



ST. TAMMANY PARISH

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PARISH PRESIDENT

December 1, 2021

Please find the following addendum to the below mentioned BID.

Addendum No.: 1

Bid#: 21-27-2

Project Name: St Tammany Regional Airport Fixed Base Operator (FBO)

Bid Due Date: December 15, 2021

GENERAL INFORMATION:

1. Add Section 07 Minimum Standards for FBO (Attached)

ATTACHMENTS:

1. Section 07 Minimum Standards.pdf

End of Addendum # 1

Section 07

MINIMUM STANDARDS AND REQUIREMENTS FOR THE CONDUCT OF COMMERCIAL AERONAUTICAL SERVICES AND ACTIVITIES AT ST. TAMMANY REGINAL AIRPORT, ABITA SPRINGS, LOUISIANA

A. Introduction

The Parish has established certain standards and requirements for Operators at the airport in order to foster, encourage, and insure the economic growth and orderly development of aviation and related aeronautical activities at the airport by insuring adequate aeronautical services and facilities. The purpose of these standards is to protect those who have made a substantial capital investment in facilities and equipment to serve the needs of the general aviation public.

The specific services to be provided on the airport are set forth as standards which relate to the means and methods of measuring the ability of the prospective operator to adequately and safely serve the needs of the general aviation public of the area. In addition, it sets forth the operating requirements which the operator must accept if he is to conduct the kind of services to which such criteria and specifications relate.

The following set forth the Minimum Standards and Requirements for the person, persons, partnership, company, trust, or corporation (all hereinafter referred to as a Person), based upon and engaging in one or more aeronautical services and activities operations at the airport. These Minimum Standards and Requirements are not intended to be all-inclusive as the operator of any aeronautical service or activity operation who is based on the airport will be subject additionally to applicable federal, state, and local laws, codes and ordinances, and other similar regulatory measures, insurance requirements including the airport Rules and Regulations pertaining to all such activities. All operators are required to follow all insurance requirements set forth by St. Tammany Parish Government's Risk Manager.

A written agreement, properly executed by the Parish and any operator, is a prerequisite to tenancy at the airport, and both with written agreement and tenancy are prerequisite to the commencement thereon of any of the aeronautical services and operations herein contained and specified. The contract provisions, however, will be compatible with the Minimum Standards and Requirements herein contained and will not change or modify the standards and requirements themselves. These Minimum Standards and Requirements may be included in whole, in part, or by reference as part of all leases between the Parish and any person desiring to be based on the airport and to engage in any aeronautical services and activities. Information relative to rentals, insurance requirements, fees, and charges applicable to the aeronautical services included herein will be made available to the prospective operator by the Parish at the time of the application or during the contract negotiations.

These Minimum Standards and Requirements may be revised as conditions may require, are not retroactive, and do not bear on or affect any written agreement properly executed

prior to the date of adoption and approval of same. They may be supplemented and amended by the Parish, from time to time, and in such a manner and to such extent as is deemed proper. No amendments or supplements shall affect any contractual relationship presently existing between the Parish and operators; provided that any lease, contract, or agreement entered into with any applicant after the amended or supplemented Minimum Standards and Requirements are adopted by the Parish shall be terminated or cancelled in the event of failure to comply with such after notice thereof is given.

B. Statement of Policy

A fair and reasonable opportunity, without unjust discrimination, shall be accorded to all applicants to qualify, and compete in a public bid process, for available airport facilities and the furnishing of selected aeronautical services, subject, however, to the Minimum Standards and Requirements as established by the Parish and set forth herein.

In all cases where the words “standards” or “requirements” appear, it shall be understood that they are modified by the word “minimum”. All operators shall be encouraged to exceed the “minimums”, which are established as a means of governing for the public the quality and level of services that are offered to the public in connection with the conduct of a particular aeronautical activity on the airport, and also to insure the safe conduct of all aeronautical activities conducted at the airport.

Contingent upon its qualifications, its meeting the established Minimum Standards and Requirements, the execution of a written agreement with the Parish, and the payment of the prescribed rentals, insurance requirements, fees and charges, the operator shall have the right and privilege of engaging in and conducting the activity / activities selected by it on the airport as specified by written contract. The granting of such right and privilege shall not be construed in any manner as affording the operator any exclusive right of use of the premises and facilities at the airport, other than those premises which may be leased exclusively to it and then only to extent provided in written agreement.

The Parish 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, ordinance, codes, minimum standards, and other regulatory measures pertaining to such use. The Parish further reserves the right to designate the specific airport areas in which the individual or a combination of, aeronautical services may be conducted. Such designation shall be consider the nature and extent of the operation and the lands and improvements available for such purpose, consistent with the orderly and safe operation of the airport.

The Parish reserves and retains the right to work with Federal Aviation Administration and the Louisiana Department of Transportation Aviation Agency on planning and accepting grants to make improvements to the airport through the Airport Improvement Program.

C. Definitions

Aeronautical Activity – Any 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 operations. The following are aeronautical activities within this definition: charter operations, pilot

training, aircraft rental, sightseeing, aerial photography, agricultural operations/crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can appropriately be regarded as an “Aeronautical Activity”. The following are examples of what are not considered aeronautical activities: ground transportation (taxis, car rentals, limousines), restaurants, barber shops and auto parking lots.

Airport Improvement Program – (AIP) The Airport Improvement Program provides grants to public agencies and in some cases to private owners and entities for the planning and development of public-use airports that are included in the National Plan of Integrated Airport Systems. The Parish works with FAA and DOTD Aviation each year for improvements and expansions of the facility. The Parish may request involvement with tenants in this grant process. Example – Runway Expansions, NavAids Improvements.

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

Commercial Aviation Operator – Defined as a person engaging in an activity which involves, makes possible, or is required for the operation of aircraft, or which contributes to, or is required for the safe conduct and utility of such aircraft operations, the purpose of such activity being to secure earnings, income, compensation, or profit, whether or not such objective or objectives are accomplished. This shall be classified as either a Fixed Base Operator (FBO) or a Specialized Aviation Operator (SAO).

Fixed Base Operator – A Fixed Base Operator (FBO) is further defined as a person, firm, corporation or other recognized form of business organization which provides the minimum general aviation services required at the airport. An FBO will provide the following minimum activities or services:

1. Aircraft Line Services: fueling, lubricating, miscellaneous service, ramp parking, tie-down, crew and passenger lounge facilities, public restrooms, telephone if applicable, loading and unloading and towing. In addition, the FBO is encouraged to provide any or all of the services listed below which may be provided separately by a Specialized Aviation Operator. However, to be an FBO it will be necessary to meet the criteria and accept the requirements as set forth by the Parish for those activities specifically required of an FBO.
2. Fixed Base Operator Minimum Requirements at St. Tammany Regional Airport
 - a. Minimum Facility Standards – Flight Planning facility equipped with adequate communication and other necessary flight planning materials.
 - b. Fuel Farm – Operate and maintain one (1) above-ground fuel storage and distribution system that includes a self-serve pump/metering system for 100LL fuel sales.

- c. Grounds Maintenance – The FBO will maintain all grass associated with the airport properties. This item will be negotiated during lease process.
- d. Communications, Utility Services – The FBO is responsible for utilities (electric, water and waste water, telephone, internet and other communications services that are associated with the large corporate hanger and FBO office facility, trash collecting and recycling.
- e. Petroleum Products – The FBO is responsible for all contaminated petroleum, waste oil, lubricate holding and recycling services.
- f. The FBO lessee/operator may propose to provide additional flight line services, amenities, and capabilities to airport patrons. The FBO are also invited and encouraged to provide additional Special Aviation Services Operations (SASO) as part of their business plan and service delivery model.

Specialized Aviation Operator – A Specialized Aviation Operator (SAO) shall provide one or more of the following activities or services:

- 1. Specialized Aircraft Repair Services (radios, painting, upholstery, propellers, instruments, accessories, etc.)
- 2. Specialized Commercial Flying Services
- 3. Flight Training
- 4. Aircraft Sales and Rental (new and/or used)
- 5. Aircraft Airframe and Engine Maintenance and Repair
- 6. Aircraft Rental
- 7. Aircraft Charter and Air Taxi Service
- 8. T-Hangar Aircraft Storage (excluding T-Hangar A)
- 9. Outside Tie Down Storage

The Parish recognizes the need for hangar, shop and office facilities for SAO's. The Parish recognizes also that some SAO's may not want to offer the full line of services that an FBO must offer. SAO's are encouraged to be tenants to FBO's. If not a tenant of an FBO the SAO may construct its own facility in the area designated on the airport upon land leased from the Parish by a written contract agreement, of which terms of the lease and construction plans, design, and specifications must be approved by the Parish.

Standards and Requirements of scheduled and non-schedule air carrier, air taxi services, and air carrier charter flights, as defined by the Civil Aeronautics Board and FAA, or any other activities not specifically provided for in the Minimum Standards and requirements, will be subject to negotiation and are not part of these Minimum Standards and Requirements.

A SAO or specialized commercial operator may not provide regular commercial services to the public in the areas of fueling, lubricating, miscellaneous services,

ramp parking, and tie-down or multi-lane aircraft storage; such services require designation as FBO.

D. Lease and Operations Agreement

1. Requirement of a Written Agreement – Prior to the commencement of operations, the operator will be required to enter into a written agreement with the Parish which will recite the terms and conditions under which the business will operate on the airport, including but not limited to the term of the agreement, fees, and charges, rights, privileges and obligations of the respective parties, and other relevant covenants. Such contract provisions will neither change nor modify the Minimum Standards and Requirements nor be inconsistent therewith.

The authority to equip, improve, establish fees and charges, and lease airport facilities is provided by La. Rev. Stat. 2:135.1, including the terms and additional terms set forth. It also states that an entire airport cannot be leased nor can it deprive the public of its rightful, equal and uniform use of the airport or landing field or portion thereof. (see La. Rev. Stat. 2:135.1(f) included herein)

Note: All Airport use charges shall be subject to renegotiation at the end of each five-year period.

Minimum rental rates shall be as currently established by the Parish. Unimproved land net rate assumes construction of improvements which will become the property of the lessor at the end of the lease period. Where no improvements are provided by tenant, land rental cost will be increased accordingly.

2. Site Development Standards –

- a. *Physical Facilities:* All leased areas shall provide for auto parking approved by the Parish. All buildings shall provide for an office and restroom facilities. It is required that the leased area be maintained in an adequate and safe manner at all times, subject to approval by the Parish.

Construction of New Facilities: Those financed by the operator not already on the airport will be subject to the standards of development as they are contained in the Airport Master Plan or as otherwise prescribed for the airport by the Parish. The Parish and State Office of Aviation must approve all plans and specifications prior to construction, and a notice of proposed construction required by FAR Part 77 must be submitted by the proponent to the FAA Airports District office. All operators are required to furnish to the Parish payment and performance bonds commensurate with any construction required under the minimum standards set forth for the individual type of operation. This disposition of any building upon termination of the agreement shall be as agreed upon between the Parish and the operator. Operator shall provide special fire detection and fire-fighting equipment commensurate with the type of operation as approved by the Parish. Upon the completion of any improvement or construction a certified statement showing the total cost and fair market value of each building is to be provided to the Parish.

- b. *Personnel:* The operator shall have in employment and on duty during operating hours trained personnel in such numbers as are required to meet the

Minimum Standards and Requirements set forth in an efficient manner for each aeronautical service being performed, including the office and in supervision of the operations performed. All operators shall conduct their activities and render their services in a safe, responsible and efficient manner and the operator shall be solely responsible for all of the acts of their tenants, agents and / or employees.

All operators and their employees shall follow the Substance Abuse and Drug Free Workplace policy included in these Minimum Standards and Requirements, in addition to being clean, courteous, efficient, and neat in appearance, and trained to perform any and all of the customer services contemplated under the particular operation. Any and all use of improper language is absolutely prohibited. All personnel required to hold FAA certificates and ratings shall maintain such certificates and ratings and have an annual certification of such.

- c. *Pavement/Concrete Maintenance:* The maintenance of pavement or concrete constructed by the Parish shall be the responsibility of the Parish. Any pavement or concrete constructed by any operator shall be the responsibility of the operator.
- d. *Building Maintenance:* Operator shall also maintain all buildings and improvements on the airport property leased from the Parish, and shall maintain such in good order and repair and make any such repairs as are necessary. The maintenance of the interior of any buildings, utility costs, and each operator's trash removal shall be the responsibility of the operator. Utility line maintenance outside the operator's delineated property boundary that is leased property shall be the Parish's responsibility. Grass mowing and landscape maintenance within each operator's leased area shall be the operator's responsibility in accordance with the lease with the Parish. All janitorial and custodial services in the exclusive area of the operator is the operator's responsibility. The Parish, in order to maintain standards of the custodial services throughout the airport, shall have the right to take over, or have performed by an outside contractor, all custodial services which are to be performed by the operator at any time during the term of the agreement upon a thirty-day written notice to the operator advising the operator of its failure to maintain proper standards of custodial services in its areas. In the event that a written notice is given to the operator by the Parish and the Parish proceeds to provide that event, the operator shall be billed the costs of such janitorial and custodial services on the basis of the rates set for the from time to time by the Parish.