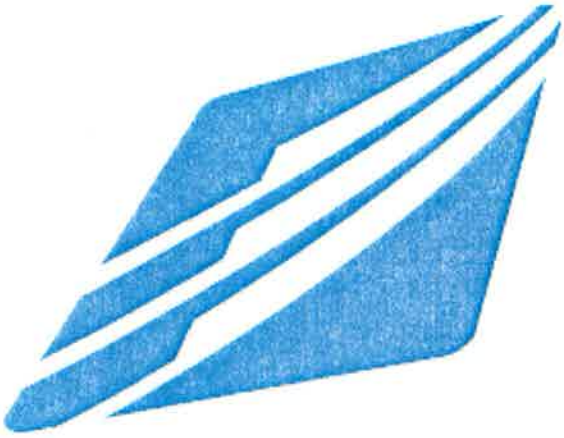
# AERONAUTICAL SERVICE OPERATOR MINIMUM STANDARDS
# NASHVILLE INTERNATIONAL AIRPORT
# NASHVILLE, TENNESSEE



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# SECTION 1

# GENERAL INFORMATION

## PURPOSE

These regulations prescribe minimum standards for any person or persons, firm, company, joint venture, partnership or corporation engaging in any aeronautical service, including air carrier and cargo services, at the Nashville International Airport, subject to a written agreement with the Metropolitan Nashville Airport Authority (hereinafter, "Operator" or "operator"). The purpose of these minimum standards is to establish a minimum acceptable level of service, and requirements for operating agreements and leases, leased space and tenant improvements, and by no means imply a right to provide services.

## INTRODUCTION

Prudent and proper administration requires that standards establishing the minimum acceptable qualifications of participants, level and quality of service, and other conditions that will be required of those proposing to provide aeronautical services at the Airport be adopted. The requirement to impose standards on those proposing to provide services at Nashville International Airport is in the public interest. This requirement provides protection from irresponsible, unsafe or inadequate service.

The adoption and enforcement of such standards insures that the Operator is reasonably fit, willing and able to discharge both its service obligations to its customers and its economic obligations to the airport community, and thereby protects the aviation user, the public and the airport community. Standards thus established and applied promote economic stability by discouraging unqualified applicants and fostering the level of services desired by the public and the Metropolitan Nashville Airport Authority.

## CONDUCT OF AN AERONAUTICAL SERVICE OPERATOR

It is the policy of the Metropolitan Nashville Airport Authority ("MNAA" or "Authority") to extend the opportunity for providing an aeronautical service to any entity meeting the Authority's published standards for that service, subject to availability of suitable space at the Airport to conduct such activities. The Nashville International Airport Master Plan provides the basis for determining whether suitable space is available.

## APPLICABILITY

These Standards apply to any person or entity that provides one or more aeronautical services to aircraft at Nashville International Airport except for the following:

1. No provision of these Standards shall be deemed to prohibit any person from performing aeronautical services with respect to its own aircraft; and

2. No provision of these Standards shall be deemed to prohibit any Signatory Airline from performing Aeronautical Services for scheduled or charter carriers with their own direct employees.

3. Signatory Airlines may provide fueling services to any scheduled or charter carriers that have entered into a Operating Agreement with the Authority with their own direct employees.

## EFFECTIVE DATE

These Standards shall become effective on December 1, 2009.

**APPROVED** _____
Raul L. Regalado, President/Chief Executive Officer

## AMENDMENT TO EXISTING STANDARDS

These standards shall replace the ***Aeronautical Service Operator Minimum Standards, Nashville International Airport, dated July1, 2005,*** which were in effect immediately prior to the adoption of these standards. On or after the Effective Date of these Standards, any reference in any Authority agreement to such prior standards shall be deemed to be a reference to these Minimum Standards, effective on December 1, 2009.

## RIGHT TO AMEND STANDARDS

The Metropolitan Nashville Airport Authority reserves the right to adopt such amendments to these Minimum Standards from time to time as it determines are necessary or desirable to reflect current trends of commercial airport activity and availability of property for lease, for the benefit of the general public or the operation of the Airport.

## WAIVERS

The Authority may, in its sole discretion, waive all or any portion of the Minimum Standards set forth herein for the benefit of any government or governmental agency performing non-profit public services to the aircraft industry, or performing emergency medical or rescue services to the public by means of aircraft, or performing fire prevention or firefighting operations. The Authority may further temporarily waive any of the Minimum Standards for non-governmental Operators where the Authority, in its sole discretion, deems such waiver to be in the best interest or welfare of the Airport's operation.

## CATEGORIES OF AERONAUTICAL SERVICE OPERATORS

The following sets forth the categories of Aeronautical Service Operators at Nashville International Airport:

1. Fixed Base Operator (FBO)

2. Specialized Aeronautical Service Operator (SASO)
   - Air Carrier Fueler
   - Air Carrier Line Maintenance
   - Aircraft Repair Station
   - Ramp Services
   - Passenger Services
   - Air Cargo Services
   - Multiple Specialized Services
   - Other Aeronautical Services

3. Air Carrier Operators
   - Signatory Status
   - Non-signatory status
   - Third Party Services
   - Scheduled Service – FBO Operations
   - Non-Scheduled Service

# SECTION 2

# APPLICATION PROCEDURES

1. Application to perform aeronautical services must be made in accordance with these Minimum Standards and signed by all parties owning an interest in the business including each partner, director, or corporate officer. The Application is attached to this document as Appendix "A".

2. The original application, together with all required documentation, shall be submitted to:

   **Director of Properties**
   **Metropolitan Nashville Airport Authority**
   **One Terminal Drive, Suite 501**
   **Nashville, Tennessee 37214-4114**

3. Applicants shall furnish the following supporting documents as evidence of organizational and financial capability to provide the proposed activities:

   a. Business Plan - a written proposal detailing the nature of the proposed aeronautical service to be provided, space and facility requirements and the proposed location on the Airport.

   b. Financial Statement - a current financial statement prepared in accordance with standard accounting principles by a certified public accountant (CPA). Applicant must submit a report from all principals for a corporation or partnership. The Airport shall be entitled to consider the financial statement in evaluating the applicant's financial ability to provide reasonable, safe and adequate aeronautical services to the public. The Authority's President and Chief Executive Officer in his sole discretion with respect to a Specialized Aeronautical Services Operator may waive this requirement.

   c. Credit Report - a current credit report covering all business activities in which the applicant has participated within the past ten years. Applicant must submit a report for all principals for a corporation or partnership.

   d. Personnel - a listing, with resumes, of key personnel to be assigned to the Nashville International Airport along with a description of their duties and responsibilities.

e. Evidence of Insurance with policy coverage; conditioned on the faithful performance of an agreement that conforms to the requirements of the Authority's Insurance Requirements.

f. Where applicable, a copy of any signed written agreement/contract between the applicant and an airline currently serving Nashville International Airport (BNA) together with a written statement from such airline to the Authority that the applicant meets the airline's standards for the services to be provided.

g. Such other information as the Authority may require.

## ACTION ON APPLICATION

1. **The Authority may deny any application, or reject any proposal to operate any aeronautical service on the Airport, if, in its opinion, it finds any one or more of the following:**

   a. The applicant does not meet published qualifications, standards and requirements established by these Minimum Standards.

   b. The applicant has supplied the Authority, or any other person, with false or misleading information or has failed to make full disclosure in their application or in the supporting documents.

   c. There is no appropriate, adequate or available space on the Airport to accommodate the applicant at the time of application.

   d. The proposed activity conflicts with the Airport's Approved Airport Layout Plan, or will create a safety hazard as determined by the Authority or by the FAA through the review Form 7460-1.

   e. The proposed activity requires the Authority to spend funds or to supply materials/manpower that the Authority is unwilling to spend or supply.

   f. The proposed activity will result in depriving existing Operators of portions of the area in which they are operating without their consent; will result in congestion of aircraft or buildings; or will unduly interfere with the operations of present Operators, or prevent free access to such operations.

   g. The proposed activity or operations have been or could be detrimental to the Airport.

h. The applicant has violated any of the Nashville International Airport Minimum Standards and/or Rules and Regulations, or the standards and regulations of any other airport, the Federal Aviation Regulations, any other statutes, ordinances, laws or orders applicable to the Airport or any other airport.

i. The applicant is currently in default in the performance of any lease or other agreement with the Authority.

j. The applicant's credit report or financial statement contains information that would create operational questions regarding the applicant's abilities to conduct the proposed operation.

k. The applicant does not have, or cannot demonstrate access to the operating capital necessary to conduct the proposed operation.

l. The applicant is unable to obtain sufficient insurance, financial sureties or guarantors to protect the interest of the Authority, the FAA, the Metropolitan Government of Nashville and Davidson County or other appropriate governmental entities.

m. The applicant has been convicted of any felony, or any city/ county ordinances, state or federal laws.

n. The Authority determines that the bid or proposal is not in the best interest of the health, safety, welfare, necessity or convenience of the traveling public.

o. The applicant is unable to qualify for unescorted access to the Airport Security Areas as required by Title 49 of the Code of Federal Regulations Part 1542.209 or Part 1544.229. These requirements include criminal history records checks.

# SECTION 3

# GENERAL REQUIREMENTS

## 1. Land

Operators may either lease property directly from the Authority, or sublease from another airport tenant, depending upon the type of Operator and subject to approval by the Authority in accordance with the provisions of anyapplicable lease documents.

## 2. Hangars and Other Buildings

If required by these Standards the Operator shall lease or construct a hangar for aircraft storage and shall lease or construct sufficient buildings to accommodate offices and shops to support their activities on the Airport.

## 3. Aircraft Parking Apron

If required by these Standards the Operator shall lease or construct sufficient paved aircraft parking apron within its leasehold premises to meet the requirements of their aeronautical activity. The Operator shall provide any paved taxiways necessary for access to the Airport's taxiway system.

## 4. Equipment

a. The specific equipment requirements specified in these Standards shall be deemed satisfied if the Operator owns, leases or otherwise has sufficient access to the equipment to provide the applicable aeronautical services promptly on demand without causing any flight delays or other operational impacts on aircraft at the Airport. All equipment must be maintained in operating condition and good appearance. The equipment must be painted in a uniform manner with the company name and logo prominently displayed.

b. An applicant under the Specialized Aviation Service Operator categories will be required to obtain a letter from each airline he will be contracted to, naming the equipment to be furnished, and including a statement from the airline that they concur that this is satisfactory to the airline.

c. If required by the Nashville International Airport rules and regulations, all vehicles being driven on Airport property shall have required permits and registrations, including permits for operation on the Air Operations Area (AOA).

d. All operator-owned vehicles being driven on Airport property shall be clearly designated with the name of the Operator on the vehicle.

## 5. Personnel and Training

a. All non-management personnel in the AOA shall be suitably uniformed, and the uniform shall identify the name of the Operator providing the service. All personnel in the AOA shall display security badges in a conspicuous manner at all times.

b. An adequate number of qualified, and where applicable, licensed, employees shall be on duty at all times to provide a level of service consistent with these Standards.

c. At least one qualified supervisor shall be on duty when any aeronautical services are being performed.

d. Each Operator shall establish a written training program to ensure that all employees are thoroughly trained and qualified to perform the tasks to which they are assigned. The training program shall contain detailed instruction in proper operating procedures for each job classification.

## 6. Contract Security

a. All Operators are required to maintain a security deposit with the Authority. Such Contract Security shall be equal to the Authority's President/CEO's estimate of three months' fees or other charges to be payable by the Operator to the Authority in connection with its operations under these Standards. The Operator shall, prior to commencing operations at the Airport, provide Authority with a cash deposit, contract bond, irrevocable letter of credit or other security acceptable to the Authority to guarantee the faithful performance by the Operator of its obligations under the Standards and its Operating Agreement with the Authority.

b. The Authority shall review the Contract Security annually, and, based on the Operator's payment history for the previous twelve (12) consecutive months, shall revise the amount to be in compliance with the requirements stated above.

## 7. Insurance Requirements

a. Applicability:

Prior to commencement of service, all Operators shall procure and maintain continuously in effect throughout the term of their activities upon the Airport, at Operator's sole expense, conditioned on the faithful performance of an operating agreement, insurance of the types and in at least such minimum amounts as set forth for the respective categories. The Operator shall provide Authority with a Certificate(s) of Insurance which evidences the required insurance and names the Authority, its commissioners, and employees as additional insureds and containing an agreement by the insurer that insurance policies will not be altered

or cancelled without 30 days advance written notice to the Authority. Operators shall obtain all required insurance coverages from insurance companies approved to issue insurance policies in the State of Tennessee that have a current A.M. Best rating of B+ and VI, or better.

b. Automobile Liability Insurance:

Each Operator operating one or more motor vehicles on the Authority's premises in the performance of their work or allowing vehicle access by individuals to the AOA shall purchase and maintain Automobile Liability Insurance coverage for claims, suits, and damages for bodily injury or property damage arising out of the ownership, maintenance, use, loading, or unloading of any owned, non-owned, or hired automobile or other motor vehicle in at least such minimum amounts as set forth herein.

Operators having unescorted access to the AOA at Nashville International Airport shall purchase and maintain Automobile Liability Insurance with policy limits of not less than $5 million Combined Single Limit. A comprehensive general liability policy providing equivalent coverage to an automobile liability policy may be used to meet part, or all, of this required minimum insurance coverage. The liability policy shall extend and provide coverage to the Operator's agents, servants, employees, suppliers, contractors, tenants, invitees or other parties while on the AOA that the Operator grants access to the AOA or that request an AOA permit for unescorted access from the Authority.

c. Aviation Liability Insurance:

Each Operator operating one or more aircraft on the Authority's premises in the performance of their work shall purchase and maintain Aviation Liability Insurance coverage for claims, suits, and damages for bodily injury or property damage arising out of the ownership, maintenance, use, service or repair of any aircraft, which also includes the standard coverage provided under a commercial general liability policy.

Signatory Airlines operating at Nashville International Airport shall purchase and maintain Aviation Liability Insurance in accordance with the Airport-Airline Lease and Use Agreement entered into by and between the Authority and the Signatory Airline.

Non-Signatory Airlines operating at Nashville International Airport shall purchase and maintain Aviation Liability Insurance with policy limits in accordance with their agreement with the Authority.

d. General Liability Insurance:

Each Operator shall purchase and maintain Commercial General Liability Insurance covering claims, suits, and damages for bodily injury, property damage, and certain types of commercial damages arising out of events involving premises, operations, products, completed operations, and fire legal liability for which the Operator has liability regardless of whether the injury or damage occurs on or off the Operator's premises in minimum coverage amounts set forth below:

i. Not less than $1 million Combined Single Limit per occurrence if the Operator's work does not require the presence of the Operator, its employees, subcontractors, or other representatives within the AOA of Nashville International Airport.

ii. Not less than $5 million Combined Single Limit per occurrence if the Operator's work requires the presence of the Operator, its employees, subcontractors, or representatives within the AOA of Nashville International Airport.

Notwithstanding the foregoing, Fixed Base Operators at Nashville International Airport shall maintain Commercial General Liability Insurance with policy limits of not less than $25 million Combined Single Limit per occurrence. The Commercial General Liability Insurance policy for each fixed-base operator that operates a hangar facility shall include Hangar Keeper's Legal Liability Insurance covering claims, suits, and damages for damage to or destruction of the aircraft of others while in the insured's care, custody, or control during storage, repair, or safekeeping of the aircraft.

e. Umbrella Liability Insurance:

The minimum liability insurance requirements of items 7b through 7e as stated above may be met by a primary Liability Insurance Policy and an Umbrella or Excess Liability Insurance Policy.

f. Property Insurance:

Each Operator leasing any building from the Authority or owning any building on land leased from the Authority shall purchase and maintain Causes of Loss Property Insurance covering the value of the building, improvements and contents, with limits not less than the insurance coverage requirements set forth in the lease agreement or, if the lease agreement is silent, the full replacement cost of the building, including leasehold improvements, and the contents thereof. The Authority shall be listed as a loss payee on each such policy with respect to the building and any leasehold improvements. An Operator leasing space in the terminal complex or leasing only a portion of a building owned by the Authority

shall insure its leasehold improvements and contents in accordance with the provisions set forth above, and, if required by the applicable lease, shall pay a portion of the Authority's insurance with respect to the facility.

g. Exceptions/Waivers:

As may be necessary or in the best interest of the Authority to increase competition, reduce Authority's expenses, or as may otherwise be deemed appropriate under the circumstances, the Authority may waive, reduce, or otherwise modify any of the above insurance requirements, including, without limitation, reducing policy limit requirements, waiving certain coverage, or authorizing larger self-insured retentions.

## 8. Airport Security

All Operators shall be required to conform to the applicable requirements and procedures of the Airport Security Plan for Nashville International Airport. The Authority reserves the right to impose additional security measures based on threat vulnerability estimates at any time.

## 9. Operating Agreement

No applicant may provide an aeronautical service at the Airport until entering into a written operating agreement with the Authority. The operating agreement shall be in a form acceptable to the Authority, shall specify which types of aeronautical services the Operator is authorized to provide, and shall contain, without limitation, provisions for an operating fee payable to the Authority, insurance, indemnification, environmental requirements and a security deposit or other form of contract security as required.

## 10. Subcontracting

a. A FBO shall not subcontract any fueling services, nor more than two (2) other services they are required or authorized to provide.

b. A FBO shall establish procedures and/or written agreements to insure all of FBO's tenants adhere to Authority, local, state and federal rules and regulations.

c. A FBO shall enforce lease prohibitions which preclude the storage of automobile, boats and recreational vehicles, and unauthorized aircraft and vehicle maintenance in t-hangars and on ramp areas.

d. A SASO may not subcontract any of the services they are authorized to provide.

## 11. Required Fees and Payments

Exact fees and payments will be determined on an individual basis and incorporated into Operating Agreements.

# SECTION 4

# MINIMUM STANDARDS

The following standards have been developed after consideration of the elements outlined in Section 3 with attention to their applicability at the Nashville International Airport. The standards are grouped according to the specific type of activity to which they pertain and any applicant desiring to provide these services at the Airport must meet the standards pertaining to that type of aeronautical service.

The standards set forth herein are the minimum which the Authority will require in agreements authorizing an entity to provide an aeronautical service at the Airport, and, unless specifically limited herein, do not preclude the applicant from seeking greater operating authority than the minimum required.

The Authority reserves the right to adjust and/or combine the square footage of building space or area required herein for each aeronautical service if more than one aeronautical service is to be provided by one entity.

The Authority reserves the right to review and amend these Minimum Standards as necessary.

# SECTION 5

# FIXED BASE OPERATOR

This section sets forth the minimum standards for a Fixed Base Operator (FBO) at Nashville International Airport.

## STATEMENT OF CONCEPT

A Fixed Base Operator engages in and furnishes a full range of aeronautical activities and services to the public, which shall include, as a minimum, the following:

### 1. Fueling

Fixed Base Operators are permitted to engage in the public business of sales and dispensing of aviation fuels to general aviation and military aircraft on their leasehold area. No other Operator shall be permitted to engage in this specific aeronautical business activity. Also, FBOs may provide "into-plane" or contract fueling on other leased areas on the airport. In addition, an FBO may provide contract fueling services to air carriers at the terminal gates provided they meet the requirements of Section 6 of these standards.

### 2. General Aviation Services

The FBO is required to provide numerous support services to the flying public. These services include, but are not limited to: public restrooms, pilot lounges, conference rooms, flight planning areas, weather services, aircraft parking, tie-down and hangar storage, airframe, power plant and accessory services, and radio and instrument services.

### 3. Emergency Assistance

The FBO is required to provide emergency services to disabled general aviation aircraft on the Airport. This includes towing or transporting of disabled aircraft having a gross landing weight not in excess of 12,500 pounds to the Leased Premises at the request of the owner or operator of the disabled aircraft or the Authority's President and Chief Executive Officer.

### 4. Collection Agent

The FBO may act as the collection agent, when requested by the Authority, with respect to any landing fees which are applicable to general aviation aircraft arriving at the Airport.

## 5. Other Services

a. The FBO may provide other specialized aeronautical services on its leasehold area subject to the approval of the Authority. These requests would be reviewed and approved on a case-by-case basis.

b. The FBO may provide other specialized aeronautical services to air carriers at the terminal gates subject to the Authority's approval and provided they meet the requirements of these standards.

## MINIMUM STANDARDS

### 1. Land

The FBO must lease enough land to provide adequate space for hangars and other buildings, paved private auto parking, paved aircraft parking, paved pedestrian walkways, fuel storage facilities, and all storage, servicing utilities and support facilities as may be mutually agreed upon in writing by the Authority and FBO consisting of not less than seven (7) contiguous acres or 304,920 square feet.

### 2. Hangars and Other Buildings

a. The FBO must lease or construct a hangar to provide a minimum of 20,000 square feet for aircraft storage with door openings of least 100 feet in width and 20 feet in height.

b. In addition to the hangar, 5,000 additional square feet of lounge, offices, flight planning facilities, pilot waiting areas, public restrooms and telephone facilities must be leased or constructed. If the Operator in this category elects to provide Aircraft Maintenance Services, either directly or through a contract with an approved sublessee, then an additional 5,000 square feet of shop and spare parts storage shall be constructed or leased.

### 3. Aircraft Parking

The FBO must provide paved aircraft parking of a minimum of 152,460 square feet (3.5 acres).

### 4. Automobile Parking

The FBO must provide a minimum of 60 paved private automobile parking spaces excluding employee parking.

## 5. Fuel Storage Facilities

a. An FBO shall lease sufficient land for installation of above-ground fuel storage tanks to be constructed and operated in accordance with all applicable environmental requirements on FBO's leased premises.

b. Total storage capacity shall consist of at least two (2) 10,000 gallon storage tanks for turbine fuel and one (1) 10,000 gallon storage tank for aviation gasoline to assure adequate supplies of fuel at all times.

c. The storage system must include adequate fuel spill prevention features and containment capabilities, together with an approved fuel spill containment and countermeasures control plan.

d. FBO shall be required to undertake at its expense any environmental testing which the Authority's President/CEO may request from time to time, and any remedial actions determined to be necessary or appropriate as a result of such testing.

## 6. Mobile Dispensing Equipment

a. An FBO shall provide at least three (3) metered filter-equipped mobile dispensing trucks for dispensing the two (2) types of fuel, with separate dispensing pumps and meters required for each type of fuel.

b. At least two (2) of the mobile dispensing trucks must be used for turbine fuel with each having a minimum capacity of at least 3,000 gallons.

c. The remaining mobile dispensing truck shall be for aviation gasoline with a capacity of at least 750 gallons.

d. All dispensers must have bottom-refilling capabilities and turbine fuel dispensers must have single point refueling capabilities.

e. All dispensers shall meet all applicable safety requirements, with reliable metering devices subject to independent inspection.

f. All equipment shall be maintained and operated in accordance with Federal, State and industry requirements, including ATA 103, NFPA 407 and OSHA guidelines.

## 7. Aircraft Service Equipment

An FBO shall procure and maintain tools, jacks, tugs, towing equipment, tire repairing equipment, ground power units, emergency starting equipment, portable compressed air tanks, oxygen cart and supplies, fire extinguishers, mobile passenger stairs, chocks, ropes, tie-down supplies, crew and passenger courtesy transportation vehicles and a

"Follow-Me" vehicle, as appropriate and necessary for the servicing of aircraft types normally expected to use the FBO facilities.

## 8. Hours of Operation

All FBOs shall provide aircraft fueling and line services twenty-four (24) hours daily, every day, including holidays or during such other hours as may be mutually agreed upon in writing by the Authority and FBO.

## 9. Personnel and Training

a. Full-Time Manager: All activities of the FBO shall be conducted under the guidance and supervision of a full-time FBO Manager. Such person must be an outstanding, highly qualified and experienced FBO Manager vested with full power and authority in respect to the method, manner and conduct of the FBO operation and must be approved in advance by the Authority, which approval may be denied for any reason. Such FBO Manager shall be assigned to Nashville International Airport where he/she shall be available during normal business hours.

b. Line Service: At least two (2) fully trained and qualified fuel service personnel shall be on duty at all times while the facility is open for business. One must be a responsible and qualified supervisor.

c. Maintenance: At least one (1) FAA-licensed aircraft mechanic shall be made available promptly upon request. The FBO can meet this requirement by contracting with a Specialized Aeronautical Service Operator authorized to conduct Aircraft Maintenance at the Airport.

d. All fuel and line service personnel shall be suitably uniformed with the name of the company prominently displayed.

e. There shall be at least one person on duty 24 hours per day, seven days a week to act as supervisor, customer service representative, ramp attendant, landing/parking fee collector and dispatcher for General Aviation activity.

f. All fuel service personnel shall have successfully completed an approved line technician safety course. National Aviation Transportation Association (NATA) or equivalent is acceptable.

## 10. Insurance Requirements

Each FBO is required to provide insurance in the types and limits as specified by Section 3 of these Minimum Standards and its written operating agreement with the Authority.

## 11. Airport Security

Each FBO shall be required to conform to the applicable requirements and procedures of the Airport Security Plan for Nashville International Airport. The Authority reserves the right to impose additional security measures based on threat vulnerability estimates at any time.

## 12. Operating Agreement

A written agreement, properly executed by the Metropolitan Nashville Airport Authority and the Operator, is a prerequisite to tenancy on the Airport and the commencement of any operations thereon. These Minimum Standards, the Metropolitan Nashville Airport Authority Rules and Regulations, and the Air Operations Area Drive Security Handbook/Study Guide, are hereby incorporated into and made a part of the lease agreement.

## 13. Required Fees and Payments

Fuel Flowage: In addition to rental to be paid under a lease agreement with the Authority, FBO shall pay Authority a fuel flowage fee at a rate per gallon of AvGas, jet fuel, and lubricants sold or used as shall be specified in writing and revised from time to time by the Authority. FBO shall submit a monthly report of fuel sales and remit to the Authority the applicable fuel flowage fee for all aviation fuel initially delivered into any aircraft. No aircraft will be exempt from fuel flowage fees without prior written approval from the Authority. Airlines with signatory agreements with the Authority are exempt from fuel flowage fees. The FBO will keep the delivery ticket (bill of lading) for each delivery of aviation fuel for a minimum of three (3) years and make them available for audit by the Authority. Information relative to rental fees and charges applicable to the aeronautical services included herein will be made available to the prospective Operator at the time of application or during lease negotiations.

# SECTION 6

# SPECIALIZED AERONAUTICAL SERVICES OPERATOR - AIR CARRIER FUELING

## STATEMENT OF CONCEPT

An Air Carrier Fueler is an operator acting as the "Into-Plane Agent" of Signatory and Non-signatory air carriers at passenger and air cargo terminal facilities. An Air Carrier Fueler provides the following services:

a. The into-plane delivery and quality control of contract aviation fuel of all grades ordinarily used and required by Signatory and Non-signatory air carriers serving Nashville International Airport; and,

a. The delivery of aviation oils and lubricants of all types and grades ordinarily required by Signatory and Non-signatory air carriers utilizing the Airport.

b. An Air Carrier Fueler is prohibited from selling aircraft fuel to other airport users, including transient and locally based non-commercial aircraft as such functions are reserved solely to General Aviation Fixed Base Operators as set forth in Section 5 of this document.

## MINIMUM STANDARDS

### 1. Experience

An Operator proposing to engage in air carrier fueling shall have a minimum of 5 years experience fueling air carrier aircraft through a hydrant system at either medium or large hub airports. At the time of application, the Operator must have at least three (3) other fueling operations at medium or large hub airports.

### 2. Facilities

a. An Operator performing air carrier fueling shall have executed a Fuel System Access Agreement with the Airlines and the Authority for access to the Airline's/Authority's Fuel System.

b. Operator will be required to lease or sublease space at the Airport in support of its activities. The type and amount of space would be dependent on the size of the operation. An example of the type of space required to be leased is: office area, operations and breakroom area. In addition, additional space away from the terminal area must be leased to park, store and maintain equipment when it is not actually being used.

## 3. Equipment

An Operator performing air carrier fueling shall maintain equipment in sufficient quantities and of sufficient type to service all aircraft handled by the Operator and which shall include the following:

a. Two truck-mounted hydrant refueling vehicles capable of uplifting 600 gpm and compatible with the Airport's hydrant system. One of the units shall be equipped with a high-lift device if the Operator plans to service widebody aircraft.

b. Two towable hydrant refueling units capable of uplifting 300 gpm and compatible with the Authority's hydrant system.

c. Two tow tugs or other vehicles capable of repositioning towable units.

d. Two metered filter-equipped mobile dispensing trucks for dispensing of turbine fuel, with each having a minimum capacity of at least 5,000 gallons, with bottom-refilling and single point refueling capabilities.

e. All equipment shall be maintained and operated in accordance with OSHA and local and State industrial codes.

f. A dedicated fuel spill team consisting of a minimum of two properly trained individuals with a sufficient supply of absorbent materials and the vehicular means to transport this material for the immediate containment and subsequent clean up of a fuel spill and proper disposal of any hazardous waste created by any fuel spill. The training requirements, methods of disposal and clean up are all subject to approval by the Authority's Environmental division.

g. Any deviations from this portion of the Standards may be requested in writing for the Authority's consideration.

## 4. Hours of Operation

The Operator shall provide services in a timely manner during the hours specified by the air carrier.

## 5. Personnel and Training

a. The Operator shall have in its employ, and on duty during appropriate business hours, sufficient trained personnel to meet the airline's requirements.

b. The Operator shall have a duly appointed supervisor during business hours with the authority to represent and act for and on the behalf of the Operator.

c. All employees will be in uniform with the name of the company prominently displayed.

## 6. Insurance Requirements

Each Specialized Aeronautical Service Operator is required to provide applicable types of insurance for their operation in limits specified by the Authority.

## 7. Airport Security

All Specialized Aeronautical Service Operators shall be required to conform to the applicable requirements and procedures of the Airport Security Plan for Nashville International Airport. The Authority reserves the right to impose additional security measures based on threat vulnerability estimates at any time.

## 8. Operating Agreement

a. An Operator in this category may contract directly with and provide services to any Signatory or Non-Signatory Air Carrier at BNA provided they:

i. Execute an Operating Agreement with the Authority and provide the Authority with all necessary documents and deposits as outlined in the Operating Agreement.

ii. Execute a Fuel Systems Access Agreement with the Airline and the Authority.

b. Each Operator shall provide the Authority with a copy of signed written agreements or contracts with airlines currently serving Nashville International Airport (BNA).

c. Each Operator shall immediately advise the Authority of any changes in agreements or contracts with any airline by using the form supplied in these Standards.

## 9. Required Fees and Payments

a. This category of Operator may be required to pay an annual privilege fee to the Authority for the right to dispense fuel at the terminal gates.

b. Information relative to other rental fees and charges applicable to the aeronautical services included herein will be made available to the prospective Operator at the time of application.

# SECTION 7

# SPECIALIZED AERONAUTICAL SERVICES OPERATOR - AIR CARRIER LINE MAINTENANCE

## STATEMENT OF CONCEPT

An Aircraft Line Maintenance Operator provides routine and non-routine line maintenance in accordance with an Air Carrier's instructions and procedures. These Operators are mobile and often provide their services from a step van which serves as a mobile workshop.

## MINIMUM STANDARDS

### 1. Facilities

Actual facilities required will depend on services rendered to the airlines and the availibility of space at the Airport. Equipment parking needs will likewise be handled individually. However, due to limited space for equipment and vehicles parked at Airsides, all vehicles are to be removed from the AOA between service calls.

### 2. Equipment

a. The Operator shall have all tools and equipment required to perform services outlined in the Operator's contract with the Air Carrier, unless they are to be provided by the Air Carrier.

b. The Operator will provide certification from Air Carriers to the Authority in writing that the company is qualified and properly trained to perform the required services.

### 3. Hours of Operation

The Operator shall provide services in a timely manner during hours specified by the air carrier.

### 4. Personnel and Training

a. The Operator shall have in its employ, and on duty during the appropriate business hours, sufficient trained personnel to meet the airline's requirements.

b. The Operator shall have a duly appointed supervisor during business hours with the authority to represent and act for and on the behalf of the Operator.

c. All employees will be in uniform with the name of the company prominently displayed.

## 5. Insurance Requirements

Each Specialized Aeronautical Service Operator is required to provide the applicable types of insurance for their operation in the limits specified by the Authority.

## 6. Airport Security

All Specialized Aeronautical Service Operators shall be required to conform to the applicable requirements and procedures of the Airport Security Plan for Nashville International Airport. The Authority reserves the right to impose additional security measures based on threat vulnerability estimates at any time.

## 7. Operating Agreement

An Operator in this category may contract directly with and provide services to any Signatory or Non-Signatory Air Carrier at Nashville International Airport provided they:

a. Execute an Operating Agreement with the Authority and provide the Authority with all necessary documents and deposits as outlined in the Operating Agreement.

b. Each Operator shall provide the Authority with a signed copy of all agreements or contracts with an airline(s) serving the Airport.

c. Each Operator shall advise the Authority within five (5) working days of any changes in their agreement(s) or contract(s) with any airline(s) by using the form supplied in these Standards.

## 8. Required Fees and Payments

Information relative to rental fees and charges applicable to the aeronautical services included herein will be made available to the prospective Operator at the time of application.

# SECTION 8

# SPECIALIZED AERONAUTICAL SERVICES OPERATOR – AIRCRAFT REPAIR STATION

## STATEMENT OF CONCEPT

An Aircraft Repair Station Operator provides maintenance, repair, rebuilding, alteration or inspection of an aircraft or any of its component parts. An Aircraft Repair Station must be certified by the Federal Aviation Administration under FAR Part 145 to perform aircraft maintenance and shall provide only those maintenance and inspection services permitted by its FAA certification. This category shall also include the sale of aircraft parts and accessories, but such is not an exclusive right.

## MINIMUM STANDARDS

### 1. Land

The Operator shall lease enough land to provide space for all buildings and support facilities; paved private auto parking; paved aircraft parking apron (if required); a paved taxiway connecting to the airport taxiway system (if needed); a paved pedestrian walkway; all storage facilities.

### 2. Hangars and Shops

The Operator shall lease or construct a hangar or shop facilities of at least 5,000 square feet to conduct its business.

### 3. Aircraft Apron

The Operator shall lease or construct at least 43,560 square feet (1 acre) of paved aircraft parking and storage area if necessary to support its activities.

NOTE: The requirements for "1" through "3" above may be satisfied by a sublease of space from an FBO.

### 4. Aircraft Service Equipment

a. The Aircraft Maintenance Operator shall at all times maintain an adequate supply of all necessary parts, equipment and accessories with a minimum value of $100,000.

b. If the Operator is involved with moving aircraft, they shall have, or lease, at least one aircraft tug of sufficient power or braking weight to handle any air carrier

aircraft that the operator is permitted to service under the operator's FAA certificate.

c. All of the tools and equipment required under the operator's FAA certificate.

## 5. Hours of Operation

a. The Leased Premises shall be open and services available at least eight (8) hours a day, five (5) days a week.

b. The Operator shall provide for services during off-hours through an "on-call" system.

## 6. Personnel and Training

a. The Operator shall have in its 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 a safe and efficient manner, but never less than one (1) person currently certified by the FAA with ratings appropriate to the work being performed, and who holds an airframe, power plant or an aircraft inspector rating, plus one (1) additional person not necessarily rated.

b. The Operator shall maintain during business hours, a responsible person in charge to supervise its operations on the Airport and with the authorization to represent and act for and on behalf of the Operator.

c. All employees will be in uniform with the name of the company prominently displayed.

## 7. Insurance Requirements

Each Specialized Aeronautical Service Operator is required to provide the applicable types of insurance for their operation in the limits specified by the Authority.

## 8. Airport Security

All Specialized Aeronautical Service Operators shall be required to conform to the applicable requirements and procedures of the Airport Security Plan for Nashville International Airport. The Authority reserves the right to impose additional security measures based on threat vulnerability estimates at any time.

## 9. Operating Agreement

a. Operator must execute an Operating Agreement with the Authority and provide the Authority with all necessary documents and deposits as outlined in the Operating Agreement.

b. Each Operator shall provide the Authority with a signed copy of all agreements or contracts with airline(s) currently serving the Airport.

c. Each Operator shall advise the Authority within five (5) working days of any changes in their agreement(s) or contract(s) with any airline(s) by using the form supplied in these Standards.

## 10. Required Fees and Payments

Information relative to rental fees and charges applicable to the aeronautical services included herein will be made available to the prospective Operator at the time of application or during lease negotiations.

# SECTION 9

# SPECIALIZED AERONAUTICAL SERVICES OPERATOR - RAMP SERVICES

## STATEMENT OF CONCEPT

A Ramp Services Operator provides the following services to the airlines at the terminal facilities. The actual services to be provided will vary from airline to airline. This list is not intended to be all-inclusive and is provided as an example of the types of services that are typical of this category.

- Aircraft Marshalling
- Aircraft Parking
- Ramp to Flight Deck Communication
- Loading and Unloading of Passengers or Baggage
- Starting of Aircraft
- Moving of Aircraft
- Exterior Cleaning
- Interior Cleaning
- Lavatory Service
- Water Service
- Cooling and Heating
- Cabin Equipment and In-flight Entertainment Material
- Storage of Cabin Material
- Flight Operations and Crew Administration
- Baggage Handling
- Freight Handling

The safe and secure handling of passengers' baggage from the aircraft to the Federal Inspection Station (FIS) and from the recheck belt at the FIS to the baggage claim area will be done in accordance with the standards adopted by the Authority and attached as Appendix "C".

## MINIMUM STANDARDS

### 1. Facilities

a. Operator shall lease space to provide for storage of ramp equipment when it is not in use.

b. Operator shall provide access to an area designated as a "Flight Planning Room" for crews of commercial air carriers serviced by the operator if required by the air carrier. This room shall be available 24 hours per day, seven days per week and shall include:

1. Area for weather service, flight planning and filing sufficient to meet the needs of the commercial flight crew which shall be not less than 75 square feet.
2. Access to men and women's rest rooms for the use of the commercial flight crew.
3. Public telephones, SITA or comparable telex equipment and dedicated direct line or automatic dial FAA/FSS telephone.
4. A crew lounge, if required by the air carrier

## 2. Equipment

The Operator shall maintain equipment in sufficient quantities and type to provide the services desired by the airline and to service all aircraft used by the airline at BNA.

## 3. Hours of Operation

The Operator shall have services available as required by the airline.

## 4. Personnel

a. One General Manager, with a minimum of five (5) years experience, on duty during regular business hours and assigned to BNA 40 hours a week. At least one Supervisor, with a minimum of two (2) years experience, on duty when customer's aircraft is on the ground.

b. All personnel shall be properly uniformed with the company name prominently displayed.

## 5. Contract Security

Third party security services may be required pursuant to the Operating Agreement.

## 6. Insurance Requirements

Each Specialized Aeronautical Service Operator is required to provide the applicable types of insurance for their operation in the limits specified by the Authority.

## 7. Airport Security

All Operators shall be required to conform to the applicable requirements and procedures of the Airport Security Plan for Nashville International Airport. The Authority reserves the right to impose additional security measures based on threat vulnerability estimates at any time.

## 8. Operating Agreement

a. Operator must execute an Operating Agreement with the Authority and provide the Authority with all necessary documents and deposits as outlined in the Operating Agreement.

b. Each Operator shall provide the Authority with a signed copy of all agreements or contracts with airline(s), currently serving the Airport.

c. Each Operator shall advise the Authority within five (5) working days of any changes in their agreement(s) or contract(s) with any airline(s) by using the form supplied in these Standards.

## 9. Required Fees and Payments

Information relative to rental fees and charges applicable to the aeronautical services included herein will be made available to the prospective Operator at the time of application or during lease negotiations.

# SECTION 10

# SPECIALIZED AERONAUTICAL SERVICES OPERATOR - PASSENGER SERVICES

## STATEMENT OF CONCEPT

Passenger Services are those activities that may be contracted out by an air carrier to assist their passengers arriving at or departing from the terminal facilities. Typical activities include the following:

### 1. Representation and Accommodation

a. If required, arrange guarantee or bond to facilitate the Carrier's activities.
b. Liase with local authorities.
c. Indicate that the Operator is acting as an agent for the Carrier.
d. Inform all interested parties concerning movements of the Carrier's aircraft.
e. Effect payment, on behalf of the Carrier.

### 2. General Services

a. Inform passengers and/or public about time of arrival and/or departure of Carrier's aircraft and surface transport.

b. Make arrangements for stopover, transfer and transit passengers and their baggage and inform them about services available at the airport.

c. Provide or arrange for special equipment, facilities and specially trained personnel for assistance to:

1. Disabled passengers
2. Unaccompanied minors
3. VIPs
4. Transit without visa passengers (TWOVs)
5. Deportees
6. Others

d. Take care of passengers when flights are interrupted, delayed or cancelled according to instructions given by the Carrier. If instructions do not exist, deal with such cases according to the practice of the airline's governing tariffs.

e. If applicable, arrange storage of baggage in the Custom's bonded store if required.

f. Notify the Carrier of complaints and claims made by the Carrier's clients and process such claims, as mutually agreed.

g. Handle lost, found and damaged property matters and storage as mutually agreed.

h. Report to the Carrier any irregularities discovered in passenger and baggage handling.

i. Provide or arrange for:

1. Check-in position(s)
2. Service counter(s)/desk(s) for other purposes
3. Lounge facilities

j. Provide or arrange for personnel and/or facilities for porter service.

### 3. Arrival/Departure Services

a. Passenger ticketing and seat assignments.
b. Baggage tagging.
c. Boarding information and ticket lift.
d. Supervision of passengers while on the ramp.
e. Passenger supervision for U.S. Immigration and Naturalization and Customs Service.
f. Supervision and responsibility for tour operators who may be present.
g. Posting for the public the flight number and the name of the airline, tour operator and handling companies for each flight handled by the operator.
h. Other passenger services as may be approved by the Authority.
i. Direct passengers from aircraft (through controls, if required) to connecting flights or to the landside terminal baggage claim area.
j. Compliance with all TSA/FAA Security Directives.

## MINIMUM STANDARDS

### 1. Facilities

a. Operator must have access to the Authority ticket counters.
b. Lease or sublease office space for supervisory and support personnel.
c. Shall maintain sufficient numbers of wheelchairs and aisle chairs as required by the airline and/or Authority.
d. Shall have access to the Authority loading bridges and have received training in the operation of this equipment.
e. Shall have access to an Authority approved baggage make-up and claim area.
f. Shall lease a designated area for lost and damaged baggage. Airline leased space may be used to meet this requirement.

## 2. Equipment

This Operator shall have the usual and typical equipment, either owned or leased, for providing the services necessary to the airline.

## 3. Hours of Operation

This Operator shall have services available as required by airline and the capability to handle early or late flight operations as directed by either the airline or the Authority.

## 4. Personnel and Training

a. While providing passenger-handling services, the operator shall have at least one supervisor on duty, with a minimum of one-year experience.

b. Employees engaged in passenger handling shall be trained in and familiar with:

1. Passenger ticketing and check-in services.
2. U.S. Customs and Immigration rules and procedures.
3. Nashville International Airport's ground transportation system and services available for the handicapped.
4. Such employees shall possess the recommended foreign language capability for foreign flights.
5. Common use terminal equipment.
6. Security requirements as required by TSA, FAA, Carrier or Authority.
7. Other as required by the Airline.

c. All personnel shall be uniformed with the company name prominently displayed.

## 5. Insurance Requirements

Each Specialized Aeronautical Service Operator is required to provide the applicable types of insurance for their operation in the limits specified by the Authority.

## 6. Airport Security

All Operators shall be required to conform to the applicable requirements and procedures of the Airport Security Plan for Nashville International Airport. The Authority reserves the right to impose additional security measures based on threat vulnerability estimates at any time.

## 7. Operating Agreement

a. Operator must execute an Operating Agreement with the Authority and provide the Authority with all necessary documents and deposits as outlined in the Operating Agreement.

b. Each Operator shall provide the Authority with a signed copy of all written agreements or contracts with airline(s), currently serving the Airport.

c. Each Operator shall advise the Authority within five (5) working days of any changes in their agreement(s) or contract(s) with any airline(s) by using the form supplied in these Standards.

## 8. Required Fees and Payments

Passenger Service Operators are required to pay the Authority a minimum monthly payment of the greater of One Hundred Dollars ($100.00) or ten percent (10%) of Gross Receipts. Passenger Service Provider's Gross Receipts shall be computed and audited in accordance with the provisions of the Operating Agreement.

# SECTION 11

# SPECIALIZED AERONAUTICAL SERVICES OPERATOR - AIR CARGO SERVICES

An Air Cargo Services Operator may provide either of the following types of air cargo services:

## 1. Air Cargo Handler

An Air Cargo Handler is engaged in the business of loading or unloading air cargo on or off an aircraft, excluding passenger baggage, and over-the-counter items weighing less than 70 pounds and handled over the ticket counter in the passenger terminal. An owner or operator of an aircraft that uses its own employees to load or unload air cargo on or off such aircraft shall not be considered an Air Cargo Handler as defined herein.

## 2. Cargo Warehouse Operator

A Cargo Warehouse Operator is engaged in the business of processing air cargo through a warehouse located on the Airport, who takes care of the administrative control of air cargo and performs the physical handling and control of such cargo on behalf of an airline, agent, customs house broker, consolidator, break bulk agent, handling agent, shipper or consignee or other party. The Cargo Warehouse Operator may also provide or arrange for the surface transportation of air cargo to and from an aircraft for a customer, but may not engage in the business of loading or unloading air cargo on or off an aircraft unless the Cargo Warehouse Operator meets the minimum standards to provide such service and has executed an Agreement with the Authority authorizing such service.

## MINIMUM STANDARDS

### 1. Facilities

a. The Air Cargo Handler must lease or sublease adequate space and facilities at the Airport to store its equipment, to operate its business, and to accommodate its employee parking requirements. Minimum space requirements in order to service aircraft of the size described below are as follows:

| | | |
|---|---|---|
| 1. | Heavy (Over 200,000 lbs. MGLW) | 4,500 square feet |
| 2. | Extra Large (80,001 - 200,000 lbs. MGLW) | 3,700 square feet |
| 3. | Large (20,001 – 80,000 lbs. MGLW) | 3,000 square feet |
| 4. | Small/Medium (Up to 20,000 lbs. MGLW) | 2,000 square feet |

b. The Cargo Warehouse Operator must lease or sublease a minimum of 3,000 square feet of combined warehouse and office space at the Airport plus adequate space to store equipment to operate its business and to accommodate its employee parking requirements. An Operator in this category may satisfy these standards if

it performs its services pursuant to a written agreement with a Signatory airline under which the Operator has the right to use at least the minimum space required under these standards to provide its services to a third party from the Signatory airline's space. This agreement must be approved by the Authority.

## 2. Equipment

a. The Air Cargo Handler must have the use of sufficient and appropriate equipment to serve the customer's aircraft. The following equipment list shall serve as a guideline:

1. One tug having a minimum 60,000 lb. draw bar pull or equivalent (125,000 lb. if providing service to wide-body aircraft).
2. One main deck 50,000 lb. capacity container/pallet loader.
3. One 30,000 lb. capacity container/pallet loader capable of upper and lower deck loading if providing service to wide-body aircraft.
4. 28 container/pallet dollies or equivalent equipment.
5. One belt loader.
6. One duel feed 400-hz ground power unit.
7. One duel hose air-start.
8. Non-motorized equipment, including but not limited to, aircraft tow bars, chocks, cones, mobile stairs and freight carts.

b. The Cargo Warehouse Operator must have the use of the following minimum equipment:

1. One floor scale certified by the State of Tennessee in accordance with applicable legal requirements.
2. One forklift, having a minimum 15,000 lb. rating.
3. If surface transportation of cargo is provided between Operator's warehouse and aircraft, one tug, having a minimum 5,000 lb. draw bar pull or equivalent.

## 3. Hours of Operation

Operators shall have services available as required by customers.

## 4. Personnel and Training

Operators shall have trained and uniformed personnel as specified in Section 3, Item 5 of these Minimum Standards sufficient to provide services desired by the customer.

## 5. Insurance Requirements

Each Specialized Aeronautical Service Operator is required to provide the applicable types of insurance for their operation in limits specified by the Authority.

## 6. Airport Security

All Operators shall be required to conform to the applicable requirements and procedures of the Airport Security Plan for Nashville International Airport. The Authority reserves the right to impose additional security measures based on threat vulnerability estimates at any time.

## 7. Operating Agreement

a. Operator must execute an Operating Agreement with the Airport Authority and provide the Authority with all the necessary documents and deposits as outlined in the Operating Agreement.

b. Provide the Authority with a signed copy of all agreements or contracts with airline(s) currently serving the Airport.

c. Each Operator shall advise the Authority within five (5) working days of any changes in their agreement(s) or contract(s) with any airline(s) by using the form supplied in these Standards.

## 8. Required Fees and Payments

a. The Air Cargo Handler shall pay the Authority the greater of a minimum monthly privilege fee of Five Hundred Dollars ($500.00) or three percent (3%) of Gross Receipts. Gross Receipts shall include operations conducted at a ramp that is leased to such Air Cargo Services Operator or any ramp areas at the Airport. Air Cargo Services Operator's Gross Receipts shall be computed and audited in accordance with the provisions of the Operating Agreement.

b. The Cargo Warehouse Operator shall pay the Authority a minimum monthly privilege fee of One Hundred Dollars ($100.00).

# SECTION 12

# SPECIALIZED AERONAUTICAL SERVICE OPERATOR - MULTIPLE AERONAUTICAL SERVICES

## STATEMENT OF CONCEPT

This section would apply to any Specialized Aeronautical Services Operator that engages in any two (2) or more of the specialized aeronautical services for which Minimum Standards have been developed. The sale of aviation fuels and lubricants is not included in this category as such functions are reserved solely to General Aviation Fixed Base Operators as set forth in Section 5 of this document.

## MINIMUM STANDARDS

### 1. Land

If required by the Standards, this Operator shall lease, either from the Authority or sublease from another tenant, subject to the approval of the Authority, an area that is equal to the total area required by the sum of the minimum land area required under the individual specialized services the Operator is providing.

### 2. Hangars and Other Buildings

If required by the Standards, this Operator shall lease or construct hangar facilities providing a total square footage that is equal to the total area required by the sum of the minimum hangar size required under the individual specialized services the Operator is providing.

### 3. Aircraft Apron

If required by the Standards, this Operator shall lease or construct paved aircraft parking apron that provides a total square footage that is equal to the total area required by the sum of the minimum apron areas required under the individual specialized services the Operator is providing.

### 4. Hours of Operation

The Operator shall maintain the longest hours of operation required elsewhere in these Minimum Standards for the aeronautical service being provided.

### 5. Personnel

The Operator shall have in its employ and on duty during the appropriate business hours, uniformed, trained personnel in such numbers as are required to meet the Minimum

Standards for the aeronautical services to be provided. Multiple responsibilities may be assigned to meet the personnel requirements for each specialized aeronautical service being performed.

## 5. Equipment

The Operator shall provide the facilities, equipment and services required to meet the Minimum Standards for the aeronautical services provided.

## 6. Insurance

a. Each Specialized Aeronautical Service Operator is required to provide the applicable types of insurance for their operation in the limits specified by the Authority.

b. The Operator in this category shall obtain, as a minimum, that insurance coverage which is equal to the highest single coverage requirement of all the aeronautical services being performed by the Operator.

## 7. Airport Security

All Operators shall be required to conform to the applicable requirements and procedures of the Airport Security Plan for Nashville International Airport. The Authority reserves the right to impose additional security measures based on threat vulnerability estimates at any time.

## 8. Operating Agreement

a. Operator must execute an Operating Agreement with the Airport Authority and provide the Authority with all the necessary documents and deposits as outlined in the Operating Agreement.

b. Provide the Authority with a signed copy of all agreements or contracts with airline(s) currently serving the Airport.

c. Each Operator shall advise the Authority within five (5) working days of any changes in their agreement(s) or contract(s) with any airline(s) by using the form supplied in these Standards.

## 9. Required Fees and Payments

Information relative to rental fees and charges applicable to the aeronautical services included herein will be made available to the prospective Operator at the time of application or during lease negotiations.

# SECTION 13

# SPECIALIZED AERONAUTICAL SERVICE OPERATOR - OTHER AERONAUTICAL SERVICES

## STATEMENT OF CONCEPT

The purpose of this section is to address the aeronautical services that are too varied to reasonably permit the establishment of specific minimum standards for each. When specific aeronautical services are proposed which do not fall within the categories in this document, minimum standards will be developed on a case-by-case basis, taking into consideration the desires of the proponent, the needs of the Authority, and the need for such service at Nashville International Airport.

# SECTION 14

# NON-COMMERCIAL HANGAR

## STATEMENT OF CONCEPT

This section provides guidance for individuals desiring to lease land directly from the Authority to construct a privately owned hangar and to dispense aviation fuels and oil and provide other related services for their own aircraft. The following minimum operating standards shall apply:

## MINIMUM STANDARDS

### 1. Land

The leasehold shall contain not less than 43,560 square feet (one acre) of land to provide space for: all buildings; paved aircraft parking apron; paved private employee automobile parking, vehicular driveways and service accessways, minimum building setbacks from edges of the leasehold. If the Tenant desires to maintain its own aviation fuel farm facility, such facility shall be located within the above-described leasehold area, subject to applicable building and fire codes in effect at time of Tenant's intent to construct such fueling facility. In addition to the minimum leasehold requirement for hangar facilities, the Tenant shall provide at its own expense, paved taxiway access to the Airport's existing taxiway system. Such taxiways provided by Tenant shall be constructed in full conformance with applicable Airport and FAA standards for the largest type of aircraft expected to use the taxiway.

### 2. Buildings

A building shall be leased or constructed which will provide a minimum of 12,000 square feet of aircraft storage space, plus properly conditioned space for workshops, offices, storage, employee lounge area and restroom facilities. The total building area shall be at least 14,000 square feet. The paved aircraft parking apron shall be at least 24,000 square feet in area.

### 3. Personnel

Properly trained, uniformed and certificated persons shall be on duty during hours of operation. The Tenant shall submit to the Authority's President and Chief Executive Officer evidence of the training in safety procedures received by each person who will conduct aviation fuel dispensing operations on its premises.

## 4. Services Permitted

Lessee may hangar, adjust, repair, refuel, clean and otherwise service its own aircraft, provided it does so with its own employees. Lessee shall not sell, barter, trade, share, sub-lease or in any other manner provide hangar space, fuel or fueling facilities to any other Airport tenant or user, or to any other aircraft except those aircraft owned or leased for the exclusive use of the tenant as designated in the Airport lease agreement. Lessee shall use the leased premises solely for storage, maintenance and servicing of its own aircraft. No commercial activity of any kind shall be permitted on the premises. No aeronautical services of any kind except operation and servicing of its own aircraft shall be permitted on the premises. Commercial activity is herein defined as the operation of any business for the exchange, trading, buying, hiring, selling or bartering of any commodities, goods, services or property of any kind or any other revenue-producing activity, whether or not a profit is produced. Hangar, office, shop or ramp space shall not be shared, subleased or used by anyone other than the Lessee of the Premises. Lessee shall not exercise any other rights or privileges reserved to Fixed Base Operators or Specialized Aeronautical Service Operators at the Airport under these Minimum Standards.

## 5. Fuel Facilities

a. Lessee shall construct and maintain its facilities at its own expense, and shall conduct self-fueling operations in compliance with all applicable Federal, State, local and fueling industry laws, ordinances, standards and regulations, whether currently in effect or enacted hereafter. Lessee shall enter into an airport fueling agreement with the Authority which provides for, among other things, current safety, operational and maintenance requirements for fuel farms; payment of fuel flowage fees; inspection of fuel farms; training and testing of fueling personnel; and current FAA procedures for aircraft fueling operations.

b. Fuel farm facilities shall contain a minimum of 10,000 gallons capacity each for FAA approved turbine aviation fuels and/or aviation gasoline fuels. Properly metered and filtered fixed dispensers for above-ground fuel storage tanks shall be provided on the premises. No mobile fuel dispensing equipment shall be permitted.

## 6. Insurance Coverage

Each Tenant is required to provide applicable types of insurance for their operation in limits specified by the Authority.

## 7. Specific Conditions for Use of Premises

a. Only one (1) tenant shall be permitted to lease, use and occupy a hangar and its related facilities.

b. No subleasing of hangar, office, shop or ramp space shall be permitted.

c. Aircraft based and serviced upon the premises shall be directly and wholly owned by, or exclusively leased in writing for a minimum period of six (6) months to the tenant. No aircraft owned, leased, borrowed or otherwise used by employees of the tenant shall be permitted on the premises.

d. All maintenance and service work conducted on the premises and performed on the tenant's aircraft shall be performed only by employees of the tenant, or by any FBO or SASO based upon the Airport having written agreements with the Authority authorizing such Operators to conduct said activities.

e. A tenant must be a person, individual, firm, company, corporation, partnership or a joint venture which has substance under State Law and a specific legal identity and corporate purpose as registered with the Secretary of State in such tenant's state of corporate residence. Said corporate purposes shall not in any way, shape or form be related to the use, ownership, maintenance or operation of aircraft or hangar activities, or to any commercial aviation activity or enterprise. The use and ownership of a tenant's aircraft must be incidental to, and not relative to, the corporate purpose of tenant.

# SECTION 15

# AIR CARRIER OPERATIONS

This section provides guidance for companies engaged in air transportation services desiring to operate directly from the Nashville International Airport. Air carriers are required to provide certain information to MNAA to conduct operations, including proof of insurance for all applicable aircraft and vehicle operations. Air carriers may also be required to furnish financial information for MNAA to assess their financial condition. A security deposit will be required of carriers that MNAA determines presents a financial risk for future collections. The following minimum operating standards shall apply:

## 1. SIGNATORY CARRIERS

**Air service providers who elect signatory status are subject to a non-revocable agreement in effect until September 30, 2017, whether flight operations are conducted or not.** Signatory carriers are required to execute a master signatory lease agreement and comply with all terms and conditions of the agreement, including provisions of Article IX, which requires compliance with MNAA established rules, regulations and standards with respect to use of the airport. Signatory carrier rates and charges are adjusted annually based on past financial performance and proposed budget. Signatory carriers also review and approve the MNAA annual operating and capital budgets. Signatory status must also be approved by MNAA's Board of Commissioners. Additionally, signatory carriers shall:

a. Subject to availability of such space, accept and maintain MNAA designated lease space in the terminal in the following areas: ticket counter and attendant dedicated support space, gate hold space, ramp space for aircraft parking and operational needs, baggage make-up room, and the common-use baggage claim area,

b. Maintain all leased space consistent with Article 9 of the Signatory Lease and applicable maintenance standards established by MNAA,

c. Comply with all terms and conditions of the signatory lease agreement, including all MNAA established rules, regulations and standards, as well as applicable laws,

d. Receive prior approval from MNAA on any improvements to a leased area in accordance with standards set forth in the MNAA Tenant Improvement Manual (TIR), and

e. Make timely payments in accordance with established rates and charges for Signatory Airlines for a given fiscal year beginning July 1 and ending June 30.

## 2. NON-SIGNATORY CARRIERS

Air carriers are not required to sign a long term master lease agreement, but may elect non-signatory status. To obtain non-signatory status, an airline must request operating privileges per the MNAA Rules and Regulations and execute an airfield operating agreement and comply with all terms and conditions of the agreement, including compliance with MNAA established rules, regulations and standards with respect to use of the Airport. Non-Signatory carrier rates and charges are adjusted annually based on past financial performance and proposed budget. Additionally, Non-Signatory carriers shall:

a. Maintain all leased space consistent with applicable maintenance standards established by MNAA,

b. Comply with all MNAA established rules, regulations and standards, as well as applicable laws,

c. Receive prior approval from MNAA on any improvements to a leased area in accordance with standards set forth in the MNAA Tenant Improvement Manual (TIR), and

d. Make timely payments in accordance with established rates and charges for Non-Signatory Airlines for a given fiscal year beginning July 1 and ending June 30.

Subject to availability, if a non-signatory carrier desires to lease ticket counter and attendant dedicated support space, it will be allowed to do so.

## 3. THIRD PARTY SERVICES

Air carriers may elect to contract for any of the aeronautical services addressed by Section 7-13 of these Minimum Standards, as long as the service will be provided by a MNAA-approved service provider. Any contracted services shall be evidenced by a written agreement between the third party provider and the air carrier, as well as approved by MNAA. Third party services are typically provided by existing signatory carriers or other recognized service providers. Non-signatory rates and charges will apply for all costs directly attributable to an air carrier operating subject to a third party service agreement with another airline or service provider.

## 4. FBO SCHEDULED AIR CARRIER OPERATIONS

Operations may also take place from any FBO permitted to do business at BNA. Such operations may be non-sterile with no security screening. Non-sterile operations may impact the carrier's ability to operate at airports requiring a sterile operating environment. If a carrier conducts regularly scheduled operations from an FBO, an airfield operating agreement is still required. The operating agreement presently requires a minimum of $1,200 per year in operating fees. Additionally other MNAA fees may apply, including a per gallon fuel flowage fee. Passengers may be transported between the FBO and the main terminal building by an FBO vehicle at no cost under privileges of the FBO's operating lease. However, other transportation is subject to MNAA's ground transportation policy and will require a ground transportation permit. Additionally, licenses or permits may be required by state or local Metro government.

## 5. NON-SCHEDULED SERVICE

Operators providing non-scheduled service or charter operations are encouraged to have an airfield operating agreement and are subject to non-signatory rates and charges or other fees. Such costs are largely dependent on aircraft class, type and frequency of operations. Because of the varying conditions and circumstances surrounding non-scheduled operatsions, Operators are encouraged to coordinate such service and questions with the Director of Properties. Contact information is provided below :

PHONE: Director of Properties (615) 272-1655

MAIL:
Metropolitan Nashville Airport Authority
Director of Properties
One Terminal Drive, Suite 501
Nashville, TN 37214-4114

# APPENDIX "A"
# APPLICATION FOR PERMIT

## SECTION 1 – COMPANY INFORMATION

| | | |
|---|---|---|
| a. | Company Name *(As it will appear on the permit. Please specify Corporation, Joint Venture or Sole Proprietorship)* | |
| b. | Corporate Name if (a) is a d/b/a: | |
| c. | Type of Entity: | |
| d. | State of Incorporation: | |
| e. | Date of Incorporation: | |
| f. | List of corporate officers | |

## SECTION 2 – PROPOSED SERVICES

Place a check in the box provided below for the aeronautical services that the applicant is requesting to provide at Nashville International Airport. Include a five year business plan giving details of the proposed business.

☐ **FIXED BASE OPERATOR**

**SPECIALIZED AERONAUTICAL SERVICES:**

☐ Air Carrier Fueling

☐ Air Carrier Line Maintenance

☐ Aircraft Repair Station

☐ Ramp Services

☐ Passenger Services

☐ Cargo Services

☐ Multiple Aeronautical Services

☐ Other Aeronautical Services (Specify the services to be provided in the box below)

| |
|---|
| |

☐ Private Non-Commercial Hangar

☐ **Air Carrier Services**
- ☐ **Signatory**
- ☐ **Non-signatory**
- ☐ **Scheduled Service - FBO Operations**
- ☐ **Non-scheduled Service**

☐ **Airfield Operating Agreement**

## SECTION 3 – CONTACT INFORMATION

| | | |
|---|---|---|
| a. | Corporate Address: | |
| | Web Site: | |
| | Contact Person: | |
| | Title: | |
| | Phone Number: | |
| | Facsimile Number: | |
| | Cell Phone Number: | |
| | E-mail Address: | |

| | | |
|---|---|---|
| b. | Local Address (if different): | |
| | Contact Person: | |
| | Title: | |
| | Phone Number: | |
| | Facsimile Number: | |
| | Cell Phone Number: | |
| | E-mail Address: | |

| | | |
|---|---|---|
| c. | Authorized Representative: | |
| | Title: | |
| | Address: | |
| | Phone Number: | |
| | Legal Notice Address: | |

## SECTION 4 – BUSINESS BACKGROUND

a. Number of Years in business: _____

b. Where have you done business before? Indicate below the type of business and the number of years. *(e.g. FBO – 10 years, Aircraft Maintenance - 5 years, etc.)*

| | Type of Activity | Number of Years | Location (Airport) |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |

## SECTION 5 – CUSTOMER INFORMATION

List all air carriers or airport tenants with whom applicant has contracts, the effective dates of contracts and type of service to be provided in the space provided below. Please provide a letter from each airline as noted in Sections 2.3.f and 3.4.b of these Standards.

| Airline/Tenant | Effective Date | Type of Service |
|---|---|---|
| | | |
| | | |
| | | |
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| | | |

## SECTION 6 – REFERENCES

Please provide the name, address and telephone number of an airport employee who supervised or is otherwise familiar with your activities at each airport where you operated during the past three (3) years *(attach additional sheets as necessary)*:

Reference 1

| | | | |
|---|---|---|---|
| Contact Person: | | | |
| Company | | | |
| Title: | | | |
| Address: | | | |
| Phone Number: | | Fax Number: | |
| Cell Phone: | | E-mail address: | |

Reference 2

| | | | |
|---|---|---|---|
| Contact Person: | | | |
| Company | | | |
| Title: | | | |
| Address: | | | |
| Phone Number: | | Fax Number: | |
| Cell Phone: | | E-mail address: | |

Reference 3

| | | | |
|---|---|---|---|
| Contact Person: | | | |
| Company | | | |
| Title: | | | |
| Address: | | | |
| Phone Number: | | Fax Number: | |
| Cell Phone: | | E-mail address: | |

Reference 4

| | | | |
|---|---|---|---|
| Contact Person: | | | |
| Company | | | |
| Title: | | | |
| Address: | | | |
| Phone Number: | | Fax Number: | |
| Cell Phone: | | E-mail address: | |

## SECTION 7 – MANAGEMENT EXPERIENCE

Attach resumes for the principals and key staff for the proposed business. Please ensure that the experience of such owner or manager, including type of experience, number of years of experience and number of years of experience at particular airports are included in the resume.

## SECTION 8 – SPACE REQUIREMENTS

Indicate the amount, type and preferred location of space needed to support the activity (administrative, operational and other needs):

| | Type of Space | Approximate Size (Square Feet) | Preferred Location On Airport |
|---|---|---|---|
| 1. | Ticket Counter | | |
| 2. | Support Space | | |
| 3. | Equipment Parking | | |
| 4. | Storage (air-conditioned) | | |
| 5. | Storage (no air-conditioning) | | |
| 6. | Other (specify) | | |
| 7. | Ramp | | |
| 8. | Gate Hold | | |
| 9. | Baggage Claim | | |
| 10. | Baggage Make-Up | | |

## SECTION 9 – ADDITIONAL INFORMATION

a. As a general rule, agreements for Specialized Aeronautical Service providers will be renewed on an annual basis, and shall contain a thirty (30) day cancellation clause by either party to the agreement.

b. Applicants who are approved for a permit, and require Air Operations Area (AOA) access must complete the Airport Safety and Security Program (ASSP) sponsored by the Metropolitan Nashville Airport Authority prior to submitting an application for an identification badge. Class times and scheduling information are available by calling the Airside Operations Department at 615-275-1657.

The following items must be on hand prior to start of operations:

- A fully executed Agreement(s) with the Metropolitan Nashville Airport Authority
- A security deposit
- Proof of insurance (Insurance Certificate) as required by the type of agreement
- Copies of all signed contracts between the applicant and airline(s) currently serving Nashville International Airport, together with the required written statement from the airline(s).

d. Return this completed application, along with the items listed below, to the:

Metropolitan Nashville Airport Authority
Director of Properties
One Terminal Drive, Suite 501
Nashville, TN 37214-4114

- Current Audited Financial Statement
- Credit report with three credit references
- Five year Business Plan

Signature

Date

Print Name

Phone Number

# APPENDIX "B"

## DEFINITIONS

The following terms shall have the following meanings:

**AERONAUTICAL ACTIVITY** - Any activity commonly conducted at airports which involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for aircraft, or which contributes to or is required for the safety of such operations. The following activities, commonly conducted on airports, are Aeronautical Activities within this definition:

a. Aircraft sales and services.
b. Airframe and powerplant repair services.
c. Aircraft rental services.
d. Flight training services.
e. Aircraft charter and air taxi services.
f. Radio, instrument or propellor repair services.
g. Aerial applications (crop dusting, firefighting, etc.)
h. Aviation fuels and petroleum products sales.
i. Sale of aircraft parts.
j. Sale or rental of aircraft hangar, parking and tie-down space.
k. Air carrier operations.
l. Air freight or cargo operations.
m. Banner towing and aerial advertising.
n. Ground servicing of air carrier aircraft.
o. Aerial photography or survey.
p. Aircraft washing and cleaning services (interior and exterior).
q. Any other activities which because of their direct relationship to the operation or repair of aircraft can be appropriately regarded as an Aeronautical Activities.

**AIRPORT** - Nashville International Airport (BNA)

**AIR CARGO LINK GATES**– as used in this document refers to aircraft parking locations at the Air Cargo Link located on the west side of Nashville International Airport.

**AIR CARRIER** - means a person who undertakes directly by lease, or other arrangement, to engage in air transportation and who holds or is required to hold an Air Carrier Certificate or Operating Certificate under FAR part 119.

**AIR OPERATIONS AREA (AOA)** - means that portion of the Airport used or intended to be used for landing, take off or surface maneuvering of aircraft including the hangar and cargo areas and aircraft parking aprons.

**APRON** - those areas of the Airport within the AOA designated for the loading, unloading, servicing, or parking of aircraft.

**AUTHORITY** - means the Metropolitan Nashville Airport Authority(MNAA).

**AUTHORIZED AREAS OF THE AIRPORT** - means a common use area open to the Aeronautical Services Operator and all other similarly situated users of the Airport, or space under the exclusive control of the Authority or a tenant of the Authority in which the Aviation Services Operator is permitted to operate by the Authority or such tenant, as applicable.

**CITY** - the Metropolitan Government of Nashville and Davidson County, Tennessee, a municipal corporation existing under the laws of the State of Tennessee.

**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 may be conferred either by express agreement, by imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more parties but excluding others from enjoying or exercising a similar right or rights would be an Exclusive Right. The granting of an Exclusive Right to conduct an aeronautical activity on an airport developed or improved with federal funds is expressly forbidden by law.

**AUTHORITY'S PRESIDENT AND CHIEF EXECUTIVE OFFICER** - means the chief executive officer of the Authority, or their designee.

**FEDERAL AVIATION ADMINISTRATION (FAA)** - the federal aviation agency established by the Federal Aviation Act of 1958, as amended, and re-established in 1967 under the Department of Transportation.

**FIXED BASE OPERATOR (FBO)** - an operator engaged primarily in fueling and line services to General Aviation aircraft.

**INDIVIDUAL** – An Operator's agent, servant, employee, supplier, contractor, tenant, invitee or other party that has been granted access to the Operator's premises.

**METROPOLITAN NASHVILLE AIRPORT AUTHORITY(MNAA)** - a public body existing under the laws of the State of Tennessee, or its successor in interest.

**MINIMUM STANDARDS** – the qualifications which are established as the minimum requirements to be met as a condition for the privilege to conduct an aeronautical activity on the Airport. All operators will be encouraged to exceed the minimums; none will be

allowed to operate under conditions below the minimum. These minimum standards are not intended to be all-inclusive, as the operator of a commercial venture which is based on the Airport will be subject additionally to all applicable Federal, State and local laws, orders, codes, ordinances and other similar regulatory measures, including any Airport Rules and Regulations promulgated by the Authority.

**MOVEMENT AREA** - the runways, taxiways and other areas of an airport that are utilized for taxiing, air taxiing, takeoff and landing of aircraft.

**NON-MOVEMENT AREA** - specifically designated portions of the AOA that may include aircraft loading ramps and aircraft parking areas.

**NON-SIGNATORY AIRLINE** - is an air carrier licensed by the Authority to operate at Nashville International Airport for a term of up to one year. Space is allocated to the carriers according to scheduling criteria set by policy not in conflict with the Signatory Airline Agreements. Non-Signatory Airlines have no long-term financial commitment to the Authority. Non-Signatory Airlines may be "Scheduled" or "Charter" as the Authority may define these from time to time. All cargo airlines are included as Non-Signatory Airlines.

**OPERATIONAL AREAS:**

1. **Landside -** Those areas generally not involved in aircraft movement or operation.

2. **Airside -** Those areas generally involved in any aircraft movement or operation, i.e., runways, taxiways, ramps, tie-down areas, hangar areas, etc.

**OPERATOR** – a person or persons, firm, company, joint venture, partnership or corporation engaging in any aeronautical service on the Airport, subject to a written agreement with MNAA.

**REPAIR STATION** - a Federal Aviation Administration approved facility utilized for the repair of aircraft. Activities may include repair and maintenance of airframes, power plants, propellers, radios, instruments and accessories.

**RESTRICTED AREA** - Any area of the Airport posted to prohibit entry or to limit entry or access to specific authorized persons.

**SIGNATORY AIRLINE** - is an air carrier which has executed a Nashville AirportAirline Lease and Use Agreement with the Authority.

**SPECIALIZED AERONAUTICAL SERVICES OPERATOR (SASO)** - an Operator that is authorized to engage in one or more of the following specialized aeronautical support services:

a. Air Carrier Fueling
b. Air Carrier Line Maintenance
c. Aircraft Repair Station
d. Ramp Services
e. Passenger Services
f. Cargo Services
g. Other Aeronautical Services

**SPACE/USE AGREEMENT (SUA)** - a written agreement with the authority authorizing a person, firm, corporation or entity to conduct business and/or occupy space at Nashville International Airport for up to one year.

**TERMINAL GATES** - as used in this document refers to the aircraft parking locations at Airsides A, B, C, and D of the Nashville International Airport passenger terminal.

# APPENDIX "C"

## BAGGAGE DELIVERY PERFORMANCE REQUIREMENTS

| | NARROW BODY | WIDE BODY/JUMBO |
|---|---|---|
| First Bag in Customs | 0:08 | 0:10 |
| Last Bag to Customs | 0:20 | 0:28 |
| First Bag to Terminal | 0:33 | 0:33 |
| Last Bag to Terminal | 0:47 | 0:55 |

# APPENDIX "D"

## CHANGES TO THE STANDARDS

| NUMBER | DATE | DESCRIPTION |
|---|---|---|
| 1 | May 13, 1992 | Adoption of minimum standards for the various Aeronautical Service Operators doing business at Nashville International Airport, including incorporation of revised "Minimum Standards for Equipping & Operating a General Fixed Base Operation at Nashville International Airport", dated May 13, 1992. |
| 2 | July 1, 2005 | These standards shall replace the "Minimum Standards for Equipping & Operating a General Fixed Base Operation at the Nashville International Airport", dated May 13, 1992, which were in effect immediately prior to the adoption of these standards. On or after the Effective Date of these Standards, any reference in any Authority agreement to such prior standards shall be deemed to be a reference to these Minimum Standards. |
| 3 | December 1, 2009 | This revision clarifies standards for air carrier service types that were previously addressed only as Aeronautical Service Operators by type of service performed. |
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# APPENDIX "E"

## Notification Pertaining To Service Agreement Changes (Additions and/or Deletions)

Date:_____

Director of Properties
Metropolitan Nashville Airport Authority
One Terminal Drive
Nashville, Tennessee 37214-4114

RE: Service Agreement Changes (Additions and/or Deletions)

**Company Name**:_____,
hereby notifies the Metropolitan Nashville Airport Authority of the following:

Has a New Agreement with:

| Airline/Tenant | Effective Date | Type of Service |
|---|---|---|
| | | |
| | | |
| | | |

Has Terminated Agreement with:

| Airline/Tenant | Effective Date | Type of Service that was Provided |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

Sincerely,

Name:_____

Title:_____

Date:_____
Please fax to the Nashville International Airport Properties Department at (615) 275-1654