County of Ventura Department of Airports, with facilities located in an area designated by the County.
- Shall provide adequate employee and customer parking pursuant to applicable jurisdiction guidelines or as otherwise addressed in the minimum standards.
- In order to provide fueling services ASP must be a full service provider.

#### 4.1 **FULL SERVICE ASP**

- A. Any prospective full service ASP shall provide in addition to aircraft maintenance and repair at least three (3) of the following activities:
  1. Aircraft Charter
  2. Aircraft Rental
  3. Aircraft Sales
  4. Flight Instruction
  5. Radio/Electronic Sales and Service
  6. And/or other aviation related services as approved by the Airport DirectorNote: In order to provide fueling services, ASP **must** be a full service provider.
- B. Lease length shall be a minimum term of 20 years.
- C. A minimum capital investment of \$10,000 per acre, per year is required, as approved by the Director of Airports. All agreed-upon improvements shall be completed within the first two years or less, or as approved by the Board of Supervisors.
- D. The prospective ASP shall lease from the Department of Airports or construct facilities of not less than 20,000 square feet of combined hangar/shop/office space within the defined aviation area.
- E. Full service ASP's shall have their premises open and services available 10 hours per day, 7 days a week, and shall make provisions for someone to be in attendance at all times during the required operating hours.
- F. The removal of any disabled aircraft from the runway/taxiway shall be the responsibility of the aircraft owner/operator, and/or the Department of Airports. An ASP may wish to provide this

service for its own or other aircraft. The department may allow up to 30 minutes for removal. After 30 minutes the airport will contract for the service and the owner/operator will be billed for all removal fees.

#### **4.2 LIMITED SERVICE ASP**

- A. Shall provide at least two (2) but no more than three (3) aeronautical activities.
- B. Lease length shall be a minimum term of 10 years.
- C. A capital investment of \$10,000 per acre, per year is required, as approved by the Director of Airports, and all agreed-upon improvements shall be completed within the first two years or less, or as negotiated in the lease.
- D. The prospective ASP shall lease from the Department of Airports or construct facilities within the aviation area large enough to accommodate their operations.
- E. Provisions may be made by the Director of Airports to apply remaining lease term and capital improvements credit towards additional term and/or upgraded service levels.
  - Ex. If there are 3 years remaining in a 5-year lease with \$50,000 improvements, the remaining 3 years may be applied to the first 3 years of the new lease.

#### **4.3 SINGLE SERVICE ASP**

- A. Shall provide an authorized aeronautical activity.
- B. Lease length shall be a minimum term of 5 years.
- C. A capital investment of \$10,000 per acre per year is required, as approved by the Director of Airports, and such improvements shall be completed within one year or less, or as negotiated in the lease.
- D. The prospective ASP must occupy office space within the aviation area of the airport or as approved by the director.
- E. Provisions may be made by the Director of Airports to apply remaining lease term and capital improvements credit towards additional term and/or upgraded service levels.
  - Ex. If there are 3 years remaining in a 5-year lease with \$50,000 improvements, the remaining 3 years may be applied to the first 3 years of the new lease.

Note: A Single Service ASP may elect to apply for a Commercial Activity Permit. See Permits.

### **SECTION 5                    AERONAUTICAL SERVICES AND ACTIVITIES**

Any activity conducted at airports which involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, air taxi and charter operations, pilot training, aircraft renting, sightseeing, aerial photography, crop dusting, aerial advertising, aerial surveying, air carrier



operations, skydiving, ultralight operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, or sale of aircraft parts and aircraft storage.

## **SECTION 5.1            AIRCRAFT CHARTER AND AIR TAXI**

### **Statement of Concept**

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

### **Minimum Standards**

1. The operator shall provide, either owned or under written agreement, the type, class, size and number of aircraft intended to be used by the operator and which meet the requirements of the air taxi commercial permit held by the operator.
2. Aircraft that meet exclusive use requirements as defined in FAA Regulations.
3. At least one pilot available during business hours, fully current under FAA regulations and in compliance with all laws and procedures.
4. Passenger lobby area equipped with rest rooms and telephone facilities, within 500 feet of loading ramp, capable of holding the passenger load for type aircraft and meeting applicable fire code re: occupancy load.
5. Adequate counter space for baggage and check-in area for flights involving 10 or more passenger aircraft, within the waiting area, and in addition to the minimum space requirements
6. Adequate vehicle parking spaces available, within 500 feet of the waiting area, to hold one vehicle per passenger up to the capacity of the aircraft.
7. Possess all applicable FAA licenses/certificates
8. Adequate ground handling equipment for type aircraft
9. Available loading ramp, within 1,000 feet of vehicle parking area and 500 feet of waiting room, to handle aircraft turning radius plus safety area clearance for type aircraft.
10. Service available 8 hours/day, 5 days/week

## **SECTION 5.2            AIRCRAFT MAINTENANCE AND REPAIR**

### **Statement of Concept**

An aircraft airframe, engine and accessory maintenance and repair operator provides either, or a combination of, airframe, engine and accessory overhauls and repair services on aircraft. This category shall also include the sale of aircraft parts and accessories.

## **Minimum Standards**

1. Operator shall provide sufficient equipment, supplies, manuals, and availability of parts equivalent to that required by the FAA.
2. Shall have sufficient FAA certified mechanics to provide 100-hour and annual inspections with ratings appropriate to the work to be performed. Shall always have at least one person on site currently certificated by the FAA who holds an airframe, power plant or an inspector rating.
3. Minimum on-airport ventilated hangar area of 2,500 sq. ft. sufficient to house the aircraft being serviced with ventilated office area, and sufficient ramp area and tie downs to house all aircraft in for repair or maintenance. Hangar must meet all applicable safety standards, including but not limited to, current fire code.
4. Any aircraft undergoing repair that is expected to be in a non-airworthy condition in excess of 30 days shall be inside the hangar or screened from public view. Aircraft shall not be stored outdoors for salvage operations.
5. No work may be performed outside of the hangar other than that which is normally allowed to be performed on the aircraft tiedown area per airport tiedown agreement.
6. Adequate provisions for the removal/disposal of solutions, cleaning agents, lubricants and other wastes in compliance with federal, state and county regulations.
7. Service available 8 hours/day, 5 days/week

## **SECTION 5.3            AIRCRAFT RENTAL**

### **Statement of Concept**

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

### **Minimum standards**

1. The Operator shall have available for rental, either owned or under written lease to Operator, certified and currently airworthy aircraft.
2. A properly certificated pilot capable of conducting "flight checks" of prospective renters shall be available.
3. Suitable on-airport office space.
4. Adequate facilities for servicing the aircraft.
5. Permanently assigned tiedown or inside storage area for a minimum of 2 aircraft.
6. Restroom facilities within 200 feet of office space.

7. Auto parking for customers and employees.
8. Aircraft (minimum of 2) available for rental during the hours of 8:00 a.m. to 5:00 p.m., 5 days/week or as approved by the Airport Director.

## **SECTION 5.4            AIRCRAFT SALES AND BROKERAGE**

### **Statement of Concept**

New Aircraft Sales: An aircraft sales operator engages in the sale of new aircraft through franchises or licensed dealerships (if required by local, county or state authority) or distributorship (either on a retail or wholesale basis) of an aircraft manufacturer or used aircraft; and provides such repair, services, and parts as necessary to meet any guarantee or warranty on aircraft sold.

Used Aircraft Sales: Many companies engage in the purchasing and selling of used aircraft. This is accomplished through various methods including matching potential purchasers with an aircraft, assisting a customer in the purchase or sale of an aircraft, or purchasing used aircraft and marketing them to potential purchasers. In many cases these operators also provides such repair, services, and parts as necessary to meet any guarantee or warranty on aircraft sold. Some requirements may not be appropriate to the sale of used aircraft because of each aircraft's unique operational history.

### **Minimum Standards**

1. Operates with a lease, license, or permit issued by the County of Ventura, in an area designated by the County of Ventura.
  2. Operators shall provide necessary and satisfactory arrangements for repair and servicing of aircraft, but only for the duration of any sales guarantee of warranty.
  3. Licenses as required by other governmental agencies.
  4. Suitable on-airport office space.
  5. Minimum inside or outside assigned display area of 2,500-sq. ft., located within 500 feet of office space.
  6. Open 8 hrs/day, 5 days/week.
- \* Aircraft owners selling their own airplane, and exempt from state sales licensing requirements, are considered exempt from these requirements.

## **SECTION 5.5            FLIGHT INSTRUCTION**

### **Statement of Concept**

A flight training operator engages in instructing pilots in dual and solo flight training, in fixed and/or rotary wing aircraft, and provides such related ground school instruction as is necessary preparatory to taking a written examination and flight check ride for the category or categories of pilots' licenses and ratings involved.

## **Minimum Standards**

1. The operator shall have available for use in flight training, either owned or under written lease to operator, properly certificated airworthy aircraft.
2. The operator shall have, on a full-time basis, at least one flight instructor who has been properly certificated by the FAA to provide the type of training offered.
3. Current certificates required by the FAA for flight instruction.
4. Required instruction offerings: Private pilot license and advanced ratings.
5. Adequate facilities or arrangements for storing, parking, servicing, and repairing all its aircraft.
6. Men's/women's restrooms (on-airport, w/i 200 ft. of activity) or otherwise dictated by local jurisdiction code.
7. Public telephone available on premises.
8. Auto parking for customers and employees.

## **SECTION 5.6, Part A      COMMERCIAL FUEL AND OIL SERVICE**

### **Statement of Concept**

An aircraft fuels and oil service operator provides aviation fuels, lubricants and other services supporting itinerant and based aircraft operations. In order to provide fueling services an operator **must** be a **full service ASP** and space availability must be accessible within the designated fuel storage/ farm.

### **Minimum Standards**

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

1. Appropriate grades and types of aviation fuel for both piston and turbine engine aircraft. (A waiver for fuel type may be granted by the Board of Supervisors.)
2. An adequate inventory of generally accepted grades of aviation engine oil and lubricants.
3. Fuel dispensing equipment that meets all applicable federal, state, and county requirements for each type of fuel dispensed and in operating condition at all times fuel is required to be available.
4. The safe storage and handling of fuel in conformance with all federal, state, county requirements and fire codes pertaining to safe storage and handling of fuel.

5. The lawful and sanitary handling and timely disposal, away from the airport, of all solid waste, regulated waste, and other materials including, but not limited to, used oil, solvents, and other regulated waste. The storage of crates, boxes, barrels, and other containers will not be permitted within the leased premises.
6. Adequate bonding wires will be installed, continuously inspected and maintained on all fueling equipment, to reduce the hazards of static electricity.
7. An adequate supply of properly located fire extinguishers and other precautions and/or equipment required by applicable fire codes.
8. Fuel available via self-service island or manned refueler between the hours of 7:00 a.m. and 7:00 p.m. Also, fuel available through posted call-up number during remainder of Airport operating hours 24 hrs/day, 365 days/year, for a call-up fee not to exceed that stipulated in the then current Rent & Fee Schedule, and response time not to exceed 30 minutes, 7 days a week.
9. The ASP shall have a fixed fuel storage system that shall contain safety fixtures and filtration systems to ensure airline-type quality. The system shall be required to have at least 12,000 gallons of storage for each type of fuel the ASP is required to provide. The storage system must include adequate fuel spill prevention features and containment capabilities, together with an approved fuel Spill Prevention Countermeasures and Control Plan (SPCC), as applicable.
10. Fuel spill cleanup is the responsibility of the fueling operator. Fueling operators are required to develop a fuel spill clean up plan which minimizes the possibility of ignition of spilled flammable fuel and prevents the introduction of fuels into the storm water or sewer systems. Clean up plans shall include an adequate supply of approved absorbent materials and non-spark equipment to handle fuel spills.

## **SECTION 5.6, Part B            SELF-FUELING OPERATOR**

### **Statement of Concept**

A Self-Fueling Operator dispenses aviation grade fuels into aircraft owned/operated by him/her, or leased from others, for a period of 1 year or more, and exclusively operated by such person or entity.

### **Minimum Standards**

Except as may be prohibited by other provisions of these Rules and Regulations and any other applicable law, owners of one or more aircraft who desire to conduct Self-Fueling activities must apply for and must receive a Self-Fueling Operations Permit from the Director prior to the performance of any Self-Fueling activities. Self-Fueling shall be allowed only after the Self-Fueling Operator or his/her bona fide employee has attended a fuel handler's class, has been tested regarding fire and safety procedures, and has been issued a Self-Fueling Operations Permit. During Self-Fueling operations, all fuelers shall have their valid and current Permit and Fuel-Handlers Card in his/her possession, and shall display the Permit and Card to the Director's designated representative upon request.

Self-Fueling Operator dispensing fuel on the airport shall be required to provide the following services and equipment:

1. Fuel dispensing equipment that meets all applicable federal, state, and local requirements for each type of fuel dispensed and in operating condition at all times fuel is required to be available.
2. The safe storage and handling of fuel in conformance with all federal, state, local requirements and fire codes pertaining to safe storage and handling of fuel.
3. The lawful and sanitary handling and timely disposal, away from the airport, of all solid waste, regulated waste, and other materials including, but not limited to, used oil, solvents, and other regulated waste. The storage of crates, boxes, barrels, and other containers will not be permitted within the leased premises.
4. Adequate bonding wires will be installed, continuously inspected and maintained on all fueling equipment, to reduce the hazards of static electricity.
5. An adequate supply of properly located fire extinguishers and other precautions and/or equipment required by applicable fire codes.
6. The Self-Fueling Operator shall have a fixed fuel storage system that shall contain safety fixtures and filtration systems to ensure airline-type quality. The system shall be required to have at least 12,000 gallons of storage for each type of fuel the Self-Fueling Operator provides. The storage system must include adequate fuel spill prevention features and containment capabilities, together with an approved fuel Spill Prevention Countermeasures and Control Plan (SPCC).
7. Fuel spill cleanup is the responsibility of the Self-fueling Operator. Self-Fueling Operators are required to develop a fuel spill clean up plan which minimizes the possibility of ignition of spilled flammable fuel and prevents the introduction of fuels into the storm water or sewer systems. Clean up plans shall include an adequate supply of approved absorbent materials and non-spark equipment to handle fuel spills.

#### Self-Fueling Operations Permit Application Processing

Applications for Self-Fueling Operations Permits will be submitted to the Director or his/her designated representative. The Director shall be responsible for processing, and approving or denying applications for Self-Fueling activities at the Airports. The Director will make his/her best effort to process applications within thirty (30) days of submittal.

#### Required Documentation

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

1. An original copy of Applicant's current and valid driver's license reflecting any applicable ratings or endorsements;
2. A description of fueling equipment and method of dispensing fuel;
3. An original copy of a Certificate of Insurance, in the types and amounts outlined in the Rent & Fee Schedule, naming the County as an additional named insured if applicable

4. A list of the Applicant's bona fide employees' valid and current Fuel Handler's Card(s);
5. A copy of the proof of ownership documentation for any applicable fuel dispensing equipment; and
6. 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, LLC, Limited Partnership, or General Partnership, one of the following will be provided:

1. If registered in the name of a corporation, a copy of the Articles of Incorporation as filed with the California Secretary of State;
2. If registered in the name of a limited liability company, a copy of the Articles of Organization filed with the California Secretary of State;
3. If registered in the name of a limited partnership, a copy of the Certificate of Limited Partnership filed with the California Secretary of State; or
4. If registered in the name of a general partnership, a copy of the written partnership agreement.

#### Application Denial

1. The County may deny any application if it is determined that:
2. The proposed activities are likely to create a safety hazard at the Airport(s).
3. The activities will require the County 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.
4. The Applicant or any of its principals has knowingly made any false or misleading statements in the course of applying for this or any previously sought Permit.
5. The Applicant or any of its principals has a prior record of violating federal, state, or local laws, Minimum Standards, Federal Aviation Regulations or is in default of payments due and owing the County.
6. The Applicant has not submitted or is unable to submit appropriate documentation supporting the proposed activity.

#### Termination of Self-Fueling Operations Permit

The Self-Fueling Operations Permit may be cancelled by the Self-Fueling Operator upon ten (10) days written notice. The Director or his/her designee may cancel the Permit for non-compliance with these Minimum Standards, the Airport's ordinance, and/or the Department of Airports Rent & Fee Schedule, including for non-payment of associated fees. In addition, the Director or his/her designee may cancel the Permit without cause upon ten (10) days written notice or 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 Director or his/her designee. The County may terminate the permit immediately if the Self-Fueling Operator fails to

maintain the required insurance.

## **SECTION 5.7 RADIO, INSTRUMENT AND ELECTRONICS SALES/SERVICES**

### **Statement of Concept**

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

### **Minimum Standards**

1. Operator shall have at least one trained person on duty during designated business hours who is an FAA rated radio, instrument or accessory repairman.
2. Establish and maintain FAA Repair Station with Radio Repair Ratings.
3. On-airport shop/ office space, with a minimum of one available inside or outside tie-down space and an additional tie-down space for every 2,000 sq. ft. of space over and above 2,000 sq. ft.
4. Open 8 hours a day, 5 days a week

## **SECTION 5.8 SCHEDULED AIR TRANSPORTATION**

### **Statement of Concept**

A scheduled air carrier or air taxi operator engages in the business of providing air transportation (persons or property) to the general public for hire, on a scheduled basis under Part 121 of the Federal Aviation Regulations.

### **Minimum Standards**

1. Possess necessary FAA certifications.
2. Relative to Camarillo Airport only, must be classified as an Air Taxi operator and must conform to definition of General Aviation (see Definitions).
3. Lobby and waiting area, within 500 feet of loading and parking area, for a number of people equivalent to the capacity of the largest aircraft used plus 25%
4. Available parking within a minimum of 1,000 feet of loading area, 500 feet of waiting area, for the number of passenger seats available in the aircraft multiplied by the average number of daily flights.
5. Restroom facilities available in waiting area.
6. Public telephone available within 500 feet of waiting room.



7. Counter space for baggage and check-in where aircraft used have capacity for 10 or more passengers.
8. Minimum aircraft loading ramp available within 500 feet of waiting area and 1,000 feet of vehicle parking area, to handle an aircraft turning radius plus safety area clearance for type aircraft.
9. Adequate ground handling equipment for type aircraft

## **SECTION 6 SPECIALIZED AVIATION SERVICES**

### **Statement of Concept**

A specialized aviation service includes aircraft modifications (STCs), aircraft paint, aircraft upholstery, aircraft propeller service, aircraft engine component overhaul, aircraft major rehabilitation/reconstruction and helicopter repair (exclusive of fixed wing).

### **Minimum Standards**

1. Required FAA certification for type work.
2. Minimum on-airport hangar area of 2,000 sq. ft. for business requiring inside aircraft storage for aircraft being serviced.
3. No work may be performed out of the hangar other than that normally allowed to be performed on the aircraft tiedown area.
4. On-airport office space.

## **SECTION 7 SPECIALIZED COMMERCIAL FLYING SERVICES**

### **Statement of Concept**

A specialized commercial flying service operator engages in air transportation for hire for the purpose of providing the use of aircraft for the following activities:

- Banner towing and aerial advertising
- Crop dusting, seeding, spraying, and bird chasing
- Fire fighting
- Non-stop sightseeing flights that begin and end at the Airport
- Any other operations not specifically addressed by FAA Regulations, and not otherwise addressed in this document

### **Minimum Standards**

1. The Operator shall obtain from the County an activity permit to conduct the operations of its specialized commercial flying service(s).

2. The Operator must procure facilities sufficient to accommodate all activities and operations proposed by operator. The minimum areas in each instance shall be subject to the approval of the Director.
3. Operators shall demonstrate the availability of aircraft suitably equipped for the particular type of operation to be performed.
4. Must meet insurance requirements as stated in the Ventura County Airports Rent and Fee Schedule in force at that time
5. Regarding crop dusting, suitable arrangements must be made for safe storage and containment of noxious chemical materials. No poisonous or flammable materials shall be stored or kept in close proximity to other facilities at the airport. Also, suitable arrangements must be made for servicing the aircraft with adequate safeguards against spillage on runways and taxiways or pollution or disbursement of chemicals by wind to other operational areas on the airport.

## **SECTION 8            FLYING CLUBS**

### **Statement of Concept**

A flying club must be a non-profit corporation or partnership. Each member must be a bona fide part owner of the aircraft or stockholder of the corporation.

### **Minimum Standards**

The club may not derive greater revenue from the use of its aircraft than the amount necessary for the actual cost of operation, maintenance and replacement of its aircraft. The club must keep current a complete list of the club's membership on file with the Airport, and a record of club finances, which it will make available to the County upon request.

The club's aircraft will not be used by other than bona fide members and by no one for hire, charter, or air taxi. Student instruction may be given in the club aircraft by one club member to another club member, providing no compensation takes place. Otherwise, it must be given by an authorized Flight School Operator with a current agreement with the County.

In the event the club fails to comply with these conditions, the County will notify the club in writing of such violations. The club shall have fourteen days to correct such violations. If the club fails to correct the violations, the County may demand the club's removal from the airport.

The flying club must provide the minimum insurance requirements established in the Rent and Fee Schedule.

Aircraft maintenance performed by the Club shall be limited to only that maintenance that does not require a certificated mechanic. All other maintenance performed on the Airport must be provided by an authorized Repair Station based on the Airport, which provides such service, or by a member who is a properly certificated mechanic who shall not receive compensation in any manner for such service.

1. The club shall be a nonprofit entity (corporation, association or partnership) organized for the express purpose of providing its members with aircraft for their personal use and enjoyment only. The ownership of aircraft must be vested in the name of the flying club (or owned equally by all of its members). The property rights of the aircraft shall be equal and no part of the net earnings of the club will inure to the benefit of any member in any manner.
2. The club shall not conduct charter, air taxi, or rental operations. The club shall not conduct aircraft flight instruction except for regular members, and only members of the flying club may operate the aircraft. 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 the club does not become obligated to pay for such maintenance work except that such mechanics and instructors may be compensated by credit against payment of dues or flight time.
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 initial application, shall furnish the County: a copy of its charter and by-laws; articles of association, partnership agreement and other documentation supporting its existence; a current roster, including names of officers and directors; a certificate of insurance in the minimum amounts specified in the Rent and Fee schedule, with hold harmless clause in favor of the County, its officers, agents, representatives and employees (thirty days prior cancellation shall be filed with the County); number and type of aircraft; evidence that ownership is vested in the club; and operating rules of the club. Evidence of insurance will be submitted to the Airport Director on an annual basis during the renewal month of the policy. The books and other records of the club shall be available for review at any reasonable time by the County and/or Airport Director.
5. A flying club shall comply with all federal, state and local laws, ordinances, regulations and these regulations and standards.
6. If a club violates any of the foregoing, the Airport Director may terminate all operations.

## **SECTION 9 ENVIRONMENTAL**

Any ASP, person, party, firm or corporation operating on the Ventura County airports must comply with all federal, state, and local environmental requirements.

## **SECTION 10                    APPLICATION AND QUALIFICATIONS**

Demonstration of intent to conduct a business operation at the Airport shall be by application to the Airport Director. The written application shall contain at the minimum:

1. The proposed nature of the business. A business plan may be used to express the proposed nature of the business. (See a business plan outline at APPENDIX I.)
2. The signatures of all parties whose names are being submitted as owning an interest in the business or will appear on leases or other documents as being a partner, director or corporate officer and those who will be managing the business.
3. The current financial statements (income statement and balance sheet) prepared or certified by a certified public accountant.
4. A listing of assets owned or being purchased, or leased which will be used in the business on the airport.
5. A current credit report for each party owning or having a financial interest in the business and a credit report on the business itself covering all geographical areas in which it has done business in the ten-year period immediately prior to such application.
6. An agreement to provide a bond or suitable guarantee of adequate funds to the County of Ventura Department of Airports to be used to defray any expenses and fees normally paid by the Lessee between the estimated time the Lessee may default and a new lease is executed and another Lessee takes over.
7. A written authorization for the FAA, any aviation or aeronautics commissions, administrators, and departments of all states in which the applicant has engaged in aviation business to release information in their files relating to the applicant or its operation. The applicant will execute such forms, releases, or discharges as may be required by those agencies.
8. Preliminary plans, specifications and dates for any improvements which the applicant intends to make on the airport as part of the activity for which approval is sought. Applicant must comply with appropriate review procedures and the Airport Director's requirements.
9. Proof (copy or insurance company letter of intent) of liability coverage for the business operation, flight operations, itinerant aircraft and operators and premises insurance.
10. Such other information as the Airport Director may require.

## **SECTION 11            ACTION ON APPLICATION**

All Applications will be reviewed and acted upon by the Airport Director within 90 days following receipt of the application. Applications may be denied for one or more of the following reasons:

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

## **APPENDIX I**

### **MINIMUM REQUIREMENTS FOR A BUSINESS PLAN**

1. An operation plan that addresses the primary operation(s), including the DOT, state and/or FAA authority under which the applicant will operate.
2. Name, address, and telephone number, type of organization and the state under the laws of which it is organized.
3. The designated agent for service process in the State of California.
4. The names and addresses of all officers, directors and key management personnel of the applicant, briefly describing the certifications, expertise and responsibilities of each.
5. The name, address, citizenship and principal business of each person holding 5 percent or more of applicant's total voting stock, together with the amount and percentages held, and the name, address, citizenship and principal business of any person whose account, if other than the holder, such interest is held; if any of these people are related by blood or marriage, include the relationship.
6. All services that will be offered.
7. Amount of land desired.
8. Building space that will be constructed or leased.
9. Number of aircraft that will be provided.
10. Number of persons to be employed, equipment, and special tooling to be provided.
11. Periods (days and hours) of proposed operation.
12. Evidence of the projections for the first year and the succeeding 4 years.
13. Marketing strategies to attract business (advertising and incentives).
14. The applicant shall provide financial information, as deemed necessary by the Director of Airports, in order to properly evaluate the submitted business plan and proposed lease in terms of its reasonableness, economic viability, and overall ability to support same.

## APPENDIX II

### LEASING GUIDELINES

1. All construction shall conform to criteria adopted by, and as amended, by the County.
2. All tenants, permittees, and licensees shall pay all taxes and assessments against any buildings or other structures placed on the premises by them, as well as all taxes and assessments against the personal property used by them in their operations.
3. All tenants, permittees, and licensees shall abide by and comply with all federal, state, county and city laws and ordinances, including business license requirements, the rules and regulations of the Department of Airports and the rules and regulations of the state and federal governments.
4. All contracts and leases between such operators and the County shall be subordinate to the provisions of any existing or future agreement between the County of Ventura and the United States, relative to the operation on maintenance of the airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal funds for the development of the airport properties.
5. No tenant operators shall sublease or sublet any premises leased by such operator from County, or assign any such lease, without the prior written approval of the County, and any such subletting or assignment shall be subject to all of the minimum standards herein set forth.
6. In the event the tenant sublets any portion of his lease, the sublessee must agree to assume the full obligations of the lease as set out herein and must agree to fully cooperate with the County in seeing that these standards are complied with. The sublessee shall immediately comply with any reasonable request or direction of the County as it relates to the enforcement of these standards.
7. In the event that the lessee, permittee, licensee, or sub-lessee fails to comply with the reasonable requests or direction of the County as it relates to these standards, said lessee or sublessee shall be in default.
8. The County reserves the right to take any actions it considers necessary to protect the aerial approaches to the airports against obstructions, together with the right to prevent any tenant from erecting, or permitting to be erected, any building, sign, or other structure on the airport which, in the opinion of the County, would limit the usefulness of the airport or constitute a hazard to aircraft.
9. The provisions of these Minimum Standards shall in no way negate or cause to be null or void existing leases with tenants at the Ventura County Airports. Upon the adoption of these standards, any new leases entered into and any amendments to existing leases shall be in accordance with the standards.

10. The County reserves the right to enter upon any premises leased or otherwise let to tenants at reasonable times for the purpose of making such inspections as it may deem necessary for the proper enforcement of these minimum standards and for the proper enforcement of any covenant or condition of any tenant's contract or lease agreement.
11. Airport land and buildings shall be available for any uses consistent with, the Minimum Standards and the Land Use map incorporated herein, which limits the uses in some areas based on holding capacity, traffic circulation, parking and support services availability, and the like. However, the County of Ventura retains the right, as airport proprietor, to attempt to lease an available building or area to one tenant (rather than to several tenants with smaller lease parcel sizes) provided that such shall not be done for the purpose of excluding any individual(s), but merely to reduce lease administrative costs and other problems relative to multiple tenancy buildings. County shall not unreasonably withhold from the tenant; the right to sublease for uses which conforms to the Land Use Plan and Minimum Standards.