



**MINIMUM STANDARDS
FOR
COMMERCIAL AERONAUTICAL
ACTIVITIES**

MILLVILLE AIRPORT (MIV)

JULY 2013

REVISED MAY 2025

RESOLUTION # 25-21

RESOLUTION 25- 21 - AMENDS THE MINIMUM STANDARDS FOR COMMERCIAL AERONAUTICAL SERVICES OF THE MILLVILLE AIRPORT OPERATED BY THE DELAWARE RIVER AND BAY AUTHORITY

WHEREAS, the Delaware River and Bay Authority (the “Authority”) is the operator of the Millville Airport (the “Airport”), located in Millville, New Jersey; and

WHEREAS, the Authority has adopted Minimum Standards for Commercial Aeronautical Services (“Minimum Standards”) for the Airport; and

WHEREAS, the Authority has a responsibility to review and make modifications to the Airport’s Minimum Standards from time to time; and

WHEREAS, the Authority has determined that the revised Minimum Standards are necessary and proper to meet FAA regulations and emerging aeronautical activities; and

WHEREAS, the public and users of the Millville Airport were provided thirty days to comment on proposed changes to the Millville Airport’s Minimum Standards; and

WHEREAS, under Article VII(d) of the Compact, after the Board of Commissioners’ approval, the Minimum Standards will be filed with the Secretary of State of the States of Delaware and New Jersey and will take effect at that time; and

NOW, THEREFORE, BE IT RESOLVED that the Minimum Standards dated July 2013 for the Millville Airport are hereby amended by the attached Minimum Standards, effective July 1, 2025.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Secretary of the Board of Commissioners hereby authorized and directed to file a copy of said Minimum Standards with the Secretary of State of the States of Delaware and New Jersey.

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I. INTRODUCTION

The Delaware River & Bay Authority (DRBA), as operator of the Millville Airport (Airport) does hereby establish the following Minimum Standards for the Airport. These Minimum Standards:

1. establish the threshold entry requirements for those entities wishing to engage in Commercial Aeronautical Activities at the Airport.
2. ensure that those entities obtaining the approval of DRBA to engage in such Commercial Aeronautical Activities are not exposed to unfair competition; and
3. protect the public from unsafe, inadequate, or substandard Commercial Aeronautical Activities.

These Minimum Standards were developed taking into consideration:

1. the role of the Airport,
2. the range, level, and quality of Commercial Aeronautical Activities currently being provided at the Airport,
3. the future prospects for and the anticipated development of the Airport and the community, and
4. the promotion of fair competition at the Airport.

The uniform application of these Minimum Standards is considered essential to protect the public interest and operation of the Airport, discourage substandard Operators, and protect Airport customers.

A. AUTHORITY

1. Pursuant to local, state, and federal laws, DRBA has the authority to promulgate these Minimum Standards to promote the safe and efficient operation of the Airport.
2. The Director of Airports is responsible for the operation, management, maintenance, development, and security of the Airport and all Airport improvements, facilities, vehicles, and equipment. Among other things, the DRBA has authorized and directed the Director to:
 - a. interpret, administer, and enforce Agreements and these Minimum Standards.
 - b. obtain and receive copies of all licenses, permits, certifications, ratings, Certificates of Insurance, and other documents required to be provided to or filed with the Airport under these Minimum Standards.

Failure to comply with the applicable Standards set forth herein may result in the suspension or revocation of the applicable activity Agreement or Permit issued to Operator, thereby removing any right of the Operator to conduct the Commercial Aeronautical Activities granted on the Airport. All official inquiries regarding these Minimum Standards and/or compliance therewith should be directed to the Director. These Minimum Standards shall be enforced by the DRBA in accordance with applicable law.

3. These Minimum Standards have been developed in accordance with guidance provided by the Federal Aviation Administration (FAA), including applicable advisory circulars, and applicable law.
4. These Minimum Standards will be reviewed and revised from time to time by the DRBA to ensure they fairly govern the facilities and Aeronautical Services at the Airport. Any changes to these Minimum Standards adopted by the DRBA will be enforceable upon adoption.
5. Any inconsistencies, ambiguities, or other questions of interpretation shall be referred to the Director of Airports, whose determination shall govern.

DRBA reserves the right, in its sole discretion, to authorize variances or deviations from all or a portion of these Minimum Standards for the benefit of any government or governmental agency performing nonprofit public services to the aviation industry or performing emergency medical or rescue services to the public by means of aircraft, or performing fire prevention or firefighting operations, or for law enforcement purposes. DRBA may further temporarily waive any of the Minimum Standards for non-governmental Operators where DRBA, in its sole discretion, deems such waiver to be in the best interest or welfare of the Airport's operation, and under special conditions and in unique circumstances that do not adversely affect public health or safety, Airport finances or operations, or violate any Governmental Requirements or Regulatory Measures, or FAA Grant Assurances. Such variances shall not amend or alter the Minimum Standards. All requests for variances or deviations shall be presented to the Airport Director in writing.

6. The granting of rights or privileges to engage in Commercial Aeronautical Activities shall not be construed as affording an Operator any Exclusive Right, other than the exclusive use of the land and/or improvements that may be leased to the Operator, and then only to the extent provided in an Agreement or Permit.

The presence at the Airport of only one entity engaged in a particular Commercial Aeronautical Activity does not, in and of itself, indicate that an Exclusive Right has been granted. It is the policy of the DRBA not to enter into or promote an understanding, commitment, or express agreement to exclude other reasonably qualified entities. Accordingly, those who seek to enter into an Agreement or Permit with the DRBA should neither expect nor request that the DRBA exclude others who also desire to engage in the same or similar Commercial Aeronautical Activities. The opportunity to engage in an Aeronautical Service shall be made available to those entities meeting (complying with) the qualifications and the

requirements set forth by these Minimum Standards and as space may be available at the Airport to support such activity provided such use is consistent with the current and planned uses of Airport land and improvements and is in the best interest of the DRBA.

7. If the FAA determines that any provision of these Minimum Standards or any Agreement or Permit or any practice constitutes a grant of a prohibited Exclusive Right, such provision, Agreement, or Permit shall be deemed null and void and such practice shall be discontinued immediately.

B. APPLICABILITY

1. No person may conduct a commercial business or provide a Commercial Aeronautical Activity at the Airport without an Agreement with DRBA. The Minimum Standards do not apply to DRBA, to certificated air carriers operating from the Airport, or to government entities engaged in emergency public safety services.
2. These Minimum Standards are not intended to be all-inclusive. Operators may be subject additionally to applicable federal, state and local laws, ordinances, codes, and regulations, which may pertain to their operation, construction, maintenance of facilities, or services provided, including Airport Rules and Regulations pertaining to all such services.
3. Existing Operators that are not currently in compliance with these Minimum Standards at the time of their adoption or revision shall be given a reasonable time, in the DRBA's sole discretion, to bring their operation into compliance with these standards.
4. No provision of these Minimum Standards shall prohibit any Person that owns or leases aircraft from performing Self-service or Self-fueling on such aircraft, as required by federal law, subject to conditions imposed by the Rules and Regulations.

C. DEFINITIONS

Terms used in these Minimum Standards shall have the following meanings:

1. Aeronautical Activity: Any activity that involves, makes possible, or is required for the operation of an aircraft, launch or reentry vehicle, or that contributes to or is required for the safety of such operations. It includes but is not limited to: general and corporate aviation, Aircraft Charter or Taxi, scheduled and nonscheduled air carrier operations, pilot training, aircraft rental and sightseeing, aerial photography, aerial application of agricultural agents, aerial advertising and surveying, aircraft sales and services, aircraft storage, sale of aviation fuel products, Aircraft Maintenance, repair and maintenance of launch or reentry vehicles, construction of amateur-built/recreational aircraft, sale of aircraft, sale of launch or reentry vehicle parts, parachute or ultralight activities, certain unmanned aircraft systems (UAS), advanced air mobility (AAM) operations, commercial space vehicle operations, and any other activities that because of their direct relationship to the operation of

aircraft, UAS, or commercial space launch and re-entry vehicles can appropriately be regarded as aeronautical activities.

2. Aircraft: A device that is used or intended to be used for flight in the air.
3. Aircraft Charter or Air Taxi: The business of providing air transportation of persons or property to the public for hire, on an unscheduled or scheduled basis under FAR Part 135.
4. Aircraft Maintenance: The repair, adjustment, maintenance, alteration, preservation, and/or inspection of aircraft airframe or powerplant, including the replacement of parts. Major repairs include major alterations to the airframe, powerplant, or propeller, as defined in FAR Part 43. Minor repairs include normal, routine annual inspection with attendant maintenance repair, calibration, or adjustment of aircraft airframe or powerplant and associated accessories. Preventive maintenance means simple or minor preservation operations and the replacement of small standard parts not involving complex assembly operations, as defined in FAR Part 43.
5. Aircraft Operator: A person who uses, causes to be used, or authorizes an aircraft to be used, with or without the right of legal control (as owner, Operator, or otherwise), for the purpose of air navigation including the piloting of aircraft, or on any part of the surface of the Airport.
6. Airframe & Powerplant Mechanic (A&P): A person, certificated by the FAA, that performs and/or supervises the maintenance, preventive maintenance or alteration of an aircraft or appliance, or a part thereof, for which he/she is rated, and may perform additional duties in accordance with certain Regulatory Measures.
7. Airport: The Millville Airport and all land, improvements, and appurtenances within the legal boundaries of the Airport as it now exists on the Airport Layout Plan (or Exhibit A of the most recent approved ALP Set) and as it may hereinafter be extended, enlarged, or modified.
8. Airport Layout Plan (ALP): The ALP is the FAA-approved plan for the layout of an airport, showing existing and proposed airport facilities.
9. Airport Operations Area (AOA): All airport areas where aircraft can operate, either under their own power or while in tow. The AOA includes runways, taxiways, apron areas, and all unpaved surfaces within the airport's perimeter fence.
10. Airport Management: The Director of Airports and staff members of the Airports Division.
11. Based Aircraft: An operational and airworthy aircraft that is stored at the airport through the DRBA, FBO, or tenant-owned hangar and spends six (6) months or greater at the airport is considered by the FAA to be a Based Aircraft.
12. Commercial Aeronautical Activity: An Aeronautical Activity conducted for compensation or commercial purposes.

13. Director of Airports: The Director of Airports for the DRBA. The Director of Airports may, from time to time, designate an authorized agent to enforce these Minimum Standards and the Rules and Regulations.
14. The Delaware River & Bay Authority (DRBA): An agency of the State of Delaware and the State of New Jersey, with an office located in the County of New Castle, State of Delaware.
15. Exclusive Right: A power, privilege, or other right excluding or preventing another from enjoying or exercising a like power, privilege, or right. An Exclusive Right can be conferred either by express agreement, by the 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. Note: An Exclusive Right to conduct an Aeronautical Activity, which is forbidden by federal regulation, is distinguished from an exclusive right to occupy real estate, which is permitted by federal regulation under certain conditions.
16. Federal Aviation Administration (FAA): the modal agency within the Department of Transportation of the United States government that has the responsibility of promoting safety in the air, by both regulation and education.
17. Federal Aviation Regulation (FAR): regulations under Title 14, Code of Federal Regulations.
18. Fixed Base Operator (FBO): An Operator granted the right to provide Commercial Aeronautical Activities that include fueling of aircraft.
19. General Aviation: Any FAR Part 91 operation or scheduled or non-scheduled FAR Part 135 operation.
20. National Fire Protection Association (NFPA): All codes, standards, rules, and regulations contained in the Standards of the National Fire Protection Association, as may be amended from time to time, and are incorporated herein by reference.
21. Operator: An entity authorized to conduct a Commercial Aeronautical Activity at the Airport.
22. Permittee: An Operator providing a Commercial Aeronautical Activity on the Airport under a written permit but not leasing any property at the Airport.
23. Person: Any natural person, corporation, partnership, trust, or other legal entity.
24. Principal: An officer of a corporation, a partner in a partnership, and any other person who has an ownership interest of ten percent (10%) or more in a business entity.

25. Rules and Regulations: A document adopted by the Delaware River and Bay Authority that governs non-aeronautical and aeronautical activities at the Millville Airport.
26. Self-fueling and Self-service: Self-fueling means the fueling or servicing of an aircraft (i.e. changing the oil, washing) by the owner of the aircraft with his or her own employees and using his or her own equipment. Self-fueling and other self-services cannot be contracted out to another party. Self-fueling implies using fuel obtained by the aircraft owner from the source of his/her preference. As one of many self-service activities that can be conducted by the aircraft owner or operator by his or her own employees using his or her own equipment, self-fueling, differs from using a self-service fueling pump made available by the airport, an FBO, or an aeronautical service provider. The use of a self-service fueling pump is a commercial activity and is not considered self-fueling as defined herein. In addition to self-fueling, other self-service activities that can be performed by the aircraft owner with his or her own employees include activities such as maintaining, repairing, cleaning, and otherwise providing service to an aircraft, provided the service is performed by the aircraft owner or his/her employees with resources supplied by the aircraft owner. Self-fueling and Self-service are not considered commercial activities.
27. Specialized Aviation Service Operator (SASO): SASOs are sometimes known as single- service providers or special FBOs performing less than full services. These types of companies differ from a full service FBO in that they typically offer a specialized aeronautical service such as aircraft sales, flight training, aircraft maintenance, or avionics services. A SASO does not provide aircraft fueling services.
28. State: The State of New Jersey.

II. GENERAL REQUIREMENTS

A. AUTHORIZATION TO OPERATE AT MILLVILLE AIRPORT

To provide Commercial Aeronautical Activities at the Airport, an Operator must satisfy all of the requirements set forth in these Minimum Standards as applicable, and must meet the following conditions and requirements:

1. Unless otherwise provided in a lease agreement with the DRBA, an Operator will, at its own expense, provide, construct, install, equip, and maintain all utilities, buildings, structures, ramps, taxiways, taxi-lanes, and all other facilities and improvements requested or approved by the Director of Airports.
2. Obtain and comply with all requirements for appropriate licenses or certificates from any federal, state, or local governmental authority for, or related to, the provision of the Commercial Aeronautical Activities.
3. Demonstrate or provide the required proof of insurance coverage as set forth in Section VII of these Minimum Standards.

B. APPLICATION PROCEDURES

To provide Commercial Aeronautical Activities at the Airport, an applicant must complete and submit the appropriate form(s) contained in Appendix A, to the DRBA Property Manager for review. The application(s), together with all required documentation, shall be submitted to:

Property Manager
Delaware River & Bay Authority
P.O. Box 71
New Castle, DE 19720

1. Required Documents

The following documentation is required for each application:

- a. A business plan that outlines the types of Commercial Aeronautical Activities to be provided, facilities to be utilized including buildings, aprons, automobile parking, and other facilities necessary to provide the proposed Commercial Aeronautical Activities, and any other information that can expedite the review.
- b. A current financial statement prepared by a Certified Public Accountant (CPA) using standard accounting principles. This report will include pertinent information on the applicant as well as on all Principals for a corporation, partnership, or other business entity.
- c. A description of previous experience in Commercial Aeronautical Activities and the professional qualifications of the personnel who will manage or operate the proposed Commercial Aeronautical Activities.

2. The following additional information may be requested:

- a. A description of proposed facility needs and cost estimates of any proposed capital improvements to the site. Preliminary plans stamped by a Professional Engineer and dates for the improvements shall also be provided.
- b. Evidence of insurance with policy coverages commensurate with the insurance requirements set forth in, or based on, these Minimum Standards for all Commercial Aeronautical Activities proposed by the applicant.
- c. A list of all cases relating to obligations or performance under a lease filed against the applicant, any Principal of the applicant, or any other entity in which a Principal of the applicant was a Principal, for the previous five (5) years.

- d. A list of all enforcement actions taken by a government agency against the applicant, any Principal of the applicant, or any other entity in which a Principal of the applicant was a Principal, for the previous five (5) years.
- e. Upon request by the DRBA, an applicant shall provide a written and signed authorization for the FAA and all aviation or aeronautical commissions, administrators, or departments of all states in which the applicant has engaged in aviation business to release information in their files relating to the applicant or its operation. The applicant shall execute such forms, releases, or discharges as may be required by those agencies concerning such authorization.

3. Action on Application to Provide Commercial Aeronautical Activities (Lease)

Applicants should be aware that an approved application is a prerequisite for obtaining a lease but does not guarantee that a lease will be tendered or entered into by the DRBA. If there are no facilities or land available, a lease will not be offered.

- a. The application will be reviewed, and if acceptable and meets the approval of Airport Management, a lease term sheet shall be prepared. Once a term sheet has been executed, a draft lease agreement will be developed for negotiation with the applicant.
- b. Once the draft lease has been prepared, the agreement will be considered at the next regularly scheduled DRBA Board of Commissioner's Committee Meeting for the purpose of making a recommendation to the DRBA Board of Commissioners.
- c. If the lease is recommended for approval by the DRBA Board Committee Meeting it will be placed on the schedule of the full Board of Commissioners for final approval. Full Board approval is an authorization to enter into an agreement and does not guarantee a lease will be entered into by the DRBA.

4. Action on Application to Provide Commercial Aeronautical Activity (Permit)

- a. The application, together with all supporting documentation, shall be submitted to the Airport Director for review.
- b. If the application is complete and all required materials are included, the application shall be considered by DRBA staff and legal counsel for the purpose of making a recommendation to the Executive Director to approve or disapprove the application.
- c. If the application is subsequently approved by the Executive Director, the Director of Airports will prepare and issue the Airport Permit.

5. Basis for Denial of Application(s)

The DRBA may deny any application, or reject a proposal to provide any Commercial Aeronautical Activity at the Airport, at its sole discretion, for any of the following reasons:

- a. The applicant does not meet the required qualifications, standards or requirements set forth in these Minimum Standards.
- b. False or misleading statements are made by the applicant as part of the application or the applicant's failure to make full disclosures in the application and supporting documents.
- c. There is no appropriate, adequate, or available space on the Airport to accommodate the applicant.
- d. The proposed development plan conflicts with the approved Airport Layout Plan and/or the City of Millville Major Record Plan or will create a safety hazard as determined by the Director of Airports or the FAA through a review of the current Airport Layout plan and Form 7460-1.
- e. The proposed activity or operations would unreasonably interfere with existing operations at the Airport.
- f. The applicant has violated any rules or regulations of the Airport, the Federal Aviation Regulations, or any other statutes, ordinances, or laws applicable to the Airport.
- g. The applicant has defaulted on the performance of a lease or other agreement with the Airport, the DRBA, or any other entity.
- h. The granting of the application will require the DRBA to spend funds, or to supply labor or materials that the DRBA is unwilling or unable to spend or supply.
- i. There is inadequate capital or insufficient creditworthiness available to support the development associated with the performance of the intended Commercial Aeronautical Activities
- j. There is loss of coverage or inadequate insurance available to support the performance of the intended Commercial Aeronautical Activities
- k. Evidence of a criminal conviction or federal enforcement action against the applicant, any Principal of the applicant, or any other entity in which a Principal of the applicant was a Principal in the previous five (5) years.
- l. Presence of the name of the applicant, any Principal of the applicant, or any other entity in which a Principal of the applicant was a Principal on any federal watch list or similar list of suspected terrorists.

6. Denial Appeal

Should an application be denied by the Director of Airports, the Applicant may appeal to the DRBA Executive Director for reconsideration within thirty (30) days of the date of denial.

C. LAWS, RULES & REGULATIONS

All Operators shall comply with all applicable laws, regulations, orders, advisory circulars, rules, and other standards promulgated by the DRBA, and federal, state, and local governmental authorities, including these Minimum Standards and the Rules and Regulations.

D. FUEL AND HAZARDOUS MATERIALS

An Operator shall handle, use, store, and dispose of all fuel and hazardous substances, materials, and wastes in accordance with applicable law, the Airport's Rules and Regulations, and other standards and policies promulgated by the DRBA.

E. LICENSES AND CERTIFICATES

As a condition of operating at the Airport, an Operator shall submit to the DRBA copies of all licenses and permits required by any governmental entity for, or related to, the provision of the Commercial Aeronautical Activities, and shall retain all such licenses and permits in an active status at the Operator's own expense. In the event such licenses or permits expire or become otherwise invalid, the Operator's authority to provide the Commercial Aeronautical Activities shall be automatically rescinded without notice by the Airport Management.

F. PERSONNEL

1. An Operator shall provide trained and sufficient personnel to conduct the applicable Commercial Aeronautical Activities in a safe, efficient, and effective manner.
2. Personnel providing Commercial Aeronautical Activities shall possess such technical qualifications and experience and hold such licenses and certificates as may be required to perform such Commercial Aeronautical Activities.
3. An Operator shall be responsible for supervising its personnel to ensure compliance with these Minimum Standards and to maintain a high standard of service to its customers.
4. An Operator shall ensure that its personnel participate, at its expense, in any fire, safety, emergency, or other training as the Director of Airports may offer from time to time.
5. An Operator's personnel must meet all Federal, State, and local training and safety

requirements, and security requirements set forth in these standards and by the Airport Management and the DRBA.

G. INDEMNIFICATION

An Operator shall indemnify, defend, and hold harmless the DRBA its Commissioners, agents, and employees from and against any and all claims, actions, loss, cost, liability, and expense, including without limitation, reasonable attorneys' fees and disbursements based upon or arising out of damage, including loss of use, and injury or death to any person or property caused by, or arising out of the actions, omissions or operations of the Operator or any agent or employee thereof.

H. INSURANCE

Operators shall not commence operations or construction until Operator has obtained the types and amounts of required insurance and until such insurance has been reviewed by the Airport or a Certificate of Insurance is received indicating required coverage. All prospective and existing Operators shall provide to DRBA's satisfaction evidence of their ability to procure and maintain insurance coverage in the amounts stipulated for each particular type of activity according to the insurance requirements established by the airport in consultation with its risk management agent(s) or insurance carriers, as may be amended from time to time. The limits stipulated for each Commercial Aeronautical Activity represent the minimum coverage and amounts that shall be maintained by Operator to engage in those Commercial Aeronautical Activities at the Airport. Operator shall conduct its own analysis, in conjunction with its own risk management agent(s), to determine if additional coverage is needed. The current minimum insurance requirements are specified in Section VI, Minimum Insurance Policy Limits, of the Minimum Standards and are subject to periodic modifications.

All insurance policies provided pursuant to the foregoing provisions in Section VI shall be written by companies licensed and admitted doing business in Delaware and shall be in a form satisfactory to the DRBA. All such policies, except for workers' compensation, shall:

1. Name the DRBA as an additional insured and shall be endorsed to state that they shall be primary to all other insurance available to the DRBA.
2. Include a waiver of subrogation in favor of the DBRA.

All policies shall provide for thirty (30) days prior written notice to the DRBA by certified mail in the event of cancellation or material change.

I. RIGHT OF INSPECTION

The Airport Management shall at all times upon 24 hours' notice (except in the case of an emergency for which no notice shall be required) be entitled to enter any premises or facilities of any Operator to inspect the premises, facilities, or operations and determine compliance with these Minimum Standards and other applicable laws and regulations.

J. CUMULATIVE RIGHTS

These Minimum Standards shall be in addition to any terms, conditions, and covenants imposed on any person under an agreement with the DRBA and any permit or license or under applicable law, and the rights and remedies of the DRBA under these Minimum Standards shall be cumulative to any other rights of the DRBA.

K. EXCLUSIVE RIGHTS

No person shall be granted an Exclusive Right to conduct any Aeronautical Activity on the Airport as mandated by FAA regulations regarding Exclusive Rights and minimum standards for Aeronautical Activities.

L. NON-DISCRIMINATION

The Operator must agree to abide by those certain covenants and assurances required or recommended by the FAA, United States Department of Transportation (USDOT) or by Federal or New Jersey statute. Specific language memorializing these obligations shall be included in the Operator's agreement with the DRBA.

Operators shall furnish Commercial Aeronautical Activities on a reasonable, and not unjustly discriminatory, basis to all users thereof, and charge reasonable, and not unjustly discriminatory, prices for each unit or service, provided that the Operator may be allowed to make reasonable and non-discriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.

M. MISCELLANEOUS

All Operators shall also:

1. Provide parking for per current code for customers, employees, and members of the general public, as applicable by federal, state and local regulations for a public business.
2. Maintain all areas within their leaseholds, including maintenance of all turf areas, and maintained free of snow.
3. Arrange for the lawful storage, removal, or disposal of refuse, waste, fuel oils, solvents, or other hazardous and non-hazardous wastes on or generated by its leasehold in accordance with the Rules and Regulations of the Airport. The piling or storage of discarded boxes, crates, barrels, or other containers shall not be permitted in any area of the Airport.
4. Conspicuously post in a public area on the leasehold a listing and price of all services and products provided by the Operator.

N. TERMINATION

Airport Management and the DRBA reserve the right to terminate all, or any part of the rights and privileges granted to an Operator, upon the failure to observe the terms and conditions of these Minimum Standards and to exercise any rights and remedies available at law, or under any applicable agreement in connection with any such failure.

O. PROHIBITED ACTIVITIES

Operators shall not provide Commercial Aeronautical Activities beyond those authorized in an applicable Agreement; conduct through-the-fence operations; charge for use of public facilities outside their leased premises or area assigned pursuant to a Permit; conduct unsafe operations; conduct business in a manner that violates FAA Grant Assurances; or provide Commercial Aeronautical Activities or Facilities where the Authority has determined to exercise its proprietary exclusive authority to provide such Commercial Aeronautical Activities or Facilities.

III. FIXED BASED OPERATORS (FBO)

An FBO is required to provide and maintain a public lobby with office space that shall be staffed and open to the public from 8:00 AM until sunset, daily, including holidays. An afterhours phone number shall be prominently posted on the airside and landside exterior doors for aircraft operators requesting FBO services afterhours. The FBO will make a reasonable effort to respond to afterhours requests. An FBO will provide all facilities and services required under these Minimum Standards, including:

1. Direct landside access for vehicle parking and customer access. A public reception area of at least 750 sf., with air conditioning/heat and access to a restroom. In addition, the FBO must provide pilot briefing/planning space.

Approved security procedures shall be applied to prevent unauthorized access to restricted areas and must abide by the requirements set forth by the DRBA.

2. Adequate paved apron area for aircraft to safely maneuver and park at the FBO.
3. Qualified and trained personnel able to perform the FBO required services must be on duty during FBO operating hours. Any employee designated to handle or dispense aviation fuel must be trained in accordance with applicable law, industry standards and manufacturers' requirements. Records documenting such training must be provided to the Airport Management upon request and kept on file with the FBO for inspection.
4. Ground handling equipment to move aircraft expected to be served by the FBO, inflate aircraft tires, wash aircraft windscreens and recharge aircraft batteries. Areas designated for aircraft washing will be coordinated with Airport Management. The FBO must provide services in support of the needs of the Airport such as, but not limited to, removal of disabled aircraft from the AOA or other such services normally provided by an FBO. Such services may be performed by a contractor to the FBO.

5. At least one FAA-certificated Airframe and/or Power Plant (A&P) mechanic available Monday – Friday between the hours of 8am – 4pm, and on call at other times, available to respond to the Airport when needed. An FBO is permitted to subcontract the required aircraft maintenance service through a subcontract or sublease of its facilities, provided that the subcontracted Operator is approved to do business on the Airport pursuant to these Minimum Standards.
6. FBOs shall offer the following petroleum products and fuel types, in the minimum capacities available for sale to the public:
 - a. 100 Low-lead (100LL):
 - (1) Storage tanks – at least one 10,000-gallon tank.
 - (2) Mobile fuelers – at least one 500-gallon fueler
 - b. Jet-A:
 - (1) Storage tanks - at least one 12,000-gallon tank
 - (2) Mobile fuelers – at least one 3,000-gallon mobile fueler
 - c. Inventory of aviation-grade oils and lubricants for jet and piston aircraft.
7. In cases in which the FBO causes a fuel spill, including, but not limited to an aircraft overfilled by the FBO, the FBO shall (a) be responsible for the timely mitigation and cleanup of the fuel spill occurring within the lease area or on any portion of the Airport as determined by the Director of Airports or designee; (b) comply with all relevant laws regarding the cleanup; and (c) reimburse the DRBA for any costs and expenses incurred by the DRBA in connection with any such spill including fines and penalties.
8. The FBO shall have an approved, written Spill Prevention, Control, and Countermeasure Plan (SPCC Plan) and Stormwater Pollution Prevention Plan (SWPPP) that meets Federal, State, and local law, and the Rules and Regulations. An updated and approved copy of the SPCC Plan and SWPPP shall be filed with the Director of Airports at least 2 days prior to commencing operations.
9. Disabled Aircraft Assistance. During normal business hours (and outside of normal business hours within 1 hour notice by the Airport Director), FBOs shall provide equipment and trained personnel to remove disabled aircraft from the runways, taxiways, and other areas of the AOA within 30 minutes' notice. FBOs shall perform such service on request of the owner or operator of the disabled aircraft or the Director of Airports. Aircraft with disabled landing gear, flat tires, or damaged wheels that require rigging or other equipment not generally available from an FBO, or that require expertise that is not expected of line personnel, are exempt; however, FBOs

shall provide assistance to such disabled aircraft to the best of their ability.

IV. SPECIALIZED AVIATION SERVICE OPERATORS (SASO)

A SASO is required to provide and maintain an office that shall be staffed and open to the public during set business hours. A phone number shall be posted prominently so that those seeking services from the SASO can readily see it when the office is closed. The SASO will provide all facilities and equipment required under these Minimum Standards for each specific Commercial Aeronautical Activity it provides, including:

1. A SASO is not permitted to store fuel or dispense fuel on the Airport, except for the purposes of Self-Fueling.
2. An FBO may subcontract Aircraft Maintenance services to a qualified SASO (i.e., a SASO can fulfill that mandatory requirement of an FBO). SASOs must meet all applicable requirements for the subcontracted operation. The FBO shall remain primarily responsible for any services performed by a subcontractor and the compliance by such subcontractor with these Minimum Standards. SASOs can sublease space from an FBO to meet its Minimum Standards if the FBO meets the premises requirement for both the FBO and SASO activity, and prior DRBA approval is obtained in writing.
3. A SASO shall not sublease space to other Operators, nor shall it permit any Commercial Aeronautical Activities to be conducted on its leased premises other than those specifically authorized in the agreement with the DRBA.
4. If a SASO desires to provide a combination of any two (2) or more Commercial Aeronautical Activities, it shall not be required to duplicate the requirements of the individual activities if the SASO's facilities are sufficient to safely meet both requirements. The Operator shall provide evidence of insurance coverage equal to the highest of the minimums set forth for the individual categories but is not required to duplicate coverage.

V. SPECIFIC COMMERCIAL AERONAUTICAL ACTIVITIES

A. AIRCRAFT FUEL AND OIL SALES –REQUIRED FBO SERVICE

An FBO is the only entity allowed to sell fuel to other persons at the Airport. An FBO selling aircraft fuel and oil, in addition to the requirements set forth in the Rules and Regulations, shall be required to:

1. Lease a minimum of three (3) acres of land in an area approved by the Airport and provide a waiting area, restrooms, and public telephones for passengers and crews of itinerant aircraft.
2. Maintain and furnish aviation fuel and other petroleum products as required in **Section III** of these Minimum Standards.
3. Label all equipment used to store aviation fuel for resale in accordance with state and federal regulations, including, but not limited to the type and grade of fuel and the brand of fuel. In addition to complying with subparagraph (b), above, an FBO may sell fuel that does not have an associated brand, if it is clearly labeled as “No Brand”.
4. Provide adequate space to park any fuel truck it uses to transfer and dispense fuel to an aircraft. The location must meet all local, state and federal fire codes, and comply with the current edition of NFPA 407.
5. Open for business and staffed by qualified personnel between the hours of 8am – 6pm daily. Must be available to respond within a reasonable time for services outside of staffed hours.
6. All fuel will be stored in an approved, registered, and insured above-ground tank system with the required containment area, and meet all federal, state and local requirements, including, the current edition of NFPA 407.
7. Comply with the Airport Rules and Regulations, and all local, state and federal regulations, including NFPA 407, as well as conform to applicable American Standard Testing Method (ASTM) D-910 for Avgas, ASTM D-1655 for Jet Fuel, and ASTM D-439-58 for Mogas standards and any successor standards. Violations may result in the suspension or revocation of fuel sales privileges.
8. Immediately notify the Airport of a spill of oil, fuel, or other hazardous substances that is more than 25 gallons or 6 feet in diameter on a paved surface, or any amount that spills on an area other than a paved surface, or any amount that may reach a sanitary drain or surface or groundwater. The FBO will be responsible for the clean-up, containment, and remediation of any such spill and shall comply with applicable laws and regulations in connection with such spill and remediation and shall reimburse the DRBA for any costs and expenses incurred by the DRBA in connection with any such spill. The FBO shall have available the resources and supplies to contain a 100-gallon fuel spill.

9. Mobile Refueling Equipment

- a. Mobile refueling equipment shall be in good working order with an acceptable exterior appearance and meet all safety and environmental requirements of all applicable federal, state, or local regulations pertaining to fueling equipment.
- b. In addition, such equipment shall have reliable metering devices subject to independent inspection, with a pumping efficiency capable of filling the largest aircraft normally operating at the Airport.

B. AIRCRAFT MAINTENANCE AND REPAIR – REQUIRED FBO SERVICE

The FBO or SASO providing aircraft engine, airframe, and accessory sales, maintenance, and repair facilities to the public shall be required to provide:

1. A minimum of one (1) 5,000 square feet of enclosed shop and hangar space and sufficient apron space for aircraft awaiting repair, maintenance, or delivery consistent with the level of maintenance services offered.
2. Adequate equipment and tools, jacks, lifts, and testing equipment to perform overhauls as required for FAA certification and the repair of parts based on the type of maintenance services performed but, at a minimum, common single-engine land and light multi-engine land General Aviation Aircraft.
3. At least one FAA-certificated Airframe and/or Power Plant (A&P) mechanic or an FAA certified Repair Station with appropriate ratings for the work being performed., at a minimum of Monday – Friday 8A-4P, and on call at other times with a reasonable response time.
4. Availability of, or reasonable access to equipment and personnel to remove disabled aircraft of all types up to 12,500 pounds gross weight from the airport runways. The FBO or SASO may use a contractor to perform this service but shall assist as necessary.
5. Adequate provisions for the storage and removal/disposal of solutions, cleaning agents, lubricants, and other wastes in compliance with Federal, State, and local law, and DRBA regulations.
6. The FBO or SASO must only use DRBA-approved facilities or areas for the washing and cleaning of aircraft, vehicles, or equipment.

C. AIRCRAFT INSIDE STORAGE –REQUIRED FBO SERVICE

1. An FBO or SASO seeking to provide aircraft storage shall submit a proposal detailing the size, configuration, and style of hangar storage for approval by the DRBA. The Operator shall have a land area of sufficient size to accommodate the

hangar structure with proper access and construct such facilities in locations designated in the ALP.

D. AIRCRAFT GROUND HANDLING SERVICES – REQUIRED FBO SERVICE

AN FBO or SASO providing ground handling services shall be required to:

1. Lease an adequate amount of
 - a. Adequate paved ramp area for safe parking and movement of transient aircraft and for the provision of services such as fueling, oil changes, tire inflation and other services not requiring a certified mechanic's rating. FBOs shall be required to provide adequate apron area for fueling and oil changes.
 - b. Adequate paved aircraft parking or tie-down space for at least six (6) aircraft of the size expected to use the FBO or SASO regularly.
 - c. Adequate space for indoor storage of aircraft with a minimum of 15,000 square feet of hangar and office space. This space shall also include adequate office space for a customer service area, pilot lounge, and administrative offices capable of supporting the level of service being provided.
 - d. Adequate provision for vehicle access from public highways and customer and employee automobile parking, which promotes the safe movement of pedestrians in the area.
2. Remain open for business or be on call and accessible 24 hours per day, 365 days per year, or as otherwise agreed upon by the Airport Management.
3. Provide uniformed ramp personnel who have been properly trained to provide ground handling services including safely directing incoming aircraft to parking, tie-down, or hangar areas. For FBOs, such personnel must also be properly trained to provide directions to fueling areas. A full-time manager or lead line service technician shall be appointed and available at the Airport during regular business hours. Such a manager shall be qualified and experienced in ground handling and other FBO services and shall have full authority in the operation of said services and facilities. In the manager's absence, a qualified designee shall be available at the Airport.
4. Establish, engage in, and enforce operating procedures that conform to recommendations and standards set forth in the current FAA Advisory Circular 00-34B entitled "Aircraft Ground Handling, Servicing, and Marshalling" and any other applicable rules and regulations of the FAA, the State, or the DRBA.
5. Collect and remit to the DRBA information that reports each aircraft tail number, date landed, name and address of aircraft operator, and any other information as may be reasonably required by the DRBA.

6. Maintain all aircraft movement surfaces within leased areas free of foreign objects and debris that could cause damage to aircraft or engines and comply with AC 150/5210-24A, *Airport Foreign Object Debris (FOD) Management* and any other applicable rules and regulations of the FAA, the State or the DRBA.
7. Have and/or have access to adequate equipment for moving, preheating, starting, and servicing the number and type of aircraft reasonably contemplated to be serviced at the Airport. This shall also include snow removal equipment and ice control in seasonal weather.
8. Provide suitable aircraft tie-down anchors, ropes, chocks, markings, and spaces for aircraft, and notify the DRBA of the name and address of each owner of a Based Aircraft, including the manufacturer, model, and tail number.

E. RADIO\AVIONICS\INSTRUMENT SERVICES – OPTIONAL SERVICE

An FBO or SASO providing radio and instrument services shall be required to:

1. Provide a minimum of 500 square feet of space to be used for shop, storage, and test equipment and a minimum of 100 square feet of office space.
2. The Operator shall be open and services shall be available to meet the reasonable demands of the public for this activity, which may require operating during weekend or evening hours in addition to normal business hours five (5) days per week, eight (8) hours per day.
3. Have available on a full-time basis during normal business hours an FAA-certified repairman in the field of aircraft electronics and/or aircraft instruments.
4. Lease sufficient space or provide satisfactory arrangements for access to and storage of aircraft on which work is being performed.

F. AIRCRAFT STRIPPING AND PAINTING FACILITY – OPTIONAL SERVICE

The FBO or SASO providing Aircraft stripping and painting services to the public shall be required to:

1. Provide a minimum of 6,000 square feet of hangar space sufficient to house any aircraft upon which such service is being performed and a minimum of 150 square feet of office space.
2. The Operator shall be open, and services shall be available to meet the reasonable demands of the public for this activity, which may require operating during weekend or evening hours in addition to normal business hours five (5) days per week, eight (8) hours per day.
3. Provide suitable storage space for aircraft awaiting stripping, painting, or delivery.
4. Provide adequate enclosed shop space to house required equipment and tools.

5. Comply with all standards, rules, regulations, and requirements of the FAA, New Jersey Department of Environmental Protection, OSHA, and any other DRBA, State, or Federal government agencies having jurisdiction over aircraft stripping and painting operations.
6. Not allow any stripping, painting, varnishing, doping, materials or agents, or other contaminants to flow into or be placed in any sewer system or surface, or groundwater.
7. Perform all aircraft stripping and painting operations inside the hangar or building.
8. Provide for the adequate containment and control of any dust or overspray that may result from preparation or painting activities.
9. Properly treat and dispose of solutions, cleaning agents, lubricants, and other hazardous materials and wastes in compliance with Federal, State, local, and DRBA regulations, assume all legal and financial responsibility for such materials and wastes, and reimburse the DRBA for any costs and expenses incurred by the DRBA in connection with any such materials and waste.

G. AIRCRAFT RENTAL – OPTIONAL SERVICE

The FBO or SASO engaging in the rental of aircraft to the public shall be required to provide:

1. Sufficient office space for the rental activity, including space necessary for arranging rentals and keeping appropriate records. The office shall be staffed and open to the public, consistent with the level of rental services provided, subject to approval by the DRBA.
2. At least two air-worthy aircraft, either owned or under written lease, suitably maintained and currently certificated per Federal Aviation Regulations.
3. Adequate facilities for servicing the aircraft or an agreement with an aircraft maintenance operator to provide this service.
4. Adequate facilities for parking the aircraft being rented.
5. An agreement with a properly certificated pilot capable of conducting “flight checks” of prospective renters during normal hours of operation.
6. Proper checklist and operating manuals on all aircraft rented.
7. Operator shall maintain, at a minimum, the coverage and policy limits set forth by these minimum standards.

8. Disclosure Requirements: Any Operator conducting aircraft rental, sales, and/or flight training 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. The operator shall also post this disclosure in plain sight of the public.

H. FLIGHT TRAINING – OPTIONAL SERVICE

An FBO or SASO providing flight training activities shall be required to provide:

1. The operator shall lease adequate space to accommodate the level of flight training being provided, but not less than the following:
 - a. A minimum of 500 square feet of adequate conference/classroom space and office space which shall be staffed and open to the public during hours consistent with the level of instruction involved, but subject to the approval of the DRBA.
 - b. Facilities shall include customer and administrative areas. Maintenance and hangar areas are required if Operator is conducting aircraft maintenance on aircraft owned and/or operated by Operator.
 - c. Vehicle parking shall be sufficient to accommodate customers and employees daily
2. Operator shall have available for rental or 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 currently airworthy Aircraft equipped for and fully capable of flight under instrument conditions.
3. 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.
4. Operator shall maintain, at a minimum, the coverage and policy limits set forth by these minimum standards.
5. Disclosure Requirements: Any Operator conducting aircraft rental, sales, and/or flight training 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. Operator shall also post this disclosure in plain sight of the public.

I. AIRCRAFT CHARTER AND AIR TAXI – OPTIONAL SERVICE

An FBO or SASO providing Aircraft Charter or Taxi service shall be required to provide:

1. A minimum of 50,000 square feet of land space in addition to hangar space in the area designated by the Airport Management.
2. A minimum of 150 square feet of office space. The office shall be staffed and open to the public consistent with the level of Aircraft Charter or Taxi service provided, subject to approval by the DRBA.
3. Adequate ground handling equipment to support the aircraft operation.

J. AIRCRAFT OUTSIDE STORAGE – OPTIONAL SERVICE

1. Unless the DRBA otherwise leases existing paved tie-down space to the FBO or SASO, an FBO or SASO desiring to provide outside aircraft storage shall submit a proposal detailing the size and configuration of the apron area to be used for outside aircraft storage.
2. Engineering design criteria for related site work, base preparation, and paving shall be consistent with the type and size of aircraft to be stored. The Operator shall provide an area of sufficient size to accommodate the apron area with proper access and construct the ramp in a location stipulated in the ALP.

K. AIRCRAFT SALES – OPTIONAL SERVICE

The FBO or SASO providing Aircraft sales activities shall be required to:

1. Lease a minimum of 50,000 square feet of land space, adequately improved to the satisfaction of the DRBA with offices and an area for an Aircraft showroom and storage. The office shall be staffed and open to the public, at a minimum, during normal business hours, from 9:00 a.m. to 5:00 p.m. at least five days per week.
2. For the sale of new aircraft, hold a manufacturer's dealership and have available or on call one current model demonstrator of each type of Aircraft reasonably expected to be sold at the Airport. The dealer shall provide at the Airport or arrange for the provision at the Airport adequate servicing of aircraft during the warranty period and shall maintain an adequate supply of accessories and parts for all Aircraft sold.
3. Provide an area of sufficient size to permit the storage and/or display of aircraft for sale. All inventories must be insured with liability coverage.

L. COMMERCIAL HANGAR OPERATOR (SASO)

An FBO or SASO that develops, constructs, and/or owns a hangar structure(s) for the sole purpose of subleasing hangar space to entities engaged in Aeronautical Activities at the Airport shall comply with the following:

1. Lease sufficient land that includes apron/paved tie-downs, hangar (with associated office and shop, if required), and vehicle parking to accommodate all activities of the Operator and all approved sublessee(s)
2. The minimum space for hangar facilities are as follows:
 - a. Conventional or box hangars must be at least 10,000 square feet, including office/shop space.
 - b. T-hangar or nested hangar units shall be appropriately sized to hangar a single piston-engine General Aviation aircraft.
3. Each hangar shall be used exclusively for aeronautical purposes only.

VI. INDEPENDENT OPERATOR

This section outlines the Minimum Standards for persons who will be classified as Permittees and provide one or more special Commercial Aeronautical Activities at Millville Airport. All persons who have been approved to provide a special Commercial Aeronautical Activity at the Airport shall pay an annual fee of \$200 to the DRBA for the privilege of doing so.

1. An independent flight instructor may provide aircraft flight instruction without meeting the requirements of Section IV(H) above (Flight Training), of these Minimum Standards provided that:
2. An Airport Permit is obtained from the Airport Management or the DRBA which requires:
 - a. Submission of an Application to provide flight instruction without leasing property from DRBA.
 - b. Proof of the proper and current FAA licenses and certificates.
 - c. Proof of \$1,000,000.00 combined insurance for public liability and property damage insurance to protect the operator and the DRBA from legal liabilities in lieu of any required insurance requirements presented in Section XII.
3. DRBA finds that granting a Permit to the independent flight instructor will not unjustly discriminate against any existing or future Operators conducting the same or similar Commercial Aeronautical Activities.

4. On occasion, an aircraft operator may have a need for specialized assistance with the maintenance of its aircraft. When such assistance is not available at the Airport from an existing FBO or SASO, the Airport may allow an aircraft operator to solicit and utilize the services of a qualified entity from off the Airport to provide those services.
5. If an aircraft Operator needs such services, the Airport may issue a temporary, 30-day Permit to such an off-Airport entity to engage in specialized services on the Airport. The Permit may be renewed, if necessary, until repairs are completed.
6. All persons not defined as an independent flight instructor shall be permitted to provide a Commercial Aeronautical Activity as a Permittee if:
 - a. An Airport Permit is obtained from the Airport Management or the DRBA which requires:
 - i. Submission of an Application to provide a Commercial Aeronautical Service.
 - ii. Proof of the proper and current FAA licenses and certificates as necessary.
 - iii. Proof of \$1,000,000.00 combined insurance for public liability and property damage insurance to protect the operator and the DRBA from legal liabilities in lieu of any required insurance requirements presented in Section VI.
 - b. DRBA finds that granting a Permit will not unjustly discriminate against any existing or future Operators conducting the same or similar Commercial Aeronautical Activities.

VII. MINIMUM INSURANCE LIMITS

Attached to these Minimum Standards and subject to modification from time to time.

TYPE OF INSURANCE	MINIMUM LIMITS	WHEN NEEDED\ACTIVITY
Workmen's Compensation	Statutory	Statutory
Aircraft Liability	\$1 million plus Risk Analysis	Owned or leased aircraft
Non-Owned Aircraft Liability	\$1 million plus Risk Analysis	Flying non-owned Aircraft (such as dual to owner, maintenance test & ferry flights, pilot service, and sales demonstrations)
Aircraft Rental and Flight Training	\$5 million plus Risk Analysis	Aircraft rental and flight training operator.

Airport Premises Liability	\$1 million plus Risk Analysis	Airport premises are owned or leased by the tenant
Products & Completed Ops	\$1 million plus Risk Analysis	Aircraft repair or service, fuel and oil sales, aircraft sales, avionics repair, aircraft parts sales, aerial applicators, fire bombers and manufacturing
Hangar Keepers Liability	Risk Analysis based on the type of aircraft hangars	Non-owned aircraft are in the care, custody, or control of the tenant while on the ground
100% Property Insurance	Replacement Value for special perils	Covers physical damage to premises leased from DRBA
Automobile Liability	\$1 Million and Statutory Minimum plus Risk Analysis [Consider revising amount]	Owned and non-owned, hired or borrowed licensed vehicles are driven on the airport premises
Chemical Liability	Usually, Statutory	Aerial applicators and fire bombers
Environmental Liability	Minimum state and federal limits plus Risk Analysis	When a service or activity may cause environmental harm
Pollution Liability	\$1 Million and Risk Analysis	When any new fuel or oil tanks are installed
Umbrella Excess Liability	\$1 Million plus Risk Analysis	
Unmanned Aircraft System (UAS, Drone or UAV)	As required by the DRBA UAS Permit.	

***All policies are to name the DRBA as additional insured, include a waiver of subrogation in favor of the DRBA to the full extent permitted by law, and provide primary non-contributory wording. Any deductible is the full responsibility of the insured and will not be claimed against the DRBA.**

APPENDIX A
Millville Airport
Application
for
Airport Lease Agreement

SECTION I – General Information

1. Applicant Name:_____
2. Company Name:_____
3. Address:_____City/State/Zip_____
4. Telephone:_____Email Address_____

SECTION II – Other Information

1. Type of Commercial Aeronautical Activity
☐ FBO ☐ SASO (Specify) _____
Other (Specify)_____
2. Proposed Date of Commencement: _____
3. Proposed Location_____

SECTION III – Required Documentation Enclosed (Check each box)

- ☐ A business plan that outlines the types of Commercial Aeronautical Activities to be provided, facilities to be utilized including buildings, apron, automobile parking, and other facilities necessary to provide the proposed Commercial Aeronautical Activities, and any other information that can expedite the review.
- ☐ A current financial statement prepared by a CPA using standard accounting principles. This report will include pertinent information from all principals for a corporation, partnership, or other business entity.
- ☐ A credit report for all principals shall be provided covering all business activities in which the applicant or any of its principals has participated within the past five (5) years.

- ☐ A description of previous experience in airport services and the professional qualifications of the personnel who will manage or operate the proposed Commercial Aeronautical Activities.
- ☐ A description of proposed facility needs and cost estimates of any proposed capital improvements to the site. Preliminary plans stamped by a Professional Engineer and dates for the improvements shall also be provided.
- ☐ A list of assets owned, leased, or purchased which will be used to provide the specific Commercial Aeronautical Activities.
- ☐ Evidence of insurance with policy coverages commensurate with the insurance requirements set forth in the Minimum Standards or elsewhere by the Authority for all Commercial Aeronautical Activities proposed by the Applicant.
- ☐ A written and signed authorization for the FAA and all aviation or aeronautical commissions, administrators, or departments of all states in which the applicant has engaged in aviation business to release information in their files relating to the applicant or its operation. The applicant shall execute such forms, releases, or discharges as may be required by those agencies.
- ☐ Listing of all corporate or business entities with which principal(s) have been involved in the last year, including legal name.
- ☐ A list of all criminal convictions and enforcement actions by a government agency against the applicant, any Principal of the applicant, or any other entity in which a Principal of the applicant was a Principal, for the previous five (5) years.
- ☐ A list of all cases relating to obligations or performance under a lease filed against the applicant, any Principal of the applicant, or any other entity in which a Principal of the applicant was a Principal, for the previous five (5) years.
- ☐ A list of all defaults on obligations in the past five (5) years by the applicant, any Principal of the applicant, or any other entity in which a Principal of the applicant was a Principal, whether or not such default was approved by a court in a bankruptcy proceeding.
- ☐ If Self-Fueling, understand and meet all requirements under the Rules and Regulations, as well as all applicable Federal, State, and Local laws and requirements.

SECTION IV – Certification

Signature of Applicant:

Name (Printed):_____Title:_____

Date:_____

Mail Completed Application to:

**Director of Airports
Delaware River & Bay Authority
151 N. Dupont Highway
New Castle, DE 19720**

Tel. 302-325-5576

Fax: 302-325-5125

Recommended for Approval by Director of Airports: _____
Date

Lease Agreement Approved: _____

APPENDIX B

Millville Airport

Application for Airport Permit

SECTION I – General Information

1. Applicant Name: _____
2. Company Name: _____
3. Address: _____ City/State/Zip _____
4. Telephone: _____ Email Address _____

SECTION II – Other Information

1. Type of Commercial Aeronautical Activity
☐ Independent Flight Instructor ☐ Other (Specify) _____
2. Proposed Date of Commencement _____
3. Proposed Location _____

SECTION III – Required Documentation Enclosed (Check each box)

- ☐ A business plan that outlines the types of Commercial Aeronautical Activity to be provided, facilities to be utilized including buildings, apron, automobile parking, and other facilities necessary to provide the proposed Commercial Aeronautical Activity, and any other information that can expedite the review.
- ☐ A current financial statement prepared by a CPA using standard accounting principles. This report will include pertinent information from all principals for a corporation, partnership, or other business entity.
- ☐ A credit report for all principals shall be provided covering all business activities in which the applicant or any of its Principals has participated within the past five (5) years.
- ☐ A description of a minimum of three (3) continuous years' previous experience in airport services, either under a fixed base operations agreement or a formal management agreement, and the professional qualifications of the personnel who will manage or operate the proposed Commercial Aeronautical Activities.

- ☐ A description of proposed facility needs and cost estimates of any proposed capital improvements to the site. Preliminary plans stamped by a Professional Engineer and dates for the improvements shall also be provided.
- ☐ A list of assets owned, leased, or purchased which will be used to conduct the specific Commercial Aeronautical Activities.
- ☐ Evidence of insurance with policy coverages commensurate with the insurance requirements set forth in these Minimum Standards or otherwise established by the DRBA for all Commercial Aeronautical Activities proposed by the Applicant.
- ☐ A written and signed authorization for the FAA and all aviation or aeronautical commissions, administrators, or departments of all states in which the applicant has engaged in aviation business to release information in their files relating to the applicant or its operation. The applicant shall execute such forms, releases, or discharges as may be required by those agencies.
- ☐ If independent flight instructor, a copy of a letter from an aircraft owner or Airport tenant verifying that instruction will be provided by applicant.
- ☐ A list of all criminal convictions and enforcement actions by a government agency against the applicant, any Principal of the applicant, or any other entity in which a Principal of the applicant was a Principal, for the previous five (5) years.
- ☐ A list of all cases relating to obligations or performance under a lease filed against the applicant, any Principal of the applicant, or any other entity in which a Principal of the applicant was a Principal, for the previous five (5) years.
- ☐ A list of all defaults on obligations in the past five (5) years by the applicant, any Principal of the applicant, or any other entity in which a Principal of the applicant was a Principal, whether or not such default was approved by a court in a bankruptcy proceeding.
- ☐ If Self-Fueling, understand and meet all requirements under the Rules and Regulations of Millville Airport.

SECTION IV – Certification

Signature of Applicant _____

Name (Printed): _____ Title: _____

Date: _____

Mail Completed Application to:

**Director of Airports
Delaware River and Bay Authority
151 N. Dupont Highway
New Castle, DE 19720
Tel. 302-571-6300
Email**

DRBA USE

Date Application Received: _____

Reviewed By: _____ **Date:** _____

Recommend Approval (YES/NO): _____

Reason:

Approved/Not Approved:

Name

Date