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**MINIMUM STANDARDS
FOR COMMERCIAL
AERONAUTICAL SERVICE PROVIDERS**

NANTUCKET MEMORIAL AIRPORT

14 Airport Road

Nantucket, MA 02554

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SECTION A - Preamble and Policy

These Minimum Standards for Commercial Aeronautical Service Providers have been formulated and adopted by the Nantucket Memorial Airport Commission for the Nantucket Memorial Airport, hereinafter referred to as "Airport". This supercedes all previous documents of its kind, and was officially adopted on April 23, 2013.

These Minimum Standards are prepared in compliance with Section 51J of Chapter 90 of the General Laws of the Commonwealth of Massachusetts.

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

These standards were developed in accordance with the Federal Aviation Administration (FAA) Advisory Circular 150-5190-5 change 1, Dated June 2002. The Airport will regularly update this document as necessary as required by activities on the Airport or as regulations are changed. Any existing commercial aeronautical service provider currently under a fully executed and approved lease will not be required to meet the standards until at such time that the lease is modified or a change in ownership of 51 percent or more occurs.

SECTION B - Definitions

A. Aircraft

- (1) **Air Carrier** - A person who undertakes directly by lease, or other arrangement, to engage in air transportation. This includes an individual, firm, partnership, corporation, company, association, joint-stock association, governmental entity, and a trustee, receiver, assignee, or similar representative of such entities. [See 14 CFR Part 1.1, General definitions.]
- (2) **Air Carrier Aircraft** - An aircraft that is being operated by an air carrier and is categorized, as determined by the aircraft type certificate issued by a competent civil aviation authority, as either a **Large Air Carrier Aircraft** - if designed for at least 31 passenger seats or **Small Air Carrier Aircraft** - if designed for more than 9 passenger seats but less than 31 passenger seats.
- (3) **Aircraft** - any device used or designed for navigation or flight in the air including, but not limited to, an airplane, sailplane, glider, helicopter, gyrocopter, ultra-light, balloon, or blimp.

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- (3) Air Charter - the commercial operation of providing air transportation of person(s) or property for hire by either on a charter basis or as an air taxi operator.
- (4) Air Taxi Operator - a classification of air carriers which directly engage in the air transportation of persons, property, mail, or in any combination of such transportation, and which: (1) Do not directly or indirectly utilize large aircraft in air transportation; (2) Do not hold a certificate of public convenience and necessity and do not engage in scheduled passenger operations as specified by the definition of commuter air carrier; (3) Have and maintain in effect liability insurance coverage in compliance with the requirements set forth in Part 205 and have and maintain a current certificate of insurance evidencing such coverage on file with the Department of Transportation; (4) If operating in foreign air transportation or participating in an interline agreement, subscribe to Agreement 18900 (OST Form 4523 or OST Form 4507) and comply with all other requirements of Part 203; and (5) Have registered with the Department of Transportation in accordance with subpart C of Part 298.
- (5) Aircraft Fuel - all flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for the purpose of effectively and efficiently operating an internal combustion, jet, or turbine engine.
- (6) Aircraft Operation - an aircraft arrival at, or departure from, the airport.
- (7) Aircraft Owner - a person or entity holding legal title to an aircraft, or any person having exclusive possession of an aircraft.
- (8) Aircraft Parking and Storage Areas - those hangar and apron locations of the Airport designated by the Airport Manager for the parking and storage of aircraft.
- (9) Aircraft Rental - the commercial operation of renting or leasing aircraft to the public for compensation.
- (10) Aircraft Sales - the sale of new or used aircraft through brokerage, ownership, franchise, distributorship, or licensed dealership.
- (11) Airport Reference Codes – FAA Advisory Circular 150/5300-13 Airport Design defines the Airport Reference Code (ARC) as “a coding system used to relate airport design criteria to the operational and physical characteristics of the airplanes intended to use the airport.” The ARC is used to determine design dimensions for the various separation and safety standards, Runway Protection Zones and Object Free Zones dimensions, surface gradients, and threshold standards.
- (12) Auxiliary Power Unit (APU) – A device on a jet aircraft or other vehicle that provides energy for functions other than propulsion, such as powering electrical systems, conditioned air, and providing for mechanical startup.
- (13) Based Aircraft - an aircraft which the owner physically locates at the airport for an undetermined period, and whenever absent from the Airport, its owner intends to return the aircraft to the airport for long-term storage.

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(14) Ground Power Unit (GPU) – A fixed or mobile unit which can be connected to the electrical system of an aircraft while on the ground. For purposes of application, the GPU is capable of preempting use of the APU.

(15) Scheduled Air Carrier – Any Air Carrier who engages in published, scheduled air transportation of passengers and/or cargo between two or more points at least five trips per week operating under provisions of Part 121 of Federal Aviation Administration Regulations.

B. General

(1) Aeronautical Activity - any activity or service conducted at the Airport 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. These activities include, but are not limited to, air taxi and charter operations, aircraft fueling, aircraft storage, flight training, aircraft rental, aircraft sales, aircraft repair and maintenance, and any other activities, which because of their relationship to the operation of aircraft can appropriately be regarded as an “aeronautical activity.”

(2) Airframe and Power Plant Maintenance - the commercial operation of providing airframe and power plant services, which includes service, the repair, maintenance, inspection, constructing, and making of modifications and alterations to aircraft, aircraft engines, propellers and appliances including the removal of engines for major overhaul as defined in 14 CFR Part 43. This category of service also includes the sale of aircraft parts and accessories.

(3) Airframe and Powerplant Mechanic (A&P) – A person who holds an aircraft mechanic certificate with both airframe and powerplant ratings as authorized and described in 14 CFR Part 65.

(4) Airport - Nantucket Memorial Airport, and all of the Airport-owned or leased real or personal property, buildings, facilities and improvements within the boundaries of said Airport, as it presently exists or as it may exist when it is hereafter modified, expanded, or developed. “Airport” includes all of its facilities as shown on the most current Airport Layout Plan.

(5) ALP - the currently approved Airport Layout Plan depicting the physical layout of the airport and identifying the location and configuration of current runways, taxiways, buildings, roadways, utilities, nav aids, etc.

(6) Commercial Aeronautical Activity - the conduct of any aspect of a business, concession, operation, or agency providing goods or services to any person for compensation or hire, including exchange of services, whether or not such objectives are accomplished. An activity is considered a commercial activity regardless of whether the business is nonprofit, charitable, or tax-exempt. A commercial business activity that involves makes possible or is required for the operation aircraft, or which contributes to or is required for the safety of aeronautical operations.

(7) Commercial Operator (Operator) - a person, firm, corporation, or other entity, which makes possible, or is required for the operation of aircraft, or which contributes to, or is required for the safe conduct and utility of aircraft operations, the purpose of such activity being to generate and/or secure earnings, income, compensation, and/or profit, whether or not such objectives are accomplished.

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(8) Exclusive Right - a power, privilege, or other right excluding or debarring another from enjoying or exercising a like power, privilege, or right. An exclusive right can be conferred either by express agreement, contract, license, lease, and permit or by the imposition of unreasonable standards or requirements, or by any other means.

(9) General Aviation - all phases of aviation other than aircraft manufacturing, military aviation, and scheduled or non-scheduled commercial air carrier operations.

(10) Hazardous Material - any substance, waste, or material which is toxic, explosive, corrosive, flammable, infectious, radioactive, carcinogenic, mutagenic, or otherwise hazardous, and is or becomes regulated as a hazardous material by any governmental authority, agency, department, commission, board, agency or instrumentality of the United States, the State of Massachusetts, Town of Nantucket or any political subdivision thereof.

(11) Minimum Standards - the qualifications or criteria, which may be established by the Airport owner as the minimum requirements that shall be met by businesses engaged in commercial aeronautical activities for the right to conduct those activities.

C. Governmental

(1) Airport Commission – The duly authorized individuals appointed by the Nantucket Board of Selectman under M.G.L. Chapter 90 § 51 E.

(1) Airport Manager – The designated individual or duly authorized individual appointed by the Nantucket Memorial Airport Commission to administer and manage all operations of the Airport and Airport facilities, and to supervise all Airport projects.

(2) FAA - the Federal Aviation Administration as established in 1967 within the Department of Transportation of the United States government that has the responsibility of promoting safety in the air, by both regulation and education.

(3) FAR - the Federal Aviation Regulations as published by the FAA that governs the operation of aircraft, airways, and airmen, Compliance with the FARs is mandatory. In 1996, all references to the FARs were changed to “14 CFR” (Title 14 of the Code of Federal Regulations).

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D. Fueling

- (1) Fueling or Fuel Handling - the transportation, sale, delivery, dispensing, storage, or draining of fuel or fuel waste products to or from aircraft, vehicles, or equipment.
- (2) Fuel Storage Area - any portion of the Airport designated temporarily or permanently by the Airport as an area in which aviation or motor vehicle gasoline or any other type of fuel or fuel additive may be stored or loaded.
- (3) Self-Service Fueling - the commercial operation of an unmanned stationary fuel tank and dispensing equipment for general use via a card reader. This includes the operations of anyone utilizing this type of equipment to provide fuel for sale or reuse.

E. Lease and Agreements

- (1) Lease - the written contract between the Airport and an Operator (Lessee) specifying the terms and conditions under which an Operator may occupy and operate from certain Airport facilities and/or property.
- (2) Sublease - A written agreement, approved by the Airport, stating the terms and conditions under which a third party Operator leases space from a Lessee for the purpose of providing aeronautical services at the Airport.
- (3) Agreement - the written agreement between the Airport and an Operator specifying the terms and conditions under which the Operator may conduct commercial aviation activities. Such Agreement will recite the terms and conditions under which the activity will be conducted at the Airport including, but not limited to, term of the Agreement; rents, fees, and charges to be paid; and the right and obligations of the respective parties.
- (4) Permit - administrative approval issued by the Airport to a person or company to conduct a commercial aeronautical activity, and provide such services, to based and transient aircraft, only from facilities and locations where such services are authorized.
- (5) Person - an individual, corporation, firm, partnership, association, organization, and any other group acting as an entity, to conduct business on the Airport. Person includes a trustee, receiver, assignee or similar representative.

F. Services

- (1) Avionics Sales and Maintenance - the commercial operation of providing for the repair and service, or installation of aircraft radios, instruments and accessories. Such operation may include the sale of new or used aircraft radios, instruments and accessories.
- (2) Fixed Base Operator (FBO) - a full service commercial operator who is authorized to engage in the primary activity of aircraft support and a minimum of three (3) of the following secondary activities: airframe and power plant maintenance, flight training, aircraft rental, aircraft charter or air taxi, avionics sales and service, and aircraft storage/hangars rentals.

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(3) Flight Training - the commercial operation of instructing pilots in dual and solo flight, in fixed or rotary wing aircraft, and related ground school instruction as necessary to complete a FAA written pilot's examination and flight check ride for various categories of pilots licenses and ratings. Flight Training shall also include any portion of a flight between two or more airports or other destinations where the primary purpose is to increase or maintain pilot or crew member proficiency.

(4) Flying Club – a non-commercial and nonprofit entity organized for the purpose of providing its members with any number of aircraft for their personal use and enjoyment. Aircraft must be vested in the name of the flying club owners on a pro-rata share, and the club may not derive greater revenue from the use of the aircraft than the cost to operate, maintain, and replace the aircraft.

(5) Preventive Aircraft Maintenance - maintenance that is not considered a major aircraft alteration or repair and does not involve complex assembly operations as listed in 14 CFR Part 43, except for Item 22 in the Regulation. Item 22 involves the replacement of prefabricated fuel lines, and shall, for purposes of these regulations, be considered a major aircraft repair.

(6) Self-Service – aircraft refueling, repair, preventive maintenance, towing, adjustment, cleaning, and general services performed by an aircraft owner or his/her employees on his/her aircraft with resources supplied by the aircraft owner.

(7) Specialized Aviation Service Operation (SASO) - a commercial aeronautical business that is authorized to offer a single or limited services according to established Minimum Standards. Examples of a SASO include, but are not limited to the following commercial aeronautical activities: flight training, aircraft maintenance, air charter or taxi, aircraft sales, avionics maintenance, aircraft rental, and sales, and aircraft storage.

G. Infrastructure

(1) Aircraft Operations Area (AOA) – The AOA is considered a restricted area and is established for safety and security reasons. Except for passengers enplaning or deplaning aircraft, the general public is prohibited from the AOA unless escorted by an authorized employee of the Airport or Tenant. The general public is also prohibited from all other areas of the Airport posted as being a restricted area.

(2) Roadway - any street or road whether improved or unimproved, within the boundaries of the Airport and designated for use by ground vehicles.

(3) Taxilane - the portion of the Airport apron area, or any other area, used for access between taxiways and aircraft parking or storage area.

(4) Taxiway - a defined path established for the taxiing of aircraft from one part of the Airport to another.

(5) UNICOM - a two-way communication system operated by a non-governmental entity that provides airport advisory information.

(7) Vehicle Parking Area - any portion of the Airport designated and made available temporarily or permanently by Authority for the parking of vehicles.

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(8) SIDA – Security Identification Display Area – An area within the AOA requiring authorized personnel to display their ID badge.

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SECTION C - Minimum Standards for Specialized Aviation Service Operations (SASOs)

The following shall apply to all prospective aeronautical service providers wishing to become a SASO at the Airport.

1. Leases shall be for a term to be mutually agreed upon between the parties with due consideration for the financial investment and the need to amortize improvements to the leasehold.
2. A person shall have such business background and shall have demonstrated his business capability to the satisfaction of, and in such manner as to meet with the approval of the Airport.
3. Any prospective entity seeking to conduct commercial aeronautical activity at the Airport should demonstrate in writing and notarized financial detail that they have adequate resources to realize the business objectives agreed to by the Airport and the applicant.
5. The prospective Specialized Aviation Service Operator (SASO), as defined, shall have its premises open and services available from 8:00 a.m. to 5:00 p.m. at least five (5) days a week unless otherwise indicated or approved by the Airport. The schedule may be reduced during major holidays, as approved by the Authority.
6. All prospective SASOs shall demonstrate to the Airports satisfaction evidence of its ability to acquire insurance coverage as stipulated for each particular type of operation. A SASO should make its own analysis to determine if more is needed. However, such policies of insurance shall be maintained in full force and effect during all terms of existing leases, agreements or business license or renewals or extensions thereof with a 30-calendar day notice of cancellation to the Airport. Such policies shall not be less than the amounts listed at APPENDIX 1; however, in all cases, meet the statutory requirements of applicable governmental agencies and be approved in writing by the Airport.
7. All SASO operators at the airport shall comply with the Nantucket Memorial Airport noise abatement corridors unless otherwise warranted for safety reasons.

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SECTION D - Application and Qualifications

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

1. The propose 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 2.)
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 statement 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 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 Airport 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 from the FAA, any aviation or aeronautics commissions, administrations, 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 shall 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 requirements.
9. Proof of liability coverage for the business operation, flight operations, itinerant aircraft and operators and premises insurance. Such proof may be in the form of a copy of insurance company letter of intent.
10. Such other information as the Airport may require.

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SECTION E - Action on Application

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

1. The applicant does not meet qualifications, standards and requirements established by these Minimum Standards.
2. The applicant's proposed operations or construction will create a safety hazard on the Airport.
3. The granting of the application will require the expenditure of local funds, labor or materials on the facilities described in or related to the application, or the operation will result in a financial loss to the Authority.
4. There is no appropriate or adequate available space or building on the Airport to accommodate the entire activity of the applicant.
5. If any of the individuals within the application cannot pass the standard FAA background check.
6. The proposed operation, Airport development or construction does not comply with the approved Airport Layout Plan.
7. 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 tenant or fixed base operator on the Airport, such as problems in connection with aircraft traffic or service, or preventing free access and egress to an existing tenant or SASO, or will result in depriving, without the proper economic study, an existing tenant or SASO of portions of its leased area in which it is operating.
8. 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.
9. Any party applying, or having an interest in the business, has a record of violating the Rules, or the Rules and Regulations of any other Airport, Federal Aviation Regulations, or any other Rules and Regulations applicable to this or any other airport.
10. Any party applying, or having an interest in the business, has defaulted in the performance of any lease or other agreement with the Airport or any lease or other agreement at any other airport.
11. Any party applying, or having an interest in, the business, is not sufficiently credit worthy and responsible in the judgment of the Airport to provide and maintain the business to which the application relates and to promptly pay amounts due under the SASO lease.
12. The applicant does not have the finances necessary to conduct the proposed operation for a minimum period of six months.

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13. The applicant has committed any crime, or violated any local ordinance rule or regulation, which adversely reflects on its ability to conduct the SASO operation applied for.

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SECTION F - Aircraft Sales

Statement of Concept

New Aircraft Sales: An aircraft sales SASO 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 (brokering), 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 SASOs also provide such repair, services, and parts as necessary to support the operation of aircraft sold. Some of the requirements may not be appropriate to the sale of used aircraft because of each aircraft's unique history.

Minimum Standards

1. A SASO engaging in this activity shall provide necessary and satisfactory arrangements for repair and servicing of aircraft, but only for the duration of any sales guarantee or warranty period. The SASO shall provide an adequate inventory of spare parts for the type of new aircraft for which sales privileges are granted. The SASO who is in the business of selling new aircraft shall have available a representative example of the product.
2. A SASO shall have in his employ, on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards set forth in an efficient manner. The SASO shall also maintain, during all business hours, a responsible person in, charge to supervise the operations in the leased area with the authorization to represent and act for and on behalf of the SASO, and provide check ride pilots for aircraft sold.
 - a. Operate the service in a minimum of five hundred (200) square feet of office space on the Airport and have immediate access to customer lounge, public telephones, and restrooms. Operator must lease or sublease a minimum of Tie down area to accommodate at least two (2) of the largest of the aircraft authorized for sale. If the operator leases hangar space for the storage of sale aircraft this provision is waived.
 - b. Employ and have on duty at least one (1) qualified aircraft salesperson and access to a demonstration pilot that has a current commercial pilot certificate with appropriate aircraft type ratings.

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SECTION G - Aircraft Airframe, Engine and Accessory Maintenance and Repair

Statement of Concept

An aircraft airframe, engine and accessory maintenance and repair SASO provides one or a combination of airframe, engine and accessory overhauls and repair services on aircraft up to annual inspections may include all types of piston and turbine aircraft, business Jet aircraft and helicopters. This category shall also include the sale of aircraft parts and accessories.

Minimum Standards

1. The SASO shall provide sufficient equipment, supplies, manuals and availability of parts equivalent to that required for certification by the FAA.
2. The SASO shall have in his employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category of services in an efficient manner, but never less than one person currently certificated by the FAA with ratings appropriate to the work being performed and who holds an airframe and power plant rating and is an inspector authorized by the FAA.
 - a. Operate the service from a minimum of two thousand five hundred (2,500) square feet of ventilated hangar and shop space on the Airport and have immediate access to customer lounge, public telephones, and restrooms.
 - b. Employ and have on-duty a minimum of one (1) FAA certified technician who possesses an airframe, power plant, or aircraft inspector rating, or the maintenance facility must be certified under 14 CFR Part 145.
 - c. Keep premises open and services available a minimum of eight (8) hours daily, five (5) days a week. A technician shall also be available on-call twenty-four (24) hours, seven (7) days for emergency purposes only. If more than one (1) maintenance facility is located on airport the on-call responsibility may be rotated on a mutually agreeable schedule.
 - d. Provide equipment, supplies and parts required for aircraft airframe, power plant, inspection, tire, battery, oxygen, and other routine aircraft maintenance functions.

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SECTION H - Aircraft and/or Ultralight Vehicle Lease and Rental

Statement of Concept

A SASO that engages in the rental or lease of aircraft and/or ultralight vehicle to the public.

Minimum Standards

Aircraft:

1. The SASO shall have available for rental, either owned or under written lease, two (2) certificated and currently airworthy aircraft, one (1) of which must be a four-place aircraft, and one (1) of which must be equipped for and capable of flight under instrument meteorological conditions.
 - a. Operate the service from an office on the Airport sufficient in size to properly manage and operate aircraft rentals and have access to d restrooms. Arrange for or lease ramp or hangar space for aircraft.
 - b. Employ and have available at least one (1) person having a current commercial pilot certificate with appropriate ratings, including instructor rating.
 - c.

Ultralight Vehicles:

1. The SASO shall have available for rental, either owned or under written lease to the SASO, one approved two place ultralight vehicle.
2. The SASO shall have in his employ and on duty during appropriate business hours, a minimum of one person having a current FAA commercial pilot certificate or an Advanced Flight Instructor's (AFI) rating from: the United States Ultralight Association (USUA).

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SECTION I - Flight Training

Statement of Concept

A flight training Specialized Aviation Service Operation (SASO) engages in instructing pilots in flight training, in fixed and/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 the category or categories of pilots' licenses and ratings involved.

Minimum Standards

1. The SASO shall have available for use in flight training, either owned or under written lease to SASO, properly certificated aircraft, one (1) of which must be equipped for and capable of use in instrument flight instruction.
2. The SASO shall provide sufficient flight instructors who have been properly certificated by the FAA to provide the type of training offered.
 - a. Operate the service from space on the airport sufficient in size to provide the required instruction and training, and have access to restrooms.
 - b. Flight training operations shall include adequate training aids necessary to provide proper and effective ground school instruction. All materials shall meet FAA requirements for the training offered.
 - c. All training shall be provided in accordance with 14CFR Part 61 or 14 CFR Part 141, and any other applicable Federal Aviation Administration and Transportation Security Administration requirements.
 - d. SASO is encouraged to use training materials and expertise provided by various aviation industry organizations that seek to maintain excellence in pilot training, recurrent education and proficiency standards.

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SECTION J - Commercial Skydiving

Statement of Concept

A Skydiving SASO engaged in the transportation of persons for skydiving, instruction in skydiving, and rental and sales of skydiving equipment.

Minimum Standards

1. A SASO shall have available for skydiving, either owned or under written lease to the SASO, at least one properly certificated aircraft.
2. A SASO operation, shall meet or exceed the Basic Safety Requirements (BSR) of the United States Parachute Association (USPA), FAR 105, and related FAA Advisory Circulars. The jump plane pilot must hold a FAA commercial pilot certificate and be appropriately rated for the aircraft being operated.
3. A skydiving SASO shall carry the same insurance coverage and limits as any other SASO on the Airport and provide the following minimum facilities.
 - a. Operate the service from a minimum of two hundred fifty (250) square feet of classroom and office space on the Airport and have immediate access to customer lounge, public telephones, and restrooms.
 - b. Flight training operations shall include adequate mock-ups, pictures, slides, filmstrips, movies, videotapes, or other training aides necessary to provide proper and effective ground school instruction. All materials shall meet FAA requirements for the training offered.

Adopted May 2006

Revised 4/23/13; 8/8/17; 11/13/18; 4/13/2021; 5/11/2021; 6/8/2021; 11/9/2021; 2/8/2022

SECTION K - Avionics, Instruments or Propeller Repair Station

Statement of Concept

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

Minimum Standards

1. The SASO shall have in his employ and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category in an efficient manner but never less than one person who is a FAA rated radio, instrument or propeller repairman.
 - a. Operate the service from a minimum of two thousand five hundred (2,500) square feet of ventilated hangar and shop space on the Airport and have immediate access to customer lounge, public telephones, and restrooms.
 - b. Employ and have on-duty a minimum of one (1) FAA certified technician. .
 - c. Keep premises open and services available a minimum of eight (8) hours daily, five (5) days a week. .
 - d. Provide equipment, supplies and parts required for avionics work.

Adopted May 2006

Revised 4/23/13; 8/8/17; 11/13/18; 4/13/2021; 5/11/2021; 6/8/2021; 11/9/2021; 2/8/2022

SECTION L – SCHEDULED AIR CARRIER

Statement of Concept

Scheduled Air Carrier engaged SASO engaged in the business of providing air transportation of persons on a scheduled basis under the Federal Aviation Regulations set forth in the Code of Federal Regulations CFR 14 Part 121.

Minimum Standards

1. The SASO shall provide, either owned or under written lease type, class, size and number of aircraft intended to be used by the SASO.
2. The SASO shall provide trained personnel in such numbers as are required to appropriately facilitate the flight activity offered by SASO. This SASO shall operate from the following type facilities:
 - a) Operate the service from a minimum of two counter positions and dedicated office space (as available) in the Airport Terminal; and
 - b) Provide Ground Service Equipment including but not limited to Ground Power Units (GPU's), air stairs or boarding ramps (if not self-contained) and tugs commensurate with the flight activity offered.

Adopted May 2006

Revised 4/23/13; 8/8/17; 11/13/18; 4/13/2021; 5/11/2021; 6/8/2021; 11/9/2021; 2/8/2022

SECTION M - Aircraft Charter and Air Taxi

Statement of Concept

Scheduled air charter or air taxi SASO engaged in the business of providing air transportation (persons or property) to the general public for hire, on a scheduled basis under the Federal Aviation Regulations set forth in the Code of Federal Regulations CFR 14 Part 135.

Minimum Standards

1. The SASO shall provide, either owned or under written lease type, class, size and number of aircraft intended to be used by the SASO, not less than one (1) single engine four-place aircraft and two multi-engine aircraft, both of which must meet the requirements of the air taxi. Commercial certificate held by the SASO. The multi-engine aircraft shall be certificated for instrument operations.
2. The SASO shall have in his employ and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category in an efficient manner but never less than one person who is an FAA certified commercial pilot and otherwise appropriately rated to permit the flight activity offered by SASO. This SASO shall operate from the following type facilities:
 - a. Operate the service from a minimum of two counter positions and dedicated office space (as available) in the Airport Terminal; and
 - b. If operating aircraft with passenger seating capacity of nine or less and operating eight or less scheduled flights per day, SASO, with written permission, may operate from the Fixed Base Operator facility and be required to pay a building use charge as identified in the airport rates and fees.

From AIP Handbook on Planning Grants

Triggering Event Narrative Reports and Airport Layout Plan. Not all airports need to do all of the elements identified in the current version of Advisory Circular 150/5070-6, Airport Master Plans.

In some cases, an ALP Narrative Report and an ALP update may suffice. In addition, if a specific area of an airport has changed functionality due to a triggering event, and a complete master plan is not necessary, a Triggering Event Narrative Report (and associated update to the airport layout plan) may be appropriate.

Examples of triggering activities that may drive a Triggering Event Narrative Report are the introduction of new carriers, increased or decreased cargo activity, increased or decreased general aviation activity, a proposed residential through-the-fence operation, new availability of building areas or property, or changes to a nearby airport.

The deliverable for a Triggering Event Narrative Report may result in an information revision to an ALP that identifies the airport's future needs (as opposed to simply reflecting previous changes and/or existing conditions) rather than a formal revision reissuing a new ALP.

Adopted May 2006

Revised 4/23/13; 8/8/17; 11/13/18; 4/13/2021; 5/11/2021; 6/8/2021; 11/9/2021; 2/8/2022

s. Other Specifically Approved Stand-Alone Projects. Stand-alone projects that APP-500 and APP-400 have approved in writing prior to the ADO approving the scope of the project, such as a state system plan general aviation security study, or a state or metropolitan system plan surface access study.

Adopted May 2006

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SECTION N - Aircraft Storage

Statement of Concept

An aircraft storage SASO engages in the rental of conventional hangars and/or multiple T-hangars.

Minimum Standards

1. The conventional hangar SASO shall have its facilities available for the tenant's aircraft removal and storage on a continuous basis.
2. The SASO shall demonstrate that it can provide sufficient personnel trained to meet all requirements for the storage of aircraft with appropriate equipment.
3. The SASO shall provide a 24 on call number for emergencies to the Airport and to the hangar tenants.
4. A current list of tenants will be provided to the Airport on a quarterly basis.
5. The SASO must provide restroom facilities for their tenants
6. Hangars are to be used for storage of aeronautical related equipment only.
7. Hangar signage must be consistent with existing numbering and identification format.
8. Hangar lighting must comply with Airport lighting policies.

Adopted May 2006

Revised 4/23/13; 8/8/17; 11/13/18; 4/13/2021; 5/11/2021; 6/8/2021; 11/9/2021; 2/8/2022

SECTION O - Specialized Commercial Flying Services

Statement of Concept

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

- a. Non-stop sightseeing flights that begin and end at the same airport.
- b. Crop dusting, seeding, spraying, and bird chasing.
- c. Aerial photography or survey.
- d. Power line or pipe line patrol.
- e. Fire fighting.
- f. Air delivery of all freight, to include mail that is delivered through the airport on which compensation is paid.
- g. Any other operations specifically excluded from Part 135 of the Federal Aviation Regulations.

Minimum Standards

1. The SASO shall lease from the Airport a building sufficient to accommodate all activities and operations proposed by the SASO. The minimum, areas in each instance shall be subject to the approval of the Airport. In the case of crop dusting or aerial application, the SASO shall make suitable arrangements and have such space available in his leased area for the safe loading and unloading and storage and containment of chemical materials. All SASOs shall demonstrate that they have the availability of aircraft suitably equipped for the particular type of operation they intend to perform.
2. The Airport shall set the minimum insurance requirements as they pertain to the particular type of operation to be performed on a case by case basis. The minimum requirements shall be applicable to all operations of a similar nature. All SASOs will, however, be required to maintain the Aircraft Liability Coverage as set forth for all SASOs.
3. The SASO shall have in his employ, and on duty during appropriate business hours, trained personnel in such numbers as may be required to meet the Minimum Standards herein, set forth in an efficient manner.
4. The SASO must provide, by means of an office or a telephone, a point of contact for the public desiring to use the SASO's services.

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SECTION P - Multiple Services

Statement of Concept

Multiple services SASOs engages in any two or more of the aeronautical services for which Minimum Standards have been herein provided.

Minimum Standards

1. The SASO shall comply with the aircraft requirements, including the equipment thereon for each aeronautical service to be performed except that multiple uses can be made of all aircraft owned or under lease by SASO except aircraft used for crop dusting, aerial application, or other commercial use of chemicals.
2. The SASO shall provide the facilities, equipment and services required to meet the Minimum Standards as herein provided for all aeronautical service the SASO is performing.
3. The SASO shall obtain, as a minimum, that insurance coverage which is equal to individual insurance requirements of all aeronautical services being performed by SASO.
4. The SASO shall have in his employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards for each aeronautical service the SASO is performing as herein provided. Multiple responsibilities may be assigned to meet the personnel requirements for each aeronautical service being performed by the SASO.

Adopted May 2006

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SECTION Q - Flying Clubs

See requirements for Flying Clubs in the Airport Rules and Regulations.

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SECTION R –Air Freight Operations

For purposes of this section, the terms Air Freight and Air Cargo may be used interchangeably. There are three (3) categories in this section, Air Freight Facilities, Air Cargo Operators, and Counter Freight Operators.

All items of cargo or freight, not accompanying a passenger on the same flight, shall be processed through an approved Freight Facility when available, or through an agreement with the Airport- excluding medical specimen containers no larger than 12” x12”, to the extent that the destination/origination of the medical specimen air freight is not currently served by an Air Cargo Operator.

Air Freight Facility

Statement of Concept

Air Freight Facilities are persons, firms, or corporations that develop, constructs, or lease property for the purposes of managing, developing, and/or providing leased storage space in connection with Air and/or Ground Cargo Transportation Services. The sorting and transfer of cargo shall either be done inside the hangar, or in a manner to avoid apron congestion and the dispersion of Foreign Object Debris (FOD) on the airfield.

Minimum Standards

1. If applicable, the operator must lease an area of not less than 3,000 square feet of ground area on which they shall lease or construct a building of at least 2,000 square feet, with adequate proportionate space for storage and processing of freight, associated office space and customer service/reception area. Additionally, the building must have access to the landside and airside portions of the airport, with sufficient vehicle parking for customers on the landside and adequate parking on the airside for at least one aircraft.
2. The operator of the facility must be able to satisfactorily demonstrate that they have sufficient personnel and equipment (cargo handling equipment, scale(s), point of sale system, tracking software etc.) to process freight.
3. The operator must comply with all security requirements as required by the TSA and the Airport.
4. The operator may contract directly with and provide air cargo services to any air cargo operator at the Airport, and shall provide a copy of every written agreement it has to provide air cargo services to any air cargo operator at the Airport. Any changes in any of these agreements must be reported to the Airport within five (5) business days.
5. Hours of Operation – the operator of a facility shall have its services available to meet the public demand for this category, but at a minimum be available to the public Monday through Friday 8:00 A.M. – 4:00 P.M.
4. Insurance Requirements - operators of Air Freight Facilities must procure, maintain, and pay premiums, at any time while conducting operations at the Airport, for the types of insurance required by the Airport

Adopted May 2006

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5. Fees – Operators of Air Freight Facilities must pay all applicable fees, including but not limited to rent and applicable business fees.
6. Reporting - Operators of Air Freight Facilities must submit freight activity reports as required by the airport.

Air Cargo Operator

Statement of Concept

An air cargo operator, is a person or persons, firm, or corporation engaged in the business of providing air cargo transportation for hire, on a prearranged basis as defined under 14 CFR Parts 119 and 135.

Minimum Standards

1. Operators shall make suitable arrangements for use of aircraft parking apron space and other such premises, and access to such aircraft parking apron space and other premises, as is necessary for the safe and secure transfer of cargo to and from their aircraft. Such arrangements may be made with an airport approved Air Freight Facility or through an agreement with the Airport.
2. Licenses & Certifications - Operators must have and maintain at any time while conducting operations at the Airport, proper licenses and shall operate in conformance with all appropriate FAA and TSA regulations. The Operator shall have and provide evidence of the appropriate FAA and DOT certifications and approvals, including the Preapplication Statement of Intent (FAA Form 8400-6), the Registrations & Amendments Under Part 298 (OST Form 4507), the FAA issued operating certificate, or any other forms that FAA TSA or DOT may require or adopt that are pertinent to this category.
3. Operators must hold a proper Commercial Operator certificate and own or have available to it under written lease (no fewer than 1 single-engine (4-place) aircraft equipped for and capable of use under instrument condition that meet the requirements 14 CFR Parts 119 and 135
4. Operators must have available sufficient qualified operating crews or satisfactory number of personnel and equipment for the safe and secure transfer of cargo.
5. Fees - Operators must pay all required applicable fees (signatory or non-signatory), including but not limited to, landing and freight/mail fees.
6. Insurance - Operators must procure, maintain, and pay premiums, at any time while conducting operations at the Airport, for the types of insurance required by the Airport.
7. Reporting - Operators must submit freight activity reports as required by the airport.
8. Operating Hours – The Operator shall have its services available to meet the public demand for this category.

Counter Freight Operator

Statement of Concept

Adopted May 2006

Revised 4/23/13; 8/8/17; 11/13/18; 4/13/2021; 5/11/2021; 6/8/2021; 11/9/2021; 2/8/2022

A Counter Freight Operator is an Aircraft Charter or Air Taxi that operates an approved Air Freight Facility by written agreement with the Airport that is co-located at the ticket counter for the purpose of unaccompanied point to point air freight.

Minimum Standards

1. Operator must meet requirements of Section L - Aircraft Charter and Air Taxi.
2. The operator of the facility must be able to satisfactorily demonstrate that they have sufficient personnel and equipment (cargo handling equipment, scale(s), point of sale system, tracking software etc.) to process freight.
3. The operator must comply with all security requirements as required by the TSA and the Airport.
4. Operator must lease not less than an additional minimum of 144 ft² office space suitable for the storage and processing of freight.
5. Operator must pay all required and applicable fees, including but not limited to Counter freight fees.
6. Operators must procure, maintain, and pay insurance premiums, at any time while conducting operations at the Airport, for the types of insurance required by the Airport
7. Operator must submit freight activity reports as required by the airport.
8. Operator shall have its services available to meet the public demand for this category, but at a minimum be available to the public Monday through Friday 8:00 A.M. – 4:00 P.M..

SECTION S - SASOs Subleasing from Another Commercial SASO

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

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

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SECTION T - Environmental

Any SASO, person, party, firm or corporation operating on the Airport must comply with all Federal, State and local environmental requirements, to include specific rules as outlined in the Airport's SPCC Plan.

Adopted May 2006

Revised 4/23/13; 8/8/17; 11/13/18; 4/13/2021; 5/11/2021; 6/8/2021; 11/9/2021; 2/8/2022

APPENDIX 1

Minimum Insurance Policy Limits (Risk analysis to be determined by the Town of Nantucket)

Type of Insurance	Minimum Limits	When Needed
Aircraft Liability	Risk Analysis	Owned or leased aircraft
Worker's Compensation	Statutory	Statutory
Non-owned Aircraft	Risk Analysis	flying non-owned aircraft
Airport Premises Liability	Risk Analysis	Airport premises are leased by tenant
Products & Completed Ops	Risk Analysis	Aircraft repair or service fuel and oil sales, aircraft sales, avionics repair, aircraft parts sales, and manufacturing.
Builder Risk	Risk Analysis	Construction projects
Contractual Liability	Risk Analysis	Hold harmless and indemnification agreement is includes in a lease.
Hangar Keepers Liability	Risk Analysis	Non-owned aircraft are in the care, custody or control of the tenant while on the ground
Property Insurance	Replacement Value	Covers physical damage of lease hold premises damage to premises leased from the airport.
Automobile Liability	Statutory minimum	Owned and non-owned licensed vehicles are driven on the airport premises.
Environmental	Risk Analysis	Investigate state and federal

Each SASO shall maintain the types and amounts of insurance as specified in the lease or agreement to adequately cover the respective categories of aeronautical services provided and to meet all Airport insurance requirements. Each SASO shall at all times maintain the following applicable types of insurance reflecting minimum coverages of \$2,000,000.00 per occurrence: commercial general liability, personal injury, contractual liability, automotive liability, aircraft liability, hangarkeeper's liability, products-completed operations liability, and environmental clean-up liability insurance.

Each SASO shall maintain at all times fire and extended property coverage for all improvements and fixtures on SASO premises in an amount not less than the full replacement cost of same improvements and fixtures. In addition, each SASO shall maintain at all times the amount of workman's compensation insurance as required by State law. All insurance standards are minimums only and actual requirements may be adjusted by the Town of Nantucket according to the scope of services provided by a SASO. See Appendix I for details.

Each SASO shall provide the Airport with a proof of insurance certificate annually. All insurance policies shall contain indemnification and hold harmless language that covers the Town of Nantucket and its employees, as additional insured with respect to liability arising from activities performed by or on behalf of the SASO.

Adopted May 2006

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APPENDIX 2

Minimum Requirements for a Business Plan:

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