

To: Denise Archibald
City Clerk

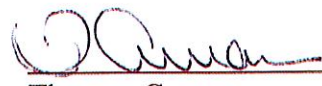
Date: June 19, 2020

From: Cris Meyer
City Attorney *CM*

Subject: ADDENDUM TO AUTHORITY TO APPROVE DOCUMENTS AS TO
FORM MEMO DATED JUNE 19, 2020

Effective immediately, due to the COVID-19 Emergency Declaration situation I am including and authorizing the following Assistant City Attorneys whose signatures appear below, to approve as to form, in the capacity of Acting City Attorney, any and all City contracts and agreements.


Carolina Potts


Thomas Curran



City of Phoenix Aviation Department Rules & Regulations

Cover Page

Directions: Draft the Rule and Regulation (R&R) using the template on the next page. The R&R should be reviewed by all appropriate/affected divisions **before** it is submitted for approval by the Executive Team. Please use this cover page to indicate which divisions were involved in the preparation or review of this R&R. The cover page and R&R should be saved as one Word document before it is uploaded to SharePoint.

Completion Date: September 15, 2020

Requestor's Name: Ed Faron
Requestor's Title: Airport Manager
Division/Section: Deer Valley Airport

R&R Number & Title: 02-11 Minimum Standards – Specialized Aviation Service Operators

Reason for Request: ☐ New ☒ Revision ☐ Deletion

Legal Review: Please indicate whether Legal has been consulted.

☒ Yes, Legal consulted
☐ No, Legal not consulted

Attorney: **Carolina Potts**

Collaborating Divisions/Functions: Please indicate which divisions/functions collaborated in the preparation or reviewed the R&R prior to submitting it for approval:

<input checked="" type="checkbox"/> Administration	<input type="checkbox"/> Human Resources
<input type="checkbox"/> Business & Properties	<input type="checkbox"/> Museum
<input type="checkbox"/> CD & GR	<input type="checkbox"/> Operations
<input type="checkbox"/> Design & Construction Services	<input type="checkbox"/> PECM
<input type="checkbox"/> Facilities & Services	<input type="checkbox"/> Public Relations
<input type="checkbox"/> Financial Management	<input type="checkbox"/> Public Safety & Security
<input checked="" type="checkbox"/> General Aviation - Deer Valley	<input type="checkbox"/> Technology
<input checked="" type="checkbox"/> General Aviation - Goodyear	<input checked="" type="checkbox"/> Other (specify): Legal

Notes:



City of Phoenix Aviation Department Rules & Regulations

Participating Personnel: Please indicate which personnel reviewed or revised the R&R prior to submitting for approval.

<u>Name</u>	<u>Division</u>
Ed Faron	DVT
Brad Hagen	GYR
Sarah Demory	Director's Office
Carolina Potts	Legal



City of Phoenix Aviation Department Rules & Regulations

Number: R&R 02-11

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 Goodyear Airport (GYR)

Purpose: These Minimum Standards govern Specialized Aviation Service Operators at Phoenix Goodyear Airport (GYR). 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 GYR users, (2) the design and development of quality General Aviation Improvements at GYR, (3) safety and security, (4) the economic health of GYR General Aviation Businesses, and (5) the orderly development of GYR 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 GYR. 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.



City of Phoenix Aviation Department Rules & Regulations

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 GYR. The Aviation Department will make its best effort to process applications within thirty (30) days of submittal.

Introduction and Application of Minimum Standards:

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

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



Phoenix Goodyear Airport

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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.

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The minimum facility requirements for an Aircraft Maintenance Operator at the Airport 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	250 SF	250 SF	250 SF	250 SF
Maintenance Area	250 SF	250 SF	500 SF	750 SF
Hangar	7,500 SF	10,000 SF	10,000 SF	15,000 SF

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 150/5320-6F, or current version.

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).



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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

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

VI. Fees

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

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



Phoenix Goodyear Airport

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B. INDEPENDENT AIRCRAFT MAINTENANCE OPERATOR

An Independent Aircraft Maintenance Operator is a Commercial Operator:

- engaged in providing Aircraft Maintenance (as defined in 14 CFR Part 43) for airframe, appliances, and powerplant, including, but not limited to, Preventive Maintenance, Inspections, and Alterations (as defined in 14 CFR Part 43 Appendix A),
- for Based Aircraft weighing 12,500lbs or less maximum certificated takeoff weight, 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 or provide Aircraft Maintenance or Preventive Maintenance to transient Aircraft for any reason. In the event an Airport FBO or transient Aircraft operator or owner requires and requests emergency Aircraft Maintenance (meaning the aircraft is not airworthy until the maintenance is performed) from an Independent Aircraft Maintenance Operator, the Aviation Director, through the Airport Manager, may allow such Aircraft Maintenance to take place on a limited basis only, and
- d. shall not perform "hazardous" work prohibited by the City's current GA Handbook (welding, paint stripping and spraying, fuel cell repair, etc.)

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

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

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



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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:

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	250 SF	250 SF	250 SF	250 SF
Maintenance Area	250 SF	250 SF	500 SF	750 SF

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GYR



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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	250 SF	250 SF	250 SF	250 SF
Maintenance Area	250 SF	250 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:
- 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,
 - of sufficient weight bearing capacity to accommodate the Aircraft undergoing avionics or instrument maintenance, and
 - consistent with Advisory Circular 150/5320-6F, or current version.

II. Licenses and Certifications

- 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.
- 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

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

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

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GYR



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V. Hours of Activity

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

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

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



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D. INDEPENDENT AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR

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

- engaged in providing 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 weighing 12,500lbs or less maximum certificated takeoff weight, 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 an Airport FBO or a transient Aircraft operator or owner requires and requests emergency Avionics or Instrument Maintenance (meaning the Aircraft is not airworthy until the maintenance is performed) from an Independent Avionics or Instrument Maintenance Operator, 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

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

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



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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 150/5320-6F, or current version.



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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.

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

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.



City of Phoenix Aviation Department Rules & Regulations

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.

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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 150/5320-6F, or current version.

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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

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

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

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

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

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 150/5320-6F, or current version.

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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

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

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

Operator shall provide 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

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

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 150/5320-6F, or current version.

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

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

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

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

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 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

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

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 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:

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	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



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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 150/5320-6F, or current version.

II. Personnel

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

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

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

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 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:

Facilities	Group I Piston and Turboprop Aircraft	Group II Piston and Turboprop Aircraft	Groups I and II Turbojet Aircraft	Group III Turbojet Aircraft
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).
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,



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- c. consistent with Advisory Circular 150/5320-6F, or current version.
- d. The Permitted Aircraft shall be compatible with the Premises and the size of aircraft hangar infrastructure. In addition, the Permitted Aircraft shall be compatible with the airport's runway, taxiway, taxilane and apron capacity and limitations. Lessee and all approved sublessees shall store in its hangar only aircraft or combinations of aircraft compatible in size with the hangar so that the aircraft can enter and exit the hangar in a safe manner and so that the hangar door can be completely closed when the aircraft is/are in the hangar. The Permitted Aircraft shall be stored, parked, or staged on the Premises only and in a manner so that no aircraft or portion thereof infringes upon common areas, taxiways, or leased premises of other tenants. The storing and placement of Lessee's aircraft shall be in compliance with all codes enacted by the City, including but not limited to the Uniform Fire Code, as they are now enacted and amended from time to time.
- e. Operator must demonstrate that all Permitted Aircraft can simultaneously physically and operationally fit into the corporate hangar area. Operator shall submit a dimensional plan-view drawing of the corporate hangar and associated aircraft for approval or denial by the City prior to locating the aircraft upon the Premises. The discretion to approve or deny the storage plan for the aircraft on the Premises shall be in the City's discretion in accordance with their lease agreement.

II. Hours of Activity

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

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

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. Fueling

- 1. Aircraft Storage Operator shall be allowed to install Operator owned and operated aircraft fuel storage facilities with the following limitations:
 - a. shall meet the requirements for development of Group II Turboprop, and/or Group I, II, and/or III Turbojet aircraft.
 - b. shall meet the design requirements as outlined in the Corporate Hangar Architectural Standards (Improved or Unimproved version) as may be amended from time to time.



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2. Operator may provide fueling services to only Permitted Aircraft and only on Operator's leased premises. Operator may not provide fueling services to aircraft that are not Permitted Aircraft and may not provide fueling services to Permitted Aircraft that are not at the Permitted Aircraft's based.
3. Fueling services may be provided at Operator's leased premises by a fixed base operator as defined in Chapter 4 of the Phoenix City Code in accordance with all applicable laws, contracts, permits, or regulations.
4. Operator is authorized to manage the fuel facility at the leased premises and provide fuel dispensing services only to Permitted Aircraft using only fuel purchased specifically by the owner(s) or exclusive Lessor of the Permitted Aircraft.
5. Operator also may self-fuel its own aircraft in accordance with the self-fueling Rules and Regulations.
6. Permitted Aircraft means all aircraft solely owned or exclusively leased by Lessee or by approved sublessees at the leased premises. Operator must submit to the City for the purposes of approval all documentation including proper FAA certification on the Operator's leased premises in accordance with their lease agreement. An aircraft shall be deemed a "Permitted Aircraft" only upon review and approval of the City at his discretion in accordance with their lease agreement. All approved subleases must be for at least one year, or more.
7. Fuel Storage
 - a. All fuel storage facilities shall incorporate above-ground storage tanks for Jet A approved by the Aviation Director with setbacks from buildings and roads as required by local fire and building codes. Fuel storage facilities must be approved by the Aviation Director prior to construction.
 - b. The fuel storage facilities shall be constructed 100% on the "airside" portion of the Leased Premises. It is recommended that a connection to the fuel storage facility for fuel trucks to re-fuel the tank be available on the "landside" portion to prevent access of fuel trucks on the Air Operations Area.
 - c. A concrete fueling "hardstand" shall be constructed. Fueling of aircraft will only be allowed on this hardstand. The hardstand shall be graded to drain to an internal drain that is directly connected to the fuel tank's containment system
 - d. Operator shall have adequate storage, with appropriate secondary containment, for waste fuel or test samples.
 - e. Operator shall, at its sole expense, maintain the fuel storage facility, all Improvements thereon, and all appurtenances thereto, in a clean, neat, orderly, and fully functional condition consistent with good business practice and equal or better than in appearance and character to other similar Improvements on the airport.



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City of Phoenix Aviation Department Rules & Regulations

- f. Operator shall demonstrate that satisfactory arrangements have been made with a reputable aviation petroleum supplier/distributor for the delivery of aviation fuels that are sufficient to accommodate their tenants.
- g. Operator shall have a written Spill Prevention, Control, and Countermeasures Plan ("SPCC Plan") that meets Regulatory Measures for aboveground fuel storage facilities. A copy of the SPCC Plan shall be filed with the Aviation Director at least 30 days prior to commencing operations or upon an update of the SPCC Plan.
- h. Operator shall be liable, indemnify, and hold harmless the City for all leaks, spills, or other damage that may result through the handling and dispensing of fuel.
- i. Fuel delivered/dispensed by the Operator shall meet quality specifications as outlined in ASTM D 1655 (Jet A). Ensuring the quality of the fuel is the sole responsibility of Operator.
- j. Operator shall have a current and executed Fuel Dispenser Permit authorized by, and on file with, the Aviation Director.
- k. Operator shall maintain current fuel reports on file, including total gallons of fuel delivered by type, and make such reports available for auditing at any time by the City.

8. FuelTruck

- a. Operator may have a fuel truck and may fuel only Permitted Aircraft based at the Operator's Leased Premises.
- b. All fuel operations by Operator must occur at the Leased Premises.
- c. Fuel Truck shall be equipped with metering devices that meet all applicable Regulatory Measures.
- d. Fuel Truck shall be equipped and maintained to comply with all applicable safety and fire prevention requirements, standards, and Regulatory Measures including without limitation, those prescribed by:
 - i. Phoenix Fire Department Fire Code with Phoenix amendments;
 - ii. National Fire Protection Association (NFPA) Codes;
 - iii. Arizona Department of Environmental Quality Final Rules;
 - iv. Applicable Federal Aviation Administration (FAA) Advisory Circulars (AC) including AC 00-34 "Aircraft Ground Handling and Servicing" and AC 150/5210-5 "Painting, Marking and Lighting of Vehicles Used on An Airport";
 - v. Operator shall maintain current records on file of quality control checks and inspections of the fuel truck and shall make such records available (to the City) for review/audit at any time.



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- e. Operator shall develop and maintain Standard Operating Procedures (SOP) for fueling and ground handling and shall ensure compliance with standards set forth in FAA Advisory Circular 00-34A "Aircraft Ground Handling and Servicing." Operator's SOP shall include a training plan, fuel quality assurance procedures and record keeping, and emergency response procedures to fuel fires and spills. Operator's SOP shall also address: Bonding and fire protection; public protection; control of access to fuel storage facilities; and marking and labeling of fuel storage tanks and aircraft fuel trucks.
- f. Operator's SOP shall be submitted to the Aviation Director no later than 30 days before the Operator commences activities at the airport.

VII. Insurance

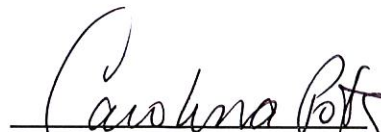
Aircraft Storage Operator shall maintain, at a minimum, the coverage limits of insurance set forth in Attachment A – Minimum Insurance Requirements.

VII. Any other activity not approved by the Aviation Director is prohibited.

The forgoing Rules and Regulations are hereby adopted and promulgated this 5th day of October, 2020.



James E. Bennett, A.A.E.
Director of Aviation Services



Carolina Potts
Assistant City Attorney IV



GYR

Phoenix Goodyear Airport

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	Sightseeing Flight Operator	Aircraft Sales Operator	Aircraft Cleaning Operator	Aircraft Painting Operator	Aircraft Storage Operator
COMMERCIAL GENERAL LIABILITY											
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
AIRPORT PREMISES LIABILITY 1											
Each Occurrence	\$3,000,000	N/A	\$3,000,000	N/A	\$3,000,000	\$3,000,000 3	\$3,000,000 3	\$3,000,000 3	N/A	\$3,000,000	\$3,000,000
VEHICULAR LIABILITY (Combined Single Limit) 1											
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
HANGAR KEEPER'S LIABILITY 1											
Each Occurrence	\$3,000,000	N/A	\$3,000,000	N/A	\$3,000,000 2	\$3,000,000 2	\$3,000,000 2	\$3,000,000 2	N/A	\$3,000,000	\$3,000,000
AIRCRAFT AND PASSENGER LIABILITY											
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
PROPERTY INSURANCE											
Each Occurrence	Required	N/A	Required	N/A	Required	Required	Required	Required	N/A	Required	Required
POLLUTION LIABILITY											
Each Occurrence	\$1,000,000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$1,000,000	\$1,000,000
Aggregate	\$2,000,000									\$2,000,000	\$2,000,000
WORKERS COMPENSATION (Limits Based Upon Statutory Requirements)											

¹When 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.

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

³ 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 form 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).

Vehicle 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 or 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.

ATTACHMENT A - MINIMUM INSURANCE REQUIREMENTS

Aircraft Charter or Aircraft Management Operator

Aircraft Rental or Flight Training Operator

Aircraft Sales Operator

Sightseeing Flight Operator

INSURANCE REQUIREMENTS:

Permittee shall procure and maintain for the duration of the Permit, insurance against claims for injury to persons or damage to property which may arise from or in connection with this Permit.

The insurance requirements herein are minimum requirements for this Permit and in no way limit the indemnity covenants contained in this Permit. The City in no way warrants that the minimum limits contained herein are sufficient to protect the Permittee from liabilities that might arise out of this Permit. Permittee is free to purchase such additional insurance as Permittee determines necessary.

- A. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** Permittee shall provide coverage with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a "following form" basis.

1. **Airport Premises Liability - Occurrence Form**

Policy shall include bodily injury, property damage and broad form contractual liability coverage.

- General Aggregate \$3,000,000
- Products - Completed Operations Aggregate \$3,000,000
- Personal and Advertising Injury \$3,000,000
- Each Occurrence \$3,000,000
- Fire Damage (Damage to Rented Premises) * \$ 100,000
- Hangarkeepers Liability \$3,000,000

- a. The policy shall be endorsed to include the following additional insured language: "The City of Phoenix shall be named as an additional insured with respect to liability arising out of the use and/or occupancy of the property subject to this Permit."

- b. Policy shall not contain any restrictions of coverage with regard to operations on or near airport premises.

2. **Automobile Liability**

Bodily Injury and Property Damage for any owned, hired, and non-owned vehicles driven on the airside of the airport.

Combined Single Limit (CSL) \$3,000,000

- a. Policy shall not contain any restrictions of coverage with regard to operations on or near airport premises.

3. **Aircraft Liability** – including coverage for owned aircraft and non-owned aircraft

Policy shall include bodily injury and property damage coverage.

- Each Occurrence \$1,000,000
- Each Passenger \$100,000

- a. The policy shall be endorsed to include the following additional insured language: "The City of Phoenix shall be named as an additional insured with respect to liability arising out of the use and operation of Permittee's aircraft while on Airport Premises."

4. **Property Insurance**

Coverage for Permittee's tenant improvements Replacement Value

Coverage on building (if Permittee is the sole occupant) Replacement Value

- a. Property insurance shall be written on an all risk, replacement cost coverage, including coverage for flood and earth movement.
- b. The City of Phoenix shall be named as a loss payee on property coverage for tenant improvements.
- c. If property coverage on the building is required, "the City of Phoenix shall be named as a loss payee".
- d. Policy shall contain a waiver of subrogation against the City of Phoenix.

5. Worker's Compensation and Employers' Liability

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$100,000
Disease - Each Employee	\$100,000
Disease - Policy Limit	\$500,000

- a. Policy shall contain a waiver of subrogation against the City of Phoenix.
- b. This requirement shall not apply when a contractor or subcontractor is exempt under A.R.S. 23-901, **AND** when such contractor or subcontractor executes the appropriate sole proprietor waiver form.

B. ADDITIONAL INSURANCE REQUIREMENTS: The policies shall include, or be endorsed to include, the following provisions:

1. On insurance policies where the City of Phoenix is named as an additional insured, the City of Phoenix shall be an additional insured to the full limits of liability purchased by the Permittee even if those limits of liability are in excess of those required by this Permit.
2. The Permittee's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.

C. NOTICE OF CANCELLATION: Each insurance policy required by the insurance provisions of this Permit shall provide the required coverage and shall not be suspended, voided or canceled except after thirty (30) days prior written notice has been given to the City, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Such notice shall be sent directly to **City of Phoenix Aviation Department, Business, Properties and Air Service Development Division, 3400 E. Sky Harbor Blvd., Suite 3300 Phoenix, AZ 85034, ATTN: General Aviation Project Manager.**

D. ACCEPTABILITY OF INSURERS: Insurance is to be placed with insurers duly licensed or authorized to do business in the state of Arizona and with an "A.M. Best" rating of not less than B+ VI. The City in no way warrants that the above-required minimum insurer rating is sufficient to protect the Permittee from potential insurer insolvency.

E. VERIFICATION OF COVERAGE: Permittee shall furnish the City with certificates of insurance (ACORD form or equivalent approved by the City) as required by this Permit. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and any required endorsements are to be received and approved by the City before the Permit commences. Each insurance policy required by this Permit must be in effect at or prior to commencement of this Permit and remain in effect for the duration of the Permit. Failure to maintain the insurance policies as required by this Permit or to provide evidence of renewal is a material breach of contract.

All certificates required by this Permit shall be sent directly to **City of Phoenix Aviation Department, Business, Properties and Air Service Development Division, 3400 E. Sky Harbor Blvd., Suite 3300 Phoenix, AZ 85034, ATTN: General Aviation Project Manager.** The City

Department, Permit agreement number and location description are to be noted on the certificate of insurance. The City reserves the right to require complete, certified copies of all insurance policies and endorsements required by this Permit at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE CITY'S RISK MANAGEMENT DIVISION.**

- F. **APPROVAL:** Any modification or variation from the insurance requirements in this Permit must have prior approval from the City of Phoenix Law Department, whose decision shall be final. Such action will not require a formal Permit amendment, but may be made by administrative action.

ATTACHMENT A - MINIMUM INSURANCE REQUIREMENTS

Aircraft Maintenance Operator

Aircraft Painting Operator

Aircraft Storage Operator

INSURANCE REQUIREMENTS:

Permittee shall procure and maintain for the duration of the Permit, insurance against claims for injury to persons or damage to property which may arise from or in connection with this Permit.

The insurance requirements herein are minimum requirements for this Permit and in no way limit the indemnity covenants contained in this Permit. The City in no way warrants that the minimum limits contained herein are sufficient to protect the Permittee from liabilities that might arise out of this Permit. Permittee is free to purchase such additional insurance as Permittee determines necessary.

- A. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** Permittee shall provide coverage with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a "following form" basis.

1. **Airport Premises Liability - Occurrence Form**

Policy shall include bodily injury, property damage and broad form contractual liability coverage.

- General Aggregate \$3,000,000
 - Products - Completed Operations Aggregate \$3,000,000
 - Personal and Advertising Injury \$3,000,000
 - Each Occurrence \$3,000,000
 - Fire Damage (Damage to Rented Premises) * \$ 100,000
 - Hangarkeepers Liability \$3,000,000
- a. The policy shall be endorsed to include the following additional insured language: "The City of Phoenix shall be named as an additional insured with respect to liability arising out of the use and/or occupancy of the property subject to this Permit."
- b. Policy shall not contain any restrictions of coverage with regard to operations on or near airport premises.

2. **Automobile Liability**

Bodily Injury and Property Damage for any owned, hired, and non-owned vehicles driven on the airside of the airport.

Combined Single Limit (CSL) \$3,000,000

- a. Policy shall not contain any restrictions of coverage with regard to operations on or near airport premises.

3. **Property Insurance**

Coverage for Permittee's tenant improvements Replacement Value

Coverage on building (if Permittee is the sole occupant) Replacement Value

- a. Property insurance shall be written on an all risk, replacement cost coverage, including coverage for flood and earth movement.
- b. The City of Phoenix shall be named as a loss payee on property coverage for tenant improvements.
- c. If property coverage on the building is required, "the City of Phoenix shall be named as a loss payee".
- d. Policy shall contain a waiver of subrogation against the City of Phoenix.

4. **Pollution Legal Liability**

Coverage shall apply to fueling operations including the transportation of any hazardous materials or regulated substances with limits of at least:

Per Occurrence	\$1,000,000
Annual Aggregate	\$2,000,000

- a. The policy shall be endorsed to include the following additional insured language: "The City of Phoenix shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Permittee".
- b. The policy shall provide coverage for claims resulting in bodily injury, property damage or cleanup costs when mandated by governmental entities, when required by law or as a result of third-party claims.
- c. Permittee warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Permit is completed.
- d. The policy shall contain a waiver of subrogation against the City of Phoenix.

5. **Worker's Compensation and Employers' Liability**

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$100,000
Disease - Each Employee	\$100,000
Disease - Policy Limit	\$500,000

- a. Policy shall contain a waiver of subrogation against the City of Phoenix.
- b. This requirement shall not apply when a contractor or subcontractor is exempt under A.R.S. 23-901, **AND** when such contractor or subcontractor executes the appropriate sole proprietor waiver form.

B. **ADDITIONAL INSURANCE REQUIREMENTS:** The policies shall include, or be endorsed to include, the following provisions:

1. On insurance policies where the City of Phoenix is named as an additional insured, the City of Phoenix shall be an additional insured to the full limits of liability purchased by the Permittee even if those limits of liability are in excess of those required by this Permit.
2. The Permittee's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.

C. **NOTICE OF CANCELLATION:** Each insurance policy required by the insurance provisions of this Permit shall provide the required coverage and shall not be suspended, voided or canceled except after thirty (30) days prior written notice has been given to the City, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Such notice shall be sent directly to **City of Phoenix Aviation Department, Business, Properties and Air Service Development Division, 3400 E. Sky Harbor Blvd., Suite 3300 Phoenix, AZ 85034, ATTN: General Aviation Project Manager.**

D. **ACCEPTABILITY OF INSURERS:** Insurance is to be placed with insurers duly licensed or authorized to do business in the state of Arizona and with an "A.M. Best" rating of not less than B+ VI. The City in no way warrants that the above-required minimum insurer rating is sufficient to protect the Permittee from potential insurer insolvency.

E. **VERIFICATION OF COVERAGE:** Permittee shall furnish the City with certificates of insurance (ACORD form or equivalent approved by the City) as required by this Permit. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on

its behalf.

All certificates and any required endorsements are to be received and approved by the City before the Permit commences. Each insurance policy required by this Permit must be in effect at or prior to commencement of this Permit and remain in effect for the duration of the Permit. Failure to maintain the insurance policies as required by this Permit or to provide evidence of renewal is a material breach of contract.

All certificates required by this Permit shall be sent directly to **City of Phoenix Aviation Department, Business, Properties and Air Service Development Division, 3400 E. Sky Harbor Blvd., Suite 3300 Phoenix, AZ 85034, ATTN: General Aviation Project Manager**. The City Department, Permit agreement number and location description are to be noted on the certificate of insurance. The City reserves the right to require complete, certified copies of all insurance policies and endorsements required by this Permit at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE CITY'S RISK MANAGEMENT DIVISION.**

- F. **APPROVAL:** Any modification or variation from the insurance requirements in this Permit must have prior approval from the City of Phoenix Law Department, whose decision shall be final. Such action will not require a formal Permit amendment, but may be made by administrative action.

ATTACHMENT A - MINIMUM INSURANCE REQUIREMENTS

Avionics or Instrument Maintenance Operator

INSURANCE REQUIREMENTS:

Permittee shall procure and maintain for the duration of the Permit, insurance against claims for injury to persons or damage to property which may arise from or in connection with this Permit.

The insurance requirements herein are minimum requirements for this Permit and in no way limit the indemnity covenants contained in this Permit. The City in no way warrants that the minimum limits contained herein are sufficient to protect the Permittee from liabilities that might arise out of this Permit. Permittee is free to purchase such additional insurance as Permittee determines necessary.

- A. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** Permittee shall provide coverage with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a "following form" basis.

1. Airport Premises Liability - Occurrence Form

Policy shall include bodily injury, property damage and broad form contractual liability coverage.

- General Aggregate \$3,000,000
 - Products - Completed Operations Aggregate \$3,000,000
 - Personal and Advertising Injury \$3,000,000
 - Each Occurrence \$3,000,000
 - Fire Damage (Damage to Rented Premises) * \$ 100,000
 - Hangarkeepers Liability \$3,000,000
- a. The policy shall be endorsed to include the following additional insured language: "The City of Phoenix shall be named as an additional insured with respect to liability arising out of the use and/or occupancy of the property subject to this Permit."
- b. Policy shall not contain any restrictions of coverage with regard to operations on or near airport premises.

2. Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and non-owned vehicles driven on the airside of the airport.

Combined Single Limit (CSL) \$3,000,000

- a. Policy shall not contain any restrictions of coverage with regard to operations on or near airport premises.

3. Property Insurance

Coverage for Permittee's tenant improvements Replacement Value

Coverage on building (if Permittee is the sole occupant) Replacement Value

- a. Property insurance shall be written on an all risk, replacement cost coverage, including coverage for flood and earth movement.
- b. The City of Phoenix shall be named as a loss payee on property coverage for tenant improvements.
- c. If property coverage on the building is required, "the City of Phoenix shall be named as a loss payee".
- d. Policy shall contain a waiver of subrogation against the City of Phoenix.

4. **Worker's Compensation and Employers' Liability**

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$100,000
Disease - Each Employee	\$100,000
Disease - Policy Limit	\$500,000

- a. Policy shall contain a waiver of subrogation against the City of Phoenix.
- b. This requirement shall not apply when a contractor or subcontractor is exempt under A.R.S. 23-901, **AND** when such contractor or subcontractor executes the appropriate sole proprietor waiver form.

B. **ADDITIONAL INSURANCE REQUIREMENTS:** The policies shall include, or be endorsed to include, the following provisions:

1. On insurance policies where the City of Phoenix is named as an additional insured, the City of Phoenix shall be an additional insured to the full limits of liability purchased by the Permittee even if those limits of liability are in excess of those required by this Permit.
2. The Permittee's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.

C. **NOTICE OF CANCELLATION:** Each insurance policy required by the insurance provisions of this Permit shall provide the required coverage and shall not be suspended, voided or canceled except after thirty (30) days prior written notice has been given to the City, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Such notice shall be sent directly to **City of Phoenix Aviation Department, Business, Properties and Air Service Development Division, 3400 E. Sky Harbor Blvd., Suite 3300 Phoenix, AZ 85034, ATTN: General Aviation Project Manager.**

D. **ACCEPTABILITY OF INSURERS:** Insurance is to be placed with insurers duly licensed or authorized to do business in the state of Arizona and with an "A.M. Best" rating of not less than B+ VI. The City in no way warrants that the above-required minimum insurer rating is sufficient to protect the Permittee from potential insurer insolvency.

E. **VERIFICATION OF COVERAGE:** Permittee shall furnish the City with certificates of insurance (ACORD form or equivalent approved by the City) as required by this Permit. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and any required endorsements are to be received and approved by the City before the Permit commences. Each insurance policy required by this Permit must be in effect at or prior to commencement of this Permit and remain in effect for the duration of the Permit. Failure to maintain the insurance policies as required by this Permit or to provide evidence of renewal is a material breach of contract.

All certificates required by this Permit shall be sent directly to **City of Phoenix Aviation Department, Business, Properties and Air Service Development Division, 3400 E. Sky Harbor Blvd., Suite 3300 Phoenix, AZ 85034, ATTN: General Aviation Project Manager.** The City Department, Permit agreement number and location description are to be noted on the certificate of insurance. The City reserves the right to require complete, certified copies of all insurance policies and endorsements required by this Permit at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE CITY'S RISK MANAGEMENT DIVISION.**

F. **APPROVAL:** Any modification or variation from the insurance requirements in this Permit must have prior approval from the City of Phoenix Law Department, whose decision shall be final. Such action will not require a formal Permit amendment, but may be made by administrative action.

- B. **ADDITIONAL INSURANCE REQUIREMENTS:** The policies shall include, or be endorsed to include, the following provisions:
1. On insurance policies where the City of Phoenix is named as an additional insured, the City of Phoenix shall be an additional insured to the full limits of liability purchased by the Permittee even if those limits of liability are in excess of those required by this Permit.
 2. The Permittee's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.
- C. **NOTICE OF CANCELLATION:** Each insurance policy required by the insurance provisions of this Permit shall provide the required coverage and shall not be suspended, voided or canceled except after thirty (30) days prior written notice has been given to the City, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Such notice shall be sent directly to **City of Phoenix Aviation Department, Business, Properties and Air Service Development Division, 3400 E. Sky Harbor Blvd., Suite 3300 Phoenix, AZ 85034, ATTN: General Aviation Project Manager.**
- D. **ACCEPT ABILITY OF INSURERS:** Insurance is to be placed with insurers duly licensed or authorized to do business in the state of Arizona and with an "A.M. Best" rating of not less than B+ VI. The City in no way warrants that the above-required minimum insurer rating is sufficient to protect the Permittee from potential insurer insolvency.
- E. **VERIFICATION OF COVERAGE:** Permittee shall furnish the City with certificates of insurance (ACORD form or equivalent approved by the City) as required by this Permit. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

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- F. **APPROVAL:** Any modification or variation from the insurance requirements in this Permit must have prior approval from the City of Phoenix Law Department, whose decision shall be final. Such action will not require a formal Permit amendment, but may be made by administrative action.

- C. **NOTICE OF CANCELLATION:** Each insurance policy required by the insurance provisions of this Permit shall provide the required coverage and shall not be suspended, voided or canceled except after thirty (30) days prior written notice has been given to the City, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Such notice shall be sent directly to **City of Phoenix Aviation Department, Business, Properties and Air Service Development Division, 3400 E. Sky Harbor Blvd., Suite 3300 Phoenix, AZ 85034, ATTN: General Aviation Project Manager.**
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- F. **APPROVAL:** Any modification or variation from the insurance requirements in this Permit must have prior approval from the City of Phoenix Law Department, whose decision shall be final. Such action will not require a formal Permit amendment, but may be made by administrative action.

SOLE PROPRIETOR WORKERS' COMPENSATION WAIVER

NOTE: THIS FORM IS TO BE USED ONLY BY THE CITY OF PHOENIX WHEN CONTRACTING WITH A SOLE PROPRIETOR THAT HAS NO EMPLOYEES. THIS FORM DOES NOT APPLY WHEN CONTRACTING WITH A CORPORATION, LIMITED LIABILITY COMPANY, PARTNERSHIP OR SOLE PROPRIETOR WITH EMPLOYEES.

The following is a written waiver under the compulsory Workers' Compensation laws of the State of Arizona, A.R.S. 23-901 (et. seq.), and specifically, A.R.S. 23-961(L), that provides that a Sole Proprietor may waive his / her rights to workers' compensation coverage and benefits.

I am a sole proprietor and I am doing business as _____
(name of sole proprietor's business)

I am performing work as an independent contractor for the City of Phoenix. I am not the employee of the City of Phoenix, for workers' compensation purposes, and, therefore, I am not entitled to workers' compensation benefits from the City of Phoenix. I understand that if I have any employees working for me, I must maintain workers' compensation insurance on them.

Sole Proprietor Address: _____

Signature of
Sole Proprietor: _____ Date _____

City Contract Number: _____

City of Phoenix Department: _____

THE SIGNED FORM WILL BE MAINTAINED IN THE CONTRACT FILE