EVERETT-STEWART REGIONAL AIRPORT

MINIMUM DEVELOPMENT STANDARDS

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1. PURPOSE

The purpose of the Airport Development Standards is to establish principles for development of the parcels within the Everett-Stewart Regional Airport. The development standards are intended to create a safe, high-quality, efficient, and aesthetically pleasing airport. The development standards maintain a level of consistency throughout the Airport while providing flexibility for development. Control of the design, development, and construction activities undertaken by the developer are essential to achieving this goal. The Minimum Standards for Fixed Base Operators established for the Everett-Stewart Regional Airport (ESRA) are separate from these Minimum Development Standards and shall remain in full force and effect.

1.1 Goals

The goal of the development standards is to create and maintain a positive ambiance and strong sense of community throughout the Airport, while promoting fair and equitable competition among its tenants. The standards shall identify functional, architectural, and site design treatments, which will enhance the visual appearance of all development at the Airport, while providing for design flexibility.

A style reflective of the Terminal and New Hangars in terms of color palette and landscape is highly encouraged.

These development standards incorporate a basic level of architectural and site design features which incorporate safe and convenient vehicular use areas, landscape, lighting, and signage treatment, providing a comprehensive plan for building design and site development.

1.2 Objectives

The objectives of the development standards work to:

- Create high-quality facilities.

Assure that all development is aesthetically attractive and presents a pleasing appearance.
- Promote efficient land use.
- Assure compatibility of all Airport development.
- Designate corridors for utilities.
- Provide adequate separation of buildings.
- Provide ample off-street parking with appropriate landscaping to screen vehicle and equipment storage areas.
- Maintain controlled airfield access corridors to ensure access to the flight line for vehicles from non-airfield properties.
- Maintain public landside access.
- Maximize use of aircraft ramp areas.
- Conform to current Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) safety and security regulations.

2. LAND USES

The land uses for the Airport shall complement and enhance the aviation aspect of the Everett-Stewart Regional Airport. There shall be a mix of aviation; aviation-related uses; as well as commercial, light industrial, manufacturing, and office uses according to the uses outlined in zoning ordinances. These industries shall not be detrimental to the health and welfare of the Airport and adjacent residential communities by the noise level or by the emission of odors, dust, smoke, or fumes.

2.1 Prohibited Uses

- Single-family residential housing
- Multi-family residential housing
- Adult congregate living facility (ACLF)
- Churches
- Day care centers
- Public or private: elementary, middle, and high schools
- Adult entertainment facilities including theaters, book shops, and live entertainment
- Any use that discharges residuals into the environment that exceed Environmental Protection Agency (EPA) thresholds, like that of the Clean Water Act and Clean Air Act
- Psychics, spiritualists, mediums, and their supporting services
- Cellular transmission or relay equipment, if determined to cause interference with aircraft communication, navigation aids or air traffic control, and/or pose as an airspace hazard or obstruction.

2.2 Special Exceptions

Special exceptions shall include uses that may cause impact to the surrounding environment, but that may be mitigated through on-site techniques. All special exceptions shall conform to FAA regulations. Adult entertainment facilities of any kind are not eligible for special exceptions. Proposed exceptions may or may not be approved by the Airport Board.

2.3 Enclosed Processing

All processing of materials shall be conducted in a fully-enclosed permanent structure.

2.4 Nuisance Factors and Hazards

No business, trade, activity, or operation, which shall be noxious, offensive, or illegal; or which shall be contrary to any regulations, including, without imitations, those of the Federal EPA, the State of Tennessee Department of Environment and Conservation (TDEC), or Obion County, or which shall cause an emission of dust, smoke, odors, fumes, radiation, noise, or vibrations, which may be or become a nuisance or an unreasonable annoyance to the occupants of any adjacent or neighboring site, shall be conducted. All on-site operations and activities shall be conducted with reasonable and appropriate precautions against radiation, fire, explosion, and other hazards. No on-site operations or activities which require or involve the use, storage, generation, or disposal of “toxic wastes” or “hazardous materials,” as defined in or under any federal, state, or local regulations, or as defined by the Airport Board shall be allowed, other than in conformity with these regulations and as specifically approved by the Airport Board.

2.5 Federal Aviation Administration Requirements

These minimum development standards apply to lease areas within the Airport boundary. Within this facility, there are certain requirements enforced by the FAA. No lighting, communication, emissions, building locations, or operational aspects of any sort shall be permitted that would potentially interfere with airport, aircraft, or navigational aid operations. All airside and landside facilities shall be in full compliance with all dimensional criteria and standards set forth by both the Airport and the FAA.

2.6 Application Process and Review Procedures

Review Procedures and a Developer’s Checklist (Exhibit A) are outlined at the end of this document. Prospective developers shall also coordinate with the ESRA Manager to file an FAA Form 7460 FAA

Airspace Study (Exhibit B) for proposed on-airport development. All plans and construction drawings for buildings, paved areas, and other facilities shall meet at least the minimum development standards set forth in this document and shall require prior approval of the Airport Board. All facilities shall be in conformance with the adopted Airport Layout Plan (ALP) that indicates the locations and limitations of all Airport facilities. All buildings and other improvements shall be in the locations so specified. In addition to specific design standards for the Everett-Stewart Regional Airport, all facilities are subject to the applicable standards and regulations of the FAA; the State of Tennessee; the Town of Union City and Obion County, Tennessee. Copies of all plans and specifications, including building elevations and finish samples shall be provided to the Airport Manager for Board approval. Approval by the Airport Board shall precede submission to other regulatory agencies according to the "Everett-Stewart Regional Airport Submittal Calendar" (Exhibit C) and shall be subject to the Airport Board's review.

Requests for information and assistance should be directed to:

Jo Ann Speer, Manager
Everett-Stewart Regional Airport
1489 Airport Circle
Union City, Tennessee 38216
731-885-1221 (voice) 731-885-6746 (fax)

3. GENERAL REQUIREMENTS

3.1 Codes

All hangars, buildings, and other structures, whether permanent or temporary, shall conform to local, state, or national building and safety codes, and national fire protection codes applicable for the intended use.

3.2 Minimum Lot Size/Width/Depth

The minimum lot size shall be not less than _____ acre. The minimum lot width is _____feet and the minimum lot depth is _____ feet, regardless of whether the minimum lot width and depth produce a total lot area less than one acre in size. Constrained parcels that do not meet the minimum criteria may not be approved by the Airport Board. (At this time, the minimum lot size has not been determined, but the tenant will be required to include in his lease enough land to satisfy FAA guidelines and if any sewage is installed.

3.3 Density and Floor Area Ratio (FAR)

The density of the lot shall be dictated by the maximum allowable floor area ratio (FAR). The maximum allowable FAR for each lot shall be 2.5.

Illustration depicting FAR.

3.4 Maximum Impervious Surface and Open Space Minimum

The maximum area of impervious surface shall not exceed 80 percent of the gross lot acreage. The minimum open space area shall be 10 percent of the total gross lot acreage. Open space shall be composed of all unpaved areas, less landscaped parking lot islands.

3.5 Building Location and Height

The location of buildings shall be consistent with the adopted Airport Master Plan. Buildings shall not be closer than the building restriction line as defined in the ALP. In addition to the minimum setback, no

structures may be of such a height as to penetrate the imaginary surfaces shown on the Federal Aviation Regulations Part 77 drawing and the ALP. Height limitations on the entire Airport shall comply with

FAA requirements for transitional surfaces and for line-of sight from the Airport Manager's office located in the Terminal to all runways, taxiways and aprons.

3.6 Building Orientation
For buildings contiguous with the Airport Operations Area (AOA) fence, a distinct entrance for airside and landside users shall be provided. Building footprints shall be presented on the site plan. Building on each site shall be oriented to minimize service docks, dumpsters, refuse collection areas, stockpiles, and overhead doors to public view.

3.7 Building/Mechanical Equipment
All mechanical equipment, including all roof-mounted equipment and satellite dishes, shall be enclosed or screened so as to be an integral part of the architectural design and not in public view. The screen shall be opaque in nature and be a minimum of six feet tall. The screen material may be masonry or metal cladding, with the colors and finishing reflecting those used in the primary building. The screen material may be topped with barbed or razor wire, if necessary, for security purposes.

If the mechanical equipment is located on the roof of the structure, it shall be screened from view by using an opaque parapet wall. The parapet wall is an extension of the exterior walls. The parapet wall shall reflect the color and materials of the primary building. Non-glare or non-reflective material shall be utilized for any mechanical equipment that is roof mounted. Additionally, all roof appurtenances projecting above the roof, such as exhaust fans, heating and air conditioning units, condensers, elevator equipment, plumbing vents, and stacks shall be screened from view.

3.8 Setbacks
All parking areas and buildings shall be set back from the airfield ramps, taxiways, and other areas used by aircraft, in compliance with standards established by the FAA or as required by these design standards:

- Setbacks for structures, including buildings, from all aviation areas shall be those established by the FAA for structures adjacent to taxiways or ramps.
- Building and parking setbacks shall be consistent with or exceed those specified in the Town of Union City and Obion County Development Codes.
- Setbacks from Roads -The following setbacks are to govern distances from edge of right-of-way to buildings and paved areas for vehicles such as parking, loading, and maneuvering areas:

Setback from
To Building To Paved Areas

Airport entrance road 75 feet
25 feet

Secondary roads 50 feet
20 feet

Other Airport service roads 25 feet
20 feet

3.9 Appearance
Exterior colors and textures shall harmonize with other buildings and structures and shall be submitted to ESRA BOARD for approval in the initial approval process. The ESRA Board reserves the right to

disapprove exterior materials or finishes that it feels will detract from the overall visual impression of the Airport.

Since the roofs will be highly visible from aircraft using the Airport, roofs shall be attractively designed and constructed. Equipment located on roofs shall be screened. Signs, lettering, designs, or other graphics shall not be placed, painted, or otherwise located on roofs.

3.10 Approved Types of Construction and Materials
The objective of the ESRA Board is to ensure that all new construction is of high quality and utilizes materials and finishes which will maintain their appearance with low maintenance.
Accordingly:

- Hangars and hangar-type buildings shall be constructed with steel or aluminum or brick masonry exteriors and non-glare roofing – color to be approved by ESRA Board. All exterior metal surfaces shall have a durable finish applied at the point of manufacture. All exposed masonry shall be waterproofed.
- All building drawings and specifications shall be approved by the Airport Board prior to construction.
- Building materials that produce glare or other effects that are hazardous to aircraft operation shall not be permitted. Windows and large areas are to be composed of non-reflective glass.
- All glass used in the building system must be scratch and chip resistant as well as energy efficient to meet or exceed energy codes.

3.11 Sound Attenuation
Since the areas are subject to noise levels associated with the Airport, indoor sound levels shall not exceed limits stated in applicable Town of Union City and Obion County Codes and Standards for the type of occupancy.

Noise levels produced by installed equipment and operations in or near areas where the public is present shall be managed and contained to reasonable levels compatible with occupied operational facilities.

3.12 Outside Storage
All outside storage of equipment or other materials shall be screened by an opaque screen utilizing the same or similar materials as the main building. Equipment shall not be stored in areas fronting the landside access road. Storage of all ground support equipment (GSE) must reflect general good housekeeping standards. The location of outside storage areas and materials used for screening shall be a part of the site plan submitted to the Airport Board.

3.13 Accessory Buildings and Temporary Structures
Accessory buildings (such as storage sheds or as otherwise defined in the Town of Union City and Obion County Development Codes) are not permitted except by special exception. The buildings shall conform to setbacks and contribute to the maximum area of impervious surface as well as FAR. Accessory buildings shall not be located forward of the front setback line of the primary building.

Temporary structures (such as those used in connection with a construction project) are permitted on the individual lots. The temporary structures shall not be located forward of the front façade of the primary structure. The temporary structure shall be removed within thirty (30) days after certified occupancy of the primary structure.

3.14 Security

Development shall be designed, constructed, and separated in a manner that assists the Airport Board in controlling access from the landside to the airside. Security access points shall be designated on the site plan submitted to the Airport Board, and shall fully comply with all standards set forth by the Airport Master Security Plan, and any other regulations by the Airport Board. Coordination with the Airport Manager will be essential to assure that the latest and most up-to-date information is available during development and construction of airport facilities. If the premises are located in a Security Identification Display Area (SIDA) accessible only to those persons displaying security media issued by the Airport Board, each person must wear and display the security media at all times while on the premises. Owner shall control the premises so as to prevent unauthorized access to the Air Operations Area (AOA). Owner shall strictly comply with all applicable provisions of the Airport master security plan. Owner's security system must comply with the Airport's security specifications.

For facilities entirely or partially located within the AOA fence, power wiring and security data conduits shall be provided, as specified by the Airport Board, to operate security devices (gates, access controls, and cameras), which are a part of the AOA. A total of four (4), two-inch conduits are required: one for power, one for data, and two spare. The tenant shall supply 120/208 three-phase power from an electrical panel, with circuit breaker protection. The tenant shall allow the Airport to connect AOA security data cables to the Airport cable system within the building's telecommunications closet.

3.15 Fencing

Security fencing shall be provided between aircraft and non-aircraft areas to prevent uncontrolled access, to limit pedestrian and vehicular interference with aircraft movements, and to provide security for parked aircraft. Ten feet of clearance shall be provided along both sides of the Airport security fence to facilitate maintenance and emergency access and to minimize unauthorized access into the AOA. Fencing shall be a minimum height of 6 feet, plus a 1-foot section of barbed wire at the top. Gates must have no more than 3 inches of clearance at the bottom to prevent intrusion by animals such as coyotes/dogs. In addition, the Wildlife Management Program criteria recommend 3 feet of bib on the outside of the fence (buried) to prevent burrowing and digging animals easy access. Wildlife fencing is required on leased areas along the Airport's perimeter.

Fencing shall comply with Specification F-162 of FAA AC 150/5370-10A. All other fencing shall be either fractured fin, concrete masonry units, or chain link with ten feet of landscape border (same height as fence) screening chain link on the public side. Other types of fencing, except wood, may be used within the lease area, subject to the written approval of the Airport Board. Landscaping shall begin 10 feet away from the fence, and shall comply with all other provisions of the master security plan where applicable. Fences shall be designated on the site plan.

3.16 Vehicular Access

Vehicular access to aircraft storage hangars shall minimize crossing of aircraft operating areas. Automobile parking shall be provided for aircraft storage hangars in locations that do not interfere with

aircraft operations. No vehicle parking shall be provided on ramp areas except for necessary service vehicles.

Airside pedestrian and vehicular access to buildings normally open to the public shall avoid crossing aircraft operating areas.

All improvements or facilities sited on the landside/AOA interface shall have appropriate access to both the landside and the AOA. All aircraft and aviation related structures and buildings shall be approved by the Airport Board.

All customer facilities and accommodations for passengers and crew of transient aircraft must include a ramp or other convenient access for the disabled, and must also include sanitary restrooms equipped for use by the disabled.

3.17 Driveways and Loading Areas

Driveways and other curb cuts will not exceed two per lease area. Landscaping and signage shall not obstruct lines of sight for traffic entering and exiting the road. All truck loading docks and areas shall be visually screened from public view. No loading docks or areas shall be permitted on the fronts of buildings except for warehouse operations with proper screening approved by the Airport Board. All loading areas shall be designed to enable all truck maneuvering to occur in the parking area, not on the street system. Open storage in loading areas is prohibited. Loading areas shall be identified in the site plan.

3.18 Roads

The roads shall be paved with asphalted concrete, designed and engineered to withstand a vehicle load of 100,000 lb gross vehicle weight (GVW). The minimum width of the road shall be two lanes.

3.19 Utilities

All utilities shall be located underground and located in the right-of-way adjacent to the road. Each lot shall connect to the utilities and service pedestals or boxes located outside of the roadway sight lines. The area around the service pedestal or boxes shall be kept clear of permanent structures. Landscape irrigation shall be designed in such a manner that water is not directly thrown or sprayed on the pedestals or boxes.

Utility meters shall be installed where necessary, as required by utility companies.

Temporary power poles are permissible while the primary structure is being constructed, but shall be removed prior to the time the Certificate of Occupancy (C.O.) is issued. Power poles shall not be placed within the roadway sight lines.

A plan indicating water and sewer facilities to be installed for the project will be provided to the Airport Board along with the site plan for the project. This plan should conform to the requirements of Town of Union City and Obion County (water, sewer), and all applicable regulatory agencies.

3.20 Refuse Collection Area

All outdoor refuse collection areas shall be visually screened from public view, adjacent properties, and the airfield by an opaque screen utilizing the same or similar materials as the main building it serves.

The location of refuse collection areas and materials used for screening shall be designated on the site plan submitted to the Airport Board.

3.21 Antennas and Satellite Dishes

No antenna or satellite dish for transmissions or reception of television signals or any other form of electromagnetic radiation shall be erected, used, or maintained outside any building, whether attached to an improvement or otherwise, without the prior written approval of the Airport Board. Satellite dishes shall be screened from view from adjacent rights-of-way and properties, where no part of the dish is visible from six feet above ground level. The Airport Board may permit dishes on buildings if no part of the dish is visible from six feet above ground level of the surrounding properties on the Airport. Setbacks for antennas and satellite dishes shall be the same as the building setbacks.

3.22 Lighting

The exterior of the building must be lighted for security purposes. Wall-mounted fixtures may be utilized. However, they should be shielded to prevent spillage of excessive light onto the adjacent property. The maximum allowable lighting intensity for exterior areas is 10 foot-candles (FC), with 5 FC required at the property line. Plans for lighting shall be submitted to the Airport Board for approval. Lighting in parking areas shall be a uniform style throughout the development, as approved by the Airport Board. Where pedestrian walkways are not adequately illuminated by street lighting or parking lot lighting, uniform walkway lights shall be used consistent with the style and design of the street lighting system. Any plaza, courtyard, terrace, or other exterior pedestrian area adjacent to buildings or incorporated as part of the individual site plan shall use lighting compatible with the lighting styles of the walkway and parking area. Architectural lighting shall be restricted to concealed up-lighting or down-lighting. Such lighting shall be restrained in design and levels of illumination so as not to be a hazard to Airport operations.

The entrances to the primary structure shall be lighted with a fixture directly overhead of the door(s). Lighting shall be provided from the primary entrance of the building to the parking lot by one of two methods: a pole mounted fixture no more than 12 feet in height to the top of the fixture, or bollards no more than 42 inches in height. Parking lot lighting shall be accommodated on a pole-mounted fixture no more than 30 feet tall to the top of the fixture, and shall be painted black.

Lighting shall not interfere with aircraft operations or be less than the minimum or greater than the maximum standards of the Town of Union City and Obion County Land Development Codes.

3.23 Fire Suppression

The building owner shall install fire detection devices within the premises and such devices shall be monitored so as to communicate the need for emergency response. The building owner shall also install a one-key fire department emergency access system. The emergency access system assures immediate building entry by firefighters without delay.

Structure and aircraft rescue fire protection shall conform to the minimum standards for fire suppression established by the National Fire Protection Association, Obion County, and the Airport Board.

3.24 Grading and Drainage

Grading operations shall meet all applicable erosion and sediment control regulations as required by the Airport Board, the TDEC, and other applicable governing agencies.

- A grading plan for each project shall be submitted to the Airport Manager, who will then forward to the Airport Board for approval. All finished grades for paving and building floor elevations shall be above the 100-year flood plain elevation.
- The use of landscaped earthen mounds for screening and variety is encouraged along with the integration of berms, where practical, to create a comprehensively designed drainage/landscaping/ pedestrian system.
- A drainage plan for each project shall be submitted to the Airport Manager to forward to the Airport Board for approval. All drainage plans shall comply with the requirements of Obion County, the Tennessee Department of Environment and Conservation, and the Master Drainage Plan for the Airport.
- Drainage shall be accommodated using storm water collections systems and storm water treatment/attenuation ponds. The storm water collection system shall include linear dry retention facilities, inlets, pipes, and other means to collect (and treat where possible) storm water runoff and convey it to storm water ponds. Storm water ponds shall be "dry retention" facilities, in accordance with the wildlife attractant criteria contained in FAA AC 150/5200-33.
- Paved surfaces shall be graded to a series of area drains or catch basins and networked into the Airport drainage system. Roof drainage shall not be allowed to drain or splash onto any paved surface, but shall connect into the central drainage system for the Airport.
- The design of drainage ponds shall be in accordance with TDEC. Projects that connect into the central drainage system shall have a standard general environmental resource permit and a letter of modification from TDEC.
- Unpaved areas within and adjacent to the runway/taxiway system and other aircraft operating areas shall have grades complying with FAA standards and requirements.
- Grates and inlet structures shall be manufacturer-certified to support the same weight of aircraft as the adjacent pavement is designed to support, and should be able to support a minimum vehicle load equal to that of HS-20-44 (emergency vehicles).
- All drainage facilities shall be sized in accordance with FAA and other federal, state, local and Airport Board requirements and procedures considering existing, proposed, and future site conditions. Computations supporting the drainage designs shall be submitted to the Airport Manager and forwarded to the Airport Board for their advance review and approval.
- All site plans shall comply with applicable federal, state, local and Airport Board storm water management requirements.

4. AIRCRAFT WASH RACKS

Aircraft wash racks shall be equipped with oil/water separators and oil catch tanks to prevent fuel oil, or other petroleum based products from being discharged into the storm water or sanitary sewer system. Waste disposal and sanitary system plans shall be provided to the Airport Board.

Runoff from washing operations and rinsing of aircraft shall be collected separately from other storm water and a portion of the collected volume shall be treated locally for re-use in accordance with regulations. The water recycling system should provide at least a 60 percent reduction in water consumption as compared to similar facilities without a recycling system. The remainder of the wastewater ("gray water") shall be piped to the wastewater facility for further treatment.

All facilities shall obtain necessary permits and be in compliance with TDEC regulations.

5. INDIVIDUAL AIRCRAFT STORAGE HANGARS

Individual aircraft storage hangars are defined as those buildings that are designed solely for storage of one or more aircraft using typically rectilinear configurations. No maintenance is conducted in these buildings.

- Location—Individual aircraft storage hangars may be situated only in those areas of the Airport specified for aviation use identified on the ALP and in accordance with On-Airport Land Use Plan.
- Minimum Space Requirements—Improvements must include a minimum of 3,000 square feet (SF) of hangar space, minimum door opening to be 44 feet wide and minimum door height to be 14 feet.
- Hangar doors may be of sliding, rolling, or bi-fold type. However, sliding doors may not be used in hangar configurations where the open door of one hangar interferes with access to an adjacent hangar. A personnel door shall be provided.
- Paved aircraft apron space shall accommodate the maximum number and type of aircraft that can be stored within the hangar(s) at any one time.
- All hangars shall be provided with electrical service, lighting, smoke detectors, and fire extinguishers.
- Hangars shall be provided with exterior (building-mounted) lighting and an exterior hose bib.
- Compliance with Town of Union City and Obion County Development Codes, Southern Building Code, Section 409 of the National Fire Protection Association (NFPA), and Americans With Disabilities Act (ADA) is required.

6. T-HANGARS

T-hangars consist of a multiple number of individual T-shaped bays or units (four minimum), each suitable for the storage of a single aircraft.

- Location—T-hangars may be situated only in those areas of the Airport specified for aviation use identified on the ALP and in accordance with On-Airport Land Use Plan.
- Units must be permanent. No portable-type hangars (e.g. Port-a-Port™) will be permitted.
- Each unit must include a minimum of 1,000 SF of hangar space.
- Hangar doors may be of sliding, rolling, or bi-fold type. However, sliding doors may not be used in hangar configurations where the open door of one hangar interferes with access to an adjacent hangar. For hangar-bays larger than 2,000 SF, a personnel door shall be provided.
- All hangars shall be provided with electrical service, lighting, smoke detectors, and fire extinguishers.
- All T-hangars shall comply with requirements of Section 409 of the NFPA, the Town of Union City and Obion County Development Code, Southern Building Code, and the ADA.

7. AIRCRAFT MAINTENANCE HANGARS

Aircraft maintenance hangars are those facilities providing avionics, instrument, propeller, or other aircraft component or airframe and engine maintenance or repair services.

Location—Aircraft maintenance hangars may be situated only in those areas of the Airport specified for aviation use in the ALP and the Airport master plan.

- Minimum Space Requirements—Building improvements shall include a minimum of 15,000 SF of space. Apron areas shall equal or exceed the total hangar floor area. Improvements shall include a minimum of 1000 SF of space for offices, restroom facilities, and a public-use telephone, plus such minimum shop and hangar space as per the minimum operating standards as approved by the Airport Board.
- Hangar doors may be of sliding, rolling, or bi-fold type. However, sliding doors may not be used in hangar configurations where the open door of one hangar interferes with access to an adjacent hangar. A personnel door shall be provided.

- All hangars shall be provided with electrical service, lighting, smoke detectors, and fire extinguishers.
- Paved aircraft apron space shall accommodate the maximum number and type of aircraft that can be stored within the hangar(s) at any one time.

8. FIXED BASE OPERATION (FBO)

Fixed Base Operations are those facilities that accommodate fixed base operator (FBO) activities related to GA operations, including pilot instruction, aircraft parking, and amenities for pilots and passengers (fueling services are excluded), Scheduled charter or commercial service operations.

- Premises—Fixed based operators (FBO) shall provide for buildings, aircraft parking area, and be equipped with tie-downs. A minimum tract of ten (10) acres of which at least six (6) acres must be improved land.
- Aircraft Parking—The FBO must provide paved apron for aircraft parking and tie-downs with taxi-out capability, including sufficient taxi clearance in accordance with FAA standards. The aircraft parking area shall be no less than equal to the area of the footprint of the building. A minimum tract of a 150,000 square feet is required for aircraft parking.
- Hangars—The FBO shall provide a minimum of 20,000 SF of hangar space, and not less than 3000 SF dedicated to the provision of aircraft repair and maintenance services and spare parts storage.
- Automobile Parking—The FBO must provide sufficient paved and striped parking to accommodate FBO customers, passengers, and employees on a daily basis, in accordance with the requirements of the Town of Union City and Obion County Development Code.
- Terminal/Office Space—The FBO shall have a permanent terminal and office space designed and constructed, consisting of at least 1,000 SF of conditioned space for crew and passenger lounge facilities, public restrooms, training, flight planning, and office space. Restrooms shall be conveniently located, accessible to passengers and crews, and maintained in a clean and sanitary manner. At least one working telephone shall be provided for public use.
- Flight training facilities—If the FBO offers flight training, then the FBO shall provide a minimum of 1,000 SF of properly lighted and conditioned floor space for flight training, including classroom(s), briefing room, pilot lounge, restrooms, office space, and a public use telephone.
- Compliance with the Town of Union City and Obion County Development Code, Southern Building Code, NFPA, and ADA is required, as well as the Airport's Minimum Standards for FBOs

9. GENERAL AVIATION APRONS AND TAXILANES

General Aviation aprons and taxi-lanes leading into aprons shall be in accordance with FAA AC 150/5300-13 (current revision), Airport Design. Lighting shall be in accordance with FAA AC 150/5340-30 (current revision). Signage and Marking shall comply with FAA AC 150/5340-1 and 150-5340-18 (current revisions)

- Pavement sections on all aprons and taxi-lanes leading into aprons shall be designed to accommodate aircraft within ***ARC C-IV, Aircraft Category IV.***
- All aircraft pavements shall be constructed using FAA and/or TDOT-approved materials.
- Apron grades shall be consistent with minimum local drainage requirements, but shall be limited to a maximum grade of 1.0 percent to facilitate the towing and taxiing of aircraft.
- Apron grades shall be designed to direct drainage away from buildings.
- Catch inlets shall be installed within the pavement limits to facilitate the drainage to the storm water management system where necessary.
- The outer perimeter of the GA apron facing the airfield shall be equipped with edge lights. Taxi-lane edge lights shall be installed. All airfield lighting electrical installations/connections shall be coordinated with the Airport Manager and must be approved by the Airport Board prior to installation.
- The apron shall be marked and striped consistent with standards outlined in FAA advisory circulars.

- Setbacks and clearances shall comply with those standards outlined in FAA AC 150/5300-13, Airport Design, for the aircraft types operating or anticipated to operate on the apron.
- Designated thoroughfares for fueling, maintenance, and other ground service vehicles shall direct vehicular traffic to reduce conflict with aircraft movements.

10. HELICOPTER PARKING FACILITIES

Helicopter parking facilities shall be in accordance with FAA AC 150/5390-current revision, Heliport Design.

- Facilities shall be designed to accommodate based and transient helicopter operations in accordance with Section 30 of FAA AC 150/5390-current revision.
- Facilities shall be centrally located and contiguous on a dedicated portion of the GA apron, along the apron edge at a distance from airplanes to preclude or minimize the impact of helicopter rotor wash on parked airplanes or passengers, to provide appropriate clearances, and to minimize debris and dust concerns to other aircraft as well as adjoining soil erosion in the apron area.
- The smallest paved dimension for each helicopter parking position shall measure at least 1.5 times the length of the undercarriage for the design helicopter, with the actual width of each position being the rotor diameter of either the largest civilian helicopter in use today, or the largest helicopter determined to be accommodated at that particular facility.
- There shall be a minimum of 30 feet of separation between the edges of adjacent parking positions.
- All helicopter parking positions shall consist of concrete paving.
- A painted yellow line shall define the centerline of each helicopter parking position. A parking position is further identified by a 12-inch-wide (30 cm) yellow line defining a circle. The diameter of the circle is equal to the rotor diameter of either the largest civilian helicopter in use today, or the largest helicopter determined to be accommodated at that particular facility.

11. RENTAL CAR SERVICE FACILITIES

Rental car building facilities shall provide a minimum of 1,000 SF of space including properly lighted and air conditioned office and restroom facilities. Car maintenance and washing facilities shall each include a minimum of 1,800 SF of space.

Runoff from washing operations and rinsing of vehicles shall be collected separately from other storm water and a portion of the collected volume shall be treated locally for re-use in accordance with TDEC regulations. The water recycling system should provide at least a 60 percent reduction in water consumption as compared to similar facilities without a recycling system. The remainder of the wastewater (“gray water”) shall be piped to the wastewater facility for further treatment.

Compliance with the Town of Union City and Obion County Development Code, Southern Building Code, NFPA, and ADA is required.

12. OFFICE AND WAREHOUSE FACILITIES

Office and warehouse facilities shall be situated only in those areas of the Airport specified in the Airport master plan. Improvements shall include a minimum of 4000 SF of space for all buildings.

Office facilities shall be full height brick masonry construction on three sides (front and sides).

Warehouse facilities shall include a minimum of 1,000 SF of properly lighted and conditioned space for offices and related uses.

Compliance with the Town of Union City and Obion County Development Code, Southern Building Code, NFPA, and ADA is required

13. FUEL STORAGE FACILITIES

Fixed fuel storage systems shall contain safety fixtures and filtration systems that required standards. The system shall have at least 6,000 gallons of above ground storage for each type of fuel to be provided. The storage system shall include adequate fuel spill prevention features and containment capabilities A Fuel Spill Prevention Countermeasures and Control (SPCC) Plan must also be submitted to the Airport Board for approval.

Compliance with the Town of Union City and Obion County Development Code, Southern Building Code, NFPA, EPA and ADA is required.

13.1 Tank Location

All fuel shall be stored in above-ground tanks approved by the Airport Board and located in the central fuel farm in accordance with the FAA approved ALP and master plan development concept, with setbacks from buildings and roads as required by the NFPA. No underground storage facilities shall be permitted.

- Vehicular access to and circulation around the fuel storage facilities shall not impact or impede existing Airport roads, and shall in no case require the use of dedicated airside pavements or facilities. Primary access roads to the site must be designed for heavy truck traffic.
- Facility shall be fenced and signed to reduce the chance of unauthorized entry or tampering.
- Distribution of fuel into aircraft shall be via self-fueling stationary or mobile pumping equipment (fuelers). No fueling via portable gas cans is allowed.
- Facility shall have proper marking in accordance with FAA AC 150/5230-4.

13.2 Fuel Storage Tanks

- Separate storage tanks and fuelers shall be provided for each grade of fuel distributed. Tanks and mechanical equipment must be labeled and color coded per FAA requirements (AC 150/5230-4) to distinguish the different fuel grades. Deadman controls shall be provided for unloading fuel from the tanks into the tending vehicles. Over-the-road tankers are prohibited from all airside areas.
- Minimum storage tank size shall be 6,000 gallons each for aviation fuel and (Jet A and Avgas).
- All above-ground tanks shall be installed in a concrete containment basin designed to capture any accidental spill of the contents of the fuel storage facility and/or delivery vehicle in accordance with all EPA; NFPA; and other federal, state, and local laws and regulations as amended. Emergency fuel shut-off stations shall be located near the fuel tanks, and shall be accessible, well marked, and lit as per AC 150/5230-4.
- All surface drainage from the storage area and docking/loading area shall be captured in a closed drainage system and directed through a fuel spill and/or oil-water separator device approved by the TDEC.
- At a minimum, above-ground storage facilities shall be diked with an impervious retention basin capable of containing 110 percent of the capacity of the largest tank and shall be either double-lined or vaulted.

- Fuel storage equipment shall be provided with metering devices that maintain and produce accurate receipts of fuel dispensed from the facility and are calibrated and approved by the State of Tennessee Department of Agriculture, Division of Weights and Measures. Specifications for the metering equipment shall be submitted to the Airport Board for review and approval. Fueling equipment and procedures shall comply with all federal, state, and local laws and regulations as amended.
- Design and construction drawings and specifications shall be sent to the Quality Control Specialist employed by the fuel distributor for ESRA for review, and then to the airport Board and TDEC for approval. The fee for this review is the responsibility of the owner.
- Above-ground storage facilities shall conform to the requirements of NFPA 30, Flammable and Combustible Liquids Code, Florida Administrative Code–Chapter 62-761, and other applicable requirements for storage facilities.

13.3 Safety

All fueling facilities shall conform to the highest standards of safety.

- Facility shall be posted with "Flammable—No Smoking" signs conforming to NFPA standards.
- Facility shall:

. Contain no feature that would allow introduction of any foreign material into fuel.

. Be free of materials, equipment, functions, and activities that would be ignition sources.

. Be constructed in such a manner as to prevent the introduction of the product into the wrong storage tank.

. Be constructed with lightning protection in accordance with NFPA standards.

- Facility shall be equipped with protection for electrical equipment and wiring. This shall provide reasonable protection from heat, abrasion, or other impact that could cause failure of insulation, open spark, or other ignition source. See NFPA Standard 70, National Electrical Code.
- Grounding and bonding equipment should provide that piping; filters, tanks, and electrical components are electrically bonded together and interconnected for adequate electrical ground.
- Twenty pound Class B fire extinguishers shall be readily available to the operator of fueling equipment, in conformance with NFPA standards.
- All hoses, nozzles, filters, and connectors shall meet or exceed recommendations in FAA AC 150/5230-4.

14. PARKING

Sufficient off-street parking shall be provided for each building. Parking shall be designed in a safe and coordinated manner for the entire site. The parking area shall be integrated and designed so as to enhance the visual appearance of the property. Parking areas and spaces shall be identified on the site plan. Specific requirements are as follows:

- Parking spaces shall be 10 ft x 20 ft. Parking lot design shall be developed throughout the site to provide efficient and safe means of traffic and pedestrian circulation. The mixture of one-way and two-way parking aisles or different degrees of angled parking within any parking area is prohibited.
- No parking shall be permitted in streets
- All parking areas shall be paved.
- Parking in areas between buildings and roads shall be acceptable if parking areas are screened from roadways by landscaping.
- One street tree for every six spaces shall be installed throughout the parking area, with protective structures for trees between the rows of parking. The number of spaces will be determined by the type and intensity of use, and will be consistent with Town of Union City and Obion County Development Code.

Handicap-accessible parking spaces, per ADA standards, consistent with Town of Union City and Obion County Development Code, shall be determined by the number of regular parking spaces.

Landscaping and lighting of parking areas are addressed by the general landscape requirements and site lighting requirement sections.

15. SIGNAGE

The signage for the Everett-Stewart Regional Airport shall create identity and functionally communicate information and directions. All signs shall fit aesthetically into the landscape with a simple, coordinated signage and graphic system. The goal is to contribute to the overall design unity of the project.

A signage plan shall be submitted to the Airport Manager at the time of site plan submittal for review by the Airport Board. Location, size, dimension, materials/finishing, and lighting shall be indicated. All signage shall be located out of roadway visibility sight line triangles and away from airside areas. No signs shall be erected off leased premises.

15.1 Regulatory Signage

Regulatory signage in the area will be used to define emergency access, such as fire zones, service vehicle areas, and handicapped accessible areas. It is meant to define specific points that are limited to overall use. The Airport Board shall review and approve the regulatory signage at time of site plan review.

15.2 Temporary Signage

Temporary signage (including banners) is transient in nature and disposable and shall be removed after 30 calendar days. Temporary signs shall not exceed 48 SF. The placement of the sign shall not be on public property or in a roadway visibility triangle. The removal of the sign shall be the sole responsibility of the person or company sponsoring the event.

Temporary construction signs are permitted and are limited to 48 SF and shall be removed within seven days of the issuance of a Certificate of Occupancy (CO).

15.3 Permitted Signs

Permitted signs include the following:

- Wall signs—Placed on the façade of the primary structure.
- Ground signs—Located between the front façade of the building and the right-of-way.
- Awning signs—Located over the primary entrance of the building.

15.4 Prohibited Signs

Prohibited signs include the following and are not eligible for a special exception:

- Beacons or flashing lights
- Billboards
- Snipe signs (any sign of any material whatsoever that is attached in any way to a utility pole, tree, fence post, or any other similar object)
- Portable signs, except for use as a special event sign
- Any sign that encompasses an inflatable animal, person, or object
- Signs imitating or resembling official traffic or government signs or signals
- Roof signs
- Advertising flags

- Signs placed on vehicles or trailers, which are parked or located for the primary purpose of displaying said sign
- Signs that create traffic or pedestrian hazards
- Bench signs
- Signs erected on public property including public right-of-way by a private entity unless authorized by the Airport Board

15.5 Exempt Signs

The following types of signs are exempt from the requirements of this document. Identification signs or nameplates shall not exceed two SF of copy area.

- Window signs that do not exceed two SF of copy area
- Any sign carried by a person
- On-premise temporary signs for a sale or special event
- Holiday, seasonal, or commemorative decorations provided that commercial advertising on such sign is limited to logos and benevolent text

15.6 Color

Color for the pedestal material shall be limited to earth tones or black. Background colors for the sign shall be limited to neutral shades of brown, beige, and gray, or a palette approved by the Airport Board. Corporate colors may be used on company logos and shall not exceed 25 percent of the total sign area. Fluorescent colors are prohibited from use.

15.7 Illumination

Illumination of the sign, either internally or externally, is permitted. The source of the externally illuminated sign shall be installed so that it is arranged or screened as to not shine, glare, or adversely impact aircraft operations, adjacent properties, or roadways. The use of fiber optics and neon is permitted. Blinking and strobe lights are prohibited. Rotating illuminated signs are prohibited.

15.8 Materials

Materials for signs are limited to brick, masonry block, and finished concrete for the pedestal. The face of the sign may be masonry, finished concrete, composite material (plastic), or metal. All finishes shall be matte or a non-reflective finish.

15.9 Setbacks

Setback requirements shall be consistent with Town of Union City and Obion County Development Code.

15.10 Size

Ground signs shall be limited to one sign for each primary street frontage. The maximum allowable copy area is 50 SF per sign face. The maximum allowable height is eight feet. The height shall be measured from the finished grade or the roadway, whichever is higher, to the top of the sign face.

Awnings and wall signs are permitted with a total of one SF of copy area for each linear foot of right-of-way frontage, up to 150 SF. Wall signs shall be attached to the primary façade of the building.

15.11 Sitting

A landscape planting area at a minimum of 100 SF in size shall be provided around the base of any ground sign. The landscape shall include shrubs and groundcover. Emphasis on a simple planting plan

with feature plants is encouraged. The landscaped areas shall be counted towards the minimum landscape and pervious area requirements for a site.

The landscaped area shall be irrigated with 100 percent coverage and located on a separate zone, if necessary.

16. LANDSCAPE DEVELOPMENT STANDARDS

16.1 General Landscape Requirements

A landscape plan shall be part of every facility proposal. A landscape and irrigation plan, at a scale of 1"=20' to 1"=40', shall be submitted, along with the development plans by the tenant to the Airport Board for approval.

- All landscaping shall be in compliance with Federal Aviation Regulations Part 77 height restrictions, and where used for noise control, shall conform to FAA AC 150/5320-14 Airport Landscaping for Noise Control Purposes.
- All surfaces on the property shall be covered by either building, pavement, landscaping, or grass. Hangars and buildings contained entirely within the airfield/AOA fence are exempt. No plantings are required inside the fence, unless specifically permitted by the Airport. No planters or plant containers shall be allowed inside the AOA, due to prop and/or jet blast hazard. No manmade or natural objects shall be allowed that create height hazards or obstructions.
- All non-aircraft areas shall be landscaped. A minimum of 10 percent of the total lease area shall be landscaped. All front yards shall have a minimum of two-thirds of the required parking setback area landscaped with acceptable trees, shrubs, or ground covers other than grass.
- In general, landscaping shall be distributed evenly on site. Each side of the building (north, south, east, and west) is encouraged to have a proportion of the landscaping approximately equal to the amount of open area available to plant, except the side that faces onto the airfield. Typically, landscaping is encouraged to screen and/or enhance parking lots, blank walls, and refuse bin areas.
- Landscaping shall include trees, shrubs, and ground covers other than grass. Landscape plants, shrubs and trees shall be coordinated with TN Wildlife Management to insure vegetation does not attract birds/wildlife for feeding (fruit bearing) or shelter/nesting. For grassed areas, millet seed is prohibited. Plants incorporated into the landscape design must be chosen for their interest, structure, texture, color, and ultimate growth in harmony with and complimentary to the building and other materials. Plants shall meet the size requirements set forth by the landscape architect or designer at the time of installation to create an immediate design impact. Fruit-bearing plants that attract flocks of birds are prohibited while the use of native plants is highly encouraged.
- Any proposed "water-holding" structure (such as reflection ponds, pools, fountains, etc. that would provide freshwater for birds and wildlife.) should be designed so as not to be a hazard to aircraft
- Planting areas shall drain within themselves, not onto paved pedestrian surfaces. Percolation tests shall be used as a basis for installation of yard drains in planted areas.
- All graded areas shall be fertilized, seeded with suitable and Airport Authority-approved ground cover, and mulched. Soil tests shall be conducted, and soil amendments incorporated where necessary.
- All landscaped and grassed areas shall be maintained at all times.

16.2 Planting Requirements

Canopy trees shall be planted a minimum of 25 feet apart, or greater in order to prevent overlapping of canopies at maturity. Canopy tree-lined streets are encouraged and may be planted in the right-of-way providing they are a minimum of ten feet from the paved roadway edge. The minimum size of canopy

trees shall be three inches caliper. The minimum size of shrubs shall be 18-inches in height and 3-gallon size. The minimum size of shrubs shall be 30 inches in height and three gallons.

Landscaping shall not be located in an area that may interfere with visibility of pedestrian or vehicular traffic. Plantings, other than grass, shall be restricted around fire hydrants so as not to obstruct access.

16.3 Buffer Requirements A buffer is required along all landside property boundaries. Airside boundary buffers are encouraged but not mandatory. Buffer requirements shall conform to those outlined in the Town of Union City and Obion County Development Code.

16.4 Parking Lots
When off-street facilities are provided for parking or any other vehicular uses, such facilities shall conform to the minimum landscape requirements set forth in these design standards. Landscaping shall be provided between all property lines and such off-street parking and vehicular use areas. All landscaped areas shall be protected from vehicular encroachment by a six-inch ribbon curb for all roads, and mounded curb, wheel stops, or other similar divides for parking and loading areas. Parking lots in excess of 1,500 SF, or five parking spaces, shall provide interior landscaped areas in accordance with the following requirements:

- Strategic placement of landscaped areas shall divide and break up the expanse of paving and guide traffic flow and direction.
- For parking lots in excess of 1,500 SF, or five parking spaces, there shall be one landscaped area for every 15 parking spaces. Each area shall have a minimum dimension of 10 ft x 20 ft. These landscaped islands shall be surfaced with at least one tree, and a minimum of 50 percent shrub coverage, the remaining area to be sodded or planted with groundcover.
- Each row of parking spaces shall terminate in a required landscaped area containing one canopy or understory tree with the remaining area landscaped with sod, shrubs, or groundcover.

In the case when an access way intersects a public right-of-way, all landscaping shall provide unobstructed cross-visibility at a level between two and a half to six feet from the ground. The unobstructed area shall be measured by forming a triangle from the point of intersection of the access way and the right-of-ways. The size of the limit of clear sight varies by the width of the roadway and the speed at which vehicles will be traveling. Trees shall have their limbs and foliage trimmed in such a manner so that no part of the plant extends into the cross visibility area, thus creating a traffic hazard. Trees shall have a clear trunk area to a height of six feet. Landscaping, except required grass or groundcover, shall not be located closer than three feet from the edge of any access-way pavement.
Entry drives into parking areas shall be landscaped in a manner that incorporates the design with adjoining buffer areas. The landscape shall visually emphasize the parking area and offer to drivers and pedestrians an attractive appearance from the street which relates to the building landscape entry.

Medians between parking bays shall be landscaped with no less than two approved trees per 50 linear feet. Medians shall also be planted with a minimum of 50 percent coverage of shrubs, the remainder being sodded or planted with groundcover. Medians that incorporate sidewalks shall integrate the landscaping with the layout of the walkway and shall be subject to the same restrictions as other parking area medians. The area of walkways shall be excluded from computations regarding the minimal 50 percent coverage of shrubs. Islands at the ends of parking bays shall be landscaped in the same fashion as medians, with at least one approved tree per island and a minimum of 50 percent coverage of shrubs, the remainder being sodded or planted with groundcover.

All parking islands and medians shall be protected from vehicular encroachment by six -inch mounded curbs. Tree and lighting locations shall be designed so as not to conflict with one another. Trees shall be planted a minimum of 15' from light poles.

16.5 Building Open Areas

Front areas (areas in view by the public) of the buildings shall present an attractive appearance emphasizing and reinforcing the major entry of the structure. The landscaping shall incorporate a mix of approved trees, shrubs, and groundcover in a design appropriate to the scale and design of the building. A pleasing mix of shrubs and groundcover shall be planted across the front façade of the building, exclusive

of walks, entries, and courtyards extending beyond the immediate front façade. Trees shall be incorporated into the landscape design of the front areas to provide shade and accent, and to frame the main entry of the building at a ratio of one tree per 800 SF of open front area. Additional shrubbery and groundcover in areas beyond the required foundation planting are encouraged and shall be incorporated into the overall landscape plan.

Side areas of the buildings shall be incorporated into and continue the landscape design of the front area. A mix of shrubs and groundcover shall be used as foundation plants across the entire façade of these areas, exclusive of walks, entries, and courtyards. Trees shall also be incorporated into the landscaping to enhance the building and provide shade at a ratio of one tree per 1,000 SF of open space.

Rear areas of the buildings shall be landscaped with appropriate foundation plantings across all facades in normal public view. All service areas, drives, and service entrances shall be adequately screened with appropriate plant material. This will present a totally screened appearance to persons entering or leaving the building through all public entrances or exits and to vehicular or pedestrian traffic on the roadways adjacent to the parcel. Trees shall be provided in rear yards and service areas at a ratio of one tree per 1,200 SF. Trees shall be prohibited in restricted areas stipulated in FAA standards.

All perimeter landscaping shall be located adjacent to the building façade, including entrance areas, plazas, and courtyards. There shall be a minimum of two feet between the building façade and the intended maintained edge of the plants installed. Building perimeters shall be planted at a minimum ratio of 100 SF of planting beds per 1,000 SF of building ground floor area.

The use of planters is recommended in small spaces where a height change and landscape relief is desirable. Seating courtyards, eating areas, and plazas incorporated within the landscape design are highly encouraged to provide a friendly atmosphere to employees and guests. If used, raised planters shall be waterproof and have proper irrigation and drainage provided, as well as hose bibs in case of irrigation failure. At a minimum, planters shall be 18 inches wide and 10 SF for shrub planters and 30 inches wide and 25 SF for small tree planters. Canopy trees are prohibited from planters. All planters should have 14-16 inch depth of potting soil and four-inch drainage layer. Planters shall be constructed of materials that are complimentary to their surroundings. Pots shall be heavy in appearance and character to discourage vandalism and theft; some material options include concrete and fiberglass.

16.6 Plant Material Selection

In any plant composition, there shall be a predominance of material, color, or texture to provide unity. Accent material shall be introduced to play against the dominant material and create contrast. Overly varied species selection will potentially weaken the planting design, where as simple masses with a predominant species create unity and flow.

Illustration depicting a spotty design (above) and preferred planting design (below).

No more than two species of tree planting shall occur per street. One species shall be used as the dominant street tree and another to emphasize intersections or provide a pattern.

The minimum installed tree size requirement is three-inch caliper. The caliper of multi-trunk trees shall be calculated using the total caliper of all trunks. Understory trees shall have a minimum one and a half inch caliper. Hedges shall have a minimum height of 24 inches at time of planting, and shall be 36 inches within one year of planting. When a continuous hedge is required the plants shall be planted at a maximum spacing of 36 inches. Upon installation, all plants shall be trimmed as needed to preserve their health and vigor, as well as their natural and aesthetic form, by removal of dead wood and damaged or diseased limbs, rubbing branches, and dense interior growth.

17. REVIEW PROCEDURE AND CRITERIA

17.1 Pre-Application Conference

The applicant and/or agent shall meet with the Everett-Stewart Regional Airport Manager to review the criteria stipulated in the development standards. The Airport Manager makes clarifications to the applicant regarding the specific application that has been presented. All applicants must make submittals / revisions according to the "ESRA Submittal Calendar" timetable (Exhibit C).

Variances or exceptions to the development standards may be addressed in a general manner at this time and thoroughly addressed at the time of site plan submission. Variances or special exceptions shall be reviewed and accepted in accordance with Minimum Development Standards by the Everett-Stewart Regional Airport. However, the building owner shall be responsible for obtaining building permits in accordance with the requirements of local, state, and federal agencies, and the most stringent requirement shall govern.

Preliminary grading and drainage plans shall be included at the time of pre-submittal, to ensure that the proposed site work fits into the Airport's overall grading and drainage master plan. A copy of the application to tie into the master storm water plan shall be included along with a status of the water management district's review, if applicable.

17.2 Submittal

The applicant shall submit six (4 full size sets and 2 11x17 sets) signed and sealed plan sets, one electronic file of the complete plan set, along with copies of applicable local/state/federal permits that have been granted or are in the process of being reviewed and granted.

The applicant must also submit the following information:

- A survey of the parcel certified by a licensed land surveyor and mapper (LSM), a legal description of the property.
- A map depicting the location of the proposed aviation-related use with evidence that the site selected will provide the least impact on air quality standards.
- Documentation that ambient air quality in Obion County will not be lowered by the proposed development.
- Evidence in the form of a landscape plan demonstrating the adequate use of vegetation to promote air quality and reduce noise and view impacts by the development upon adjacent property, as well as documentation and calculations of potential emissions generated from the project.

17.3 Review Checklist
The Developer's Checklist for review summarizes the requirements stipulated in the development standards. The checklist is provided as a tool for the applicant, their agent, and development team to prepare a package with the required information for consideration by the Airport Board. The checklist facilitates an expedient review by the Airport Board and provides a basis for feedback.

17.4 Record Drawings
The Developer shall provide to the Airport Manager upon completion of the project one (1) complete full size set of record (as-built) drawings.

DEVELOPER'S CHECKLIST EXHIBIT A
Responsibility
Date Activity Airport Developer

Pre-Execution

1. Letter of interest.
2. Letter of response.
3. Conceptual site plan with $1,000.00 deposit (This deposit will be used to offset engineers' fees and any money not used will be applied to the lease).
4. Executed lease.

Post-Execution

1. Submission of Occupant's Master Plan.
2. Submission of Occupant's Master Plan & Schematic Design.
3. Submission of FAA Airspace Study Checklist & Line-of-Sight Review.
4. Boundary survey of the parcel.
5. Coordination with regulatory agencies including all necessary permits.
6. Preparation of construction plans and specifications.
7. Approval of construction plans and specifications.
8. Compliance with bond and insurance requirements.
9. Pre-construction meeting _.
10. Notice of construction completion.
11. Airport Manager compliance inspection prior to occupancy.
12. Submission of reproducible record drawings

EVERETT-STEWART REGIONAL AIRPORT
SUBMITTAL CALENDAR

EXHIBIT C

Month	Friday Submittal Deadline (12:00 p.m.)	Wednesday Review Comments Available	Friday Re-Submittal Deadline (4:00 p.m.)	Monday Delivered to ESRA	Thursday ESRA Board Meeting
December	12/05/2008	12/10/2008	12/12/2008	12/15/2008	12/18/2008
January	01/02/2009	01/07/2009	01/09/2009	01/12/2009	01/15/2009
February	02/06/2009	02/11/2009	02/13/2009	02/16/2009	02/19/2009
March	03/06/2009	03/11/2009	03/13/2009	03/16/2009	03/19/2009
April	04/03/2009	04/08/2009	04/10/2009	04/13/2009	04/16/2009
May	05/08/2009	05/13/2009	05/15/2009	05/18/2009	05/21/2009
June	06/05/2009	06/10/2009	06/12/2009	06/15/2009	06/18/2009
July	07/03/2009	07/08/2009	07/10/2009	07/13/2009	07/16/2009
August	08/07/2009	08/12/2009	08/14/2009	08/17/2009	08/20/2009
September	09/04/2009	09/09/2009	09/11/2009	09/14/2009	09/17/2009
October	10/02/2009	10/07/2009	10/09/2009	10/12/2009	10/16/2009
November	11/06/2009	11/11/2009	11/13/2009	11/16/2009	11/19/2009
December	12/04/2009	12/09/2009	12/11/2009	12/14/2009	12/17/2009