

# CONWAY REGIONAL AIRPORT

## MINIMUM STANDARDS



~~ADOPTED BY CONWAY CITY COUNCIL~~

~~4<sup>th</sup> day of August 2020~~

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~~Bart Castleberry, Mayor~~

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## **INTRODUCTION**

In order to encourage and ensure the provision of adequate services and facilities, the economic health of, and the orderly development of aviation and related aeronautical activities at the Conway Regional Airport, the City of Conway as proprietor, sponsor and operator of the airport establishes these minimum standards and requirements ("Minimum standards").

The following sections set forth the Minimum standards prerequisite to a person or entity operating upon and engaging in one or more activity upon the airport. The Minimum standards are not intended to be all-inclusive. Any person or entity engaging in activities at the airport will be required to comply with all applicable federal, state and local laws; ordinances; codes; and other similar regulatory measures to such activities and these Minimum standards.

## **STATEMENT OF POLICY**

The City of Conway intends to operate, manage, plan, finance and develop the airport for its long-term financial viability and safety in a manner consistent with generally accepted airport practices and applicable federal, state and local policies and regulations.

Accordingly, all entities wishing to perform aeronautical and /or commercial, and/or any other activities at the airport shall be accorded a fair and reasonable opportunity, without unlawful discrimination, to qualify and to compete (if applicable) to occupy available facilities at the airport.

The granting of rights and privileges to individuals and businesses will not be construed in any manner as affording any operator any exclusive right for use of the premises and/or facilities at the airport other than those premises which may be leased exclusively to any operator, and then only to the extent provided in a written lease and/or permit.

While the airport director has the authority to manage the airport (including the authority to interpret, administer, and enforce airport agreements and airport owner policies and the authority to permit temporary, short term occupancy of the airport), the ultimate authority to grant the occupancy and use of the airport real estate or permits allowing for the conduct of all activities, and to approve, amend or supplement all leases and permits is expressly reserved to the City of Conway City Council after the advice and consent of the Airport Advisory Committee and Airport Director.

## **SECTION 1: DEFINITIONS**

As used herein, the following terms shall have the meaning listed:

**AIRPORT LAYOUT PLAN:** (ALP) Official Airport Plan prepared by the Airport Consulting Engineer in consultation with Airport staff and the Airport Advisory Committee, approved by the Airport Director and FAA

**AIR OPERATIONS AREA:** (AOA) That portion of the Airport designated for use by aircraft and including all runways, taxiways, ramps, aprons and any other areas so delineated for use by aircraft, inside the perimeter fence.

**AERONAUTICAL ACTIVITY:** Shall mean any activity which involves, makes possible, or is required for the operation of aircraft or which contributes to, or is required for, the safety of such operations and shall include, but not by way of limitation, all activities commonly conducted on airports, such as charter operations, pilot training, aircraft rental, sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products, whether or not conducted in conjunction with other included activities, repair and maintenance of aircraft, sale of aircraft parts, sale of and maintenance of aircraft accessories, including radio, communication and navigation equipment and any other activity which, because of its direct relationship to the operation of aircraft, can appropriately be regarded as an "aeronautical activity".

**AIRCRAFT:** Any contrivance now known or hereafter invented, used or designed for navigation of or flight in the air.

**AIRPORT:** Shall mean Conway Regional Airport, Conway, Arkansas, owned and operated by the City of Conway.

**AIRPORT ADVISORY COMMITTEE:** Shall mean the seven member board appointed by the Mayor to provide guidance for Airport operations, practices and procedures pursuant to Ordinance No. O-05-50.

**AIRPORT DIRECTOR**: Shall mean the Director of the Airport as designated by the Mayor.

**CITY COUNCIL**: Shall mean the City of Conway, Arkansas, city council as duly constituted at any time.

**DRIVER**: Any person who is in physical control of a vehicle.

**ENTITY**: Any person, firm, partnership, corporation, company or association, including any trustee, receiver or similar representative thereof.

**FARS**: Shall mean Federal Aviation Regulations adopted by the Federal Aviation Administration.

**LESSEE**: Shall mean any person or entity entering into a lease with the City of Conway involving real property located on the Airport premises.

**MINIMUM STANDARDS**: The requirements, standards, rules and regulations established herein, as amended from time to time by the City Council upon recommendation of the Airport Advisory Committee, setting forth the minimum requirements to be met as a condition for the right to conduct any activity on the Airport.

**MOTOR VEHICLE**: Any self-propelled ground vehicle.

**MOVEMENT AREA**: Shall mean that portion of the Common Area of the AOA which is used for take- off, landing, taxiing and maneuvering of aircraft.

**NON- MOVEMENT AREA**: Shall mean that portion of the Common Area of the AOA which is used for providing a path for taxiing and maneuvering of aircraft to a taxiway.

**NON-AERONAUTICAL RELATED ACTIVITY/OPERATIONS**: Shall mean any activity, which by nature of the operation or service, is not directly associated with aeronautical activities. Such activities are allowed provided that they do not adversely affect the usefulness, operation, or safety of the Airport.

**PILOT**: Any person who is responsible for control of an aircraft and duly licensed by the FAA for that purpose.

## **SECTION 2: GENERAL USE AGREEMENT**

No entity, incorporated or otherwise, shall conduct any activity at the Conway Regional Airport, unless a valid agreement authorizing such activity has been entered into between the entity and the City of Conway. (This does not apply to transient aircraft operations.)

The agreement will present the terms and conditions under which the activity will be conducted at the airport, including but not limited to: term of the agreement, rent charges, fees and other charges, and the rights and obligations of the respective parties.

## **SECTION 3: GENERAL REQUIREMENTS**

The following general requirements shall apply to all activities at the Airport:

**Aircraft Painting**: Aircraft painting is prohibited in all buildings except those approved as paint shops. All such facilities will abide by all local, City, State and Federal regulations in place and as amended from time to time by the governing bodies. Any violations and subsequent fines/fees which may be levied shall be borne by the party involved in the violation.

**Authorized Persons - Air Operations Area (AOA)**: Any person who has authority to enter the AOA and who permits a guest to accompany him or her shall be responsible for ensuring that such guest remain accompanied by an authorized person at all times while in the AOA. Any person entering the AOA shall ensure that any gate through which entry is gained is properly closed after they enter and is to notify the Airport Management promptly if such gate does not close properly. If vehicle access is used to enter, the vehicle operator, after proceeding through the open gate will stop, and wait until the gate is closed before proceeding to his or her destination. No unrestrained pets, or animals, will be permitted in the AOA.

**Common Courtesy:** Aircraft entering the traffic pattern shall exercise caution and practice courtesy so as not to cause aircraft already in the pattern to deviate from their course.

**Conflict in Rules:** Should there be any conflict between these and the Federal Aviation Regulations (FARs) the latter shall prevail.

**Damage to Runway Lights:** Damage to any field light or fixture shall be reported to Airport Management immediately. Persons causing damage to runway and taxiway lights, as a result of negligent operation of an aircraft, vehicle or as result of a willful act will be liable for replacement cost of the light(s) and/or fixture(s).

**Federal Aviation Regulations (FAR'S):** The regulations of the Federal Aviation Administration for aircraft operated anywhere in the United States, and presently or hereafter effective, are hereby referred to, adopted and made a part hereof as though fully set forth and incorporated herein.

**Fire Regulations:** Every person using the Airport or its facilities for any purpose, shall exercise the greatest care and caution to prevent fires.

Smoking, vaping or open flame on the ramp or within 50 feet of a fuel truck is prohibited.

Any fuel stored in a hangar must be in containers designed for such storage not exceeding ten (10) gallons in capacity.

Compressed flammable gas shall not be kept or stored upon the Airport, except at such place as may be designated by the Airport Director.

No flammable substance shall be used in cleaning motors or other parts of an aircraft inside a hangar or other building. No one shall smoke, ignite a match or lighter in any airport public owned building.

The floors in all buildings shall be kept clean and free from oil. Volatile, flammable substances shall not be used for cleaning floors.

Refuse, trash, or litter, such as, boxes, crates, cans, bottles, paper, tall grass/weeds shall not be permitted to accumulate in or about a hangar.

At least two 20 pound BC portable fire extinguishers will be available within 50 feet of the fuel pumps or fuel truck where the open hose discharge capacity of the fuel pump is not more than 200 gallons per minute; at least one wheeled 80 pound BC fire extinguisher where the open hose discharge capacity is more than 200 gallons per minute, but not more than 350 gallons per minute.

All aviation fuel nozzles will have "dead man" controls which will shut off the fuel flow when the nozzle hand control is released. No "lock open" type nozzle shall be permitted for fueling aircraft.

In all matters related to aircraft fueling safety the provisions of NFPA Manual 407 "Aircraft Fuel Servicing" published and available from the National Fire Protection Association, Incorporated, 470 Atlantic Avenue, Boston, Massachusetts 02210, shall prevail (as updated or amended from time to time).

Any fuel which becomes spilled through the fueling procedure, fuel farm loading and unloading procedure or fuel which is spilled from any portion of any aircraft or vehicle is the responsibility of the owner of the aircraft or vehicle or fueling agency involved. It is their responsibility to clean up the spill. The cleanup procedure will conform to those set forth by the Arkansas Department of Environmental Quality (DEQ) and all other City, State and Federal guidelines. Under no circumstances is fuel to be "washed down", but instead it shall be absorbed with an approved material and disposed of in the manner specified by City, State and Federal guidelines. All costs of such clean up shall be borne by the aircraft or vehicle owner/company/tenant involved.

**Foreign Objects:** No foreign objects, including bottles, cans, scrap or any object that may cause damage to an aircraft shall be left upon the floor of any building or upon any part of the surface area of the Airport.

**Fueling of Aircraft While in Operation:** Aircraft shall not be fueled while the engine is in operation. Fueling of any occupied aircraft with the engine running will not be allowed on the field, except under extenuating circumstances: i.e., a medical flight with a patient on board, on life support equipment that cannot be operated without leaving the aircraft running

or that time is so critical that medical personnel deem it a greater risk to wait for a shutdown. Some mechanical exceptions may be applicable to a waiver of this regulation, but by permission of the Airport Director only.

**Aircraft Fueling In or Near Buildings:** Aircraft fuel servicing shall be performed outdoors. Aircraft fuel servicing incidental to aircraft fuel system maintenance operations shall comply with the requirements of NFPA 410.

Aircraft being fueled shall be positioned so that aircraft fuel system vents or fuel tank openings are not closer than 25 feet to any terminal building, hangar, or service building. Aircraft being fueled shall not be positioned so that the vent or tank openings are within 50 feet of any combustion and ventilation air-intake to any boiler, heater, or incinerator room.

**Aircraft Fuel Trucks:** All fuel trucks will be equipped, operated and maintained in accordance with the National Fire Protection Association, Incorporated, and NFPA Manual 407 "Aircraft Fuel Servicing."

**Sale of Automobile Gas:** Public sale of automobile gas for use in aircraft will not be permitted on the Airport except as authorized by Airport Director and properly administered by same.

**Fuel Flowage Fees:** A fuel flowage fee will be charged for all fuel dispensing activities based on the established City Ordinance.

**Injury to Persons:** Persons entering upon Airport grounds do so at their own risk and with no liability incurring to the Airport for any injury or damage to person or property. Further, any person desiring to use the Airport shall observe and obey all valid laws, these minimum standards, orders, rules and regulations promulgated and enforced by the Airport or by any authority having jurisdiction over the conduct and operation of the Airport including the FAA. It shall be incumbent upon the user/tenant to be familiar with these regulations.

**Intoxicants and Narcotics Prohibited:** No person under the influence of an intoxicant or narcotic shall operate or fly in any aircraft upon or over the Airport; provided however, such prohibition shall not apply to a passenger when accompanied by a nurse or caretaker in an aircraft apart from the pilot.

**Knowledge of Rules Implied:** By adoption of these Minimum standards all persons will be deemed to have knowledge of the contents. Copies of the Minimum standards are available to all persons requesting a copy.

Copies will be available at all times in the airport office, and copies will be furnished to owners and operators of aircraft based on the Airport.

**Lease of Airport Property:** The City of Conway may lease property within the building area or other portions of the Airport for the construction of hangars, buildings, aprons, taxiways and auto parking lots in accordance with the approved Airport Layout Plan.

Leased land from which any building, hangar, or structure is removed after due notice will be cleaned and put back to the condition as originally received by the Lessee.

Lease applications will be submitted through the Airport Director's Office for approval. Following review by the Airport Director and the Airport Advisory Committee, applications will be processed through the City Attorney for signature by the Mayor or his or her designed representative. The exceptions will be the standard leases, such as T-Hangar Leases, etc., which, following review and approval by the Airport Director, will be forwarded for the Mayor's signature. All applications for sub-lease or assignment must be submitted to the Airport Director for approval.

No structures may be erected beyond the building restriction line or in conflict with the approved Airport Layout Plan, unless revisions are made to the Plan and approved by the FAA.

**Lien for Charges:** A lien for charges may be used to enforce the payment of any charge made for repairs, routine invoicing, improvements, storage or care of any personal property, made or furnished by the City or its agents, in connection with the operation of the Airport. The City shall have a lien upon such personal property, which shall be enforceable as provided by law.

**Lien Possessory Right:** A lien possessory right may be used to enforce the non-payment of charges. The Airport Director may retain possession of personal property until all reasonable, customary and usual compensation shall have been paid in full.

**Loading/Unloading of Aircraft:** Aircraft will not be loaded or unloaded with the engine(s) running with the exception of medical operations.

**Authority to Suspend Operations:** The Airport Director or his/her designated representative during the absence of the Director may suspend or restrict any or all operations whenever such action is deemed necessary in the interest of safety.

**Parachute Jumping:** Parachute jumping into the airport is prohibited except when special arrangements have been made authorized by the Airport Director.

**Parking Aircraft:** Aircraft shall be parked in the areas designated by the Airport Director for that purpose.

Aircraft will not be parked in such a manner as to hinder the normal movement of other aircraft and traffic unless specifically authorized by the Airport Director as an emergency measure or in an unusual situation. Vehicles shall use care to avoid interference with aircraft in the aircraft parking areas.

Unattended aircraft will be properly shut down, chocked, or tied down.

**Pilots:** Only properly licensed persons holding current airman and medical certificates issued by the FAA shall be authorized to operate aircraft upon the Airport. This limitation shall not apply to properly licensed sport pilots, ground operations by properly trained and qualified persons, students in training while under the supervision of licensed instructors, or to public aircraft of the federal or state governments or a political subdivision thereof, or to aircraft licensed by a foreign government with which the United States has a reciprocal agreement covering the operation of such licensed aircraft.

**Ultralight or Motor-less Aircraft or Vehicles:** Use of the Airport by ultralight or motor-less aircraft or vehicles shall be subject to prior approval by the Airport Director and shall be in accordance with FAR PART 103 and any other rules set by the Airport Director. Operators must be familiar with traffic pattern procedures and maintain radio contact with the airport on the Unicom frequency.

**Running Aircraft Engines:** On aircraft not equipped with adequate brakes, the engine shall not be started unless the wheels have been set with blocks or aircraft chocks, or attached to ropes or other suitable means for securing them.

No airplane will be propped, started or left running without qualified personnel at the controls.

No engine shall be started or run inside any building or hangar.

**Safeguard of Persons and Property:** The Airport Director or his/her designated representative shall at all times have authority to take necessary legal actions to safeguard any person, aircraft, equipment or property at the Airport.

**Special Procedures:** The Airport Director may, in the interest of safety or for special events, designate special traffic procedures for certain operations, such as air shows, lighter than air operations, banner towing, ultralights, etc. Prior approval from the Airport Director shall be required.

**Surreptitious Activities:** Any person observing suspicious, unauthorized or criminal activities shall report such activities immediately to the Airport Administration or Police.

**Take-offs on Apron, etc.:** No take-offs or landings shall be made on the apron, parking ramp or taxiways except by special permission of the Airport Director. Helicopters may depart from the parking apron with permission from the Airport Director or airport staff.

**Taxiing Aircraft:** No person shall taxi an aircraft until he/she has ascertained that there will be no danger of collision with any person or object in the immediate area.

Aircraft shall be taxied only under the control of a pilot or taxi-certified technician at a safe speed and in a responsible manner.

**Tie-down of Aircraft:** All aircraft, not hangered, shall be tied down or otherwise secured at night and during inclement weather. Aircraft owners and their agents are responsible for the tie-down or security of their aircraft.

**Unauthorized Signs and Equipment:** No signs or non-aeronautical equipment or portable buildings/house trailers may be erected, moved in or installed on the Airport property except as may be specifically authorized by the Airport Director, in accordance with the City of Conway Sign Ordinance.

**Vehicle Operations - Air Operations Area - (AOA):** No person shall operate any vehicle in the AOA unless such person is licensed to operate such vehicle on the public highways of this State, or unless such vehicle is licensed for operation on such highways or is specially authorized for operation on Airport property only.

No person shall operate any vehicle on any part of the movement area without first receiving training, and obtaining permission from the Airport Director or his/her designated representative. Upon receiving permission advising of position and intentions by use of the Common Traffic Advisory Frequency 123.05 MHz is required.

Every person operating a vehicle in the AOA shall obey the lawful order, signal or direction, by voice, hand or otherwise, of the Airport Director or of any Airport staff member, Fire Fighting staff member or law enforcement officer.

No person shall operate any vehicle in the AOA unless authorized to do so by the Airport Director or his/her designated representative.

No person shall operate any vehicle on the airport premises in a negligent manner, or while the operator is under the influence of intoxicating beverages, narcotics or any substance which could adversely affect the full and rational exercise of a driver's mental or physical faculties, or when the vehicle is in an unsafe condition or equipped or loaded so as to endanger persons or property, or in a manner unsafe for existing conditions.

No person shall operate any vehicle on the runway, taxiway or movement area unless such vehicle is equipped with a two-way radio in operating condition unless authorized by the Airport Director.

All aircraft, motor vehicles and ground equipment while inside the AOA must be adequately lighted or marked with suitable reflectors during the hours of darkness or periods of reduced visibility during the daylight hours. Reduced visibility is defined as any ground visibility less than 500 feet.

All ground self-propelled vehicles, except responding emergency equipment, shall yield the right-of-way to any aircraft in motion. All aircraft shall hold their positions during an emergency unless otherwise directed by airport staff.

Pedestrians and aircraft shall at all times have right-of way over vehicular traffic. All vehicles shall pass to the rear of taxiing aircraft.

No person shall operate, park or stop any vehicle in any aircraft parking area, landing areas, ramp or taxiway except as authorized by airport staff.

No person shall operate or park any ground vehicle in any area that is not designated by signs or markings.

No person shall operate any vehicle at speeds greater than fifteen (15) miles per hour upon any area of the AOA with the exception of the movement area. Emergency vehicles while responding/training and official Airport vehicles being used in the performance of official duties are excluded from this section when necessary to accomplish an emergency or official mission.

**Wrecked/Damaged/Disabled Aircraft:** The owner of any aircraft damaged as a result of an accident shall be responsible for the prompt removal of the aircraft from the airport premises following release by the FAA or the National Transportation Safety Board. No aircraft in a non-airworthy condition so disabled as to give the appearance of a wrecked plane, or otherwise so damaged as to be unsightly, shall at any time be parked or tied down out of doors in public view, except with specific authorization by the Airport Director.

**Damage to Airport:** Any entity, and/or the owner of any aircraft or vehicle causing damage of any kind to the Airport or airport facilities shall be liable to the Airport.

## SECTION 4: PENALTIES

**Penalty for Violation:** Any person operating or handling an aircraft in violation of these minimum standards or refusing to comply herewith may be asked to leave the Airport, or may be denied use of the Airport by the Airport Director. When extreme circumstances or conditions exist, a violator may be deprived of the further use of the Airport and its facilities for such period of time as may be necessary for the protection of life and property.

Anyone in violation of these minimum standards shall be subject to all applicable laws of the City of Conway and punishable by fine. These standards shall be in addition to any other applicable federal, state, or local laws or regulations in effect. Prosecution for an offense under these minimum standards shall not prevent the use of other enforcement remedies or procedures, including administrative measures.

If any provision of these minimum standards is held insufficient as the basis of criminal prosecution as provided herein, these standards shall nevertheless be grounds for revocation or suspension of any license, permit or privilege issued under these minimum standards.

For any violation hereof, a law enforcement officer or other appropriate enforcement official may require the person cited to sign a written or printed notice to appear in court. If the person cited signs such notice, the officer or other appropriate official may permit the person to proceed without further detaining him/her at that time. Signing the notice shall not be an admission of guilt.

Refusal of the person cited to sign the notice, or failure to appear in court as required, shall be grounds for suspending a license/permit or other privileges at the Airport.

Nothing in this article shall prevent the issuance of a warrant of arrest on the same charge, and trial and conviction thereon as in other cases.

In any case in which the Federal Aviation Administration (FAA), the Environmental Protection Agency (EPA), the Arkansas Department of Aeronautics, the Arkansas Department of Environmental Quality (ADEQ) or any other governing federal, state, or local agency assesses a civil penalty against the Airport for any applicable violation, the individual or entity, or his, her, or its employee, agent, or contractor whose act or failure to act caused the violation resulting in the penalty, shall reimburse the City of Conway for the full amount of the penalty, together with all other costs incurred, including without limitation legal fees and court costs. This shall be in addition to any other penalty or damage caused by the person or entity whose act or failure to act causes a violation.

**Termination of Permits/Leases/Contracts:** Any person or entity who continues to violate these minimum standards shall forfeit his, her, or its rights to the use of the facilities. Issuance of two or more citations or warnings for violations in a 12 month period will be deemed as a basis for conducting a review of the operator/tenant/contractor by the City of Conway. Findings made based on this review shall be considered binding and cause for termination of the permit/lease/contract. Appeals to action taken by the Airport Director should be made to the Airport Advisory Committee within thirty days to request a hearing review.

**Saving Clause:** Should any part of these minimum standards be deemed invalid or unconstitutional by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

## SECTION 5: APPLICATIONS

Any person or business entity desiring to enter into any form of activity of any nature upon the premises of the Conway Regional Airport shall first obtain permission from the Airport Director. Each application shall be made in writing and submitted to the Airport Director, setting forth in detail the nature of the proposed activity, including but not limited to the names and addresses of the owners, the proposed activity, the number of employees, the amount of space or land required, and the qualifications of the person or persons performing the proposed activity.

## **SECTION 6: NOTICE**

Upon the filing of such an application with the Airport Director, and provided it meets the requirements set forth in Section 5, it shall be referred to the Airport Advisory Committee and Mayor with any recommendations that the Airport Director deems necessary.

Any business with similar purposes already in operation at the Airport shall be notified by first class mail, email transmission, or personal delivery, of any application which would constitute a duplication of a business currently in operation.

## **SECTION 7: LEASE/CONTRACT/PERMIT**

Upon approval of any such application as submitted or modified, the Airport Director shall issue a suitable lease/contract/permit setting forth the terms and conditions of the land/facility to be utilized or built, which lease/contract/permit shall, in every instance, be conditioned upon:

- a) Compliance with the standards required for each particular activity approved and refer to and incorporate these standards by reference;
- b) Any structure or facility to be constructed or placed upon the Airport being constructed in a manner to conform to all safety regulations of the FAA, the State of Arkansas, the City of Conway, Arkansas, and any other governmental entity having regulatory authority, and meeting the requirements of current building codes and fire regulations of the City of Conway; any construction once commenced being diligently pursued to completion in a timely manner.
- c) The right of the City Council to modify or add to the standards for application at the Airport.

## **SECTION 8: GENERAL REQUIREMENTS FOR ALL AIRPORT ACTIVITIES**

The following general requirements shall apply to all activities at the airport. Each applicant and user shall comply with the following and enter into a written agreement with the Airport Director prior to conducting the proposed activity:

- a) Demonstrate a history of management and personnel ability, or a business plan for the service to be provided;
- b) Demonstrate the financial responsibility and ability to provide the facilities or services proposed;
- c) Secure necessary certificates from the FAA or other authority when required for the activity proposed;
- d) Meet standards of all local, state and federal entities having regulatory authority over the Airport and any proposed activity;
- e) Pay any required fees, and execute any necessary lease required to build the hangar or other structures. Each entity will conduct its activities and maintain its lease area in accordance with the lease terms, these minimum standards, and any other applicable rules.
- f) Agree to indemnify and hold the City of Conway harmless from any claims of liability for personal injury, death, or property damage resulting from its operation at the Airport. Insurance in the amounts required shall be maintained by a company authorized to do business in the State of Arkansas in force at all times. The City of Conway shall be listed as an additional insured on all insurance policies.

## **SECTION 9: BASIC LEASE TERMS AND CONDITIONS**

Airport facilities are subject to being leased to aviation-related business and industry, aircraft owners and operators, and compatible businesses and industries upon such terms and conditions as established by the City of Conway, and subject to the following provisions:

- a) Modifications to airport owned facilities must be approved by the Airport Director prior to modification or installation, and upon being completed shall become the property of the City of Conway, subject to the leasehold rights in favor of the lessee, unless specifically provided for otherwise in writing.

b) Land leases providing for the construction of facilities thereon may be entered into between the City of Conway and lessees on terms whereby it is the tenant's responsibility to maintain and operate his, her, or its facility, including without limitation the structure and associated systems.

c) Ownership of leasehold facilities constructed on airport property will revert to the City of Conway at the end of the lease term, as it may be extended. At the time of reversion, the facility will be in good, marketable condition, subject to normal wear and tear, and free of any debris.

Facilities constructed on airport property must meet all code requirements established by the City of Conway, the State of Arkansas and the FAA. A Notice of Proposed Construction or Alteration form, FAA Form 7460-1, shall be submitted to and approved by the FAA before construction commences. All users of airport facilities will keep the facilities clean and neat at all times, with any grass kept mown, shrubbery kept orderly, and trash be properly disposed of. All hangars and any other areas under lease shall be free of objects that may be a Foreign Object Damage (FOD) hazard.

## **SECTION 10: AMENDMENTS TO STANDARDS AND NOTICES**

The Airport Advisory Committee, along with the Airport Director, shall review these minimum standards for operations and activities from time to time and shall recommend such revisions or amendments as shall be deemed necessary to the city council for adoption. These minimum standards are established in order to protect the health and safety of the public and the interest of the City of Conway.

### **INSURANCE REQUIREMENTS**

#### **INSURANCE COVERAGE FOR BODILY INJURY AND PROPERTY DAMAGE FOR AIRPORT PREMISES:**

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

#### **INSURANCE COVERAGE AND LIMITS PROVIDED FOR THE USE OF AIRCRAFT ON AND AROUND THE AIRPORT PREMISES:**

##### **General Aviation**

A lessee shall maintain uninterrupted insurance coverage during the lease term and any subsequent renewal terms, insuring against public liability and property damage claims in comprehensive form.

The lessee shall maintain such coverage and limits as may be required by the City of Conway, adjusted in coverage amounts and form from time to time, but in no event shall coverage be for less than one million dollars (\$1,000,000) combined single limit. Insurance coverage shall be issued by company licensed to do business in the State of Arkansas.