

BOONE MUNICIPAL AIRPORT BOONE IA

MINIMUM STANDARDS FOR COMMERCIAL AERONAUTICAL ACTIVITIES

PREAMBLE. The City of Boone Airport Commission, hereinafter referred to as “Commission” recognizing the need to protect the public health, safety, and to foster the economic health and orderly development of Commercial, Aeronautical and Non-Aeronautical Operators at the Boone Municipal Airport, hereby promulgates and adopts the following procedures and minimum standards for the use of any land or facility on said Airport.

THE FOLLOWING PROCEDURES AND MINIMUM STANDARDS ARE APPROVED AND ACCEPTED WITH ALL CURRENT CHANGES, EFFECTIVE ____ DAY OF _____, 2019

ARTICLE I-APPLICATION

Any person wishing to acquire the use of land or establish or use any facility on the Airport for an aeronautical or any other activity shall be furnished a copy of these standards and procedures, as amended from time to time, and shall make an application in writing, filed with the Commission, setting forth in detail the following.

- a. The name and address of the applicant;
- b. The proposed land use and/or services to be offered;
- c. The requested or proposed date for commencement of the activity and the term of conducting same;
- d. The amount of land to be leased;
- e. The financial responsibility and ability of applicant or operator to carry out the activity sought.

ARTICLE II-NOTICE AND HEARING

Upon the filing of such an application with the Airport Manager’s Office, it shall be immediately referred to the Airport Advisory Committee for review at their next meeting. After review by the committee, any recommendations shall be forwarded to the Commission with recommendations of the Airport Manager and considered at the next scheduled meeting of the Commission. If no meeting is scheduled within thirty (30) days from the filing of such application, a special meeting shall be called for considering the same and notice thereof given to the applicant. Upon

consideration of the application, the Commission shall determine whether or not the applicant meets the standards and qualifications as herein set out and whether or not such application should be granted in whole or in part, and if so, upon what terms and conditions.

ARTICLE III- LEASE OR CONTRACT

Upon the approval of any such applications submitted or modified, the Commission shall cause to be prepared a suitable lease or contract agreement setting forth the terms and conditions of the land and/or facility use, which lease or contract shall in every instance be conditional upon or contain language assuring:

- a. That there be original and continued compliance with the standards required for each particular aeronautical or other activity approved; and
- b. That there be original and continued compliance with the standards required for each particular aeronautical or other activity approved; and
- c. That any structure or facility to be constructed or placed upon said Airport shall be constructed in a manner to conform to all safety regulations of the State of Iowa and the County of Boone, and shall be in compliance with the requirements of current building codes and fire regulations of the County; and that any construction once commenced will be diligently prosecuted to completion.

ARTICLE IV- STANDARDS FOR SPECIFIC ACTIVITIES

In addition to meeting the requirements of paragraph I, every person conducting the following specific activities shall meet the additional requirements as hereinafter set forth including:

A fair and reasonable opportunity, without discrimination, shall be afforded all applicants to qualify, or otherwise compete, for available airport facilities and the furnishing of selected aeronautical services; subject to the Minimum Standards as established by the Commission. An Operator shall have the right and privilege of engaging in and conducting the activities selected and specified by the written contract contingent upon the meeting the established Minimum Standards, the execution of a written lease with the Airport, the payment of the prescribed rentals, fees, and charges; and compliance with all federal, state, county, and airport laws, rules, codes, and regulations. The granting of such right and privilege, however, shall not be construed as affording the Operator any exclusive right of use of the premises and facilities of the Airport, other than those premises which may be leased exclusively to the Operator, and then only to the extent provided in a written agreement. The prospective Operator shall select one or more aeronautical services covered by these Minimum Standards. When more than one activity is proposed, the minimum required will vary (dependent upon the nature of individual services in

such combination) but will not necessarily be cumulative in all instances. Because of these variables, the applicable Minimum Standards to combinations of service will be discussed with the prospective Operator at the time of application. The Commission reserves and retains the right for the use of the Airport by others who may desire to use the same, pursuant to applicable federal, state, and local laws, ordinances, codes, Minimum Standards, and other regulatory measures pertaining to such use. The Commission reserves the further right to designate the specific Airport areas in which aeronautical services may be conducted. Such designation shall give consideration as to the nature and extent of the operation and the lands available for such proposed uses, consistent with the orderly and safe operation of the Airport.

ARTICLE V- DEFINITIONS/QUALIFICATIONS/REQUIREMENTS

5.1 Definition of an Aviation Operator An Aviation Operator is defined as an entity engaging in an activity, which involves, makes possible, or is required for the operation of aircraft, or which contributes to, or is required for the safety of such aircraft operations. The purpose of such activity may be to secure earnings, income, compensation, or profit, whether or not such objective(s) are accomplished. Authorized activities by an Operator shall be strictly limited to any one or a combination of the following aeronautical services performed in full compliance with the specific standards for that activity as set forth herein:

- a. Aircraft sales (new and/or used).
- b. Airframe and power plant repair facilities.
- c. Aircraft rentals.
- d. Flight training.
- e. Line services (aircraft fuels and oil dispensing).
- f. Specialized aircraft repair services – radios, propellers, instruments, and accessories.
- g. Aircraft charter and air taxi.
- h. Specialized commercial flying services.
- i. Aviation operators subleasing from another aviation operator (See Section 1.01 (A)(8)).
- j. Warehouse type facilities using air transportation and located on the airport.
- k. Medical related equipment and supplies.
- l. Other aviation related activities.
- m. Airport shuttle (ground transportation) operator.
- n. Any other activities not specially provided for in these Minimum Standards. Will be subject to negotiation.

5.2 Prequalification Requirements The prospective Operator shall submit, in written form, to the Commission, at the time of application, the following information, plus such other information as

may be reasonably requested by the Commission. Before being granted an operating privilege on the Airport, the prospective Operator must submit to the Commission a detailed description of the intended activity(s) and the means and methods to be employed to accomplish the activity(s). This description shall include:

- a. The services to be offered.
- b. The amount of land to be leased.
- c. The building space to be constructed or leased.
- d. The number of aircraft to be provided.
- e. The number of persons to be employed.
- f. The hours of proposed operation.
- g. The number and types of insurance coverage to be maintained.
- h. The prospective Operator shall demonstrate the financial capability to initiate operations and for the construction of improvements that may be required commensurate with the proposed operations(s).

5.3 General Requirements

A. Requirement of a Written Agreement Prior to the commencement of operations, the prospective Operator will be required to enter into a written agreement with the Commission, which agreement will recite the terms and conditions under which he will operate his business on the Airport, including but not limited to, the term of agreement, the rental fees, and charges, the rights, privileges and obligations of the respective parties, and other relevant covenants. It should be understood that these Minimum Standards do not represent a complete recitation of the provisions to be included in the written agreement. Such contract provisions, however, will not change, modify, or be inconsistent with these Minimum Standards.

B. Site Development Standards

- 1. Physical Facilities** The minimum space requirements shall be satisfied with one (1) building, attached buildings, or separate buildings on permanent foundations. Mobile office facilities may be used on leased property, by special permission of the Commission, providing facility is in compliance with all rules, regulations, and ordinances of the FAA, City of Boone, and building authority. All construction must be approved by the Commission and other appropriate agencies.
- 2. Engineering Standards** No person shall make any alterations of any nature whatsoever to any buildings, ramp or other Airport space, nor erect any building or other structure without prior submission of a written request, including detailed plans and specifications, and have receipt of written permission from the Commission. Prospective Operators shall comply with all building codes of the County of Boone and shall deliver to the Commission "as built" plans upon completion. Alterations or

construction must be submitted to the Federal Aviation Administration, FAA Form 7460-1 (Notice of Proposed Construction and/or Alteration) and receive a favorable determination, prior to commencement of any construction.

5.4 General Lease Clauses

A. For all Airport Lease Agreements

- 1. Aircraft Service by Owner or Operator of Aircraft** No right or privilege granted herein shall prevent any entity operating aircraft on the Airport from performing any services on its own aircraft with its own regular employees (including, but not limited to maintenance repair and self-fueling) that it may choose to perform, subject to Commission and federal restrictions and these minimum standards.
- 2. Airport Development** The Commission reserves the right to further develop or improve the airfield. If the physical development of the Airport requires the relocation of Operator-owned facilities, the Commission agrees to provide a comparable location, and agrees to relocate all Operator-owned buildings or provide similar facilities for the Operator at no cost to the Operator.
- 3. Commission's Rights** The Commission reserves the right (but shall not be obligated to the Operator) to maintain and keep in repair the airfield. The Commission shall have the right to inspect all Operators in order to establish proof of currency of all licenses, compliances with all laws, rules, regulations, and standards with which the Operator is required to comply. The Commission reserves the right to operate or conduct any or all aeronautical activities as a part of airport operations, as necessary to benefit the Airport.
- 4. Airport Obstructions** The Commission reserves the right to take any action it considers necessary to protect the aerial approaches of the Airport against obstructions, together with the right to prevent the Operator from erecting, or permitting to be erected, any building or other structure on the Airport which in the opinion of the Commission, would limit the usefulness of the Airport or constitute a hazard to aircraft.
- 5. Subordination** Airport leases shall be subordinate to the provisions of any existing or future agreement between the City of Boone and the United States, relative to the operations or 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.
- 6. Compliance with Laws, Etc.** The Operator shall at all times comply with the airport rules and regulations, federal, state, and local laws, ordinances, codes and other regulatory measures now in existence or, as may be hereafter modified or amended, applicable to the specific types of operation contemplated. The Operator shall

procure and maintain during the term of the Agreement all licenses, permits, and other similar authorizations required for the conduct of his business operations.

- 7. Misrepresentation** All terms and conditions with respect to these Minimum Standards are expressly contained herein, and the Operator agrees that no representation or promise has been made with the respect to these Minimum Standards not expressly contained herein.
- 8. Subleasing** If permitted in the lease between Operator and the Commission, all or a portion of a leased area may be subleased to another Operator. No such Operator shall be exempt from these Minimum Standards.

B. For Agreements Which Provide Services To The Public:

- 1.** The Operating entity, its heirs, personal representatives, successors in interest, and assignees, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that in the event facilities are constructed, maintained, or otherwise operated on the said property described in an Airport lease for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provisions of similar services or benefits, the Operators shall maintain and operate such facilities and service in compliance with all other requirements imposed in federally assisted programs of the Department of Transportation, and as said regulations may be amended.
- 2.** The Operating entity, for itself, its heirs, its personal representatives, successors in interest and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant and agree as a covenant running with the land that:
 - a. No person on the grounds of race, sex, color, marital status, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
 - b. That in the construction of any improvements on, over, or under, such land and the furnishing of services thereon, no person on the grounds of race, sex, color, marital status, or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.
- 3.** That the Operator shall use the premises in compliance with all other requirements imposed by or pursuant to 49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation and as said regulations may be amended.
- 4.** The Operator assures that it will undertake an affirmative action program as required by 14 CFR Part 152, Subpart E, to insure that no person shall on the grounds of race, creed, color, national origin, or sex be excluded from participating in any employment activities covered by 14 CFR Part 152, Subpart E. The Operator assures that no person shall be excluded on these grounds from participating in or receiving the services or benefits of any program or activity covered by their subpart. The Operator assures

that it will require that its covered sub-organizations provide assurances to the Operator that they will undertake affirmative action programs and that they will require assurances from their sub-organizations, as required by 14 CFR Part 152, Subpart E, to the same effect.

5. Operator agrees to furnish service on a fair, equal and not unjustly discriminatory basis to all users thereof, and to charge fair, reasonable and not unjustly discriminatory prices for each unit of service; PROVIDED, that Operator may make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers. None of the above provisions are required for a hangar lease where space is used only for storing lessee's aircraft, and no services are provided to the public, however, the leases must state the intended use, and stipulate that services to the public are prohibited. Reference FAA Advisory Circular 150/5190-7, *Minimum Standards for Commercial Aeronautical Activities*, and the Airport's Rules and Regulations, as may be amended.

ARTICLE VI- FIXED-BASE OPERATORS

6.1 Qualifications An Operator shall qualify as a fixed base operator (FBO) upon proof that the said Operator is a financially stable and responsible business enterprise. In addition, said Operator shall perform more than one operation as listed in Section 1.01 of these Minimum Standards. The Operator shall demonstrate that the premises from which it operates at the Airport and the personnel employed by it comply with the following requirements, as appropriate to the conduct of Operator's business.

6.2 Minimum Area The Operator shall construct a building or lease all or a portion of a building to provide suitable facilities for the type of operations proposed. Such space shall include an office area, parking for employees, a public telephone, and properly lighted and heated restrooms for customers and employees.

In the event said building is new construction, the land area to be leased shall include a minimum of 2.05 times the building footprint. Building shall include a general aviation service hangar area sufficient for intended use. Ramp area constructed shall be a minimum of 1.05 times the area of hangar.

6.3 Personnel Provide employees with the proper training and certifications for the operations proposed.

6.4 Equipment Provide the equipment necessary to perform the operations proposed.

6.5 Hours of Operation The Operator shall post and maintain hours of operations

6.6 Insurance The Operator shall provide insurance coverage for all operations in amounts as defined by the Commission.

FLYING CLUBS The following requirements apply to all Flying Clubs desiring to base their aircraft on the Airport and be exempt from minimum standards.

a. Flying Club organizations

Each club must be a nonprofit Iowa Corporation, Partnership, or demonstrable affiliation with same. Each member must be a bona fide owner of the aircraft; a stockholder in the corporation, or, in the case of a Parent Corporation or institution, each member must be currently employed by or enrolled in same.

b. Aircraft

The club's aircraft will not be used by other than bona fide members for rental and by anyone for hire, charter or air taxi.

c. Violations

In the event that the club fails to comply with these conditions, the Airport Manger will notify the club in writing of such violations. If the club fails to correct the violation in fifteen (15) days, the Commission may take any action deemed advisable.

d. Insurance

Each aircraft owned by the Flying Club must have the aircraft liability insurance coverage necessary to adequately protect the club members and the Airport.

e. Student Instruction

Student instruction may be given in club aircraft so long as the "student" is a bona fide club member & owner of club aircraft (as defined in section 6.7(a.))

ARTICLE VII BASIC LEASE TERMS AND CONDITIONS

(All operations open to the public)

7.1 Premises to Be Operated For Use and Benefit of Public

- a.** Lessee agrees to operate the premises for the use and benefit of the public.
- b.** To furnish good, prompt, and efficient service adequate to meet all the demands for its service to the Airport.
- c.** To furnish said service on a fair, equal, and nondiscriminatory basis to all users thereof.
- d.** To charge fair, reasonable and nondiscriminatory prices for each unit of sale or service, provided that the Lessee may be allowed to make reasonable and nondiscriminatory discounts, rebates or similar types of price reductions to volume purchasers.

7.2 Nondiscrimination Clause The Lessee, his agents, and employees will not discriminate against any person or class of persons by reason of race, color, creed or national origin in providing any services or in the use of any of its facilities provided for the public, in a manner prohibited by Part 15 of the Federal Aviation Regulations. The Lessee further agrees to comply with such enforcement procedures as the United States might demand that the Lessor take in order to comply with the Sponsor's assurances.

7.3 Aircraft Service by Owner or Operator of Aircraft It is clearly understood by the Lessee that no right or privilege has been granted which would operate to prevent any person, firm or corporation operating aircraft on the Airport from performing any services on its own aircraft with its own regular employees (including, but not limited to, maintenance and repair) that it may choose to perform.

7.4 Nonexclusive Rights Clause It is understood and agreed that nothing herein contained shall be construed to grant or authorize the granting of an exclusive right.

7.5 Development of the Boone Municipal Airport Lessor reserves the right to further develop or improve the airfield as it sees fit, regardless of the desires of view of the Lessee, and without interference or hindrance.

7.6 Lessor's Rights Clause Lessor reserves the right, but shall not be obligated to Lessee, to maintain and keep in repair the airfield and all publicly owned facilities on the Airport, together with the right to direct and control all activities of Lessee in this regard.

7.7 Obstruction at Boone Municipal Airport Lessor reserves the right to take any action it considers necessary to protect the aerial approaches of the Airport against obstruction, together with the right to prevent Lessee from erecting, or permitting to be erected, any building or other structure on the Airport which, in the opinion of the Lessor, would limit the usefulness of the Airport or constitute a hazard to aircraft.

ARTICLE VIII- AIRCRAFT SALES

Any aeronautical service desiring to engage in the sale of new or used aircraft must lease or provide as a minimum the following:

8.1 Minimum Area The Operator shall construct a building or lease all or a portion of a building to provide suitable facilities for office space, flight planning, customer lounge area, aircraft parking, and auto parking for customers and employees. Operator shall provide properly lighted and heated restrooms for customers and employees.

8.2 Personnel The Operator shall provide one or more persons holding a current pilot certificate and ratings appropriate for the type of aircraft to be demonstrated. Provision must be made for the office to be attended during posted business hours.

8.3 Parts and Service The Operator shall have access to an adequate supply of parts and servicing facilities to provide maintenance service to customer's aircraft.

8.4 Hours of Operation The Operator shall provide hours of operation convenient to customers.

8.5 Insurance The Operator shall provide insurance coverage for all operations performed in amounts as defined from time to time by the Commission.

ARTICLE IX- AIRFRAME AND/OR POWER PLANT REPAIR OTHER SPECIALIZED AIRCRAFT

MAINTENANCE SERVICES Any service desiring to engage in airframe and/or power plant repair or other specialized aircraft maintenance services shall provide as a minimum the following:

9.1 Minimum Area The Operator shall construct a building or lease all or a portion of a building to provide suitable facilities for office space, flight planning, customer lounge area, aircraft parking, and auto parking for customers and employees. Operator shall provide properly lighted and heated restrooms for customers and employees.

9.2 Personnel The Operator shall provide one or more persons holding a current pilot certificate and ratings appropriate for the type of aircraft to be demonstrated. Provision must be made for the office to be attended during posted business hours.

9.3 Parts and Service The Operator shall have access to an adequate supply of parts and servicing facilities to provide maintenance service to customer's aircraft.

9.4 Hours of Operation The Operator shall provide hours of operation convenient to customers.

9.5 Insurance The Operator shall provide insurance coverage for all operations performed in amounts as defined from time to time by the Commission.

ARTICLE X- AIRCRAFT RENTAL. Any service desiring to engage in the rental of aircraft to the public shall provide as a minimum the following:

10.1 Minimum Area The Operator shall construct a building or lease all or a portion of a building to provide suitable facilities for office space, flight planning, pilot supply sales, customer lounge area, aircraft parking and auto parking for customers and employees. The Operator shall provide properly lighted and heated restrooms for customers and employees. A telephone shall be supplied for flight plans, weather briefings, or other flight related uses.

10.2 Personnel The Operator shall provide for office to be attended during posted working hours.

10.3 Aircraft The Operator shall own or have exclusive lease in writing to at least one (1) aircraft equipped for flight under instrument conditions. Aircraft is to be maintained in accordance with all applicable FAA regulations.

10.4 Hours of Operation The Operator shall post and maintain hours of operation convenient to customers.

10.5 Insurance The Operator shall provide insurance coverage for all operations performed in amounts as defined from time to time by the Commission.

ARTICLE XI- FLIGHT INSTRUCTION All independent flight instructors, defined as giving instruction only in student owned aircraft, are exempt from this article of the Minimum Standards. All other Operator's desiring to engage in flight instruction shall provide as a minimum the following:

11.1 Minimum Area The Operator shall construct a building or lease all or a portion of a building to provide suitable facilities for office space, flight planning, pilot supply sales, customer lounge area, aircraft parking and auto parking for customers and employees. The Operator shall provide properly lighted and heated restrooms for customers and employees. A telephone shall be supplied for flight plans, weather briefings, or other flight related uses.

11.2 Personnel The Operator shall provide a minimum of one person holding a current commercial pilot certificate with appropriate ratings for flight instruction. Additional persons to provide for office to be attended during posted working hours.

11.3 Aircraft The Operator shall own or have exclusive lease in writing for one (1) aircraft equipped for flight under instrument conditions. Aircraft is to be maintained in accordance with all applicable FAA regulations.

11.4 Hours of Operation The Operator shall post and maintain hours of operation convenient to customers.

11.5 Insurance The Operator shall provide insurance coverage for all operations performed in amounts as defined from time to time by the Commission.

ARTICLE XII- AIR TAXI OR CHARTER SERVICE All service desiring to engage in air taxi or charter service shall provide as a minimum the following:

12.1 Minimum Area The Operator shall construct a building or lease all or a portion of a building to provide suitable facilities for office space, flight planning, customer lounge area,

aircraft parking and auto parking for customers and employees. The Operator shall provide properly lighted and heated restrooms for customers and employees.

12.2 Personnel The Operator shall provide a minimum of one (1) FAA certified commercial pilot appropriately rated to conduct air service offered. Additional personnel as required to attend office during normal working hours.

12.3 Aircraft The Operator shall provide a minimum of one (1) aircraft equipped for flight under instrument conditions. Non-owned aircraft must have exclusive lease in writing.

12.4 Hours of Operation The Operator shall post and maintain hours of operation convenient to customers.

12.5 Insurance The Operator shall provide insurance coverage for all operations performed in amounts as defined from time to time by the Commission.

ARTICLE XIII- AIRCRAFT FUELS AND DISPENSING SERVICES Any operator desiring to dispense fuel or provide fueling services must comply with fixed base operator (FBO) requirements in **ARTICLE VII** and the following:

13.1 Minimum Area The Operator shall construct a building or lease all or a portion of a building to provide suitable facilities for office space, flight planning, pilot supply sales, customer lounge area, aircraft parking and auto parking for customers and employees. The Operator shall provide properly lighted and heated restrooms for customers and employees. A telephone shall be supplied for flight plans, weather briefings, or other flight related uses.

13.2 Personnel The Operator shall provide one or more persons trained in the servicing of aircraft on duty during posted working hours.

13.3 Equipment The Operator shall provide minimum fixed fuel storage of at least 10,000 gallons for aviation gasoline and 10,000 gallons aviation jet fuel. Additional equipment as required to perform services set forth herein.

13.4 Services Required The Operator shall provide the following services.

100LL, Jet A & MOGAS

13.5 Hours of Operation The Operator shall post and maintain hours of operation during Monday through Sunday from 8:00 A.M. to 5:00 P.M.

13.6 Insurance The Operator shall provide insurance coverage for all operations performed in amounts as defined from time to time by the Commission.

13.7 Commercial/Noncommercial Compliance with Fire/Safety Standards All Commercial Operators or noncommercial operators authorized to conduct business or operate at the Boone Municipal Airport shall comply with the Airport’s “Fire Safety/Fuel Handling Standards” which are considered a part of these Minimum Standards.

ARTICLE XIV- AERIAL APPLICATION OPERATIONS All aerial application operators shall comply with the following:

14.0 Compliance with Federal Law Crop spraying and dusting services shall not be permitted to take place using the Boone Municipal Airport as a base of operations, until the operator has demonstrated to the Commission or the Airport Manager compliance with all applicable federal safety and local laws and regulations or requirements. All Requirements for this class of operation will be negotiated prior to the commencement of operation from the Boone Municipal Airport. This restriction shall not apply to insect/pest control aerial spraying by a bona fide governmental unit or agency undertaken for the protection of the public. Such governmental units or agencies shall obtain the permission of the Commission or the Airport Manager prior to initiating these activities.

ARTICLE XV-SPECIALIZED COMMERCIAL FLIGHT SERVICES Operators desiring to engage in specialized commercial air activities such as, but not limited to the following: banner towing and aerial advertising, aerial photography or survey, firefighting or fire patrol, power line or pipeline patrol, any other operations specifically excluded from Part 125 of the FAA Regulations shall comply with the following minimum standards:

15.1 Minimum Area The Operator shall construct a building or lease a portion of a building to provide suitable facilities for office space, flight planning, aircraft parking and auto parking for customers and employees. The Operator shall provide properly lighted and heated restrooms for customers and employees.

15.2 Personnel The Operator shall provide at least one (1) person having a current commercial certificate with appropriate ratings for the aircraft to be flown.

15.3 Aircraft The Operator shall provide at least one (1) properly certified aircraft owned or leased by written agreement.

15.4 Hours of Operation The Operator shall post and maintain hours of operation convenient to customers.

15.5 Insurance The Operator shall provide insurance coverage for all operations performed in amounts as defined from time to time by the Commission.

ARTICLE XVI- ADOPTION AND AMENDMENT TO MINIMUM STANDARDS.

16.1 Adoption These Minimum Standards shall become effective as of July 1, 2019.

16.2 Amendment The Commission reserves the right to amend these Minimum Standard at its own discretion. Prior to all amendments, a written comment period of sixty (6) days will transpire for all proposed amendments. Proposed amendments will be distributed by certified mail to all Operators at the Airport affected by the Minimum Standards, for comment on proposed amendment(s). Written comments will be discussed at the next regularly scheduled meeting of the Commission. The proposed amendment(s) to the Minimum Standards will be adopted at the following regularly scheduled meeting of the Commission.