

MINIMUM STANDARDS FOR AIRPORT USERS



(KCFO)

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100 INTRODUCTION

The Colorado Air and Space Port is owned and operated by Adams County, Colorado. These Minimum Standards are adopted and approved by the Adams County Board of County Commissioners.

Purpose

The guidelines outlined in this document are intended to ensure the safe and efficient operation of the Colorado Air and Space Port. All airport tenants and users shall at all times comply with federal, state, regional, city, and local laws, ordinances, rules and regulations which are applicable to its operations. All tenants and users shall display to the County and/or any other agency who has jurisdiction upon request, any permit, license, or other evidence of compliance with such law. No activity or business shall cause the Airport to be in violation of its grant assurances.

The Minimum Standards shall in no way supersede Federal Regulations set forth in the title 14 Code of Federal Regulations (any parts relating to airports).

Any violation of these Minimum Standards contained herein may result in enforcement consequences including, but not limited to, removal from the Airport or fine.

Non-Discrimination

No person shall, in the use of the Airport or the Improvements located at the Airport, discriminate against any person or class of persons by reason of race, creed, color, national origin, sex, age, or handicap in providing any products or services or in the use of any of its facilities provided for the public, or in any manner prohibited by applicable Regulatory Measures including 49 CFR Part 21 Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, as amended or reenacted.

Compliance and Enforcement

Compliance is mandatory for those entering Airport property. Enforcement will be carried out by County/Airport staff in the form of warnings, notices, and citations. In extreme cases, any tenant or user may be prohibited from parts of, or the entire Airport.

Effective Date

The Airport's Minimum Standards Program shall be in effect and shall remain in effect, unless repealed by the Airport, from the date of adoption.

General Provisions

The Airport Director shall have the authority to safeguard the public and further the public health, safety, and wellbeing. All persons entering or using the Airport property shall be governed by these Minimum Standards. A violation of these Minimum Standards may result in revocation of ramp access privileges, termination of lease agreements, denial of use of Airport, and/or prosecution under applicable Colorado state law.

200 DEFINITIONS

Abandoned Vehicle - Any vehicle, which has remained stationary on the Airport in excess of 72 hours and is in a condition that would render the vehicle un-drivable and/or not licensed or have an expired license,

Aircraft - Any contrivance, now known or hereafter invented, used or designed for navigation of flight in the air.

Aircraft Maintenance - means the repair, adjustment or inspection of aircraft.

Major repairs - include major alterations to the airframe, power plant, propeller and accessories as defined in Part 43 of the Federal Aviation Regulations.

Minor repairs - include normal, routine annual inspection with attendant maintenance, repair, calibration or adjustment or repair of aircraft and their accessories.

Airport - All land within the legal boundaries of Colorado Air and Space Port owned or leased by the Colorado Air and Space Port.

Airport Operations Areas (AOA) - Any area of the Airport used or intended to be used for landing, taking off, or surface maneuvering of aircraft.

Commercial Aeronautical Activity - any operations which relate to the operation of aircraft as prescribed in the Colorado Air and Space Port's Minimum Standards for Commercial Aeronautical Activity.

FAA - Federal Aviation Administration

Lease - a contractual agreement between the Colorado Air and Space Port and a person(s) or an entity granting a non-owner of real property to have a possessory interest in the real property for some limited period of time which is in writing and enforceable by law.

Maintenance - inspection, overhaul, repair, preservation, and replacement of parts, including preventative maintenance as described in Part 43 of the Federal Aviation Regulations.

Minimum Standards - the Colorado Air and Space Port Minimum Standards as amended.

NOTAM - Notice To Airmen

NFPA - National Fire Protection Administration

NTSB - National Transportation Safety Board

Operator - any person who is in actual physical control of an aircraft or motor vehicle.

Park - the standing of a vehicle or aircraft, whether occupied or not, otherwise than very briefly for the purpose of and while actually engaged in the loading or unloading of property or passengers.

Restricted Areas - all runways, primary taxiways (A,B,C,D,E), and direct taxiway connectors to the common ramp area. Control of vehicles within these areas is under jurisdiction of the Colorado Air and Space Port and its representatives.

Run-up - Engine operation above normal idle power for the purposes other than initiating taxi.

SPCCP - Spill Prevention Control and Countermeasure Plan

SWMP - Storm Water Management Plan

Sublease - a lease granted by a lessee to another entity of all or part of the leased property.

Tie-down - the area, paved or unpaved, suitable for parking and mooring of aircraft wherein suitable tie down points have been located.

Vehicle - any device which is capable of moving itself, or being moved, from place to place upon wheels, but does not include any device moved by muscular power, towed, or designed to move primarily through the air.

Vehicle Service Road - that portion of the Airport restricted area specifically designated and appropriately marked for the movement of authorized vehicles.

300 Airport Operations

- 300.1 All aeronautical activities at the Airport shall conform to the current applicable provisions of the FAA and Orders, applicable state law, and regulations and orders issued by the Airport.
- 300.2 The Airport may deny the use of the Airport to any person in violation of the Airport Minimum Standards and FAA Regulations.
- 300.3 The Airport may prohibit aircraft operations when it is determined that conditions are such that continued operations would be unsafe. The Airport may issue a NOTAM to close any portion of the Airport, or to terminate or restrict any activity thereon.
- 300.4 Operating an aircraft in a careless, reckless, or negligent manner, that does or is likely to endanger persons or property is prohibited.
- 300.5 Aircraft operators shall obey all pavement markings, signage, and lighted signals.
- 300.6 The positioning, starting, or taxiing of any aircraft shall be done in such a manner so as not to cause propeller or jet blast that may result in injury to persons or damage to property.
- 300.7 Aircraft shall not be started or taxied within any structure on the Airport.
- 300.8 Aircraft shall be parked only in those areas designated for such purposes by the Airport and shall be positioned in such a manner so they do not block taxi lanes, obstruct access to hangars, parked aircraft, or vehicles.
- 300.9 It is the aircraft operator's responsibility to ensure that the aircraft is secure and is properly tied down or chocked when parked.
- 300.10 Passengers and cargo on the general common ramp area shall be enplaned/deplaned only in areas designated by the Airport or on a tie-down row. Passengers or cargo being enplaned/deplaned in the hangar area shall use caution not to interfere with taxiing aircraft or block other hangars.
- 300.11 Run-up of aircraft engines shall be performed only in the areas designated for such purposes by the Airport. Long duration engine run-ups shall be done in the taxiway run-up areas or as a minimum along the perimeter of

the common ramp area. Good neighbor practices should be in force when performing short duration run-ups in the hangar area.

Full throttle, Turbine/Jet engine run-ups shall be done in the taxiway run-up areas, not in the hangar area.

- 300.12 Leaving an aircraft unattended with the engine running is prohibited.
- 300.13 Fixed wing aircraft taking off or landing at the Airport shall do so only from designated runways.
- 300.14 Operators shall familiarize themselves with published noise abatement procedures.
- 300.15 Rotorcraft shall not be taxied, towed, or otherwise moved with rotors turning unless there is a clear area of at least 50 feet in all directions from the outer tips of the rotors.
- 300.16 Rotorcraft shall not be operated within 50 feet of any facility or fuel storage facility unless approved by Airport management.
- 300.17 Rotorcraft shall not be operated within 100 feet of any area where light aircraft are parked or operating.
- 300.18 Use of Rotorcraft trailers or dollies or transporters is encouraged, and these appliances shall be utilized whenever practicable.
- 300.19 Rotorcraft shall not, during takeoff or landing, pass over any airport building, structure, or auto parking area.
- 300.20 Special operating provisions for Rotorcraft may be granted on a temporary basis by Airport management.
- 300.21 Only Aircraft considered airworthy by the FAA shall be allowed to park in the ramp and tie-down area. Temporary permission for parking non-airworthy aircraft may be granted by the Airport Director.
- 300.22 Abandoning aircraft anywhere on the Airport is prohibited. The Airport may remove and/or dispose of abandoned aircraft at the sole expense and risk of the owner.
- 300.23 Minor, daily safety, or operational type aircraft maintenance, shall be allowed on the common ramp areas, tie-down areas, and in and around hangar areas as long as it does not block the taxiways for an extended period of time.

- 300.24 Major aircraft maintenance on ramps, in tie-down areas, and hangar area taxiways is prohibited. Airport Management may grant temporary permission for emergency repairs.

Small scale, one at a time aircraft manufacturing, such as home-built and experimental aircraft is permitted provided the process complies with all federal, state, county, local, and other applicable codes and regulations.

- 300.25 Aircraft Maintenance within the hangars shall be limited to that specifically permitted by the FAA and shall conform to the class rating of the building as established by the state, county, and local regulations and in compliance with the local fire department.

Aircraft owners are permitted to perform maintenance, repairs, washing, cleaning and otherwise service their own based aircraft; provided there is no attempt to perform such services on a commercial, for-profit basis.

Aircraft owners may hire a qualified individual to provide services for the owner's aircraft, providing this individual is a direct employee of the aircraft owner, or on occasion, an independent contractor. However independent contractors operating on the Airport on a continual basis will be required to conform to the Airport Rules and Regulations.

- 300.26 Aircraft paint stripping, doping, refinishing, and painting shall be performed only in hangars approved for that activity by appropriate the federal, state, county, and local regulations.

- 300.27 All washing of aircraft shall be from a metered water source. Washing of the exterior of the aircraft is permitted as allowed by the Airport's SWMP. Only biodegradable, phosphate-free detergents are allowed. Solvents and thinners shall not be allowed for degreasing of engines and components in outdoor washing sites.

Degreasing of engines and components shall be allowed in buildings protected by a water/oil separator. Environmentally friendly degreasers are required.

As an alternative, the run-off debris from degreasing of engines and components can be collected using environmental absorption products. However, no run-off can be allowed to contaminate the ground area. The absorption products used for this purpose cannot be disposed of in the general trash. These items must be placed in containers and transported to

a hazardous waste collection site. Environmentally friendly degreasers are required.

300.28 The operator or owner of an aircraft involved in an accident on the Airport resulting in any injury to person or damage to property shall notify the Airport immediately. In case of injury or fire contact the 911 system.

300.29 An aircraft involved in an accident on the Airport may not be removed from the accident site until authorized by Airport Management who shall receive removal authorization from the FAA Flight Standards District Office and/or NTSB when applicable.

300.30 Once authorization for removal of a disabled aircraft has been issued, the owner/operator shall make immediate arrangements to have the aircraft moved.

If removal is not initiated within a reasonable amount of time, the Airport may have the aircraft removed at the owner's risk and expense.

400 COMMERCIAL AERONAUTICAL ACTIVITIES

400.1 All commercial aeronautical activities performed on the Airport must be approved under the Minimum Standards and must adhere to all federal, state, county, and local regulations.

400.2 Prior to the approval of any operation, the prospective Operator will be required to submit an Airport Development Guide application to CASP Management. The purpose of the development guide is to provide a documented basis for directing and evaluating the planning, engineering, and architectural design of ramp, building hangar, or other facilities to be constructed by the prospective operator.

The operator shall provide sufficient automobile parking spaces dedicated for its customer's use.

400.3 Any commercial activity, or combination of activities, conducted at, on, or from the airport by any person(s), firm, or legal entity intended to result in monetary gain to the party conducting such activity will be required to obtain a Business License at the Airport, including, but not limited to, the following commercial activities:

1. Minor and Major Airframe and Power Plant Repair and/or Inspection
2. Aircraft Detailing and Painting
3. Aircraft Charter and Air Taxi Services
4. Flight Training and/or Scenic Rides

5. Aircraft Rental
6. Aircraft Management
7. Aircraft Insurance
8. Aircraft Sales
9. Aircraft Avionics Sales and/or Services
10. Aircraft Crop Dusting and/or Firefighting
11. Aerial Photography
12. Aerospace Research and Development
13. Non-aeronautical companies approved to operate per FAA
14. Any other commercial activity approved by the Airport that is not specifically listed above.

400.4 If an Operator elects not to lease an area of land from CASP, and instead leases space from an existing Tenant, the Operator must adhere to these Minimum Standards.

500 FIRE/STORAGE/DISPOSAL REGULATIONS

All persons, companies, and agencies engaged in any activity on the Airport, whether occupying Airport owned buildings or otherwise, shall comply with the local fire department regulations and shall comply with the provisions of all fire code and practices recommended by the National Board of Fire Underwriters and NFPA, unless otherwise directed by the Airport to deviate from same.

All directives issued by the Airport or other authorized official regarding the removal of fire hazards, arrangement, and modification of equipment, or altering operating procedures considered unsafe from a fire prevention standpoint, shall be complied with.

All persons using the Airport or the facilities of the Airport in any way shall exercise the utmost care to guard against fire and injury to persons or property.

500.1 The use and storage of all flammables, hazardous liquids and materials shall be in compliance with the SPCCP, SWMP, federal, state, county, and local regulations.

500.2 Operations such as welding, torching, gas cutting etc., shall be allowed only in structures approved for such activities by the state, county, and local building codes and the local fire department.

500.2 The placement of any outside storage container, locker, structure, or bin on the Airport must be approved by Airport Management.

500.3 Lubricating oils and hazardous liquids shall be disposed of in a manner compatible with the Airport's SWMP and all federal, state, and local laws and regulations.

- 500.4 No fuels, oils, dopes, paints, solvents, acids, or any other hazardous liquids shall be disposed of or dumped in drains, on ramp areas, catch basins, trash containers, ditches or elsewhere on the Airport
- 500.5 The storage of waste materials and trash on the Airport is prohibited unless it is placed in suitable receptacles with functioning covers.
- 500.6 Smoking or any open flame is prohibited within 50 feet of any fuel storage area, or any aircraft being fueled or de-fueled.
- 500.7 Hangar floors shall be kept free from the accumulation of oil, grease, flammable liquids, rags, or other waste materials.
- 500.8 Drip pans shall be placed under aircraft leaking fluids. These pans shall be maintained so as not to accumulate large amounts of fluids. Fluids shall be disposed properly based on federal, state, county, and local regulations.
- 500.9 Any person(s) who experiences overflowing or spilling of oil, grease, fuel, or similar material anywhere on the Airport is responsible for the immediate clean-up of the spill and notification of the Airport. Failure to clean the area may result in the Airport providing the cleanup at the expense of the responsible party.
- In an effort to help expedite cleanup, the Airport has spill kits available. Kit and disposal expense will be the responsibility of the spill generator. Procedures are listed in the Airport's SPCCP.
- 500.10 All empty oil, paint, and varnish cans, bottles, or other containers shall be removed from the premises in a timely manner and shall not remain on the floor, wall stringers, or overhead storage areas of the hangars, shops, or other buildings.
- 500.11 No large amounts of rubbish posing a fire or environmental concern of any kind shall be permitted to be stored in or about the hangars.
- 500.12 All heating equipment and fuel burning appliances installed on the Airport shall comply with the requirements of the federal, state, county, and local regulations and the local fire department.

Upon a minimum 24-hour prior notification, all hangars, buildings, and structures of any type on Airport grounds shall be subject to periodic inspections by Airport Management for all federal, state, county, and local compliance requirements.

600 FUELING OPERATIONS

Fueling of aircraft on the Airport shall be performed only by those companies or individuals that have received authorization from the Airport to do so and shall comply with all orders, procedures, and standards set forth by the Airport.

Self-fueling at the Airport self-fueling tank, located just west of the Terminal Building on the main ramp, is allowed.

Self-fueling of non-aviation fuel aircraft shall be permitted with written permission from Airport Management. Storage of this type of fuel in any Airport structure or on Airport land shall require written permission and if allowed must be stored according to the state, county, and local building codes and the local fire department. If the self-fueler is using small containers to transfer fuel to the aircraft, the Airport will require the fueler to have the container marked as to what fuel is in the container. At all times, an adequate fire extinguisher shall be at the refueling site.

All fueling operations on the Airport shall be in accordance with the directives of the federal, state, county, and local fire codes and the applicable sections of the FAA regulations.

- 600.1 No aircraft shall be fueled while an engine is running unless prior authorization has been received from Airport Management.
- 600.2 Fueling or de-fueling operations shall be conducted with adequate fire extinguishers immediately available. All extinguishers shall be inspected and certified as required by law.
- 600.3 Starting an aircraft when there is any flammable liquid posing a fire hazard on the aircraft or on the ground in the immediate vicinity of the aircraft is prohibited.
- 600.4 No aircraft shall be fueled or de-fueled during an electrical storm that is within close proximity of the Airport.
- 600.5 During fueling or de-fueling, when ground points are available, the aircraft and the dispensing apparatus shall both be grounded.
- 600.6 Operators of fuel-dispensing vehicles shall not operate the vehicles in reverse anywhere on the Airport unless an attendant is present outside the vehicle to assist.
- 600.7 No aircraft shall be fueled or de-fueled while passengers are on board unless a passenger loading ramp is in place at the cabin door, the door is in the open position, and an attendant is present at or near the door. If an incapacitated patient is on board during fueling operations, trained Airport personnel and/or local fire department personnel must

be standing by.

- 600.8 Persons engaged in the fueling of aircraft shall exercise care to prevent overflow of fuel and shall be responsible for the immediate cleanup if spillage should occur.

700 LEASE/CONTRACT/PERMIT

The Airport Director shall issue a suitable lease/contract/permit setting forth the terms and conditions of the land/facility to be utilized or built, which lease/contract/permit shall, in every instance, be conditioned upon:

- 700.1 Compliance with the standards required for each particular activity approved and refer to and incorporate these standards by reference.
- 700.2 Any structure or facility to be constructed or placed upon the Airport being constructed in a manner to conform to all federal, state, county, and local safety regulations, current building codes and local fire regulations; any construction once commenced being diligently pursued to completion in a timely manner.
- 700.3 The right of the County to modify or add to the standards for application at the Airport.
- 700.4 The Operator of any services on the Airport shall be approved by the Airport Director for snow removal on those portions of the leased facilities within the AOA. The Airport bears no responsibility to clear the snow, ice, or water from any part of the leased facilities on the landside or private road leading to the facilities, unless otherwise expressed in the individual leases. Any Operator shall maintain equipment sufficient to clear snow, ice or water from their own landside leased facilities.

800 INSURANCES

Liability insurance coverage to protect against bodily injury, mental anguish, personal injury and damage to the property of others resulting from the ownership, maintenance or use of airport premises shall be required, and shall reflect the Colorado Air and Space Port/Adams County as an additional insured. This coverage shall include but not be limited to the use of mobile equipment owned, leased or borrowed while on the airport premises. Mobile equipment shall refer to a land vehicle (including machinery and/or apparatus attached to it), whether or not self-propelled, used for the maintenance or handling of aircraft on the airport premises.