



 **CITY OF PHOENIX AVIATION DEPARTMENT**  
**City of Phoenix Aviation Department Rules & Regulations**

---

**Authority:** These Rules and Regulations are promulgated pursuant to Phoenix City Code Chapter IV; Article I, Section 4-2; Article VII, Section 4-149; and Article VIII, Section 4-160

**Rule and**

**Regulation:** **Minimum Standards – Specialized Aviation Service Operators (SASOs) at Phoenix Deer Valley Airport (DVT)**

**Purpose:** These Minimum Standards govern Specialized Aviation Service Operators at Phoenix Deer Valley Airport (DVT). The purpose of these Minimum Standards for SASOs is to encourage, promote, and ensure: (1) the delivery of high quality General Aviation products, services, and facilities to DVT users, (2) the design and development of quality General Aviation Improvements at DVT, (3) safety and security, (4) the economic health of DVT General Aviation Businesses, and (5) the orderly development of DVT property.

The information and requirements defined in these Minimum Standards have been derived from Federal Aviation Administration documents, City of Phoenix Ordinances and the City of Phoenix Aviation Department Rules and Regulations and tailored to the nature and scope of current and projected aviation use at DVT. All amendments to these documents shall be considered as included, and all definitions shall be interpreted on that basis and in consideration of the intentions of these documents.

**General  
Terms and**

**Conditions:** These Minimum Standards incorporate all provisions contained in the City of Phoenix Rules and Regulations: General Terms and Conditions for Commercial Aeronautical Activities.

**Definitions:** Defined terms used in these and all other City of Phoenix Aviation Department Minimum Standards shall be capitalized throughout the Minimum Standards. Definitions may be provided in the text or reflected in the City of Phoenix Rules and Regulations: Definitions. Terms which are neither capitalized nor listed shall be construed using the common meaning as they apply to generally known aviation industry standards.

**Application**

**Processing:** Applications for SASO Permits may be obtained from and submitted to the Airport Manager. The City of Phoenix Aviation Department, in accordance with Phoenix City Code, shall be responsible for processing, and approving or denying applications for SASO activities at DVT. The Aviation Department will make its best effort to process applications within thirty (30) days of submittal.



**CITY OF PHOENIX AVIATION DEPARTMENT**  
**City of Phoenix Aviation Department Rules & Regulations**

---

**Introduction  
And  
Application  
of Minimum  
Standards:**

For purposes of these Minimum Standards, SASOs at DVT and their associated Minimum Standards are detailed in the following sections:

- A. AIRCRAFT MAINTENANCE OPERATOR.....3
- B. INDEPENDENT AIRCRAFT MAINTENANCE OPERATOR .....5
- C. AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR.....6
- D. INDEPENDENT AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR .....9
- E. AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATOR.....10
- F. AIRCRAFT CHARTER OR AIRCRAFT MANAGEMENT OPERATOR.....12
- G. SIGHTSEEING FLIGHT OPERATOR.....14
- H. AIRCRAFT SALES OPERATOR.....16
- I. AIRCRAFT CLEANING OPERATOR.....18
- J. AIRCRAFT PAINTING OPERATOR .....19
- K. AIRCRAFT STORAGE OPERATOR.....21
- ATTACHMENT A – MINIMUM INSURANCE REQUIREMENTS.....23

Each SASO at DVT shall comply with these Minimum Standards, restrictions and conditions at all times.



**CITY OF PHOENIX AVIATION DEPARTMENT**  
**City of Phoenix Aviation Department Rules & Regulations**

---

**A. AIRCRAFT MAINTENANCE OPERATOR**

An Aircraft Maintenance Operator is a Commercial Operator engaged in providing Aircraft Maintenance (as defined in 14 CFR Part 43) for airframe and powerplant and selling Aircraft parts and accessories. Commercial Operators who maintain only those Aircraft that are owned, leased, and/or operated under the full and exclusive control of the Commercial Operator and who otherwise qualify as doing self-maintenance shall not be considered Aircraft Maintenance Operators.

**I. Leased Premises**

Aircraft Maintenance Operator shall have adequate land, Apron, facilities, and Vehicle Parking to accommodate all activities of the Aircraft Maintenance Operator and all approved Sublessees.

The minimum requirements for facilities are based upon the largest Aircraft Design Group that the Aircraft Maintenance Operator proposes to maintain (e.g. an approved Aircraft Maintenance Operator providing Aircraft Maintenance to Groups I and II Piston and Turboprop Aircraft at the Airport shall meet the facility requirements for Group II Piston and Turboprop Aircraft).

1. Facilities shall be located on Contiguous Land contained within available parcels of land at the Airport.
  - a. Facilities shall comply at all times with the City of Phoenix Aviation Department Rules and Regulations and other applicable Regulatory Measures pertaining, but not limited, to drainage, building setbacks, and available Vehicle Parking. Construction of any facility must comply with the Airport's Tenant Improvement Process and must be approved by the Aviation Director.
  - b. Customer area shall include adequate space for (or in the case of a Sublessee, immediate access to) customer lounge(s), public use telephone, and restrooms.
  - c. Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage.
  - d. Maintenance area shall include adequate and dedicated space for Aircraft Maintenance Operator employee work areas, shop areas, and storage for Aircraft parts and Equipment.
  - e. Hangar area shall be at least equal to the square footage (as identified below) required for the Aircraft Design Group(s) for which Aircraft Maintenance is provided.

The minimum facility requirements for an Aircraft Maintenance Operator at the Airport are as follows:

<b>Facilities</b>	<b>Group I Piston and Turboprop Aircraft</b>	<b>Group II Piston and Turboprop Aircraft</b>	<b>Groups I and II Turbojet Aircraft</b>	<b>Group III Turbojet Aircraft</b>
Customer Area (Lessee)	400 SF	400 SF	400 SF	400 SF
Customer Area (Sublessee)	Immediate Access	Immediate Access	Immediate Access	Immediate Access
Administrative Area	500 SF	500 SF	500 SF	500 SF
Maintenance Area	500 SF	500 SF	500 SF	750 SF
Hangar	7,500 SF	10,000 SF	10,000 SF	15,000 SF



 **CITY OF PHOENIX AVIATION DEPARTMENT**  
**City of Phoenix Aviation Department Rules & Regulations**

---

2. Aircraft Maintenance Operator must ensure that it will have apron available, either by constructing the apron or by entering into an agreement with the Airport or an approved Lessee, which will meet the following requirements:
  - a. sufficient to accommodate the movement of Aircraft into and out of the hangar, staging, and Parking of customers' and/or Aircraft Maintenance Operators' Aircraft without interfering with the movement of Aircraft in and out of other facilities and Aircraft operating to/from/on Taxilanes or Taxiways,
  - b. of sufficient weight bearing capacity to accommodate Aircraft undergoing Aircraft Maintenance, and
  - c. consistent with Advisory Circular 150/5320-6D.

**II. Licenses and Certifications**

1. An Aircraft Maintenance Operator performing Aircraft Maintenance on Turboprop or Turbojet Aircraft shall be properly certificated as an FAA Repair Station, as defined by 14 CFR Part 145.
2. All Aircraft Maintenance Operator's personnel shall be properly certificated by the FAA, current, and hold the appropriate ratings for the work being performed.

**III. Personnel**

1. Aircraft Maintenance Operator shall provide a sufficient number of personnel (including Airframe and Powerplant (A & P) Mechanics and customer service representatives) to adequately and safely carry out the Aircraft Maintenance Operator's activity(ies) in a courteous, prompt, and efficient manner and meet the reasonable demands of the public.
2. Aircraft Maintenance Operators providing 100 hour, annual, or phase inspections shall employ an A & P Mechanic certified as an IA (Inspection Authority).

**IV. Equipment**

1. Aircraft Maintenance Operator shall maintain sufficient Equipment and supplies to accommodate the largest Aircraft serviced.
2. Equipment requirements include that equipment needed to safely accommodate the largest customer Aircraft serviced, such as tugs, tow bars, jacks, dollies, and other equipment, supplies, and parts required to perform this activity.

**V. Hours of Activity**

1. Aircraft Maintenance Operator shall be open and services shall be available to meet reasonable demands of the general public for this activity.

**VI. Fees**

1. Aircraft Maintenance Operator shall remit all fees associated with these Minimum Standards in accordance with Section 4-160 of the Phoenix City Code.

**VII. Insurance**

1. Aircraft Maintenance Operator shall maintain, at a minimum, the coverage limits of insurance set forth in Attachment A – Minimum Insurance Requirements.



 **CITY OF PHOENIX AVIATION DEPARTMENT**  
**City of Phoenix Aviation Department Rules & Regulations**

---

**B. INDEPENDENT AIRCRAFT MAINTENANCE OPERATOR**

An Independent Aircraft Maintenance Operator is a Commercial Operator:

- engaged in providing limited Aircraft Maintenance (as defined in 14 CFR Part 43) for airframe and powerplant;
- for Based Aircraft other than those owned, leased, and/or operated by (and under the full and exclusive control of) the Independent Aircraft Maintenance Operator, and
- that does not lease land or facilities from the City or an existing Lessee or Sublessee at the Airport for Commercial purposes.

**I. Scope of Activity**

1. Independent Aircraft Maintenance Operator:

- a. shall not engage in Activity(ies) which it is not properly licensed and certified to perform,
- b. shall fully comply with all applicable City of Phoenix Aviation Department Rules and Regulations and/or Regulatory Measures specific to the location where the Activity(ies) is performed, and
- c. shall not solicit transient Aircraft for any reason. In the event a transient Aircraft operator or owner requires and requests emergency Aircraft Maintenance, the Aviation Director, through the Airport Manager, may allow such Aircraft Maintenance to take place on a limited basis only.

**II. Licenses and Certifications**

1. Independent Aircraft Maintenance Operator shall maintain, and provide to the Aviation Director prior to engaging in Activities at the Airport, all licenses, certifications, and permits required by the City and/or other Agencies.
2. All Activity(ies) involving Aircraft Maintenance by the Independent Aircraft Maintenance Operator shall fully comply with the City of Phoenix Aviation Department and FAA requirements for certification, currency, and ratings for the work being performed.

**III. Fees**

1. Independent Aircraft Maintenance Operator shall remit all fees associated with these Minimum Standards in accordance with Section 4-160 of the Phoenix City Code.

**IV. Insurance**

1. Independent Aircraft Maintenance Operator shall maintain, at a minimum, the coverage limits of insurance set forth in Attachment A – Minimum Insurance Requirements.



**CITY OF PHOENIX AVIATION DEPARTMENT**  
**City of Phoenix Aviation Department Rules & Regulations**

---

**C. AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR**

An Avionics or Instrument Maintenance Operator is a Commercial Operator engaged in the business of maintenance or alteration of one or more of the items described in 14 CFR Part 43, Appendix A (i.e., Aircraft radios, electrical systems, or instruments).

**I. Leased Premises**

Avionics or Instrument Maintenance Operator shall have adequate land, Apron, facilities, and Vehicle Parking to accommodate all activities of the Avionics or Instrument Maintenance Operator and all approved Sublessees.

The minimum requirements for facilities are based upon the largest Aircraft Design Group avionics or instrument maintenance is provided for by the Avionics or Instrument Maintenance Operator (e.g. an approved Avionics or Instrument Maintenance Operator providing avionics or instrument maintenance to Groups I and II Piston and Turboprop Aircraft at the Airport shall meet the facility requirements for Group II Piston and Turboprop Aircraft).

1. Facilities shall be located on Contiguous Land contained within available parcels of land at the Airport.
  - a. Facilities shall comply at all times with the City of Phoenix Aviation Department Rules and Regulations and other applicable Regulatory Measures pertaining, but not limited, to drainage, building setbacks, and available Vehicle Parking. Construction of any facility must comply with the Airport’s Tenant Improvement Process and must be approved by the Aviation Director.
  - b. Customer area shall include adequate space for (or in the case of a Sublessee, immediate access to) customer lounge(s), public use telephone, and restrooms.
  - c. Administrative area shall include adequate and dedicated space for Avionics or Instrument Maintenance Operator employee offices, work areas, and storage.
  - d. Maintenance area/shop area shall include adequate and dedicated space for Avionics or Instrument Maintenance Operator employee work areas, shop areas, and storage for Aircraft parts and Equipment.
  - e. Hangar area (if required) shall be at least equal to the square footage (as identified below) required for the Aircraft Design Group(s) for which avionics or instrument maintenance is provided.
2. For Avionics or Instrument Maintenance Operators performing just Benchwork (i.e., no removal and replacement services are being performed), the minimum facility requirements are as follows:

<b>Facilities</b>	<b>Group I Piston and Turboprop Aircraft</b>	<b>Group II Piston and Turboprop Aircraft</b>	<b>Groups I and II Turbojet Aircraft</b>	<b>Group III Turbojet Aircraft</b>
Customer Area (Lessee)	400 SF	400 SF	400 SF	400 SF
Customer Area (Sublessee)	Immediate Access	Immediate Access	Immediate Access	Immediate Access
Administrative Area	500 SF	500 SF	500 SF	500 SF
Maintenance Area	500 SF	500 SF	500 SF	750 SF



**CITY OF PHOENIX AVIATION DEPARTMENT**  
**City of Phoenix Aviation Department Rules & Regulations**

---

3. For Avionics or Instrument Maintenance Operators performing services beyond Benchwork (i.e., removal and replacement services are being performed), the minimum facility requirements are as follows:

Facilities	Group I Piston and Turboprop Aircraft	Group II Piston and Turboprop Aircraft	Groups I and II Turbojet Aircraft	Group III Turbojet Aircraft
Customer Area (Lessee)	400 SF	400 SF	400 SF	400 SF
Customer Area (Sublessee)	Immediate Access	Immediate Access	Immediate Access	Immediate Access
Administrative Area	500 SF	500 SF	500 SF	500 SF
Maintenance Area	500 SF	500 SF	500 SF	750 SF
Hangar	7,500 SF	10,000 SF	10,000 SF	15,000 SF

4. Avionics or Instrument Maintenance Operator must ensure that it will have apron available (if performing services beyond Benchwork), either by constructing the apron or by entering into an agreement with the Airport or an approved Lessee, which will meet the following requirements:
  - a. sufficient to accommodate the movement of Aircraft into and out of the hangar, staging, and Parking of customers' and/or Avionics or Instrument Maintenance Operators' Aircraft without interfering with the movement of Aircraft in and out of other facilities and Aircraft operating to/from/on Taxilanes or Taxiways,
  - b. of sufficient weight bearing capacity to accommodate the Aircraft undergoing avionics or instrument maintenance, and
  - c. consistent with Advisory Circular 150/5320-6D.

**II. Licenses and Certifications**

1. An Avionics or Instrument Maintenance Operator performing avionics or instrument maintenance on Turboprop Aircraft or Turbojet Aircraft shall be properly certificated as an FAA Repair Station, as defined by 14 CFR Part 145.
2. All Avionics or Instrument Maintenance Operator's personnel shall be properly certificated by the FAA and Federal Communications Commission (FCC), current, and hold the appropriate ratings for the work being performed.

**III. Personnel**

1. Avionics or Instrument Maintenance Operator shall provide a sufficient number of personnel (including, avionics technicians and/or instrument technicians and customer service representatives) to adequately and safely carry out the Avionics or Instrument Maintenance Operator's activity(ies) in a courteous, prompt, and efficient manner and meet the reasonable demands of the public.

**IV. Equipment**

1. Avionics or Instrument Maintenance Operator shall maintain sufficient Equipment and supplies to accommodate the largest Aircraft serviced.



 **CITY OF PHOENIX AVIATION DEPARTMENT**  
**City of Phoenix Aviation Department Rules & Regulations**

---

**V. Hours of Activity**

1. Avionics or Instrument Maintenance Operator shall be open and services shall be available to meet reasonable demands of the general public for this Activity.

**VI. Fees**

1. Avionics or Instrument Maintenance Operator shall remit all fees associated with these Minimum Standards in accordance with Section 4-160 of the Phoenix City Code.

**VII. Insurance**

1. Avionics or Instrument Maintenance Operator shall maintain, at a minimum, the coverage limits of insurance set for in Attachment A – Minimum Insurance Requirements.



 **CITY OF PHOENIX AVIATION DEPARTMENT**  
**City of Phoenix Aviation Department Rules & Regulations**

---

**D. INDEPENDENT AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR**

An Independent Avionics or Instrument Maintenance Operator is a Commercial Operator:

- engaged in providing limited maintenance or alteration of one or more of the items described in 14 CFR Part 43, Appendix A (i.e., Aircraft radios, electrical systems, or instruments);
- for Based Aircraft other than those owned, leased, and/or operated by (and under the full and exclusive control of) the Independent Avionics or Instrument Maintenance Operator; and
- that does not lease land or facilities from the City or an existing Lessee or Sublessee at the Airport for Commercial purposes.

**I. Scope of Activity**

1. Independent Avionics or Instrument Maintenance Operator:

- a. shall not engage in Activity(ies) which it is not properly licensed and certified to perform,
- b. shall fully comply with all applicable City of Phoenix Aviation Department Rules and Regulations and/or Regulatory Measures specific to the location where the Activity(ies) is performed, and
- c. shall not solicit transient Aircraft for any reason. In the event a transient Aircraft operator or owner requires and requests emergency Avionics or Instrument Maintenance, the Aviation Director, through the Airport Manager, may allow such Avionics or Instrument Maintenance to take place on a limited basis only.

**II. Licenses and Certifications**

1. Independent Avionics or Instrument Maintenance Operator shall maintain, and provide to the Aviation Director prior to engaging in Activities at the Airport, all licenses, certifications, and permits required by the City and/or other Agencies.
2. All Activity(ies) involving avionics or instrument maintenance by the Independent Aircraft Maintenance Operator shall fully comply with the City of Phoenix Aviation Department and FAA requirements for certification, currency, and ratings for the work being performed.

**III. Fees**

1. Independent Avionics or Instrument Maintenance Operator shall remit all fees associated with these Minimum Standards in accordance with Section 4-160 of the Phoenix City Code.

**IV. Insurance**

1. Independent Avionics or Instrument Maintenance Operator shall maintain, at a minimum, the coverage limits of insurance set forth in Attachment A – Minimum Insurance Requirements.



 **CITY OF PHOENIX AVIATION DEPARTMENT**  
**City of Phoenix Aviation Department Rules & Regulations**

---

**E. AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATOR**

An Aircraft Rental Operator is a Commercial Operator engaged in the rental of Aircraft.

A Flight Training Operator is a Commercial Operator engaged in providing flight instruction.

**I. Leased Premises**

Aircraft Rental or Flight Training Operator shall lease or sublease adequate land, Apron, facilities, and Vehicle Parking to accommodate all activities of the Operator and all approved Sublessees.

1. Facilities shall be located on Contiguous Land contained within available parcels of land at the Airport.
  - a. Facilities shall comply at all times with the City of Phoenix Aviation Department Rules and Regulations and other applicable Regulatory Measures pertaining, but not limited, to drainage, building setbacks, and available Vehicle Parking. Construction of any facility must comply with the Airport's Tenant Improvement Process and must be approved by the Aviation Director.
  - b. Customer area shall include adequate space for (or immediate access to) customer lounge(s), class/training rooms, public use telephone, and restrooms.
  - c. Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage.
  - d. If Aircraft Rental or Flight Training Operator is performing Aircraft Maintenance on Operator's Aircraft, Operator shall have Hangar area large enough to accommodate the largest Aircraft in the Operator's fleet at the Airport being maintained by the Operator and adequate and dedicated maintenance area space for employee work areas, shop areas, and storage for Aircraft parts and Equipment. The General Aviation Handbook should be referenced for additional information on Aircraft Maintenance.
2. Aircraft Rental or Flight Training Operator must ensure that it will have Apron available, either by constructing the Apron or by entering into an agreement with the Airport or an approved Lessee, which will meet the following requirements:
  - a. sufficient to accommodate the Aircraft owned, operated, or leased (not required if the Operator utilizes a hangar for the storage of the Operator's Aircraft) and the movement of Aircraft into and out of the hangar (if required), staging and Parking of the Operator's Aircraft without interfering with the movement of Aircraft in and out of other facilities and Aircraft operating to/from/on Taxilanes or Taxiways, and of sufficient weight bearing capacity to accommodate the Operator's Aircraft, and consistent with AC 150/5320-6D.

**II. Licenses and Certifications**

1. Personnel performing Aircraft proficiency checks and/or Flight Training shall be properly certificated by the FAA, current, and hold the appropriate ratings and medical certification for the Aircraft being utilized and/or Flight Training being provided.
2. Appropriate documentation shall be provided to the Aviation Director verifying the ownership of the Aircraft operated by the Operator.



 **CITY OF PHOENIX AVIATION DEPARTMENT**  
**City of Phoenix Aviation Department Rules & Regulations**

---

**III. Personnel**

1. Aircraft Rental or Flight Training Operator shall provide a sufficient number of personnel to adequately and safely carry out Aircraft rental and/or Flight Training in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public/members seeking such services.
2. Flight Training Operator shall have available a properly certificated ground school instructor capable of providing on-demand ground school instruction sufficient to enable students to pass the FAA written examinations for flight training offered.

**IV. Equipment**

1. Aircraft Rental Operator shall have available for rental, either owned by or under written lease to the Operator and under the full and exclusive control of the Operator, at least one (1) properly certified and continuously airworthy Aircraft.
2. Flight Training Operator shall have available for use in Flight Training, either owned by or under written lease to the Operator and under the full and exclusive control of the Operator, at least one (1) properly certified and continuously airworthy Aircraft for each type of Flight Training offered.

**V. Hours of Activity**

1. Aircraft Rental or Flight Training Operator shall be open and services shall be available to meet reasonable demands of the general public for this activity.

**VI. Fees**

1. Aircraft Rental or Flight Training Operator shall remit all fees associated with these Minimum Standards in accordance with Section 4-160 of the Phoenix City Code.
  - a. Rents associated with land and improvements are separate and apart from fees associated with these Minimum Standards.

**VII. Insurance**

1. Aircraft Rental or Flight Training Operator shall maintain, at a minimum, the coverage limits of insurance set forth in Attachment A – Minimum Insurance Requirements.
2. Disclosure Requirement: Aircraft Rental or Flight Training Operator shall post a notice and incorporate within the rental and instruction agreements the coverage and limits provided to the renter or student by the Operator, as well as a statement advising that additional coverage is available to such renter or student through the purchase of an individual non-ownership liability policy. Copies of disclosure notices and statements shall be provided to the Aviation Director.



 **CITY OF PHOENIX AVIATION DEPARTMENT**  
**City of Phoenix Aviation Department Rules & Regulations**

---

**F. AIRCRAFT CHARTER OR AIRCRAFT MANAGEMENT OPERATOR**

An Aircraft Charter Operator is a Commercial Operator engaged in on-demand common carriage for persons or Property (as defined in 14 CFR Part 135) or operates in private carriage (as defined in 14 CFR Part 125).

An Aircraft Management Operator is a Commercial Operator engaged in the business of providing Aircraft management including, but not limited to, flight dispatch, flight crews, or Aircraft Maintenance coordination.

**I. Leased Premises**

Aircraft Charter or Aircraft Management Operator shall lease or sublease adequate land, Apron, facilities, and Vehicle Parking to accommodate all activities of the Operator and all approved Sublessees.

1. Facilities located on the Airport shall be located on Contiguous Land contained within available parcels of land at the Airport.
  - a. Facilities shall comply at all times with the City of Phoenix Aviation Department Rules and Regulations and other applicable Regulatory Measures pertaining, but not limited, to drainage, building setbacks, and available Vehicle Parking. Construction of any facility must comply with the Airport's Tenant Improvement Process and must be approved by the Aviation Director.
  - b. Customer area shall include adequate space for (or immediate access to) customer lounge(s), public use telephone, and restrooms.
  - c. Administrative area shall be adequate and dedicated space for employee offices, work areas, and storage. Administrative area may be located off Airport.
  - d. If Aircraft Charter or Aircraft Management Operator is performing Aircraft Maintenance on Operator's Aircraft, Operator shall have Hangar area large enough to accommodate the largest Aircraft in the Operator's fleet at the Airport being maintained by the Operator and adequate and dedicated maintenance area space for employee work areas, shop areas, and storage for Aircraft parts and Equipment. The General Aviation Handbook should be referenced for additional information on Aircraft Maintenance.
2. Operator must ensure that it will have Apron available, either by constructing the Apron or by entering into an agreement with the Airport or an approved Lessee, which will meet the following requirements:
  - a. sufficient to accommodate the Aircraft owned, operated, or leased (not required if the Operator utilizes a hangar for the storage of the Operator's Aircraft) and the movement of Aircraft into and out of the hangar (if required), staging and Parking of the Operator's Aircraft without interfering with the movement of Aircraft in and out of other facilities and Aircraft operating to/from/on Taxilanes or Taxiways, and of sufficient weight bearing capacity to accommodate the Operator's Aircraft, and consistent with AC 150/5320-6D.



 **CITY OF PHOENIX AVIATION DEPARTMENT**  
**City of Phoenix Aviation Department Rules & Regulations**

---

**II. Licenses and Certifications**

1. Operator shall have, and provide copies to the Aviation Director, all appropriate certifications and approvals. Any time certifications or approvals are modified, the updated documentation (reflecting the changes) shall be immediately provided to the Aviation Director.
2. Personnel shall be properly certificated by the FAA, current, and hold the appropriate ratings in the Aircraft utilized and medical certifications for Activity.
3. Appropriate documentation shall be provided to the Aviation Director verifying the ownership of the Aircraft operated by the Operator.

**III. Personnel**

1. Operator shall provide a sufficient number of personnel to adequately and safely carry out Aircraft charter or management in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public seeking such services.

**IV. Equipment**

1. Aircraft Charter Operators shall provide, either owned or under written lease to the Operator and under the full and exclusive control of Operator, no less than one (1) properly certified and continuously airworthy Aircraft.

**V. Hours of Activity**

1. Operator shall be open and services shall be available to meet reasonable demands of the general public for this activity.

**VI. Fees**

1. Operator shall remit all fees associated with these Minimum Standards in accordance with Section 4-160 of the Phoenix City Code.
  - a. Rents associated with land and improvements are separate and apart from fees associated with these Minimum Standards.

**VII. Insurance**

1. Operator shall maintain, at a minimum, the coverage limits of insurance set forth in Attachment A – Minimum Insurance Requirements.



 **CITY OF PHOENIX AVIATION DEPARTMENT**  
**City of Phoenix Aviation Department Rules & Regulations**

---

**G. SIGHTSEEING FLIGHT OPERATOR**

A Sightseeing Flight Operator is a Commercial Operator engaged in non-stop sightseeing flights (flights that begin and end at the Airport and are conducted within a 25 statute mile radius of the Airport), as defined in 14 CFR Part 91.147.

**I. Leased Premises**

Sightseeing Flight Operator shall lease or sublease adequate land, Apron, facilities, and Vehicle Parking to accommodate all activities of the Operator and all approved Sublessees.

1. Facilities located on the Airport shall be located on Contiguous Land contained within available parcels of land at the Airport.
  - a. Facilities shall comply at all times with the City of Phoenix Aviation Department Rules and Regulations and other applicable Regulatory Measures pertaining, but not limited, to drainage, building setbacks, and available Vehicle Parking. Construction of any facility must comply with the Airport's Tenant Improvement Process and must be approved by the Aviation Director.
  - b. Customer area shall include adequate space for (or immediate access to) customer lounge(s), public use telephone, and restrooms.
  - c. Administrative area shall be adequate and dedicated space for employee offices, work areas, and storage. Administrative area may be located off Airport.
  - d. If Operator is performing Aircraft Maintenance on Operator's Aircraft, Operator shall have Hangar area large enough to accommodate the largest Aircraft in the Operator's fleet at the Airport being maintained by the Operator and adequate and dedicated maintenance area space for employee work areas, shop areas, and storage for Aircraft parts and Equipment. The General Aviation Handbook should be referenced for additional information on Aircraft Maintenance.
2. Operator must ensure that it will have Apron available, either by constructing the Apron or by entering into an agreement with the Airport or an approved Lessee, which will meet the following requirements:
  - a. sufficient to accommodate the Aircraft owned, operated, or leased (not required if the Operator utilizes a hangar for the storage of the Operator's Aircraft) and the movement of Aircraft into and out of the hangar (if required), staging and Parking of the Operator's Aircraft without interfering with the movement of Aircraft in and out of other facilities and Aircraft operating to/from/on Taxilanes or Taxiways, and of sufficient weight bearing capacity to accommodate the Operator's Aircraft, and consistent with AC 150/5320-6D.



 **CITY OF PHOENIX AVIATION DEPARTMENT**  
**City of Phoenix Aviation Department Rules & Regulations**

---

**II. Licenses and Certifications**

1. Operator shall have, and provide copies to the Aviation Director, all appropriate certifications and approvals. Any time certifications or approvals are modified, the updated documentation (reflecting the changes) shall be immediately provided to the Aviation Director.
2. Personnel shall be properly certificated by the FAA, current, and hold the appropriate ratings in the Aircraft utilized and medical certifications for Activity.
3. Appropriate documentation shall be provided to the Aviation Director verifying the ownership of the Aircraft operated by the Operator.

**III. Personnel**

1. Operator shall provide a sufficient number of personnel to adequately and safely carry out Aircraft charter or management in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public seeking such services.

**IV. Equipment**

1. Operator shall provide, either owned or under written lease to the Operator and under the full and exclusive control of Operator, no less than one (1) properly certified and continuously airworthy Aircraft.

**V. Hours of Activity**

1. Operator shall be open and services shall be available to meet reasonable demands of the general public for this activity.

**VI. Fees**

1. Operator shall remit all fees associated with these Minimum Standards in accordance with Section 4-160 of the Phoenix City Code.
  - a. Rents associated with land and improvements are separate and apart from fees associated with these Minimum Standards.

**VII. Insurance**

1. Operator shall maintain, at a minimum, the coverage limits of insurance set forth in Attachment A – Minimum Insurance Requirements.



 **CITY OF PHOENIX AVIATION DEPARTMENT**  
**City of Phoenix Aviation Department Rules & Regulations**

---

**H. AIRCRAFT SALES OPERATOR**

An Aircraft Sales Operator is a Commercial Operator who regularly negotiates (and advertises) the buying or selling of new or used Aircraft.

**I. Leased Premises**

Aircraft Sales Operator shall lease or sublease adequate land, Apron, facilities, and Vehicle Parking to accommodate all activities of Operator and all approved Sublessees.

1. Facilities located on the Airport shall be located on Contiguous Land contained within available parcels of land at the Airport.
  - a. Facilities shall comply at all times with the City of Phoenix Aviation Department Rules and Regulations and other applicable Regulatory Measures pertaining, but not limited, to drainage, building setbacks, and Vehicle Parking. Construction of any facility must comply with the Airport's Tenant Improvement Process and must be approved by the Aviation Director.
  - b. Customer area shall include adequate space for (or immediate access to) customer lounge(s), public use telephone, and restrooms.
  - c. Administrative area shall be adequate and dedicated space for employee offices, work areas, and storage. Administrative area may be located off Airport.
  - d. If Aircraft Sales Operator is performing Aircraft Maintenance on Operator's Aircraft, Operator shall have Hangar area large enough to accommodate the largest Aircraft in the Operator's fleet at the Airport being maintained by the Operator and adequate and dedicated maintenance area space for employee work areas, shop areas, and storage for Aircraft parts and Equipment. The General Aviation Handbook should be referenced for additional information on Aircraft Maintenance.
  - e. If Aircraft Sales Operator is performing Aircraft Maintenance on non-owned and operated Aircraft, Operator shall meet the Aircraft Maintenance Operator Minimum Standards in Section A.
2. Aircraft Sales Operator must ensure that it will have Apron available, either by constructing the Apron or by entering into an agreement with the Airport or an approved Lessee, which will meet the following requirements:
  - a. sufficient to accommodate the Aircraft owned, operated, leased, or under contract for sale (not required if the Operator utilizes a hangar for the storage of the Operator's Aircraft) and the movement of Aircraft into and out of the hangar (if required), staging and Parking of the Operator's Aircraft without interfering with the movement of Aircraft in and out of other facilities and Aircraft operating to/from/on Taxilanes or Taxiways, and of sufficient weight bearing capacity to accommodate Operator's Aircraft, and consistent with AC 150/5320-6D.



 **CITY OF PHOENIX AVIATION DEPARTMENT**  
**City of Phoenix Aviation Department Rules & Regulations**

---

**II. Licenses and Certifications**

1. Aircraft Sales Operator shall have, and provide copies to the Aviation Director, all appropriate certifications and approvals. Any time certifications or approvals are modified, the updated documentation (reflecting the changes) shall be immediately provided to the Aviation Director.
2. Aircraft Sales Operator shall be properly certificated by the FAA, current, and hold the appropriate ratings and medical certification for providing flight demonstration in all Aircraft offered for sale, if applicable.

**III. Personnel**

1. Aircraft Sales Operator shall provide a sufficient number of personnel to adequately and safely carry out Aircraft sales in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public seeking such services.

**IV. Equipment**

1. Aircraft Sales Operator shall provide necessary and satisfactory arrangements for Aircraft Maintenance in accordance with any sales guarantee or warranty period.

**V. Hours of Activity**

1. Aircraft Sales Operator shall be open and services shall be available to meet reasonable demands of the general public for this activity.

**VI. Fees**

1. Aircraft Sales Operator shall remit all fees associated with these Minimum Standards in accordance with Section 4-160 of the Phoenix City Code.
  - a. Rents associated with land and improvements are separate and apart from fees associated with these Minimum Standards.

**VII. Insurance**

1. Aircraft Sales Operator shall maintain, at a minimum, the coverage limits of insurance set forth in Attachment A – Minimum Insurance Requirements.



 **CITY OF PHOENIX AVIATION DEPARTMENT**  
**City of Phoenix Aviation Department Rules & Regulations**

---

**I. AIRCRAFT CLEANING OPERATOR**

An Aircraft Cleaning Operator is a Commercial Operator:

- engaged in providing aircraft interior and exterior cleaning, washing, and waxing and
- that does not lease land or improvements from the City or an existing Lessee or Sublessee at the Airport for Commercial purposes.

**I. Environmental**

1. Aircraft Cleaning Operator shall operate within compliance of the Airport's SWPPP and all environmental Regulatory Measures. The General Aviation Handbook should be referenced for additional information.
2. Aircraft Cleaning Operator shall submit an Aircraft washing plan that contains the following information:
  - a. Name of entity, primary contact, and phone number.
  - b. List of customers and associated Aircraft tail #s, make, and model.
  - c. A detailed description of Aircraft washing method/operation, including the following details:
    - i. Waste water containment and disposal methods. Discharge of waste water on the Airport must receive prior approval of the Airport Director.
    - ii. Average amount of water used per Aircraft wash
    - iii. Average number of annual Aircraft washes
    - iv. Name and amount of liquid cleaning substances used per Aircraft wash
    - v. If "dry" washing or waxing/coating operations are to be conducted, provide affirmation that tarps will be used to collect residual material for its proper disposal and protect the Apron (if appropriate).
    - vi. Material Safety Data Sheets for all substances used.

**II. Fees**

1. Aircraft Cleaning Operator shall remit all fees associated with these Minimum Standards in accordance with Section 4-160 of the Phoenix City Code.

**III. Insurance**

1. Aircraft Cleaning Operator shall maintain, at a minimum, the coverage limits of insurance set forth in Attachment A – Minimum Insurance Requirements.



**CITY OF PHOENIX AVIATION DEPARTMENT**  
**City of Phoenix Aviation Department Rules & Regulations**

---

**J. AIRCRAFT PAINTING OPERATOR**

An Aircraft Painting Operator is a Commercial Operator engaged in aircraft painting for Commercial purposes.

**I. Leased Premises**

Aircraft Painting Operator shall lease or sublease adequate land, Apron, facilities, and Vehicle Parking to accommodate all activities of the Aircraft Painting Operator and all approved Sublessees.

The minimum requirements for facilities are based upon the largest Aircraft Design Group that the Aircraft Painting Operator proposes to paint (e.g. an approved Aircraft Painting Operator providing Aircraft painting to Groups I and II Piston and Turboprop Aircraft at the Airport shall meet the facility requirements for Group II Piston and Turboprop Aircraft).

1. Facilities shall be located on Contiguous Land contained within available parcels of land at the Airport.
  - a. Facilities shall comply at all times with the City of Phoenix Aviation Department Rules and Regulations and other applicable Regulatory Measures pertaining, but not limited, to drainage, building setbacks, and available Vehicle Parking. Construction of any facility must comply with the Airport's Tenant Improvement Process and must be approved by the Aviation Director.
  - b. Customer area shall include adequate space for (or in the case of a Sublessee, immediate access to) customer lounge(s), public use telephone, and restrooms.
  - c. Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage.
  - d. Maintenance area shall include adequate and dedicated space for Aircraft Painting Operator employee work areas, shop areas, and storage.
  - e. Hangar area shall be at least equal to the square footage (as identified below) required for the Aircraft Design Group(s) for which Aircraft painting is provided.

The minimum facility requirements for an Aircraft Painting Operator at the Airport are as follows:

<b>Facilities</b>	<b>Group I Piston and Turboprop Aircraft</b>	<b>Group II Piston and Turboprop Aircraft</b>	<b>Groups I and II Turbojet Aircraft</b>	<b>Group III Turbojet Aircraft</b>
Customer Area (Lessee)	400 SF	400 SF	400 SF	400 SF
Customer Area (Sublessee)	Immediate Access	Immediate Access	Immediate Access	Immediate Access
Administrative Area	250 SF	250 SF	250 SF	250 SF
Maintenance Area	250 SF	250 SF	250 SF	250 SF
Hangar	7,500 SF	10,000 SF	10,000 SF	15,000 SF



 **CITY OF PHOENIX AVIATION DEPARTMENT**  
**City of Phoenix Aviation Department Rules & Regulations**

---

2. Aircraft Painting Operator must ensure that it will have apron available, either by constructing the apron or by entering into an agreement with the Airport or an approved Lessee, which will meet the following requirements:
  - a. sufficient to accommodate the movement of Aircraft into and out of the hangar, staging, and Parking of customers' and/or Aircraft Painting Operators' Aircraft without interfering with the movement of Aircraft in and out of other facilities and Aircraft operating to/from/on Taxilanes or Taxiways, and of sufficient weight bearing capacity to accommodate Aircraft undergoing Aircraft painting, and consistent with Advisory Circular 150/5320-6D.

**II. Personnel**

1. Aircraft Painting Operator shall provide a sufficient number of personnel to adequately and safely carry out Operator's activity(ies) in a courteous, prompt, and efficient manner and meet the reasonable demands of the public.

**III. Equipment**

1. Aircraft Painting Operator shall maintain sufficient Equipment and supplies to accommodate the largest Aircraft serviced.
2. Equipment requirements include that equipment needed to safely accommodate the largest customer Aircraft serviced, such as tugs, tow bars, jacks, dollies, and other equipment, supplies, and parts required to perform this activity.

**IV. Environmental**

1. Aircraft Painting Operator shall operate within compliance of the Airport's SWPPP and all environmental Regulatory Measures. The General Aviation Handbook should be referenced for additional information.

**V. Hours of Activity**

1. Aircraft Painting Operator shall be open and services shall be available to meet reasonable demands of the general public for this activity.

**VI. Fees**

1. Aircraft Painting Operator shall remit all fees associated with these Minimum Standards in accordance with Section 4-160 of the Phoenix City Code.
  - a. Rents associated with land and improvements are separate and apart from fees associated with these Minimum Standards.

**VII. Insurance**

1. Aircraft Painting Operator shall maintain, at a minimum, the coverage limits of insurance set forth in Attachment A – Minimum Insurance Requirements.



**CITY OF PHOENIX AVIATION DEPARTMENT**  
**City of Phoenix Aviation Department Rules & Regulations**

---

**K. AIRCRAFT STORAGE OPERATOR**

An Aircraft Storage Operator is a Commercial Operator that develops, owns, and/or leases facilities for the purpose of selling or subleasing Aircraft storage facilities and/or associated office or shop space to entities engaging in Commercial or Non-Commercial Aeronautical Activities.

**I. Leased Premises**

Aircraft Storage Operator shall have adequate land, Apron, facilities, and Vehicle Parking to accommodate all activities of the Aircraft Storage Operator and all approved Sublessees.

The minimum requirements for hangar are based upon the largest Aircraft Design Group that Aircraft storage is provided for by the Aircraft Storage Operator (e.g. an approved Aircraft Storage Operator providing Aircraft storage to Groups I and II Piston and Turboprop Aircraft at the Airport shall meet the hangar requirements for Group II Piston and Turboprop Aircraft).

The minimum hangar requirements for an Aircraft Storage Operator at the Airport are as follows:

<b>Facilities</b>	<b>Group I Piston and Turboprop Aircraft</b>	<b>Group II Piston and Turboprop Aircraft</b>	<b>Groups I and II Turbojet Aircraft</b>	<b>Group III Turbojet Aircraft</b>
Hangar	7,500 SF	10,000 SF	10,000 SF	15,000 SF

1. Facilities shall be located on Contiguous Land contained within available parcels of land at the Airport.
  - a. Facilities shall comply at all times with the City of Phoenix Aviation Department Rules and Regulations and other applicable Regulatory Measures pertaining, but not limited, to drainage, building setbacks, and Vehicle Parking. Construction of any facility must comply with the Airport’s Tenant Improvement Process and must be approved by the Aviation Director.
2. The development of hangar(s) shall be limited to the following types of hangar structures.
  - a. single structures of not less than 2,500 square feet, completely enclosed, or
  - b. single structures of not less than 5,000 square feet, subdivided and configured (although each unit shall not be less than 1,250 square feet) to accommodate individual bays for the storage of Aircraft.



**CITY OF PHOENIX AVIATION DEPARTMENT**  
**City of Phoenix Aviation Department Rules & Regulations**

---

3. Aircraft Storage Operator must ensure that it will have apron available, either by constructing the apron or by entering into an agreement with the Airport or an approved Lessee, which will meet the following requirements:
  - a. sufficient to accommodate the movement of Aircraft into and out of the hangar(s) without interfering with the movement of Aircraft in and out of other facilities and Aircraft operating to/from/on Taxilanes or Taxiways.
  - b. of sufficient weight bearing capacity to accommodate the Aircraft using the facilities, and
  - c. consistent with Advisory Circular 150/5320-6D.

**II. Hours of Activity**

1. Aircraft Storage Operator shall ensure that the facilities are available for public use and readily accessible by Sublessee(s) seven (7) days a week (including holidays), twenty-four (24) hours a day.

**III. Fees**

1. Aircraft Storage Operator shall remit all fees associated with these Minimum Standards in accordance with Section 4-160 of the Phoenix City Code.

**IV. Approval of Subleases**

1. Aircraft Storage Operator shall ensure that all of its Subleases are reviewed and approved by the City prior to any of its Sublessees engaging in Activity(ies) at the Airport.

**V. Insurance**

1. Aircraft Storage Operator shall maintain, at a minimum, the coverage limits of insurance set forth in Attachment A – Minimum Insurance Requirements.

The foregoing Rules and Regulations are hereby adopted and promulgated this xx day of xx, 2007.

---

Danny W. Murphy  
Aviation Director

---

Nancy Kesteloot  
Assistant Chief Counsel



**CITY OF PHOENIX AVIATION DEPARTMENT**  
**City of Phoenix Aviation Department Rules & Regulations**

**ATTACHMENT A – MINIMUM INSURANCE REQUIREMENTS**

	Aircraft Maintenance Operator	Independent Aircraft Maintenance Operator	Avionics or Instrument Maintenance Operator	Independent Avionics or Instrument Maintenance Operator	Aircraft Rental or Flight Training Operator	Aircraft Charter or Aircraft Management Operator	Sight Seeing Flight Operator	Aircraft Sales Operator	Aircraft Cleaning Operator	Aircraft Painting Operator	Aircraft Storage Operator	
<b>COMMERCIAL GENERAL LIABILITY (Combined Single Limit)<sup>1</sup></b>												
Each Occurrence	N/A	\$1,000,000	N/A	\$1,000,000	N/A	N/A	N/A	N/A	\$1,000,000	N/A	N/A	
<b>AIRPORT PREMISES LIABILITY<sup>1</sup></b>												
Each Occurrence	\$3,000,000	N/A	\$3,000,000	N/A	\$3,000,000	\$3,000,000 <sup>3</sup>	\$3,000,000 <sup>3</sup>	\$3,000,000 <sup>3</sup>	N/A	\$3,000,000	\$3,000,000	
<b>VEHICULAR LIABILITY (Combined Single Limit)<sup>1</sup></b>												
Each Occurrence	\$3,000,000	\$1,000,000	\$3,000,000	\$1,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$1,000,000	\$3,000,000	\$3,000,000	
<b>HANGAR KEEPER'S LIABILITY<sup>1</sup></b>												
Each Occurrence	\$3,000,000	N/A	\$3,000,000	N/A	\$3,000,000 <sup>2</sup>	\$3,000,000 <sup>2</sup>	\$3,000,000 <sup>2</sup>	\$3,000,000 <sup>2</sup>	N/A	\$3,000,000	\$3,000,000 <sup>2</sup>	
<b>AIRCRAFT AND PASSENGER LIABILITY<sup>1</sup></b>												
Each Occurrence	N/A	N/A	N/A	N/A	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	N/A	N/A	N/A	
<b>PROPERTY INSURANCE<sup>1</sup></b>												
Each Occurrence	Required	N/A	Required	N/A	Required	Required	Required	Required	N/A	Required	Required	
<b>POLLUTION LIABILITY (Combined Single Limit)<sup>1</sup></b>												
Each Occurrence Aggregate	\$1,000,000 \$2,000,000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$1,000,000 \$2,000,000	N/A	
<b>WORKER'S COMPENSATION (Limits Based Upon Statutory Requirements)</b>												

<sup>1</sup> When coverages or limits set forth in Attachment A are not commercially available, appropriate replacement coverages or limits must be approved in advance, by the Airport Director.

<sup>2</sup> Operators utilizing only owned Aircraft are not required to have Hangar Keepers Liability Insurance.

<sup>3</sup> Operators with no facilities on the Airport are not required to have Airport Premises Liability Insurance, but will be required to have Commercial General Liability Insurance with the same limits.

**Commercial General Liability** – Includes liability for bodily injury, property damage and broad from contractual liability to others occurring as a result of the contractor's operations on the airport premises. Also includes coverage for products and completed operations, personal and advertising injury and \$100,000 coverage for damage to premises rented (Fire Legal Liability). Must not restrict operations on or near Airport.

**Airport Premises Liability** – Includes aviation liability for bodily injury and property damage to others occurring as a result of the contractor's operations on the leased premises. Also includes \$100,000 coverage for damage to Premises Rented (Fire Legal Liability).

**Vehicular Liability** – Includes coverage for bodily injury or damage to the property of others caused by the operation of an automobile owned, leased, or borrowed by the Lessee.

**Hangar Keeper's Liability** – Includes coverage for damage to Aircraft belonging to others in the care, custody, and control of Lessee for repair or safe keeping.

**Aircraft and Passenger Liability** – Coverage for injury or damage to the property of others caused from the operation of an Aircraft owned or leased by the Lessee. Also includes a sublimit of \$100,000 per person.

**Property Insurance** – Includes coverage for physical damage to City-owned property being used by lessee. If required, it shall equal, at least a minimum, the replacement of the property. It is required if lessee is sole occupant of building required of building and required of lessee's of tenant improvements.

**Pollution Liability** – Includes coverage for bodily injury or Property damage arising out of the actual or alleged release, dispersal, discharge, etc. of pollutants.