

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: June 16, 2009

Consent Regular
 Workshop Public Hearing

Department:

Submitted By: Department of Airports

Submitted For:

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to adopt: a Resolution establishing General Aviation Minimum Standards for the Palm Beach County Glades Airport and revising the General Aviation Minimum Standards for the North County General Aviation Airport, repealing Resolution No. R-2003-1956, and becoming effective upon adoption.

Summary: This Resolution provides for the adoption of General Aviation Minimum Standards for the Palm Beach County Glades Airport and revision of the Minimum Standards for Commercial Aeronautical Activities for the North County General Aviation Airport adopted by the Board on December 2, 2003 (R-2003-1956). General Aviation Minimum Standards ("Minimum Standards") provide the minimum requirements to be met by entities desiring to engage in commercial general aviation activities and non-commercial self-service fueling and include requirements for facility size, insurance coverage, required services and hours of operation. Staff is recommending adoption of revised Minimum Standards for the North County General Aviation Airport to make standard provisions and terminology conform more closely to the General Aviation Minimum Standards adopted for the Palm Beach International Airport, which will assist staff in ensuring similar provisions are interpreted consistently. Staff is also recommending establishment of Minimum Standards for the Palm Beach County Glades Airport. The Aviation and Airports Advisory Board unanimously approved the Minimum Standards for both airports at its February 25, 2009 meeting. Countywide (AH)

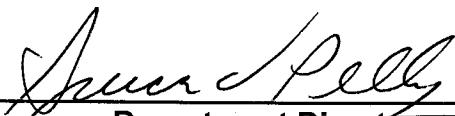
Background and Justification: The Federal Aviation Administration recommends airport sponsors establish Minimum Standards to ensure airports are made available for public use on reasonable conditions without unjust discrimination as required by federal grant assurance requirements. The updated insurance requirements have been reviewed by the Risk Management Department.

Attachments:

1. Resolution (2) (with Attachments "A" and "B")

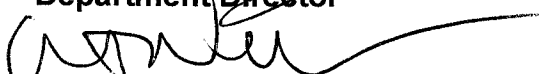
LB

Recommended By:


Department Director

5/11/09
Date

Approved By:


County Administrator

6/7/09
Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
Operating Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	*SEE BELOW				
# ADDITIONAL FTE	_____	_____	_____	_____	_____
POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget? Yes _____ No _____
 Budget Account No: Fund _____ Department _____ Unit _____ Object _____
 Reporting Category _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:

* No fiscal impact.

C. Departmental Fiscal Review: Michael Simms

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development and Control Comments:

Michael Simms 5/24/09
 OFMB 5/18/09

John J. [Signature] 5/29/09
 Contract Dev. and Control 5/29/09

B. Legal Sufficiency:

Anne Delgard 6/1/09
 Assistant County Attorney

C. Other Department Review:

 Department Director

RESOLUTION NO. R-2009-

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA; ADOPTING REVISED GENERAL AVIATION MINIMUM STANDARDS FOR THE NORTH COUNTY GENERAL AVIATION AIRPORT; ADOPTING MINIMUM STANDARDS FOR THE PALM BEACH COUNTY GLADES AIRPORT; REPEALING RESOLUTION NO. R-2003-1956; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Palm Beach County, through its Department of Airports, owns and operates Palm Beach International Airport, North County General Aviation Airport and Palm Beach County Glades Airport (hereinafter collectively referred to as the "Airports"); and

WHEREAS, the Board of County Commissioners' intent is to: (i) plan, manage, operate, finance, and develop the Airports to ensure their long term financial health and protect and promote the health, safety and general welfare of the public; and (ii) to encourage the development and operation of general aviation businesses and the provision of quality aviation products, services and facilities to the public at the Airports; and

WHEREAS, the Federal Aviation Administration's Airport Sponsor Assurances requires any airport developed with Federal grant assistance to operate for the use and benefit of the public and shall be made available to all types, kinds and classes of aeronautical activities on reasonable terms and without unjust discrimination; and

WHEREAS, the Board of County Commissioners adopted General Aviation Minimum Standards for Palm Beach International Airport on March 11, 2003 (R-2003-0411) and amended such standards on June 21, 2005 (R-2005-1168) ("PBIAM Minimum Standards"); and

WHEREAS, the Board of County Commissioners adopted Minimum Standards for Commercial Aeronautical Activities for the North County General Aviation Airport on December 2, 2003 (R-2003-1956) ("North County Minimum Standards"); and

WHEREAS, the Board of County Commissioners desires to revise the North County Minimum Standards to make them consistent with the PBIAM Minimum Standards; and

WHEREAS, the Board of County Commissioners desires to adopt General Aviation Minimum Standards for the Palm Beach County Glades Airport ("Pahokee Minimum Standards").

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, that:

1. The foregoing recitals are true and correct and are expressly incorporated herein by reference.

2. The Board of County Commissioners hereby adopts the revised North County Minimum Standards attached hereto as Attachment "A" and the Pahokee Minimum Standards attached hereto as Attachment "B".

3. Should any section, paragraph, sentence, clause, or word of this Resolution, the North County Minimum Standards or Pahokee Minimum Standards, as adopted by this Resolution be held unconstitutional, inoperative, or void, such holding

should not affect the validity of the remainder of this Resolution, the North County Minimum Standards or Pahokee Minimum Standards.

4. Resolution No. R-2003-1956 is hereby repealed in its entirety.

5. The provisions of this Resolution shall be effective immediately upon adoption; provided, however, the insurance provisions set forth in the North County Minimum Standards shall not become effective until September 1, 2009.

The foregoing Resolution was offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____, and upon being put to a vote, the vote was as follows:

- Commissioner John F. Koons, Chairman -
- Commissioner Burt Aaronson, Vice Chairman -
- Commissioner Karen T. Marcus -
- Commissioner Shelley Vana -
- Commissioner Steven L. Abrams -
- Commissioner Jess R. Santamaria -
- Commissioner _____ -

The Chairperson thereupon declared the Resolution duly passed and adopted this _____ day of _____, 2009.

PALM BEACH COUNTY, FLORIDA, BY ITS BOARD OF COUNTY COMMISSIONERS

SHARON R. BOCK, CLERK & COMPTROLLER

By: _____ Deputy Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

By: _____ Assistant County Attorney

ATTACHMENT "A"
NORTH COUNTY GENERAL AVIATION AIRPORT
GENERAL AVIATION MINIMUM STANDARDS



Palm Beach County Department of Airports
Building #846
West Palm Beach, Florida 33406-1491
Phone: (561) 471-7420
www.pbia.org

General Aviation Minimum Standards

Palm Beach County
Department of Airports

North County General Aviation Airport (F45)

April 20, 2009



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ARTICLE 1. INTRODUCTION

Section 1-1. Purpose and Scope

- (a) The purpose of these General Aviation Minimum Standards (Minimum Standards) is to (1) encourage the provision of high quality General Aviation products, services, and facilities to Airport users, (2) encourage the development of quality General Aviation Improvements at the Airport; (3) promote safety, (4) promote the economic health of General Aviation Airport businesses, and (5) promote the orderly development of Airport property. To this end, all Entities desiring to engage in General Aviation Aeronautical Activities at the Airport shall be accorded reasonable opportunities, without unjust discrimination, to engage in such Activities, subject to these Minimum Standards.
- (b) Aeronautical Activities may be proposed that do not fall within the categories designated herein. In such cases, appropriate minimum standards shall be developed on a case-by-case basis for such Activities and incorporated into the Operator's Agreement.
- (c) Specialized Aviation Service Operators (SASO) are encouraged to be subtenants of Fixed Base Operators (FBO); however, if suitable land or Improvements are not available or cannot be secured from an FBO, SASOs may (if available) sublease Improvements from another SASO, lease land from the County and may request in writing to the County to construct Improvements on such land in the areas designated by the County.

Section 1-2. Airport Management

- (a) The Director is responsible for the operation, management, maintenance, and security of the Airport and all County owned and operated Airport land, Improvements, facilities, Vehicles, and Equipment.
- (b) The County has authorized and directed the Director to:
 - (1) interpret, administer, and enforce Agreements and these Minimum Standards; and
 - (2) obtain and receive copies of all licenses, permits, certifications, ratings, Certificates of Insurance, and other documents required to be provided to or filed with the Department or County under these Minimum Standards.
- (c) All official inquiries regarding these Minimum Standards and/or compliance therewith should be directed to the Director.

Section 1-3. Compliance with Regulatory Measures

- (a) All Entities engaging in an Aeronautical Activity on Airport land or Improvements shall comply, at the Entity's expense, with all applicable Regulatory Measures.

Section 1-4. Conflicting Regulatory Measures and Agreements

- (a) If a provision of these Minimum Standards is found to be in conflict with any other provision of these Minimum Standards, Regulatory Measure, or Agreement, the provision that establishes the higher standard shall prevail, to the extent permitted by law.
- (b) It is not the intent of these Minimum Standards to excuse any Entity from performing any obligation it may have with the County as set forth in any Agreement, whether such Agreement is in existence on the date of the adoption of these Minimum Standards or entered into at any time thereafter.



Section 1-5. Right to Self-Service

- (a) These Minimum Standards will not exercise or grant any right or privilege which operates to prevent any Entity operating Aircraft on the Airport from performing any services on its own Aircraft with its own Employees (including, but not limited to, maintenance, repair, and refueling) that it may choose to perform.
 - (1) However, individual Operators may restrict the use of their exclusive Leased Premises and all Entities must adhere to all applicable Regulatory Measures in the performance of any services on its own Aircraft.

Section 1-6. "Through-the-Fence" Activities

- (a) "Through-the-Fence" Activities are prohibited at the Airport.

Section 1-7. Fines

- (a) Entities shall have the responsibility to pay any fine or penalty levied against the Entity, the Airport, the Department, the County, the Board, individually or collectively, and their representatives, officers, officials, employees, agents, and volunteers as a result of the Entity's failure to comply with any applicable Regulatory Measure.
- (b) If the fine or penalty is contestable (and contested by the Entity), the Entity shall pay the fine or penalty when upheld by the Agency having jurisdiction.

Section 1-8. Variance or Exemption

- (a) The County may approve variances to these Minimum Standards when a specific clause, section, or provision does not seem justified in a particular case because of special conditions and unique circumstances.
- (b) The County may approve variances to the minimum Leased Premises and vehicle parking requirements for any improvement constructed on or before the effective date of these Minimum Standards.
- (c) Any variance or exemption approved by the County shall apply only to the special conditions or unique circumstances of the particular case under which the variance or exemption is granted and shall not serve to amend, modify, or alter these Minimum Standards.
- (d) When a specific product, service, or facility is not currently being provided at the Airport, the County may enter into an Agreement with an FBO or SASO with terms and conditions that are less than those outlined in these Minimum Standards (e.g., lower minimum standards, etc.), only for a limited period of time (i.e., pioneering period). The duration of the pioneering period shall be specified in the Agreement and shall only be valid during that specific period of time.

Section 1-9. Exclusive Rights

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



INTRODUCTION

- (1) The presence on the Airport of only one Entity engaged in a particular Commercial Aeronautical Activity does not, in and of itself, indicate that an Exclusive Right has been granted. It is the policy of the County not to enter into or promote an understanding, commitment, or express agreement to exclude other reasonably qualified Entities. Accordingly, those who desire to enter into an Agreement with the County should neither expect nor request that the County exclude others who also desire to engage in the same or similar Activities. The opportunity to engage in a Commercial Aeronautical Activity shall be made available to those Entities meeting the qualifications and the requirements set forth in these Minimum Standards and as space may be available at the Airport to support such Activity provided such use is consistent with the current and planned uses of Airport land and Improvements and is in the best interest of the County.
 - a. If the FAA determines that any provision of these Minimum Standards constitutes a grant of a prohibited Exclusive Right, such provision or grant shall be deemed null and void.

Section 1-10. Applicability

- (a) These Minimum Standards specify the standards and requirements that must be met by any Entity desiring to engage in one (1) or more General Aviation Aeronautical Activities at the Airport.
 - (1) Throughout these Minimum Standards, the words "standards" or "requirements" shall be understood to be modified by the word "minimum" except where explicitly stated otherwise. Any required determinations, interpretations, or judgments regarding what constitutes an acceptable minimum standard, or regarding compliance with such standard, shall be made by the Department. All Entities are encouraged to exceed the applicable minimum standards. No Entity shall be allowed to engage in Aeronautical Activities at the Airport under conditions that do not, in the County's discretion, meet these Minimum Standards.
- (b) These Minimum Standards shall apply to any new Agreement or any amendment to any existing Agreement executed after the date of promulgation of these Minimum Standards relating to the occupancy or use of Airport land or Improvements for General Aviation Aeronautical Activities.
 - (1) These Minimum Standards shall not affect any Agreement or amendment to such Agreement properly executed prior to the date of promulgation of these Minimum Standards except as otherwise provided for in such Agreement, in which case these Minimum Standards shall apply to the extent permitted by such Agreement.
 - (2) Upon termination or expiration of an Agreement, Operator shall be required to comply with these Minimum Standards upon execution of a new Agreement.
 - (3) These Minimum Standards shall not be deemed to modify any existing Agreement under which an Entity is required to exceed these Minimum Standards, nor shall they prohibit the County from entering into or enforcing an Agreement that requires an Entity to exceed these Minimum Standards.
- (c) If these Minimum Standards are amended after Operator enters into an Agreement with the County, the Operator shall not be required to increase Operator's Leased Premises or construct additional Improvements to be in compliance with the amended Minimum Standards until such time as Operator amends the existing Agreement or enters into a new Agreement with the County, unless such amendment or new Agreement is at the request of the County.



Section 1-11. Rights Reserved

- (a) The County reserves the following rights and privileges without limitation and as may be amended from time to time.
- (1) The County reserves all rights and privileges outlined under federal and/or state Airport Assurances.
 - (2) The County reserves and retains the right for the use of the Airport by others who may desire to use the same pursuant to applicable Regulatory Measures pertaining to such use.
 - (3) The County further reserves the right to designate specific Airport areas for Activities in accordance with the Airport Layout Plan (ALP) as may be amended from time to time. Such designation shall give consideration to the nature and extent of current and/or future Activities and the land and/or Improvements that may be available and/or used for specific Activities and shall be consistent with the safe, orderly, and efficient use of the Airport.
 - (4) It is the policy of the County that any use, occupancy, construction, or modification of land and/or Improvements that is inconsistent with the ALP is undesirable. Any development that is substantially different than that depicted on the ALP could adversely affect the safe, orderly, or efficient use of the Airport. Nothing contained in these Minimum Standards shall require the County to request approval from the FAA to modify the ALP on behalf of a prospective Operator.
 - (5) The County reserves the right to develop and make any improvements and/or repairs at (or to) the Airport that it deems necessary. The County shall not be obligated to reimburse or compensate any Operator, sublessee, or other Entity for any expense incurred or loss of revenue (or inconvenience) that may result from such development, improvement, and/or repair.
 - (6) The County reserves the right to prohibit any Entity from using the Airport or engaging in Activities at the Airport (and/or revoke or suspend any privileges granted to any Entity) upon determination by the County that such Operator has not complied with these Minimum Standards, applicable Regulatory Measures, directives issued by the County, or has otherwise jeopardized the safety of Entities utilizing the Airport or the land and/or Improvements located at the Airport.
 - (7) The County reserves the right to lease the Airport or portions thereof during war or national emergency to the United States government for military use.
 - (8) The County reserves the right to take such actions as it may deem necessary, appropriate, and/or in the best interest of the County to preserve and protect the safety and integrity of the County's mission, vision, and facilities as well as those who use the Airport.
 - (9) The County reserves the right to take such actions as it may deem necessary, appropriate, and/or in the best interest of the County to preserve the assets of the County, protect the safety of the people who work at and use the Airport, and maintain the integrity of the County's mission (purpose), vision, and values.



Section 1-12. Grounds for Denial

- (a) The Department or County may reject any proposal or Application for any one (1) or more reasons including, but not limited to, the following:
- (1) The Entity, for any reason, does not fully meet the qualifications, standards, and requirements established by the Department or County.
 - (2) The Entity's proposed Activities and/or Improvements will create a safety hazard at or on the Airport.
 - (3) The Department or County would be required to expend funds and/or supply labor and/or materials in connection with the proposed Activities and/or Improvements that the Department or County is unwilling and/or unable to spend and/or will result in a financial loss or hardship to the County.
 - (4) No appropriate, adequate, or available land and/or Improvement exists at the Airport to accommodate the proposed Activity of the Entity (at the time the proposal or application is submitted), nor is such availability contemplated within a reasonable time frame.
 - (5) The proposed Activities and/or Improvements do not comply with the Master Plan of the Airport or the ALP then in effect or anticipated to be in effect within the time frame proposed by the Entity.
 - (6) The development or use of the land requested by the Entity will result in a congestion of Aircraft and/or the Improvements will, in the sole discretion of the Department or County, unduly interfere with Activities of any existing Operator on the Airport and/or prevent adequate access to the Leased Premises of any existing Operator.
 - (7) The Entity has intentionally or unintentionally misrepresented or omitted material fact in the proposal, on the application, and/or in supporting documentation.
 - (8) The Entity has failed to make full disclosure in the proposal, on the application, and/or in supporting documentation.
 - (9) The Entity or an officer, director, agent, representative, shareholder, or employee of the Entity has a record of violating or is in violation of County Regulatory Measures (or any other airport sponsor), the FAA, or any other Regulatory Measure applicable to the Airport and/or the Entity's proposed Activity.
 - (10) The Entity or an officer, director, agent, representative, or shareholder of the Entity has defaulted in the performance of any Lease, sublease, Agreement, or Permit at the Airport or at any other airport.
 - (11) The Entity does not exhibit adequate financial responsibility or capability to undertake the proposed Activity.
 - (12) The Entity cannot provide a performance bond or applicable insurance in the type and amounts required by the County for the proposed Activity.
 - (13) The Entity or an officer, director, or shareholder of Entity has been convicted of a felony.
 - (14) The Entity's proposed Activity has been or could be detrimental to the Airport.
 - (15) The Entity seeks terms and conditions which are inconsistent with County's policies or any RFP (or any other invitation for proposals) issued by the County.
 - (16) The Entity's interests and/or the proposed Activity or use is inconsistent with the Airport's mission (purpose), vision, values, goals, or objectives; the best interest of the County; or, any Airport Assurances.



GENERAL REQUIREMENTS

ARTICLE 2. GENERAL REQUIREMENTS

All Operators engaging in Aeronautical Activities at the Airport shall meet or exceed the requirements of this Article 2 as well as the minimum standards applicable to the specific Activities set forth in subsequent articles.

Section 2-1. Definitions

- (a) AC, Advisory Circular.
- (b) Aeronautical Activity (or "Aeronautical Activities" or "Activity" or "Activities"), Any Activity or service that involves, makes possible, facilitates, is related to, assists in, or is required for the operation of Aircraft or another Aeronautical Activity, or which contributes to or is required for the safety of such operations. Aeronautical Activities include, but are not limited to: sale of aviation Fuel and lubricants; passenger, crew, and Aircraft ground services, support, and amenities; tiedown, hangar, Aircraft parking, office, and shop rental/subleasing; Aircraft Maintenance; avionics or instrument maintenance; Aircraft rental; flight training; Aircraft charter; Aircraft management; Aircraft sales; sightseeing; aerial photography; aerial spraying and agricultural aviation services; aerial advertising; aerial surveying; and any other Activities which, in the judgment of the County, because of their direct relationship to the operation of Aircraft or the Airport, can appropriately be regarded as an Aeronautical Activity. For all purposes of these Minimum Standards, all products and services described herein are deemed to be "Aeronautical Activities".
- (c) Agency, Any federal, state, or local governmental Entity, body, unit, agency, organization, or authority.
- (d) Agreement, A written contract, executed by both parties, and enforceable by law between the County and an Entity granting a concession, transferring rights or interest in land and/or Improvements, and/or otherwise authorizing and/or prohibiting the conduct of certain Activities.
- (e) Aircraft, Any contrivance now known or hereafter invented, which is used or designed for navigation of or flight in air, except a parachute or other contrivance designed for such navigation but used primarily as safety equipment. This includes, but is not limited to, airplanes, airships, balloons, dirigibles, helicopters, gliders, gyrocopters, ground-effect machines, sailplanes, amphibians, and seaplanes.
- (f) Aircraft Design Group, A grouping of Aircraft based upon wingspan. The groups are as follows:
 - (1) Group I: Up to but not including 49 feet.
 - (2) Group II: 49 feet up to but not including 79 feet
 - (3) Group III: 79 feet up to but not including 118 feet
 - (4) Group IV: 118 feet up to but not including 171 feet
- (g) Aircraft Maintenance, The repair, adjustment, maintenance, alteration, preservation, and/or inspection of Aircraft airframe or powerplant, including the replacement of parts. Major repairs include major alterations to the airframe, powerplant, or propeller, as defined in 14 CFR Part 43. Minor repairs include normal, routine annual inspection with attendant maintenance, repair, calibration, or adjustment of Aircraft airframe or powerplant and associated accessories. Preventive maintenance means simple or minor preservation operations and the replacement of small standard parts not involving complex assembly operations, as defined by 14 CFR Part 43.



GENERAL REQUIREMENTS

- (h) Airframe and Powerplant Mechanic, A person who holds an Aircraft mechanic certificate with both the airframe and powerplant ratings issued by the FAA under the provisions of 14 CFR Part 65.
- (i) Airport, The North County General Aviation Airport, operated by the Department of Airports of Palm Beach County, and all land, Improvements, and appurtenances within the legal boundaries of the Airport as it now exists on the ALP (or Exhibit A of the most recent FAA grant) and as it may hereinafter be extended, enlarged, or modified.
- (j) Airport Layout Plan (or "ALP"), The currently approved scale drawing depicting the boundaries and physical layout of the Airport and identifying the location, type, dimensions (including height) and configuration of existing and proposed infrastructure and Improvements, including but not limited to, runways, Taxiways, Aprons, buildings, roadways, utilities, and nav aids, as well as all proposed extensions and reductions of existing airport facilities. The ALP reflects an agreement with the FAA regarding the proposed allocation of Airport land and/or Improvements to specific uses and/or development.
- (k) Airport Assurances, Assurances that airport owner/operators must comply with in the performance of grant agreements for airport development, airport planning, and noise compatibility program grants for airport sponsors.
- (l) Applicant (or "Proposed Operator"), An Entity desiring to use land and/or Improvements at the Airport to engage in Aeronautical Activities and who shall apply in writing and in the manner or form prescribed herein for authorization to engage in such Activities at the Airport.
- (m) Apron, those paved areas of the Airport within the movement area designated by the Department for the loading or unloading of passengers, servicing, or parking of Aircraft.
- (n) ARINC, Aeronautical Radio, Inc., a voice communications service utilizing discreet frequencies between Aircraft and a base station.
- (o) Association, an Entity legally formed and recognized under the laws of the state of Florida having an existence separate and apart from its members or shareholders (i.e., Limited Liability Company, Corporation, Partnership, Limited Partnership, etc.).
- (p) Avgas, Aviation Gasoline.
- (q) Based Aircraft, An Aircraft which the owner physically locates at the Airport for an undetermined period, and whenever absent from the Airport, its owner intends to return the Aircraft to the Airport for long-term storage.
- (r) Board, The Board of County Commissioners of Palm Beach County, Florida.
- (s) Certificate of Insurance, A certificate provided by and executed by an Operator's insurance company evidencing the insurance coverages and limits of the Operator.
- (t) CFR, Code of Federal Regulations, as may be amended from time to time and includes any successor regulations.
- (u) Commercial Aeronautical Activity, Any Activity conducted at or out of the Airport by any Entity in which:
 - (1) the exchange, trading, buying, hiring, providing, or selling of commodities, goods, services, or property on the Airport; or



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- (2) engaging in an Activity on the Airport for the purpose of securing revenue, earnings, income, and/or compensation, whether or not such revenue, earnings, income, and/or compensation are ultimately exchanged, obtained, or transferred; or
 - (3) the offering or exchange of any product, service, or facility on the Airport as a part of other revenue, earnings, income, and/or compensation producing Activity on or off the Airport.
- (v) Commercial Operator, An Entity engaging in a Commercial Aeronautical Activity.
 - (w) Commercial Self-Service Fueling, the Fueling of an Aircraft by the pilot using commercial Aircraft Fuel pumps installed for that purpose. The Commercial Self-Service Fueling facility may or may not be attended by the vendor, which is a Fixed Base Operator or an Airport sponsor/operator that is exercising its right to sell Aircraft Fuel.
 - (x) Contiguous Land, Land that is sharing an edge or boundary or is separated by no more than a taxilane or taxiway.
 - (y) County, Palm Beach County, a political subdivision of the state of Florida, governed by and through the Board. County includes County and Airport management and staff having Airport responsibilities delegated by and through the Board.
 - (z) Department, The Department of Airports of Palm Beach County, Florida.
 - (aa) Director, The Director of the Department of Airports or such other employee of the Department as the Director or County may from time to time designate in writing to carry out the duties of the Director.
 - (bb) Emergency Public Service, Services provided to the general public including police, fire, rescue, and emergency medical and/or ambulatory transportation.
 - (cc) Employee(s), Any individual employed by an Entity or employment agency where by said Entity or employment agency collects and pays all associated taxes on behalf of Employee (i.e., social security and medicare).
 - (dd) Entity (or "Entities"), Includes a person; persons; firm; partnership; limited liability partnership or corporation; Agency; unincorporated proprietorship, association, or group; or corporation other than the Airport, and includes any trustee, receiver, assignee, or other similar representatives.
 - (ee) Equipment, All property and machinery, together with the necessary supplies, tools, and apparatus necessary for the proper conduct of the Activity being performed.
 - (ff) Exclusive Right, A power, privilege, or other right excluding or preventing another from enjoying or exercising a like power, privilege, or right. An Exclusive Right may be conferred either by express agreement, by imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more Entities, but excluding others from enjoying or exercising a similar right or rights, would be an Exclusive Right.
 - (gg) FAA, Federal Aviation Administration.
 - (hh) FCC, Federal Communications Commission.
 - (ii) Fixed Base Operator (or "FBO"), a Commercial Operator engaged in the sale of products, services, and facilities to Aircraft Operators including, at a minimum, the following Activities listed in Section 3-2.
 - (jj) Flight Training, Any use of an Aircraft to increase or maintain pilot or crewmember proficiency rather than the use of an Aircraft as transportation between two different



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- Airports or other destinations. Flight Training shall also include any portion of a flight between two Airports or other destinations dedicated to increase or maintain pilot or crewmember proficiency.
- (kk) Fuel, Any substance (solid, liquid, or gaseous) used to operate any engine in Aircraft or Vehicles.
 - (ll) Fuel Handling, The transporting, delivering, fueling, or draining of Fuel or Fuel waste products.
 - (mm) General Aviation, All aviation with exception of air carriers (including cargo) and government. General aviation Aircraft are utilized for commercial and non-commercial purposes including business, corporate, recreational/pleasure, charter/air taxi, industrial/special purpose, and instructional.
 - (nn) Hazardous Materials, A substance or combination of substances which because of its quantity, concentration, or physical, chemical or infectious characteristics, may either (1) cause, or significantly contribute to, an increase in mortality or an increase in serious, irreversible, or incapacitating reversible, illness; or (2) pose a substantial present or potential hazard to human health or environment when improperly treated, stored, transported, disposed of or otherwise managed.
 - (oo) Improvements, All buildings, structures, and facilities including pavement, concrete, fencing, signs, lighting, and landscaping constructed, installed, or placed on, under, or above any land on the Airport.
 - (pp) Infrastructure, Runways, taxiways, taxilanes, Aprons, nav aids, roadways, and utilities.
 - (qq) Jet Fuel, Fuel commonly utilized in turboprop and turbojet Aircraft.
 - (rr) Leased Premises, The land and/or Improvements leased by Operator for the conduct of Operator's Activities.
 - (ss) Lessee, An Entity that has entered into an Agreement with the County to occupy, use, and/or develop land and/or Improvements and engage in Aeronautical Activities.
 - (tt) Master Plan, the current Master Plan report, which is an assembly of appropriate documents and drawings covering the development of the Airport from a physical, economical, social, and political jurisdictional perspective and adopted by the Airport and any amendments, modifications, revisions, or substitutions thereof. The Airport Layout Plan (ALP) is a part of the Master Plan.
 - (uu) Minimum Standards, Those qualifications, standards, and criteria set forth as the minimum requirements to be met as a condition for the right to engage in Aeronautical Activities at the Airport.
 - (vv) National Fire Protection Association (or "NFPA"), All codes, standards, rules, and regulations contained in the Standards of the National Fire Protection Association, as may be amended from time to time, and are incorporated herein by reference.



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- (ww) Non-Commercial Operator, An Entity that either owns or leases and operates Aircraft for personal or recreational purposes. In the case of a business, the operation of Aircraft must be an ancillary Activity to support the business' purposes by providing transportation for the exclusive use of its employees, agents, and/or customers. Notwithstanding the foregoing, the Non-Commercial Operator shall neither offer nor engage in Commercial Aeronautical Activities. For purposes of these Minimum Standards, all government agencies shall be considered Non-Commercial Operators.
- (xx) Operator, An Entity that has entered into an Agreement with the County or subleased office, shop, hangar, or land to engage in Aeronautical Activities (commercial or non-commercial).
- (yy) Piston Aircraft, An Aircraft that utilizes a reciprocating engine for propulsion.
- (zz) Readily Available, Conveniently located (in close proximity) and accessible, but not necessarily located on the Leased Premises.
- (aaa) Refueling Vehicle, Any Vehicle used for the transporting, handling or dispensing of Fuels, oils, and lubricants.
- (bbb) Regulatory Measures, Federal, state, County, local, and Department, laws, codes, ordinances, resolutions, policies, rules, and regulations, as may be hereafter enacted and as may be amended from time to time.
- (ccc) Repair Station, A certificated Aircraft Maintenance facility approved by the FAA to perform specific maintenance functions. These facilities are certificated under 14 CFR Part 145.
- (ddd) Rules and Regulations, the Airport Rules and Regulations, adopted by Resolution R-98-220, as may be amended from time to time, or any successor ordinance, rule, or regulation adopted by the Board.
- (eee) Specialized Aviation Service Operator (or "SASO"), A Commercial Operator that provides any one or a combination of the following Activities:
- (1) Aircraft Maintenance
 - (2) Avionics or instrument maintenance
 - (3) Aircraft rental, flying club, or flight training
 - (4) Aircraft charter or Aircraft management
 - (5) Aircraft sales
 - (6) Specialized commercial aviation service
 - (7) Temporary specialized commercial aviation service
- (fff) Security Plan, Security Plan shall include procedures on securing facilities and equipment, training, security communication procedures, and customer and customer baggage identification and escort procedures.
- (ggg) SOP, Standard Operating Procedures.
- (hhh) SPCC Plan, Spill Prevention Contingency and Control Plan.
- (iii) SWMP, The current Storm Water Management Plan in place at the Airport, as may be amended from time to time.
- (jjj) Tiedown, An area paved or unpaved suitable for parking and mooring of Aircraft wherein suitable Tiedown points are located.



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- (kkk) Through-the-Fence, The right to have direct access to the Airport from private property located contiguous to the Airport. Through-the-Fence Operators, while being located off the Airport, have access to the Airport's runway and taxiway system.
- (lll) Turboprop Aircraft, An Aircraft that utilizes a gas turbine engine to drive a set of reduction gears, which, in turn, drives a propeller for propulsion.
- (mmm) Turbojet Aircraft, An Aircraft that utilizes a form of heat engine that produces thrust by accelerating a relatively small mass of air through a large change in velocity for propulsion.
- (nnn) Vehicle, Any device that is capable of moving itself, or being moved, from place to place upon wheels; but does not include any device designed to be moved by human muscular power or designed to move primarily through the air.

Section 2-2. Experience/Capability

- (a) Operator shall, in the judgment of the County, demonstrate before and during the term of the Agreement the capability of providing the proposed products, services, and facilities and engaging in these Activities in a good, prompt, and workmanlike manner and to the benefit of the public.
- (b) Operator shall, in the judgment of the County, demonstrate before and during the term of the Agreement the financial responsibility and technical capability to develop and maintain Improvements; procure and maintain required Vehicles, Equipment, and/or Aircraft; employ proper level of personnel; and engage in the Activity.

Section 2-3. Agreement/Approval

- (a) No Entity shall engage in an Activity unless the Entity has an Agreement with the County authorizing such Activity or the Entity has entered into an approved sublease with an Operator having an Agreement with the County authorizing such Activity on the Operator's Leased Premises.

Section 2-4. Leased Premises

- (a) Operator shall lease or sublease sufficient land and/or lease, sublease, or construct sufficient Improvements for the Activity as stipulated in these Minimum Standards.
 - (1) Leased Premises that are used for commercial purposes and require public access shall have direct public streetside access.
 - (2) Each building used on the Airport in conjunction with the Commercial Activity shall bear the Operator's identification in the form of a company logo, sign, emblem, or other means to designate the operator to whom the building is assigned. Identification shall be legible on a contrasting background and shall be displayed in a manner that is acceptable to the Department.
- (b) Aprons/Paved Tiedowns
 - (1) Aprons/paved Tiedowns (if required) must be adequate to accommodate the movement, staging, and parking of Operator's, Operator's sublessees', and customers' Aircraft without interfering with the movement of Aircraft in and out of other facilities and Aircraft operating in taxilanes or taxiways.
 - (2) Aprons associated with hangars shall be equal to one times the hangar square footage or adequate to accommodate the movement of Aircraft into and out of the hangar, staging, and parking of customer and/or Operator Aircraft without interfering with the movement of Aircraft in and out of other facilities and Aircraft operating in taxilanes or taxiways, whichever is greater.



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- (c) **Vehicle Parking**
 - (1) Paved Vehicle parking shall be sufficient to accommodate all Operator's and Operator's sublessees' (if subleasing facilities) customers, employees, visitors, vendors, and suppliers Vehicles on a daily basis.
 - (2) Paved Vehicle parking shall be on Operator's Leased Premises and/or in close proximity to Operator's main facility.
 - (3) On-street Vehicle parking is not allowed.
 - (4) Vehicle parking shall be in conformance with the County Unified Land Development Code, as now or hereafter amended, or as required by other applicable Regulatory Measures.

Section 2-5. Products, Services, and Facilities

- (a) Products, services, and facilities shall be provided on a reasonable, and not unjustly discriminatory, basis to all consumers and users of the Airport.
- (b) Operator shall charge reasonable, and not unjustly discriminatory, prices for each product, service, or facility, provided that, Operator may be allowed to make reasonable discounts, rebates, or other similar types of price reductions to volume purchasers.
- (c) Operator shall conduct its Activities on and from the Leased Premises in a safe, efficient, and first class professional manner consistent with the degree of care and skill exercised by experienced operators providing comparable products, services, and facilities and engaging in similar Activities from similar leaseholds in like markets.

Section 2-6. Non-Discrimination

- (a) Operator shall not discriminate against any person or class of persons by reason of race, creed, color, national origin, sex, age, sexual orientation, gender or identity expression, marital status, disability, or physical handicap in providing any products or services or in the use of any of its facilities provided for the public, or in any manner prohibited by applicable Regulatory Measures including without limitation Part 21 of the Rules and Regulations of the office of the Secretary of Transportation effectuating Title VI of the Civil Rights Act of 1964, as amended or reenacted.

Section 2-7. Licenses, Permits, Certifications, and Ratings

- (a) Operator and Operator's personnel shall obtain and comply with, at Operator's sole expense, all necessary licenses, permits, certifications, or ratings required for the conduct of Operator's Activities at the Airport as required by the County or any other duly authorized Agency prior to engaging in any Activity at the Airport. Upon request, Operator shall provide copies of such licenses, permits, certifications, or ratings to the Department within ten (10) business days.
 - (1) Operator shall keep in effect and post in a prominent place all necessary or required licenses, permits, certifications, or ratings.



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Section 2-8. Personnel

- (a) Operator shall provide a responsible person to supervise Activities and such person shall be qualified and authorized to represent and act for and on behalf of Operator during all hours of Activity with respect to the method, manner, and conduct of the Operator and Operator's Activities. When such responsible person is not on the Leased Premises, such individual shall be immediately available by telephone or pager.
 - (1) Operator will provide to the Department a current written statement of the names, addresses, telephone numbers and other necessary contact information for all personnel responsible for the operation and management of the Operator. In addition, the Department shall be provided a point-of-contact with phone numbers for emergency situations.
- (b) Operator shall have in its employ, on duty, and on the Leased Premises during hours of Activity, properly trained, qualified, and courteous personnel in such numbers as are required to meet these Minimum Standards and to meet the reasonable demands of the aviation public for each Activity being conducted in a courteous, prompt, safe, and efficient manner.
- (c) Operator shall control the conduct, demeanor, and appearance of their employees. It shall be the responsibility of the Operator to maintain close supervision over Operator's employees to assure a high standard of service.
- (d) All personnel employed by the Operator to perform Aeronautical Activities on the Airport are required to be appropriately dressed and identifiable while on duty. Identification shall include the name of the Operator and name of the employee.

Section 2-9. Equipment and Vehicles

- (a) All required Equipment and Vehicles of the Operator must be fully operational and functional at all times.
- (b) Each Vehicle and piece of mobile Equipment used on the Airport by the Operator in conjunction with the Commercial Activity shall bear the Operator's identification in the form of a company logo, sign, emblem, or other means to designate the Operator to whom the Vehicle or Equipment is assigned. Identification shall be legible on a contrasting background and shall be displayed in a manner that is acceptable to the Department.

Section 2-10. Security

- (a) Operator shall designate a responsible person for the coordination of all security communications and procedures.
- (b) Operator shall develop and maintain a Security Plan. Operator's Security Plan shall be submitted to the Department within 30 days of the Department's request. Operator is solely responsible for implementation of and compliance with Operator's Security Plan.



Section 2-11. Insurance

- (a) Operator shall procure and maintain, during the term of an Agreement, insurance policies required by law and the types and minimum limits set forth in Attachment A (Minimum Insurance Requirements) of these Minimum Standards for each Activity or as otherwise specified by County's Risk Management Department. The insurance company or companies underwriting the required policies shall be licensed (with a Best rating of A-7), authorized to write such insurance in the state of Florida, or be approved in writing by the County.
 - (1) When coverages or limits set forth in Attachment A are not commercially available, appropriate replacement coverages or limits must be approved by the County.
- (b) When Operator engages in more than one (1) Activity, the minimum limits shall vary depending upon the nature of each Activity and/or combination of Activities, but shall not necessarily be cumulative in all instances. It shall not be necessary for Operator to carry insurance policies for the combined total of the minimum requirements of each Activity. However, Operator shall procure and maintain insurance for all exposures in amounts at least equal to the greatest of the required minimum.

Section 2-12. Indemnification and Hold Harmless

- (a) Operator shall protect, defend, reimburse, indemnify, and hold County, its agents, employees and elected officers as provided in an Agreement.

Section 2-13. Taxes

- (a) Operator shall, at its sole cost and expense, pay all taxes, fees, and other charges that may be levied, assessed, or charged by any duly authorized Agency associated with Operator's Leased Premises (land and/or Improvements), Operator's Improvements on Leased Premises, and/or Operator's Activities.

Section 2-14. Multiple Activities

- (a) When more than one (1) Activity is conducted, the minimum requirements shall vary depending upon the nature of each Activity and/or combination of Activities, but shall not necessarily be cumulative.



ARTICLE 3. FIXED BASE OPERATOR

Section 3-1. Introduction

- (a) A Fixed Base Operator (FBO) is a Commercial Operator engaged in the sale of products, services, and facilities to Aircraft Operators including, at a minimum, the following Activities at the Airport: aviation Fuels and lubricants (Jet Fuel, Avgas, and Aircraft lubricants); passenger, crew, and Aircraft ground services, support, and amenities; Aircraft Maintenance; and Tiedown, hangar, Aircraft parking, office, and shop.
- (b) In addition to the General Requirements set forth in Article 2 herein, each FBO at the Airport shall comply with the following minimum standards set forth in this Article 3.

Section 3-2. Scope of Activity

- (a) Unless otherwise stated in these Minimum Standards, FBO's Employees using FBO's Vehicles and Equipment must provide all required products and services.
- (b) FBO's products and services shall include the following:
 - (1) Aviation Fuels and Lubricants (Jet Fuel, Avgas, and Aircraft Lubricants):
 - a. FBO shall deliver and dispense Jet Fuel, Avgas, and Aircraft lubricants into all General Aviation Aircraft normally frequenting the Airport.
 - b. FBO shall provide a response time of no more than fifteen (15) minutes during required hours of activity (excepting situations beyond the control of the FBO).
 - (2) Passenger, Crew, and Aircraft Ground Services, Support, and Amenities
 - a. FBO shall meet, direct, and park all Aircraft arriving on Operator's Leased Premises.
 - b. FBO shall provide arrival and departure services for Aircraft using Operator's Leased Premises including crew and passenger baggage handling.
 - c. FBO shall provide parking and Tiedown of Aircraft upon the Operator's Leased Premises.
 - d. FBO shall provide hangar storage of Aircraft, to include in-out service.
 - e. FBO shall provide oxygen, nitrogen, and compressed air services.
 - f. FBO shall provide lavatory services and Aircraft cleaning services.
 - g. FBO shall make available Aircraft ground power units.
 - h. FBO shall provide courtesy transportation, utilizing Operator's Vehicles, for passengers, crew, and baggage, as necessary and/or appropriate.
 - i. FBO shall make available crew and passenger ground transportation arrangements (Limousine, shuttle, and rental car).
 - j. FBO shall have available flight briefing capabilities and necessary equipment including weather and ARINC.
 - k. FBO shall make available Aircraft catering arrangements.
 - l. FBO shall make available basic pilot supplies/accessories.
 - (3) Aircraft Maintenance
 - a. FBO shall provide Aircraft Maintenance on the airframe, powerplants, and associated systems of General Aviation Aircraft up to Group II Turboprop and Turbojet Aircraft normally frequenting the Airport. In addition, FBO shall be able to provide Aircraft line maintenance for General Aviation Aircraft up to Group III Turbojet Aircraft not exceeding 100,000 pounds maximum takeoff weight.
 - b. FBO shall provide supplies and parts required for Aircraft airframe, powerplant, inspection, tire, battery, oxygen, and other routine Aircraft maintenance functions appropriate for the type of Aircraft serviced.
 - c. FBO can meet these Minimum Standards for the provision of Aircraft Maintenance by and through authorized sublessee(s) who meet the minimum standards established for an Aircraft Maintenance Operator and operates from the FBO's Leased Premises.



FIXED BASE OPERATOR

- (4) Optional Services
 - a. FBOs may also provide optional services as approved by the County, which may include, but are not limited to: Flight Training, Aircraft Rental, Aircraft Sales, Air Charter or Air Taxi, Aircraft Management Operations, and Avionics Sales and Maintenance.

Section 3-3. Leased Premises

- (a) FBO shall have adequate land (see Section 2-4(a)), Apron (see Section 2-4(b)), paved Tiedown, facilities (hangars, terminal, maintenance, and Fuel storage), and Vehicle parking (see Section 2-4(c)) to accommodate all Activities of FBO and all approved sublessees, but not less than the following:
 - (1) Contiguous Land – ten (10) acres (435,600 square feet), upon which all required Improvements including Apron, paved Tiedown, facilities, and Vehicle parking shall be located.
 - (2) Apron – 100,000 square feet with sufficient weight bearing capacity.
 - (3) Paved Tiedown – adequate to accommodate the number, type, and size of based and transient Aircraft requiring Tiedown space at the FBO's Leased Premises, but not less than twenty (20) paved Tiedown spaces.
 - (4) Facilities – 30,800 square feet (total) consisting of the following:
 - a. Terminal space – 3,800 square feet
Customer area shall be at least 3,000 dedicated square feet to include adequate space for crew and passenger lounge(s), flight planning room, conference room, public use telephones, and restrooms.
Administrative area shall be at least 750 dedicated square feet to include adequate space for employee offices, work areas, and storage.
 - b. Maintenance area – 1,500 square feet including management, record keeping, and reception areas
Maintenance area shall include adequate space for employee offices, work areas, and storage for Aircraft parts and Equipment.
 - c. Hangar space – At least 12,000 square feet shall be dedicated to the provision of Aircraft Maintenance and 12,000 square feet shall be dedicated to Aircraft storage. An additional 1,500 square feet of office and storage shall be provided in conjunction with the Aircraft storage hangar.

Section 3-4. Fuel Storage

- (a) FBO shall construct or install and maintain an on-Airport aboveground Fuel storage facility at the Airport, unless otherwise authorized or required, in a location consistent with the Master Plan and approved by the Department.
 - (1) At the Department's discretion, fuel storage facility may be located on the Leased Premises.
- (b) Fuel Storage Facility shall be designed in accordance with all Environmental Protection Agency (EPA) and the State of Florida Department of Protection (DEP) regulations including proper Aircraft Fuel spill prevention features and containment capabilities. In addition, each FBO shall provide a current copy of their Aircraft Fuel spill prevention, countermeasures, and control plan (SPCC) to the Department thirty (30) days prior to commencing operations. Aircraft Fuel inventories will be monitored in accordance with current EPA and DEP standards and inventory details will be provided to the Department when requested including total of gallons delivered by type and date.



FIXED BASE OPERATOR

- (c) Fuel storage facility shall have total capacity for three (3) days' peak supply of aviation Fuel for Aircraft being serviced by FBO. In no event shall the total storage capacity be less than:
 - (1) 10,000 gallons for Jet Fuel storage
 - (2) 10,000 gallons for Avgas storage
- (d) FBO shall, at its sole expense, maintain the Fuel storage facility, all Improvements thereon, and all appurtenances thereto, in a presentable condition consistent with good business practice and equal or better than in appearance and character to other similar Improvements on the Airport.
- (e) FBO shall demonstrate that satisfactory arrangements have been made with a reputable aviation petroleum supplier/distributor for the delivery of aviation Fuels in the quantities that are necessary to meet the requirements set forth herein.

Section 3-5. Fueling Equipment

- (a) FBO shall have one (1) Jet Fuel Refueling Vehicle having a capacity of at least 1,200 gallons.
 - (1) One (1) Refueling Vehicle dispensing Jet Fuel shall have over-the-wing and single point Aircraft servicing capability.
- (b) FBO shall have one (1) Avgas Refueling Vehicle having a capacity of at least 750 gallons.
- (c) Aircraft Refueling Vehicles shall be equipped with metering devices that meet all applicable Regulatory Measures. All Refueling Vehicles shall be bottom loaded.
- (d) A fixed Avgas refueling system (commercial self-service) may be developed with the prior written consent of the Department.
 - a. A fixed Avgas refueling (self-fueling) system constructed or installed and maintained by an FBO for public commercial use shall be a minimum of 10,000 gallons in a location specified by the Department.

Section 3-6. Equipment

- (a) FBO shall have the following Equipment:
 - (1) Adequate Equipment for providing sufficient ground power units for Aircraft normally frequenting the Airport
 - (2) One (1) courtesy Vehicle (capable of accommodating seven (7) passengers) to provide transportation of passengers, crews, and baggage to and from destinations on the Airport and local area hotels and restaurants in close proximity
 - (3) Two (2) Aircraft tugs (and tow bars) with at least one (1) having a rated draw bar capacity sufficient to meet the towing requirement of the heaviest General Aviation Aircraft normally frequenting the Airport
 - (4) One (1) ground power unit
 - (5) One (1) lavatory cart
 - (6) Spill kits
 - (7) Adequate number of approved and regularly inspected dry chemical fire extinguisher units shall be maintained within all hangars, on Apron areas, at Fuel storage facilities, and on all grounding handling and Refueling Vehicles
 - (8) All Equipment reasonably necessary for the proper performance of Aircraft Maintenance in accordance with applicable FAA regulations and manufacturers' specifications



Section 3-7. Personnel

- (a) Personnel, while on duty, shall be clean, neat in appearance, courteous, and at all times, properly uniformed except management and administrative personnel. Personnel uniforms shall identify the name of the FBO and the employee and shall be clean and properly maintained at all times.
- (b) FBO 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." FBO's SOP shall include a training plan, Fuel quality assurance procedures and record keeping, and emergency response procedures for Fuel fires and spills. FBO'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 Refueling Vehicles. FBO's SOP shall be submitted to the Airport no later than thirty (30) days before the FBO commences Activities at the Airport.
- (c) FBO shall have two (2) properly trained and qualified employees, on each shift, providing Aircraft fueling, parking, and ground services support.
 - (1) All FBO Aircraft Fuel handling personnel shall be trained in the safe and proper handling, dispensing, and storage of Aircraft Fuel. Acceptable training shall be National Air Transportation Association (NATA) Safety 1st or an equivalent training program.
- (d) FBO shall have one (1) properly trained and qualified employee, on each shift, to provide customer service and support.
- (e) If FBO is providing Aircraft Maintenance directly versus utilizing an authorized sublessee, FBO shall have two (2) FAA licensed Airframe and Powerplant Mechanics employed by FBO and properly trained and qualified to perform Aircraft Maintenance on Aircraft normally frequenting the Airport shall be on-duty and on-premises for at least eight (8) hours during FBO's hours of activity, five (5) days a week.

Section 3-8. Hours of Activity

- (a) Aircraft fueling and passenger, crew, and Aircraft ground handling services, support and amenities shall be continuously offered and available to meet reasonable demands of the public for this Activity seven (7) days a week (including holidays), twenty-four (24) hours a day.
- (b) Aircraft Maintenance shall be continuously offered and available to meet reasonable demand of the public for this Activity five (5) days a week, eight (8) hours a day. Aircraft Maintenance shall be available after hours, on-call, with response time not to exceed two (2) hours.

Section 3-9. Aircraft Removal

- (a) Recognizing that Aircraft removal is the responsibility of the Aircraft owner/operator, the FBO shall be prepared to lend assistance within thirty (30) minutes upon request in order to maintain the operational readiness of the Airport. The FBO shall prepare an Aircraft removal plan and have the Equipment Readily Available that is necessary to remove the General Aviation Aircraft normally frequenting the Airport.

Section 3-10. Insurance

- (a) Except as otherwise provided for herein, FBO shall maintain the coverage and limits of insurance set forth in Attachment A – Minimum Insurance Requirements.



AIRCRAFT MAINTENANCE OPERATOR (SASO)

ARTICLE 4. AIRCRAFT MAINTENANCE OPERATOR (SASO)

Section 4-1. Introduction

- (a) An Aircraft Maintenance Operator is a Commercial Operator engaged in providing Aircraft Maintenance for Aircraft other than those owned or operated by the Operator, which includes the sale of Aircraft parts and accessories.
- (b) In addition to the General Requirements set forth in Article 2 herein, each Aircraft Maintenance Operator at the Airport shall comply with the following minimum standards set forth in this Article 4.
- (c) A FBO shall comply with the minimum standards set forth in Article 3 herein associated with Aircraft Maintenance.

Section 4-2. Leased Premises

- (a) Operator engaging in this Activity shall have adequate land (see Section 2-4(a)), Apron (see Section 2-4(b)), facilities, and Vehicle parking (see Section 2-4(c)) to accommodate all Activities of the Operator and all approved sublessees, but not less than the following square footages, which are not cumulative:

	Piston and Turboprop Aircraft	Turbojet Aircraft
Contiguous Land (Lessee Only)	43,560 SF	43,560 SF
Customer Area (Lessee)	1,000 SF	1,000 SF
Customer Area (sublessee)	Accessible	Accessible
Administrative Area	500 SF	500 SF
Maintenance Area	1,500 SF	2,000 SF
Hangar	6,000 SF	10,000 SF

- (1) All required Improvements including Apron, facilities, and Vehicle parking shall be located on Contiguous Land.
- (2) Facilities shall include customer, administrative, maintenance, and hangar areas.
 - a. Customer area shall include adequate space for customer lounge, public use telephone, and restrooms.
 - b. Administrative area shall be dedicated to the provision of Aircraft Maintenance and shall include adequate space for employee offices, work areas, and storage.
 - c. Maintenance area shall include adequate space for employee work areas, shop areas, and storage for Aircraft parts and Equipment.

Section 4-3. Licenses, Certifications, and Permits

- (a) All Operators' personnel shall be properly certificated by the FAA, current, and hold the appropriate ratings for the work being performed.

Section 4-4. Personnel

- (a) Operator shall provide a sufficient number of personnel to adequately and safely carry out Aircraft Maintenance in a prompt and efficient manner and meet the reasonable demands of the public for this Activity.
 - (1) Operator shall employ two (2) FAA licensed Airframe and Powerplant Mechanics and one (1) customer service representative.
 - (2) A mechanic may fulfill the responsibilities of the customer service representative unless mechanic is performing duties off Airport.
 - (3) Operators providing 100 hour, annual, or phase inspections on Aircraft not listed on Operator's FAA Repair Station shall employ an FAA licensed Airframe and Powerplant Mechanics certified as an IA (Inspection Authority).



AIRCRAFT MAINTENANCE OPERATOR (SASO)

Section 4-5. Equipment

- (a) Operator shall provide sufficient Equipment, supplies, and availability of parts as required for the type and level of Aircraft Maintenance offered.
- (b) Equipment requirements include tugs, tow bars, jacks, dollies, and other equipment, supplies, and parts required to perform the Activity.

Section 4-6. Hours of Activity

- (a) Operator shall be open and services shall be available to meet reasonable demands of the public for this Activity, at least five (5) days a week, eight (8) hours a day and available after hours, on-call, with response time not to exceed sixty (60) minutes.

Section 4-7. Insurance

- (a) Except as otherwise provided for herein, Operator shall maintain the coverage and limits of insurance set forth in Attachment A – Minimum Insurance Requirements.



AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR (SASO)

ARTICLE 5. AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR (SASO)

Section 5-1. Introduction

- (a) An Avionics or Instrument Maintenance Operator is a Commercial Operator engaged in the business of sale, maintenance, or alteration of one (1) or more of the items described in 14 CFR Part 43, Appendix A (i.e., Aircraft radios, electrical systems, or instruments).
- (b) In addition to the General Requirements set forth in Article 2 herein, each Avionics or Instrument Maintenance Operator at the Airport shall comply with the following minimum standards set forth in this Article 5.

Section 5-2. Leased Premises

- (a) Operator engaging in this Activity whom shall have adequate land (See Section 2-4(a)), Apron (see Section 2-4(b)), facilities, and Vehicle parking (see Section 2-4(c)) to accommodate all Activities of the Operator and all approved sublessees, but not less than the following square footages, which are not cumulative:
 - (1) For Operators performing benchwork only (i.e., no removal and replacement services are being performed), the minimums, which are based upon the type of Aircraft avionics or instruments being tested and/or repaired, are as follows:

	Piston and Turboprop Aircraft	Turbojet Aircraft
Contiguous Land (Lessee Only)	43,560 SF	43,560 SF
Customer Area (Lessee)	1,000 SF	1,000 SF
Customer Area (Sublessee)	Accessible	Accessible
Administrative Area	500 SF	500 SF
Maintenance Area	1,250 SF	1,500 SF

- (2) For Operators performing services in addition to benchwork (i.e., removal and replacement services are being performed), the minimums, which are based upon the type of Aircraft avionics or instruments being tested and/or repaired, are as follows:

	Piston and Turboprop Aircraft	Turbojet Aircraft
Contiguous Land (Lessee Only)	43,560 SF	43,560 SF
Customer Area (Lessee)	1,000 SF	1,000 SF
Customer Area (Sublessee)	Accessible	Accessible
Administrative Area	500 SF	500 SF
Maintenance Area	1,250 SF	1,500 SF
Hangar	6,000 SF	10,000 SF

- (b) All required Improvements including Apron, facilities, and Vehicle parking shall be located on Contiguous Land.
- (c) Facilities shall include customer, administrative, maintenance, and hangar (if required) areas.
 - (1) Customer area shall include adequate space for customer lounge, public use telephone, and restrooms.
 - (2) Administrative area shall be dedicated to the provision of Aircraft Maintenance and shall include adequate space for employee offices, work areas, and storage.
 - (3) Maintenance area shall include adequate space for employee work areas, shop areas, and storage for Aircraft parts and Equipment.



AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR (SASO)

Section 5-3. Licenses, Certifications, and Permits

- (a) Personnel shall be properly certificated by the FAA and FCC, current, and hold the appropriate ratings for the work being performed.

Section 5-4. Personnel

- (a) Operator shall provide a sufficient number of personnel to adequately and safely carry out its Activities in a prompt and efficient manner adequate to meet the reasonable demands of the public seeking such services.
 - (1) Operator shall employ one (1) technician per shift as an Employee.
 - (2) Operator shall employ one (1) customer service representative per shift as an Employee.
 - (3) A technician may fulfill the responsibilities of the customer service representative.

Section 5-5. Equipment

- (a) Operator shall provide sufficient shop space, Equipment, supplies, and availability of parts to meet the reasonable demands of the public seeking such services.

Section 5-6. Hours of Activity

- (a) Operator shall be open and services shall be available to meet the reasonable demands of the public for this Activity five (5) days a week, eight (8) hours a day.

Section 5-7. Insurance

- (a) Except as otherwise provided for herein, Operator shall maintain the coverage and limits of insurance set forth in Attachment A – Minimum Insurance Requirements.



AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATOR (SASO)

ARTICLE 6. AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATOR (SASO)

Section 6-1. Introduction

- (a) An Aircraft Rental Operator is a Commercial Operator engaged in the rental of Aircraft to the general public.
- (b) A Flight Training Operator is a Commercial Operator engaged in providing flight instruction and/or providing such related ground school instruction as is necessary to take the written examination and flight check for the category or categories of pilots' licenses and ratings involved.
- (c) In addition to the General Requirements set forth in Article 2 herein, each Aircraft Rental or Flight Training Operator at the Airport shall comply with the following minimum standards set forth in this Article 6.

Section 6-2. Leased Premises

- (a) Operator engaging in this Activity shall have adequate land (see Section 2-4(a)), Apron (see Section 2-4(b)), facilities, and Vehicle parking (see Section 2-4(c)) to accommodate all Activities of the Operator and all approved sublessee(s), but not less than the following:

	Minimum Standard
Contiguous Land (Lessee Only)	43,560 SF
Apron (Lessee Only)	5 Aircraft
Customer Area (Lessee)	2,000 SF
Customer Area (sublessee)	Accessible + 600 SF
Administrative Area	500 SF
Hangar, if required (Lessee)	5,000 SF
Hangar, if required (sublessee)	Sufficient
Maintenance Area (if required)	500 SF

- (1) Contiguous Land (Lessee only) – one (1) acre (43,560 square feet) upon which all required Improvements including Apron, facilities, and Vehicle parking shall be located.
- (2) Apron/paved Tiedowns (Lessee only) shall be adequate to accommodate five (5) Aircraft having a minimum wingspan of forty (40) feet.
 - a. If Operator utilizes a hangar for the storage of Operator's fleet at the Airport, paved Tiedowns are not required.
- (3) Facilities shall include customer and administrative areas. Maintenance and hangar areas are required if Operator is conducting Aircraft Maintenance on Aircraft owned and/or operated (with exclusive control) by Operator.
 - a. Customer area (Lessee) shall be at least 2,000 square feet to include adequate space for customer lounge, class/training rooms, public use telephone, and restrooms.
 - b. Customer area (sublessee) shall be at least 600 square feet to include adequate space for class/training rooms. Operator's customers shall have immediate access to customer lounge, public use telephone, and restrooms.
 - c. Administrative area shall be at least 500 square feet to include adequate space for employee offices, work areas, and storage.
 - d. Hangar area (Lessee), if required, shall be at least 5,000 square feet or large enough to accommodate the largest Aircraft in Operator's fleet at the Airport maintained by Operator, whichever is greater.
 - e. Hangar area (sublessee), if required, shall be large enough to accommodate the largest Aircraft in Operator's fleet at the Airport maintained by Operator.
 - f. Maintenance area, if required, shall be at least 500 square feet to include adequate space for employee work areas, shop areas, and storage for Aircraft parts and Equipment.



AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATOR (SASO)

Section 6-3. Licenses, Certifications, and Permits

- (a) Personnel performing Aircraft proficiency checks and/or flight training shall be properly certificated by the FAA, current, and hold the appropriate ratings for the Aircraft being utilized and/or flight training being provided.
 - (1) Flight Training Operators shall have at least one (1) flight instructor with the appropriate ratings to provide flight instruction for an instrument rating.

Section 6-4. Personnel

- (a) Operator shall provide a sufficient number of personnel to adequately and safely carry out Aircraft rental and/or flight training in a prompt and efficient manner adequate to meet the reasonable demands of the public/members seeking such services.
 - (1) Aircraft Rental Operators shall employ one (1) flight instructor and one (1) customer service representative on each shift.
 - (2) Flight Training Operators shall employ two (2) FAA certified flight instructors (total) and one (1) customer service representative (on each shift). In addition, Flight Training Operators shall have available a properly certificated ground school instructor capable of providing regularly scheduled ground school instruction sufficient to enable student to pass the FAA written examinations for private pilot and commercial ratings.

Section 6-5. Equipment

- (a) Operator shall have available for rental or use in flight training, either owned by or under written lease to Operator and under the exclusive control of Operator, no less than two (2) properly certified and currently airworthy Aircraft, at least one (1) of which shall be equipped for and fully capable of flight under instrument conditions and one (1) of which shall be a four-place Aircraft.
- (b) Flight Training Operators shall provide adequate mock-ups, still and motion pictures, or other training aids necessary to provide proper and effective ground school instruction. All materials, supplies, and training methods shall meet FAA requirements for the training offered.

Section 6-6. Hours of Activity

- (a) An Aircraft Rental Operator and a Flight Training Operator shall be open and services shall be available to meet the reasonable demands of the public for this Activity six (6) days a week, eight (8) hours a day.

Section 6-7. Insurance

- (A) Except as otherwise provided for herein, Operator shall maintain the coverage and limits of insurance set forth in Attachment A – Minimum Insurance Requirements.
- (b) Disclosure Requirement: Any Operator conducting Aircraft rental or flight training shall post a notice and incorporate within the rental and instruction agreements the coverage and limits provided to the renter or student by Operator, as well as a statement advising that additional coverage is available to such renter or student through the purchase of an individual non-ownership liability policy. Operator shall provide a copy of such notice to the Department.

Section 6-8. Private Flying Club Operators

- (a) A Private Flying Club is an Entity that is legally formed as a non-profit Entity with the state of Florida, operates on a non-profit basis (so as not to receive revenues greater than the costs to operate, maintain, acquire and/or replace Flying Club



AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATOR (SASO)

- Aircraft), and restricts membership from the general public (i.e., does not advertise its membership availability to the general public).
- (b) The County has the right to require a Flying Club to furnish documents such as insurance policies, Club by-laws, meeting minutes and notifications, and a current list of members to ensure that the Club remains a non-commercial and non-profit organization. Each Flying Club shall be required to provide the County with indemnification and insurance at the limits and types determined by the County's Risk Management Department.
 - (c) Private Flying Clubs shall not be required to meet the minimum standards stipulated for Aircraft rental or flight training so long as the Private Flying Club's membership is not available to the general public.
 - (d) No member (owner) of a Private Flying Club shall receive compensation for services provided for such Private Flying Club or its members (owners) unless such member (owner) is an authorized Operator with the County.
 - (e) Private Flying Club Aircraft shall be used by only club members (owners).
 - (f) No member (owner) shall use Private Flying Club Aircraft in exchange for compensation.
 - (g) Each Private Flying Club member (owner) must have an ownership interest in Private Flying Club. Membership (owners) may not exceed forty-five (45) individuals.
 - (h) Private Flying Club shall file and keep current with the Department a complete membership (owner) list and investment share held by each member (owner).



AIRCRAFT CHARTER OR AIRCRAFT MANAGEMENT OPERATOR (SASO)

ARTICLE 7. AIRCRAFT CHARTER OR AIRCRAFT MANAGEMENT OPERATOR

Section 7-1. Introduction

- (a) 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 operating in private carriage 14 CFR Part 125. For purposes of this Article, an Operator shall be considered to be operating under 14 CFR Part 125 if the Operator would otherwise be required to comply with the requirements of 14 CFR part 125 but for a letter of deviation authority.
- (b) 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 to the general public.
- (c) In addition to the General Requirements set forth in Article 2 herein, each Aircraft Charter Operator and Aircraft Management Operator at the Airport shall comply with the following minimum standards set forth in this Article 7.

Section 7-2. Leased Premises

- (a) Operator engaging in this Activity shall have adequate land (see Section 2-4(a)), Apron (see Section 2-4(b)), facilities, and Vehicle parking (see Section 2-4(c)) to accommodate all Activities of the Operator and all approved sublessee(s), but not less than the following:

	Minimum Standard
Contiguous Land (Lessee Only)	43,560 SF
Apron (Lessee Only)	6 Aircraft
Customer Area (Lessee)	1,850 SF
Customer Area (sublessee)	Accessible
Administrative Area	650 SF
Hangar, if required (Lessee)	5,000 SF
Hangar, if required (sublessee)	Sufficient
Maintenance Area (if required)	500 SF

- (1) Contiguous Land (Lessee only) – one acre (43,560 square feet) upon which all required Improvements including Apron, facilities, and Vehicle parking shall be located.
- (2) Apron/paved Tiedowns (Lessee only) shall be adequate to accommodate six (6) Aircraft having a minimum wingspan of forty (40) feet.
 - a. If Operator utilizes a hangar for the storage of Operator's fleet at the Airport, no paved Tiedowns will be required.
- (3) Facilities shall include customer and administrative areas. Maintenance and hangar areas are required if Operator is conducting Aircraft Maintenance on Aircraft owned and/or operated (with exclusive control) by Operator.
 - a. Customer area (Lessee) shall be at least 1,850 square feet to include adequate space for customer lounge, public use telephone, and restrooms.
 - b. Customer area (sublessee): Customers shall have immediate access to customer lounge (if appropriate), public use telephone, and restrooms.
 - c. Administrative area shall be at least 650 square feet and shall include adequate space for employee offices, work areas, and storage.
 - d. Hangar area (Lessee), if required, shall be at least 5,000 square feet or large enough to accommodate the largest Aircraft in Operator's fleet at the Airport maintained by Operator, whichever is greater.
 - e. Hangar area (sublessee), if required, shall be large enough to accommodate the largest Aircraft in Operator's fleet at the Airport maintained by Operator.



AIRCRAFT CHARTER OR AIRCRAFT MANAGEMENT OPERATOR (SASO)

- f. Maintenance area, if required, shall be at least 500 square feet and shall include adequate space for employee work areas, shop areas, and storage for Aircraft parts and Equipment.

Section 7-3. Licenses, Certifications, and Permits

- (a) Aircraft Charter Operators shall have and provide copies to the Airport of all appropriate certifications and approvals, including without limitation, the Pre-application Statement of Intent (FAA Form 8400-6), the Registrations and Amendments under Part 298 (OST Form 4507), and/or FAA issued operating certificate(s).
- (b) Personnel shall be properly certificated by the FAA, current, and hold the appropriate ratings in the Aircraft utilized for Activity.

Section 7-4. Personnel

- (a) Operator shall provide a sufficient number of personnel to adequately and safely carry out Activity in a prompt and efficient manner adequate to meet the reasonable demands of the public seeking such services:
- (1) Operator shall employ two (2) employees who hold a current FAA commercial pilot certificate, current Class I or II medical certificate, and ratings appropriate for the Aircraft listed on the operator's certificate.
- (2) Operator shall employ at least one (1) employee with experience and ability to provide charter quotes, schedule and dispatch support and customer service.

Section 7-5. Equipment

- (a) Operator shall provide, either owned or under written lease to Operator and under the exclusive control of Operator, one (1) certified and continuously airworthy multi-engine (instrument-qualified) Aircraft.

Section 7-6. Hours of Activity

- (a) Operator shall be open and services shall be available to meet the reasonable demands of the public for this Activity five (5) days a week, eight (8) hours a day. After hours, on-call dispatch time shall be within six (6) hours of a customer request.

Section 7-7. Insurance

- (a) Except as otherwise provided for herein, Operator shall maintain the coverage and limits of insurance set forth in Attachment A – Minimum Insurance Requirements.



AIRCRAFT SALES OPERATOR (SASO)

ARTICLE 8. AIRCRAFT SALES OPERATOR (SASO)

Section 8-1. Introduction

- (a) An Aircraft Sales Operator is a Commercial Operator engaged in the sale of three (3) or more new and/or used Aircraft during a 12-month period.
- (b) In addition to the General Requirements set forth in Article 2 herein, each Aircraft Sales Operator at the Airport shall comply with the following minimum standards set forth in this Article 8.

Section 8-2. Leased Premises

- (a) Operator engaging in this Activity shall have adequate land (see Section 2-4(a)), Apron (see Section 2-4(b)), facilities, and Vehicle parking (see Section 2-4(c)) to accommodate all Activities of the Operator and all approved sublessee(s), but not less than the following:

	Minimum Standard
Contiguous Land (Lessee Only)	43,560 SF
Apron (Lessee Only)	5 Aircraft
Customer Area (Lessee)	2,250 SF
Customer Area (sublessee)	Accessible
Administrative Area	250 SF
Hangar, if required (Lessee)	5,000 SF
Hangar, if required (sublessee)	Sufficient
Maintenance Area (if required)	500 SF

- (1) Contiguous Land (Lessee only) – one acre (43,560 square feet) upon which all required Improvements including Apron, facilities, and Vehicle parking shall be located.
- (2) Apron/paved Tiedowns (Lessee only) shall be adequate to accommodate five (5) Aircraft having a minimum wingspan of forty (40) feet.
 - a. If Operator utilizes a hangar for the storage of Operator's fleet at the Airport (inventory), no paved Tiedowns will be required.
- (3) Facilities shall include customer and administrative areas. Maintenance and hangar areas are required if Operator is conducting Aircraft Maintenance on Aircraft owned by Operator. If Operator provides Aircraft Maintenance on other Aircraft, Operator shall meet the minimum standards for an Aircraft Maintenance Operator.
 - a. Customer area (Lessee) shall be at least 2,250 square feet and shall include adequate space for customer lounge, public use telephone, and restrooms.
 - b. Customer area (sublessee): Customers shall have immediate access to customer lounge (if appropriate), public use telephone, and restrooms.
 - c. Administrative area shall be at least 250 square feet and shall include adequate space for employee offices, work areas, and storage.
 - d. Hangar area (Lessee), if required, shall be at least 5,000 square feet or large enough to accommodate the largest Aircraft in Operator's fleet at the Airport maintained by Operator, whichever is greater.
 - e. Hangar area (sublessee), if required, shall be large enough to accommodate the largest Aircraft in Operator's fleet at the Airport maintained by Operator.
 - f. Maintenance area, if required, shall be at least 500 square feet and shall include adequate space for employee work areas, shop areas, and storage for Aircraft parts and Equipment.



AIRCRAFT SALES OPERATOR (SASO)

Section 8-3. Dealership

- (a) An Operator which is an authorized factory sales franchise, dealer, or distributor, either on a retail or wholesale basis, shall have available or shall make available (with advance notice) at least one (1) current model demonstrator of Aircraft in each of its authorized product lines.

Section 8-4. Licenses, Certifications, and Permits

- (a) Personnel shall be properly certificated by the FAA, current, and hold the appropriate ratings for providing flight demonstration in all Aircraft offered for sale.

Section 8-5. Personnel

- (a) Operator shall provide a sufficient number of personnel to adequately and safely carry out Activity in a prompt and efficient manner adequate to meet the reasonable demand of the public seeking such services.
 - (1) Operator shall employ one (1) qualified Aircraft salesperson and have access to a demonstration pilot that has a current commercial pilot certificate with appropriate Aircraft type ratings.

Section 8-6. Equipment

- (a) Operator shall provide necessary and satisfactory arrangements for Aircraft Maintenance in accordance with any sales guarantee or warranty period.

Section 8-7. Hours of Activity

- (a) Operator shall be open and service shall be available to meet the reasonable demands of the public for this Activity five (5) days a week, eight (8) hours a day.

Section 8-8. Insurance

- (a) Except as otherwise provided for herein, Operator shall maintain the coverage and limits of insurance set forth in Attachment A - Minimum Insurance Requirements.



AIRCRAFT STORAGE OPERATOR (SASO)

ARTICLE 9. AIRCRAFT STORAGE OPERATOR (SASO)

Section 9-1. Introduction

- (a) An Aircraft Storage Operator is a Commercial Operator that develops, owns, and/or leases facilities for the purpose of selling or subleasing (to the general public) Aircraft storage facilities and/or associated office or shop space to entities engaging in Commercial or Non-Commercial Aeronautical Activities.
- (1) Aircraft Storage Operator shall provide a list the Based Aircraft stored within the SASO hangar facilities to the Department semi-annually.
 - (2) Aircraft Storage Operator shall ensure that hangar tenants only perform preventive Aircraft maintenance within the hangar on their own Aircraft to the extent permitted in 14 CFR Part 43, as now or hereafter amended. Painting, welding, and any type of Hazardous Material storage shall not be permitted within Aircraft hangars unless authorized by the Department in writing. The piling and storage of crates, boxes, barrels, containers, refuse, and surplus property shall not be permitted.
 - (3) Aircraft Storage Operator shall provide a waste oil receptacle within the immediate vicinity of the hangar(s). This receptacle shall be capable of holding a minimum of fifty (50) gallons, have secondary containment protection, and be emptied at regular intervals, and be in compliance with all Regulatory Measures.
- (b) In addition to the General Requirements set forth in Article 2 herein, each Aircraft Storage Operator at the Airport shall comply with the following minimum standards set forth in this Article 9.

Section 9-2. Leased Premises

- (a) Operator engaging in this Activity shall have adequate land (see Section 2.5.1), Apron/Paved Tiedown (see Section 2.5.2), facilities, and Vehicle Parking (see Section 2.5.3) to accommodate all Activities of the Operator and all approved Sublessee(s), but not less than the following:

	Group I Piston and Turboprop Aircraft Hangar Storage	Group II Piston and Turboprop Aircraft Hangar Storage	Group I Turbojet Aircraft Hangar Storage	Group II Turbojet Aircraft Hangar Storage	Group III Turbojet Aircraft Hangar Storage
Contiguous Land	43,560 SF	43,560 SF	43,560 SF	43,560 SF	43,560 SF
Hangar	12,000 SF	12,000 SF	12,000 SF	12,000 SF	12,000 SF
Customer Area	1,500 SF	1,500 SF	1,500 SF	1,500 SF	1,500 SF

Section 9-3. Personnel

- (a) All Aircraft handling personnel shall be trained in the safe and proper handling of Aircraft towing and movement. Acceptable training shall be NATA Safety 1st or an equivalent training program. SASO shall have at least two (2) trained employees on duty at all times.

Section 9-4. Hours of Activity

- (a) Operator shall have facilities available for sublessees' Aircraft removal and storage five (5) days a week (including holidays) eight (8) hours a day.

Section 9-5. Insurance

- (a) Except as otherwise provided for herein, Operator shall maintain the coverage and limits of insurance set forth in Attachment A - Minimum Insurance Requirements.



SPECIALIZED COMMERCIAL AERONAUTICAL OPERATOR (SASO)

ARTICLE 10. SPECIALIZED COMMERCIAL AERONAUTICAL OPERATOR (SASO)

Section 10-1. Introduction

- (a) A Specialized Commercial Aeronautical Operator is a Commercial Operator engaged in providing Limited Aircraft Services and Support, Miscellaneous Commercial Services and Support, or Air Transportation Services for Hire.
- (1) **Limited Aircraft Services and Support** - are defined as limited Aircraft, engine, or accessory support (for example, washing, cleaning, painting, upholstery, propeller, restoration, refurbishing, etc.) or other miscellaneous Activities directly related to Aircraft services and support.
 - (2) **Miscellaneous Commercial Services and Support** - are defined as ground schools, simulator training, charter flight coordinators, aircrew management, or any other miscellaneous Activities directly related to supporting or providing support services for a Commercial Aeronautical Activity.
 - (3) **Air Transportation Services for Hire (Specialized Flying Services)**- are defined as non-stop sightseeing flights (flights that begin and end at the Airport and are conducted within 25 statute mile radius of the Airport); flights for aerial photography or survey, fire fighting, power line, underground cable, or pipe line patrol; or any other miscellaneous Activities directly related to air transportation services for hire (e.g., helicopter operations in construction or repair work).
- (b) In addition to the General Requirements set forth in Article 2 herein, each Specialized Commercial Aeronautical Operator at the Airport shall comply with the following minimum standards set forth in this Article 10.

Section 10-2. Leased Premises

- (a) Operator engaging in this Activity shall have adequate land (see Section 2-4(a)), Apron (see Section 2-4(b)), facilities, and Vehicle parking (see Section 2-4(c)) to accommodate all Activities of the Operator and all approved sublessee(s), but not less than the following:
- (1) Contiguous Land (Lessee only) – one (1) acre (43,560 square feet) upon which all required Improvements including Apron, facilities, and Vehicle parking shall be located.
 - (2) Apron/paved Tiedowns (Lessee only) shall be adequate to accommodate five (5) Aircraft having a minimum wingspan of forty (40) feet.
 - a. If Operator utilizes a hangar for the storage of Operator's fleet at the Airport, no paved Tiedowns will be required.
 - (3) Facilities shall include customer and administrative areas. Maintenance and hangar areas are required if Operator is conducting Aircraft Maintenance on Aircraft owned and/or operated by Operator.
 - a. Customer area (Lessee) shall be at least 2,250 square feet and shall include adequate space for customer lounge, public use telephone, and restrooms.
 - b. Customer area (sublessee): If appropriate, customers shall have immediate access to customer lounge (if appropriate), public use telephone, and restrooms.
 - c. Administrative area (if appropriate) shall be at least 250 square feet or sufficient to accommodate the administrative functions associated with the Activity, whichever is greater, and shall include adequate space for employee offices, work areas, and storage.
 - d. Hangar area (Lessee), if required, shall be at least 5,000 square feet or large enough to accommodate the largest Aircraft in Operator's fleet at the Airport maintained by Operator, whichever is greater.
 - e. Hangar area (sublessee), if required, shall be large enough to accommodate the largest Aircraft in Operator's fleet at the Airport maintained by Operator.
 - f. Maintenance area, if required, shall be at least 500 square feet and shall include adequate space for employee work areas, shop areas, and storage for Aircraft parts and Equipment.



SPECIALIZED COMMERCIAL AERONAUTICAL OPERATOR (SASO)

Section 10-3. Personnel

- (a) Operator shall provide a sufficient number of personnel to adequately and safely carry out its Activity in a prompt and efficient manner adequate to meet the reasonable demands of the public seeking such services. In no instance shall that number fall below two (2) qualified Employees that have current required certificate, licenses, and ratings.

Section 10-4. Equipment

- (a) Operator shall have (based at the Airport), either owned or under written lease to Operator, sufficient Vehicles, Equipment, and, if appropriate, one (1) continuously airworthy Aircraft.
- (b) Operator shall have sufficient supplies and parts available to support the Activity.

Section 10-5. Hours of Activity

- (a) Services shall be made available eight (8) hours per day, five (5) days per week if applicable and relevant. Otherwise, Operator shall be open and services shall be available during hours normally maintained by Entities operating similar businesses at comparable airports. On call services should be available within four (4) hours of request.

Section 10-6. Insurance

- (a) Except as otherwise provided for herein, Operator shall maintain the coverage and limits of insurance set forth in Attachment A – Minimum Insurance Requirements.



TEMPORARY SPECIALIZED AERONAUTICAL SERVICE OPERATOR (SASO)

ARTICLE 11. TEMPORARY SPECIALIZED AERONAUTICAL SERVICE OPERATOR

Section 11-1. Introduction

- (a) The County recognizes that Aircraft Operators using the Airport may require specialized assistance with the maintenance of their Aircraft and/or flight training of their pilots. When assistance is not available on the Airport through an existing Operator due to either the specialized nature of the maintenance and/or flight training requirements, the County may allow an Aircraft Operator to solicit and utilize the services of a qualified Entity to provide said services.
- (b) In addition to the General Requirements set forth in Article 2 herein, each Temporary Specialized Commercial Aeronautical Operator at the Airport shall comply with the following minimum standards set forth in this Article 11.

Section 11-2. Scope of Activity

- (a) Operator shall conduct Activity on and from the Leased Premises of the Aircraft Operator in a first-class manner consistent with the degree of care and skill exercised by experienced Operators providing comparable products and services and engaging in similar Activities.

Section 11-3. Permit

- (a) Aircraft Operator must submit request to the Department on behalf of Operator.
- (b) Operator shall obtain a temporary Permit (issued by the Department) prior to engaging in Activity on the Airport.
 - (1) Renewal shall be subject to the Operator's compliance with all terms of the Temporary Permit.
- (c) Operator shall comply with all requirements for the permitted Activities and limit service provided to those strictly stated on the Temporary Permit.
- (d) Aircraft Operators requiring after-hour or weekend service by a Temporary Specialized Aviation Service Operator must notify Airport operations prior to Operator engaging in Activities on the Airport.
- (e) Aircraft Operator is responsible for assuring compliance of all Airport Regulatory Measures by the Temporary Specialized Aviation Service Operator while on the Airport.

Section 11-4. Insurance

- (a) Except as otherwise provided for herein, Operator shall maintain, at a minimum, the coverage and limits of insurance set forth in Attachment A – Minimum Insurance Requirements.



NON-COMMERCIAL SELF-SERVICE FUELING PERMITTEE

ARTICLE 12. NON-COMMERCIAL SELF-SERVICE FUELING PERMITTEE

Section 12-1. Introduction

- (a) All Entities desirous of self-service fueling shall be accorded a reasonable opportunity, without unlawful discrimination, to qualify and receive a Non-Commercial Self-Service Fueling Permit (Permit).
 - (1) Those Entities that have a Permit granting them the rights to perform commercial fueling (i.e., FBO) are not required to apply for a Non-Commercial Self-Service Fueling Permit.
- (b) This Article 12 sets forth the standard prerequisites to an Entity desirous of engaging in Non-Commercial self-service fueling activities at the Airport. Any Entity engaging in such activities shall also be required to comply with all applicable Regulatory Measures pertaining to such activities, including but not limited to; State of Florida Fire Prevention Code, NFPA Codes, and all applicable environmental laws.
- (c) In addition to the applicable General Requirements set forth in Article 2 herein, each Entity conducting Non-Commercial self-service fueling activities at the Airport shall comply with the following minimum standards.

Section 12-2. Permit/Approval

- (a) No Entity shall engage in self-service fueling activities unless a valid Non-Commercial Self-Service Fueling Permit authorizing such activity has been obtained from the Department. Such Entities shall herein be referred to as "Permittees".
- (b) The Permit shall not reduce or limit Permittee's obligations with respect to these Self-Service Fueling minimum standards, which shall be included in the Permit by reference.
- (c) Prior to issuance and subsequently upon request by the Department, Permittee shall provide evidence of ownership (and/or lease) of any Aircraft being operated (under the full control of) and fueled by Permittee.
 - (1) The Department will determine if an Aircraft lease is commercially reasonable.

Section 12-3. Reporting

- (a) Permittee shall report all Fuel delivered to the approved Permittee's fuel storage facility and Permittee's Aircraft during each calendar month and submit a summary report along with appropriate fees and charges due the County on or before the 10th day of the subsequent month.
- (b) Permittee shall during the term of the Permit and for three (3) years thereafter maintain records identifying the total number of aviation Fuel gallons purchased and delivered. Records (and meters) shall be made available for audit to the Department or representatives of the Department. In the case of a discrepancy, Permittee shall promptly pay, in cash, all additional rates, fees, and charges due the County, plus annual interest on the unpaid balance at the lesser of 18% or the maximum rate allowable by law from the date originally due.

Section 12-4. Fuel Storage

- (a) Permittee shall arrange and demonstrate that satisfactory arrangements have been made for the storage of Fuel, as follows:
 - (1) through either an authorized FBO at the Airport or
 - (2) in a facility located off the Airport.



NON-COMMERCIAL SELF-SERVICE FUELING PERMITTEE

- (b) Permittee shall be liable and indemnify the County for all leaks, spills, or other damage that may result through the handling and dispensing of fuel.
- (c) Fuel delivered shall be clean, bright, pure, and free of microscopic organisms, water, or other contaminants. Ensuring the quality of the fuel is the responsibility of Permittee.

Section 12-5. Fueling Equipment

- (a) Permittee shall utilize a single Refueling Vehicle for each type of Fuel to be dispensed with a minimum capacity of 750 gallons. Avgas Refueling Vehicles shall have a maximum capacity of 1,200 gallons and Jet Fuel Refueling Vehicles shall have a maximum capacity of 3,000 gallons. All Refueling Vehicles shall be capable of bottom loading.
- (b) Each Refueling Vehicle shall be equipped and maintained to comply at all times with all applicable safety and fire prevention requirements or standards, as may be amended from time to time, including without limitation, those prescribed by:
 - (1) State of Florida Fire Prevention Code and local Fire District;
 - (2) NFPA Codes;
 - (3) Florida Department of Environmental Protection;
 - (4) 14 CFR Part 139, Airport Certification, Section 139.321 "Handling/Storing of Hazardous Substances and Materials"; and
 - (5) Applicable AC's including AC 00-34 "Aircraft Ground Handling and Servicing" and AC 150/5210-5 "Painting, Marking and Lighting of Vehicles Used On An Airport".
- (c) Prior to transporting Fuel onto the Airport, the Permittee shall provide the Department with a SPCC that meets regulatory requirements for above ground Fuel storage facilities. An updated copy of such SPCC Plan shall be filed with the Department at least ten (10) business days prior to actual implementation. Such plan shall describe, in detail, those methods that shall be used by the Permittee to clean up any potentially hazardous Fuel spills. The plan should include Equipment to be used, emergency contact personnel and their telephone numbers, and all other details as to how the Permittee would contain such a spill. This plan should also describe, in detail, what methods the Permittee intends to use to prevent any such spill from occurring.
- (d) In accordance with all applicable Regulatory Measures and appropriate industry practices, the Permittee shall develop and maintain SOP for fueling and shall ensure compliance with standards set forth in AC 00-34A, entitled "Aircraft Ground Handling and Servicing". The SOP shall include a training plan, Fuel quality assurance procedures, record keeping, and emergency response procedures for Fuel spills and fires. The SOP shall also address the following: (1) bonding and fire protection, (2) public protection, (3) control of access to Refueling Vehicle storage areas, and (4) marking and labeling of Refueling Vehicles. The SOP shall be submitted to the Department not later than ten (10) business days before the Permittee commences self-fueling at the Airport.

Section 12-6. Licenses, Certifications, and Permits

- (a) Permittee shall have and provide to the Airport evidence of all federal, state, and local licenses, certificates, and permits that are required to conduct self-service fueling.



NON-COMMERCIAL SELF-SERVICE FUELING PERMITTEE

Section 12-7. Personnel

- (a) Permittee's Employees must conduct the self-service fueling activity and be properly trained in Aircraft refueling.
- (b) There must be a minimum of two (2) individuals present during self-service fueling activities.

Section 12-8. Limitations

- (a) Permittees shall not sell and/or dispense fuels to based or transient Aircraft that are not owned by or under the full control of Permittee. Any such selling or dispensing shall be grounds for immediate revocation of the Permit by the Director.
 - (1) Revocation upon first violation will be for a period of one (1) year.
 - (2) Revocation upon a second violation shall be permanent.

Section 12-9. Emergency Public Service

- (a) Entities providing an Emergency Public Service are not required to meet the minimum standards identified in Section 12-4(a). Further, these Entities are not required to meet the minimum standards identified in Sections 12-5(a) and 12-5(b) unless fuel is being delivered to Aircraft by Refueling Vehicles.
- (b) Storage and delivery of Fuel for Aircraft operated by Emergency Public Service Entities must be approved, in advance, by the Department.
- (c) All other minimum standards identified in this Article 12 must be adhered to by the Entity providing Emergency Public Service.

Section 12-10. Insurance

- (a) Except as otherwise provided for herein, Permittee shall maintain, at a minimum, the coverages and policy limits set forth in Attachment A – Minimum Insurance Requirements.



COMMERCIAL ACTIVITY APPLICATION

ARTICLE 13. COMMERCIAL ACTIVITY APPLICATION

Section 13-1. Lessee

- (a) Any Entity desiring to lease land and/or Improvements and engage in a Commercial Aeronautical Activity at the Airport shall submit a written application to the Department.
- (b) The prospective Lessee/Operator shall submit all of the information requested on the application form and thereafter shall submit any additional information that may be required or requested by the Department in order to properly evaluate the application and/or facilitate an analysis of the prospective operation including, but not limited to, verifiable history of experience, financial statements, reference, etc.
- (c) No application will be deemed complete that does not provide the Department with the information necessary to allow the Department to make a meaningful assessment of applicant's prospective operation and determine whether or not the prospective operation will comply with all applicable Regulatory Measures (including all applicable Minimum Standards) and be compatible with the Airport's Master Plan and/or land use plan (if any).

Section 13-2. Sublessee

- (a) Any Entity desiring to sublease land or Improvements and engage in a Commercial Aeronautical Activity at the Airport shall provide evidence to the lessor that they will meet the applicable articles and sections of these Minimum Standards.
- (b) Sublessee/Operator shall be required to meet and adhere to all applicable provisions of lessor's Agreement with the County.



**ATTACHMENT A
(MINIMUM INSURANCE REQUIREMENTS)**

ARTICLE 14. ATTACHMENT A (MINIMUM INSURANCE REQUIREMENTS)

North County General Aviation Airport		Fixed Base Operator	Aircraft Maintenance Operator	Avionics or Instrument Maintenance Operator	Aircraft Rental, Flying Club, or Flight Training Operator	Aircraft Charter or Aircraft Management Operator	Aircraft Sales Operator	Aircraft Storage Operator	Specialized Commercial Aeronautical Activities	Temporary Specialized Aviation Service Operator	Non-Commercial Self-Service Fueling Permittee	
COMMERCIAL GENERAL LIABILITY (Combined Single Limit)												
Each Occurrence		\$2,500,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	
VEHICULAR LIABILITY (Combined Single Limit, Each Occurrence)												
		\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	
HANGAR KEEPER'S LIABILITY (Largest Aircraft Accommodated)												
SE Piston	Each Aircraft	\$2,500,000 Each Aircraft \$5,000,000 Each Occurrence	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000		
Group I	Each Occurrence		\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000		
ME Piston	Each Aircraft		\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000		
Group I	Each Occurrence		\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000		
Turboprop	Each Aircraft		\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000		
Group I	Each Occurrence		\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000		
Turboprop	Each Aircraft		\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000		
Group II	Each Occurrence		\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000		
Turbojet	Each Aircraft		\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000		
Group I	Each Occurrence		\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000		
Turbojet	Each Aircraft		\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000		
Group II	Each Occurrence		\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000		
Turbojet	Each Aircraft		\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000		
Group III	Each Occurrence		\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000		
AIRCRAFT AND PASSENGER LIABILITY (Each Occurrence)												
SE Piston/Group I						\$1,000,000/\$100,000 sub limit per person				As required	As required	
ME Piston/Group I					\$1,000,000/\$100,000 sub limit per person				As required	As required		
Turboprop/Group I & II					\$5,000,000/\$250,000 sub limit per person				As required	As required		
Turbojet/Group I					\$5,000,000/\$250,000 sub limit per person				As required	As required		
Turbojet/Group II					\$10,000,000	\$10,000,000	\$10,000,000		As required	As required		
Turbojet/Group III					\$10,000,000	\$10,000,000	\$10,000,000		As required	As required		
Student and Renters					\$500,000							
ENVIRONMENTAL LIABILITY (Combined Single Limit, Each Occurrence)												
Each Occurrence		\$1,000,000									\$1,000,000	

* Required for Operators possessing the care, custody, and control of non-owned Aircraft



ATTACHMENT A (MINIMUM INSURANCE REQUIREMENTS)

Commercial General Liability to include bodily injury, personal injury, and property damage for all premises, products and completed operations, unlicensed vehicles, and contractual liability. Non-licensed vehicles operated on the movement area will require coverage in an amount not less than \$5,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage.

Vehicular Liability or Business Automobile Liability to include bodily injury and property damage for all Vehicles (owned, non-owned, or hired).

Hangar Keeper's Liability to include property damage for all non-owned Aircraft under the care, custody, and control of the Operator.

Aircraft and Passenger Liability to include bodily injury, property damage, and passenger injury for all owned, leased, or operated Aircraft.

Student and Renter Liability to include bodily injury, personal injury, and property damage (excluding Aircraft hull) for students and renters of Aircraft.

Environmental Liability to include bodily injury, property damage, and environmental cleanup costs.

SE = Single engine Aircraft.

ME = Multi engine Aircraft.

ATTACHMENT "B"
PALM BEACH COUNTY GLADES
GENERAL AVIATION MINIMUM STANDARDS



Palm Beach County Department of Airports
Building #846
West Palm Beach, Florida 33406-1491
Phone: (561) 471-7420
www.pbia.org

General Aviation Minimum Standards

Palm Beach County
Department of Airports

Palm Beach County Glades Airport (PHK)

April 20, 2009



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ARTICLE 1. INTRODUCTION

Section 1-1. Purpose and Scope

- (a) The purpose of these General Aviation Minimum Standards (Minimum Standards) is to (1) encourage the provision of high quality General Aviation products, services, and facilities to the Airport's users, (2) encourage the development of quality General Aviation Improvements at the Airport; (3) promote safety, (4) promote the economic health of the General Aviation Airport's businesses, and (5) promote the orderly development of the Airport's property. To this end, all Entities desiring to engage in General Aviation Aeronautical Activities at the Airport shall be accorded reasonable opportunities, without unjust discrimination, to engage in such Activities, subject to these Minimum Standards.
- (b) Aeronautical Activities may be proposed that do not fall within the categories designated herein. In any such cases, appropriate minimum standards shall be developed on a case-by-case basis for such Activities and incorporated into the Operator's Agreement.

Section 1-2. Airport Management

- (a) The Director is responsible for the operation, management, maintenance, and security of the Airport and associated land, Improvements, facilities, Vehicles, and Equipment.
- (b) The County has authorized and directed the Director to:
 - (1) interpret, administer, and enforce Agreements and these Minimum Standards; and
 - (2) obtain and receive copies of all licenses, permits, certifications, ratings, Certificates of Insurance, and other documents required to be provided to or filed with the Department or County under these Minimum Standards.
- (c) All official inquiries regarding these Minimum Standards and/or compliance therewith should be directed to the Director.

Section 1-3. Compliance with Regulatory Measures

- (a) All Entities engaging in an Aeronautical Activity on the Airport land or Improvements shall comply, at the Entity's expense, with all applicable Regulatory Measures.

Section 1-4. Conflicting Regulatory Measures and Agreements

- (a) If a provision of these Minimum Standards is found to be in conflict with any other provision of these Minimum Standards, Regulatory Measure, or Agreement, the provision that establishes the higher standard shall prevail, to the extent permitted by law.
- (b) It is not the intent of these Minimum Standards to excuse any Entity from performing any obligation it may have with the County as set forth in any Agreement the Entity has with the County, whether such Agreement is in existence on the date of the adoption of these Minimum Standards or entered into at any time thereafter.

Section 1-5. Right to Self-Service

- (a) These Minimum Standards will not exercise or grant any right or privilege which operates to prevent any Entity operating Aircraft on the Airport from performing any services on its own Aircraft with its own Employees (including, but not limited to, maintenance, repair, and refueling) that it may choose to perform.



- (1) However, individual Operators may restrict the use of their exclusive Leased Premises and all Entities must adhere to all applicable Regulatory Measures in the performance of any services on its own Aircraft.

Section 1-6. "Through-the-Fence" Activities

- (a) "Through-the-fence" Activities are prohibited at the Airport.

Section 1-7. Fines

- (a) Entities shall have the responsibility to pay any fine or penalty levied against the Entity, the Airport, the Department, the County, the Board, individually or collectively, and their representatives, officers, officials, employees, agents, and volunteers as a result of the Entity's failure to comply with any applicable Regulatory Measure.
- (b) If the fine or penalty is contestable (and contested by the Entity), the Entity shall pay the fine or penalty when upheld by the Agency having jurisdiction.

Section 1-8. Variance or Exemption

- (a) The County may approve variances to these Minimum Standards when a specific clause, section, or provision does not seem justified in a particular case because of special conditions and unique circumstances.
- (b) The County may approve variances to the minimum Leased Premises and vehicle parking requirements for any improvement constructed on or before the effective date of these Minimum Standards.
- (c) Any variance or exemption approved by the County shall apply only to the special conditions or unique circumstances of the particular case under which the variance or exemption is granted and shall not serve to amend, modify, or alter the Minimum Standards.
- (d) When a specific product, service, or facility is not currently being provided at the Airport, the County may enter into an Agreement with an FBO or SASO with terms and conditions that are less than those outlined in these Minimum Standards (e.g., lower minimum standards, etc.), only for a limited period of time (i.e., pioneering period). The duration of the pioneering period shall be specified in the Agreement and shall only be valid during that specific period of time.

Section 1-9. Exclusive Rights

- (a) The granting of rights and/or privileges to engage in Commercial Aeronautical Activities shall not be construed in any manner as affording an Operator any Exclusive Right, other than the exclusive use of the land and/or Improvements that may be leased or licensed to the Operator, and then only to the extent provided in an Agreement.
 - (1) The presence on the Airport of only one Entity engaged in a particular Commercial Aeronautical Activity does not, in and of itself, indicate that an Exclusive Right has been granted. It is the policy of the County not to enter into or promote an understanding, commitment, or express agreement to exclude other reasonably qualified Entities. Accordingly, those who desire to enter into an Agreement with the County should neither expect nor request that the County exclude others who also desire to engage in the same or similar Activities. The opportunity to engage in a Commercial Aeronautical Activity shall be made available to those Entities meeting the qualifications and the requirements set forth in these Minimum Standards and as space may be available at the Airport to support such Activity provided such use is consistent with the current and planned uses of Airport land and Improvements and is in the best interest of the County.



- a. If the FAA determines that any provision of these Minimum Standards constitutes a grant of a prohibited Exclusive Right, such provision or grant shall be deemed null and void.

Section 1-10. Applicability

- (a) These Minimum Standards specify the standards and requirements that must be met by any Entity desiring to engage in one (1) or more General Aviation Aeronautical Activities at the Airport.
- (1) Throughout these Minimum Standards, the words "standards" or "requirements" shall be understood to be modified by the word "minimum" except where explicitly stated otherwise. Any required determinations, interpretations, or judgments regarding what constitutes an acceptable minimum standard, or regarding compliance with such standard, shall be made by the Department. All Entities are encouraged to exceed the applicable minimum standards. No Entity shall be allowed to engage in Aeronautical Activities at the Airport under conditions that do not, in the County's discretion, meet these Minimum Standards.
- (b) These Minimum Standards shall apply to any new Agreement or any amendment to any existing Agreement relating to the occupancy or use of Airport land or Improvements for General Aviation Aeronautical Activities.
- (1) These Minimum Standards shall not affect any Agreement or amendment to such Agreement properly executed prior to the date of promulgation of these Minimum Standards except as otherwise provided for in such Agreement, in which case these Minimum Standards shall apply to the extent permitted by such Agreement.
- (2) Upon termination or expiration of an Agreement, Operator shall be required to comply with these Minimum Standards upon execution of a new Agreement.
- (3) These Minimum Standards shall not be deemed to modify any existing Agreement under which an Entity is required to exceed these Minimum Standards, nor shall they prohibit the County from entering into or enforcing an Agreement that requires an Entity to exceed the Minimum Standards.
- (c) If these Minimum Standards are amended after Operator enters into an Agreement with the County, the Operator shall not be required to increase Operator's Leased Premises or construct additional Improvements to be in compliance with the amended Minimum Standards until such time as Operator amends the existing Agreement or enters into a new Agreement with the County, unless such amendment or new Agreement is at the request of the County.



Section 1-11. Rights Reserved

- (a) The County reserves the following rights and privileges without limitation and as may be amended from time to time.
- (1) The County reserves all rights and privileges outlined under federal and/or state Airport Assurances.
 - (2) The County reserves and retains the right for the use of the Airport by others who may desire to use the same pursuant to applicable Regulatory Measures pertaining to such use.
 - (3) The County further reserves the right to designate specific Airport areas for Activities in accordance with the Airport Layout Plan (ALP) as may be amended from time to time. Such designation shall give consideration to the nature and extent of current and/or future Activities and the land and/or Improvements that may be available and/or used for specific Activities and shall be consistent with the safe, orderly, and efficient use of the Airport.
 - (4) It is the policy of the County that any use, occupancy, construction, or modification of land and/or Improvements that is inconsistent with the ALP is undesirable. Any development that is substantially different than that depicted on the ALP could adversely affect the safe, orderly, or efficient use of the Airport. Nothing contained in these Minimum Standards shall require the County to request approval from the FAA to modify an ALP on behalf of a prospective Operator.
 - (5) The County reserves the right to develop and make any improvements and/or repairs at (or to) the Airport that it deems necessary. The County shall not be obligated to reimburse or compensate any Operator, sublessee, or other Entity for any expense incurred or loss of revenue (or inconvenience) that may result from such development, improvement, and/or repair.
 - (6) The County reserves the right to prohibit any Entity from using the Airport or engaging in Activities at the Airport (and/or revoke or suspend any privileges granted to any Entity) upon determination by the County that such Operator has not complied with these Minimum Standards, applicable Regulatory Measures, directives issued by the County, or has otherwise jeopardized the safety of Entities utilizing the Airport or the land and/or Improvements located at the Airport.
 - (7) The County reserves the right to lease the Airport or portions thereof during war or national emergency to the United States government for military use.
 - (8) The County reserves the right to take such actions as it may deem necessary, appropriate, and/or in the best interest of the County to preserve and protect the safety and integrity of the County's mission, vision, and facilities as well as those who use the Airport.
 - (9) The County reserves the right to take such actions as it may deem necessary, appropriate, and/or in the best interest of the County to preserve the assets of the County, protect the safety of the people who work at and use the Airport, and maintain the integrity of the County's mission (purpose), vision, and values.



Section 1-12. Grounds for Denial

- (a) The Department or County may reject any proposal or Application for any one (1) or more reasons including, but not limited to, the following:
- (1) The Entity, for any reason, does not fully meet the qualifications, standards, and requirements established by the Department or County.
 - (2) The Entity's proposed Activities and/or Improvements will create a safety hazard at or on the Airport.
 - (3) The Department or County would be required to expend funds and/or supply labor and/or materials in connection with the proposed Activities and/or Improvements that the Department or County is unwilling and/or unable to spend and/or will result in a financial loss or hardship to the County.
 - (4) No appropriate, adequate, or available land and/or Improvement exists at the Airport to accommodate the proposed Activity of the Entity (at the time the proposal or application is submitted), nor is such availability contemplated within a reasonable time frame.
 - (5) The proposed Activities and/or Improvements do not comply with the Master Plans of the Airport or the ALP then in effect or anticipated to be in effect within the time frame proposed by the Entity.
 - (6) The development or use of the land requested by the Entity will result in a congestion of Aircraft and/or the Improvements will, in the sole discretion of the Department or County, unduly interfere with Activities of any existing Operator on the Airport and/or prevent adequate access to the Leased Premises of any existing Operator.
 - (7) The Entity has intentionally or unintentionally misrepresented or omitted material fact in the proposal, on the application, and/or in supporting documentation.
 - (8) The Entity has failed to make full disclosure in the proposal, on the application, and/or in supporting documentation.
 - (9) The Entity or an officer, director, agent, representative, shareholder, or employee of the Entity has a record of violating or is in violation of County Regulatory Measures (or any other airport sponsor), the FAA, or any other Regulatory Measure applicable to the Airport and/or the Entity's proposed Activity.
 - (10) The Entity or an officer, director, agent, representative, or shareholder of the Entity has defaulted in the performance of any Lease, sublease, Agreement, or Permit at the Airport or at any other airport.
 - (11) The Entity does not exhibit adequate financial responsibility or capability to undertake the proposed Activity.
 - (12) The Entity cannot provide a performance bond or applicable insurance in the type and amounts required by the County for the proposed Activity.
 - (13) The Entity or an officer, director, or shareholder of Entity has been convicted of a felony.
 - (14) The Entity's proposed Activity has been or could be detrimental to the Airport.
 - (15) The Entity seeks terms and conditions which are inconsistent with County's policies or any RFP (or any other invitation for proposals) issued by the County.
 - (16) The Entity's interests and/or the proposed Activity or use is inconsistent with the Airport's mission (purpose), vision, values, goals, or objectives; the best interests of the County; or, any Airport Assurances.



ARTICLE 2. GENERAL REQUIREMENTS

All Operators engaging in Aeronautical Activities at the Airport shall meet or exceed the requirements of this Article 2 as well as the minimum standards applicable to the specific Activities set forth in subsequent articles.

Section 2-1. Definitions

- (a) AC, Advisory Circular.
- (b) Aeronautical Activity (or "Aeronautical Activities" or "Activity" or "Activities"), Any Activity or service that involves, makes possible, facilitates, is related to, assists in, or is required for the operation of Aircraft or another Aeronautical Activity, or which contributes to or is required for the safety of such operations. Aeronautical Activities include, but are not limited to: sale of aviation Fuel and lubricants; passenger, crew, and Aircraft ground services, support, and amenities; tiedown, hangar, Aircraft parking, office, and shop rental/subleasing; Aircraft Maintenance; avionics or instrument maintenance; Aircraft rental; flight training; Aircraft charter; Aircraft management; Aircraft sales; sightseeing; aerial photography; aerial spraying and agricultural aviation services; aerial advertising; aerial surveying; and any other Activities which, in the judgment of the County, because of their direct relationship to the operation of Aircraft or the Airport, can appropriately be regarded as an Aeronautical Activity. For all purposes of these Minimum Standards, all products and services described herein are deemed to be "Aeronautical Activities".
- (c) Agency, Any federal, state, or local governmental Entity, body, unit, agency, organization, or authority.
- (d) Agreement, A written contract, executed by both parties, and enforceable by law between the County and an Entity granting a concession, transferring rights or interest in land and/or Improvements, and/or otherwise authorizing and/or prohibiting the conduct of certain Activities.
- (e) Aircraft, Any contrivance now known or hereafter invented, which is used or designed for navigation of or flight in air, except a parachute or other contrivance designed for such navigation but used primarily as safety equipment. This includes, but is not limited to, airplanes, airships, balloons, dirigibles, helicopters, gliders, gyrocopters, ground-effect machines, sailplanes, amphibians, and seaplanes.
- (f) Aircraft Design Group, A grouping of Aircraft based upon wingspan. The groups are as follows:
 - (1) Group I: Up to but not including 49 feet.
 - (2) Group II: 49 feet up to but not including 79 feet
 - (3) Group III: 79 feet up to but not including 118 feet
- (g) Aircraft Maintenance, The repair, adjustment, maintenance, alteration, preservation, and/or inspection of Aircraft airframe or powerplant, including the replacement of parts. Major repairs include major alterations to the airframe, powerplant, or propeller, as defined in 14 CFR Part 43. Minor repairs include normal, routine annual inspection with attendant maintenance, repair, calibration, or adjustment of Aircraft airframe or powerplant and associated accessories. Preventive maintenance means simple or minor preservation operations and the replacement of small standard parts not involving complex assembly operations, as defined by 14 CFR Part 43.



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- (h) Airframe and Powerplant Mechanic, A person who holds an Aircraft mechanic certificate with both the airframe and powerplant ratings issued by the FAA under the provisions of 14 CFR Part 65.
- (i) Airport, The Palm Beach County Glades Airport, operated by the Department of Airports of Palm Beach County, and all land, Improvements, and appurtenances within the legal boundaries of the Airport as it now exists on the ALP (or Exhibit A of the most recent FAA grant) and as it may hereinafter be extended, enlarged, or modified.
- (j) Airport Layout Plan (or "ALP"), The currently approved scale drawing depicting the boundaries and physical layout of the Airport and identifying the location, type, dimensions (including height) and configuration of existing and proposed infrastructure and Improvements, including but not limited to, runways, Taxiways, Aprons, buildings, roadways, utilities, and nav aids, as well as all proposed extensions and reductions of existing airport facilities. The ALP reflects an agreement with the FAA regarding the proposed allocation of Airport's land and/or Improvements to specific uses and/or development.
- (k) Airport Assurances, Assurances that airport owner/operators must comply with in the performance of grant agreements for airport development, airport planning, and noise compatibility program grants for airport sponsors.
- (l) Applicant (or "Proposed Operator"), An Entity desiring to use land and/or Improvements at the Airport to engage in Aeronautical Activities and who shall apply in writing and in the manner or form prescribed herein for authorization to engage in such Activities at the Airport.
- (m) Apron, those paved areas of the Airport within the movement area designated by the Department for the loading or unloading of passengers, servicing, or parking of Aircraft.
- (n) Association, an Entity legally formed and recognized under the laws of the state of Florida having an existence separate and apart from its members or shareholders (i.e., Limited Liability Company, Corporation, Partnership, Limited Partnership, etc.).
- (o) Avgas, Aviation Gasoline.
- (p) Based Aircraft, An Aircraft which the owner physically locates at the Airport for an undetermined period, and whenever absent from the Airport, its owner intends to return the Aircraft to the Airport for long-term storage.
- (q) Board, The Board of County Commissioners of Palm Beach County, Florida.
- (r) Certificate of Insurance, A certificate provided by and executed by an Operator's insurance company evidencing the insurance coverages and limits of the Operator.
- (s) CFR, Code of Federal Regulations, as may be amended from time to time and includes any successor regulations.
- (t) Commercial Aeronautical Activity, Any Activity conducted at or out of the Airport by any Entity in which:
 - (1) the exchange, trading, buying, hiring, providing, or selling of commodities, goods, services, or property on the Airport; or
 - (2) engaging in an Activity on the Airport for the purpose of securing revenue, earnings, income, and/or compensation, whether or not such revenue, earnings, income, and/or compensation are ultimately exchanged, obtained, or transferred; or



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- (3) the offering or exchange of any product, service, or facility on the Airport as a part of other revenue, earnings, income, and/or compensation producing Activity on or off the Airport.
- (u) Commercial Operator, An Entity engaging in a Commercial Aeronautical Activity.
 - (v) Commercial Self-Service Fueling, the Fueling of an Aircraft by the pilot using commercial Aircraft Fuel pumps installed for that purpose. The Commercial Self-Service Fueling facility may or may not be attended by the vendor, which is a Fixed Base Operator or an Airport sponsor/operator that is exercising its right to sell Aircraft Fuel.
 - (w) Contiguous Land, Land that is sharing an edge or boundary or is separated by no more than a taxilane or taxiway.
 - (x) County, Palm Beach County, a political subdivision of the state of Florida, governed by and through the Board. County includes County and Airport management and staff having responsibilities delegated by and through the Board.
 - (y) Department, The Department of Airports of Palm Beach County, Florida.
 - (z) Director, The Director of the Department of Airports or such other employee of the Department as the Director or County may from time to time designate in writing to carry out the duties of the Director.
 - (aa) Emergency Public Service, Services provided to the general public including police, fire, rescue, and emergency medical and/or ambulatory transportation.
 - (bb) Employee(s), Any individual employed by an Entity or employment agency where by said Entity or employment agency collects and pays all associated taxes on behalf of Employee (i.e., social security and medicare).
 - (cc) Entity (or "Entities"), Includes a person; persons; firm; partnership; limited liability partnership or corporation; Agency; unincorporated proprietorship, association, or group; or corporation other than the County, and includes any trustee, receiver, assignee, or other similar representatives.
 - (dd) Equipment, All property and machinery, together with the necessary supplies, tools, and apparatus necessary for the proper conduct of the Activity being performed.
 - (ee) Exclusive Right, A power, privilege, or other right excluding or preventing another from enjoying or exercising a like power, privilege, or right. An Exclusive Right may be conferred either by express agreement, by imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more Entities, but excluding others from enjoying or exercising a similar right or rights, would be an Exclusive Right.
 - (ff) FAA, Federal Aviation Administration.
 - (gg) FCC, Federal Communications Commission.
 - (hh) Fixed Base Operator (or "FBO"), a Commercial Operator engaged in the sale of products, services, and facilities to Aircraft Operators including, at a minimum, the following Activities listed in Section 3-2.
 - (ii) Flight Training, Any use of an Aircraft to increase or maintain pilot or crewmember proficiency rather than the use of an Aircraft as transportation between two different airports or other destinations. Flight Training shall also include any portion of a flight between two airports or other destinations dedicated to increase or maintain pilot or crewmember proficiency.



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- (jj) Fuel, Any substance (solid, liquid, or gaseous) used to operate any engine in Aircraft or Vehicles.
- (kk) Fuel Handling, The transporting, delivering, fueling, or draining of Fuel or Fuel waste products.
- (ll) General Aviation, All aviation with exception of air carriers (including cargo) and government. General aviation Aircraft are utilized for commercial and non-commercial purposes including business, corporate, recreational/pleasure, charter/air taxi, industrial/special purpose, and instructional.
- (mm) Hazardous Materials, A substance or combination of substances which because of its quantity, concentration, or physical, chemical or infectious characteristics, may either (1) cause, or significantly contribute to, an increase in mortality or an increase in serious, irreversible, or incapacitating reversible, illness; or (2) pose a substantial present or potential hazard to human health or environment when improperly treated, stored, transported, disposed of or otherwise managed.
- (nn) Improvements, All buildings, structures, and facilities including pavement, concrete, fencing, signs, lighting, and landscaping constructed, installed, or placed on, under, or above any land on the Airport.
- (oo) Infrastructure, Runways, taxiways, taxilanes, Aprons, nav aids, roadways, and utilities.
- (pp) Jet Fuel, Fuel commonly utilized in turboprop and turbojet Aircraft.
- (qq) Leased Premises, The land and/or Improvements leased or licensed by Operator for the conduct of Operator's Activities.
- (rr) Lessee, An Entity that has entered into an Agreement with the County to occupy, use, and/or develop land and/or Improvements and engage in Aeronautical Activities.
- (ss) Light Sport Aircraft, A category of simple, very basic, small, lightweight, low-performance Aircraft. It is an Aircraft other than a helicopter or powered-lift.
- (tt) Line Maintenance, Aircraft Maintenance which is limited to activities that can be conducted on the Apron including, but not limited to, replenishment of lubricants and fluids, repair and replacement of tires, and repair and replacement of a single powerplant, airframe, and/or accessory part in order to return the Aircraft to airworthiness status.
- (uu) Master Plan, the current Master Plan report, which is an assembly of appropriate documents and drawings covering the development of the Airport from a physical, economical, social, and political jurisdictional perspective and adopted by the County and any amendments, modifications, revisions, or substitutions thereof. The Airport Layout Plan (ALP) is a part of the Master Plan.
- (vv) Minimum Standards, Those qualifications, standards, and criteria set forth as the minimum requirements to be met as a condition for the right to engage in Aeronautical Activities at the Airport.
- (ww) National Fire Protection Association (or "NFPA"), All codes, standards, rules, and regulations contained in the Standards of the National Fire Protection Association, as may be amended from time to time, and are incorporated herein by reference.
- (xx) Non-Commercial Operator, An Entity that either owns or leases and operates Aircraft for personal or recreational purposes. In the case of a business, the



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operation of Aircraft must be an ancillary Activity to support the business' purposes by providing transportation for the exclusive use of its employees, agents, and/or customers. Notwithstanding the foregoing, the Non-Commercial Operator shall neither offer nor engage in Commercial Aeronautical Activities. For purposes of these Minimum Standards, all government agencies shall be considered Non-Commercial Operators.

- (yy) Operator, An Entity that has entered into an Agreement with the County or subleased office, shop, hangar, or land to engage in Aeronautical Activities (commercial or non-commercial).
- (zz) Piston Aircraft, An Aircraft that utilizes a reciprocating engine for propulsion.
- (aaa) Readily Available, Conveniently located (in close proximity) and accessible, but not necessarily located on the Leased Premises.
- (bbb) Refueling Vehicle, Any Vehicle used for the transporting, handling or dispensing of Fuels, oils, and lubricants.
- (ccc) Regulatory Measures, Federal, state, County, local, and Department, laws, codes, ordinances, resolutions, policies, rules, and regulations, as may be hereafter enacted and as may be amended from time to time.
- (ddd) Repair Station, A certificated Aircraft Maintenance facility approved by the FAA to perform specific maintenance functions. These facilities are certificated under 14 CFR Part 145.
- (eee) Rules and Regulations, the Airport Rules and Regulations, adopted by Resolution R-98-220, as may be amended from time to time, or any successor ordinance, rule, or regulation adopted by the Board.
- (fff) Specialized Aviation Service Operator (or "SASO"), A Commercial Operator that provides any one or a combination of the following Activities:
 - (1) Aircraft Maintenance
 - (2) Avionics or instrument maintenance
 - (3) Aircraft rental, flying club, or flight training
 - (4) Aircraft charter or Aircraft management
 - (5) Aircraft sales
 - (6) Specialized commercial aviation service
 - (7) Temporary specialized commercial aviation service
- (ggg) Security Plan, Security Plan shall include procedures on securing facilities and equipment, training, security communication procedures, and customer and customer baggage identification and escort procedures.
- (hhh) SOP, Standard Operating Procedures.
- (iii) SPCC Plan, Spill Prevention Contingency and Control Plan.
- (jjj) SWMP, The current Storm Water Management Plan in place at the Airport, as may be amended from time to time.
- (kkk) Tiedown, An area paved or unpaved suitable for parking and mooring of Aircraft wherein suitable Tiedown points are located.
- (lll) Through-the-Fence, The right to have direct access to the Airport from private property located contiguous to the Airport. Through-the-Fence Operators, while



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being located off the Airport, have access to the Airport's runway and taxiway system.

- (mmm) Turboprop Aircraft, An Aircraft that utilizes a gas turbine engine to drive a set of reduction gears, which, in turn, drives a propeller for propulsion.
- (nnn) Turbojet Aircraft, An Aircraft that utilizes a form of heat engine that produces thrust by accelerating a relatively small mass of air through a large change in velocity for propulsion.
- (ooo) Ultralight Vehicle, A vehicle that is used or intended to be used for manned operation in the air be a single occupant for recreation or sport purposes only and does not have any U.S. or foreign airworthiness certificate. In addition, the Ultralight Vehicle if unpowered weighs less than 155 pounds and if powered weighs less than 254 pounds empty weight (excluding floats and safety devices which are intended for deployment in a potentially catastrophic situation). Further the Ultralight Vehicle has a fuel capacity not exceeding 5 (five) gallons, is not capable of more than 55 knots calibrated airspeed at full power in level flight, and has a power-off stall speed which does not exceed 24 knots calibrated airspeed.
- (ppp) Vehicle, Any device that is capable of moving itself, or being moved, from place to place upon wheels; but does not include any device designed to be moved by human muscular power or designed to move primarily through the air.

Section 2-2. Experience/Capability

- (a) Operator shall, in the judgment of the County, demonstrate before and during the term of the Agreement the capability of providing the proposed products, services, and facilities and engaging in these Activities in a good, prompt, and workmanlike manner and to the benefit of the public.
- (b) Operator shall, in the judgment of the County, demonstrate before and during the term of the Agreement the financial responsibility and technical capability to develop and maintain Improvements; procure and maintain required Vehicles, Equipment, and/or Aircraft; employ proper level of personnel; and engage in the Activity.

Section 2-3. Agreement/Approval

- (a) No Entity shall engage in an Activity unless the Entity has an Agreement with the County authorizing such Activity or the Entity has entered into an approved sublease with an Operator having an Agreement with the County authorizing Activity on the Operator's Leased Premises.

Section 2-4. Leased Premises

- (a) Operator shall lease, license, or sublease sufficient land and/or lease, license, sublease, or construct sufficient Improvements for the Activity as stipulated in these Minimum Standards.
 - (1) Leased Premises that are used for commercial purposes and require public access shall have reasonable public access



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- (b) Aprons/Paved Tiedowns
 - (1) Aprons/paved Tiedowns (if required) must be adequate in size and weight bearing capacity to accommodate the movement, staging, and parking of Operator's, Operator's sublessees', and customers Aircraft without interfering with the movement of Aircraft in and out of other facilities and Aircraft operating in taxilanes or taxiways.
 - (2) Aprons associated with hangars shall be equal to one times the hangar square footage or adequate to accommodate the movement of Aircraft into and out of the hangar, staging, and parking of customer and/or Operator Aircraft without interfering with the movement of Aircraft in and out of other facilities and Aircraft operating in taxilanes or taxiways, whichever is greater.
- (c) Vehicle Parking
 - (1) Paved Vehicle parking shall be sufficient to accommodate all Operator's and Operator's sublessees' (if subleasing facilities) customers, employees, visitors, vendors, and suppliers Vehicles on a daily basis.
 - (2) Paved Vehicle parking shall be on Operator's Leased Premises and/or in close proximity to Operator's main facility.
 - (3) On-street Vehicle parking is not allowed.
 - (4) Vehicle parking shall be in conformance with the County Unified Land Development Code as now or hereafter amended, or as required by other applicable Regulatory Measures.

Section 2-5. Products, Services, and Facilities

- (a) Products, services, and facilities shall be provided on a reasonable, and not unjustly discriminatory, basis to all Airport's consumers and users.
- (b) Operator shall charge reasonable, and not unjustly discriminatory, prices for each product, service, or facility, provided that, Operator may be allowed to make reasonable discounts, rebates, or other similar types of price reductions to volume purchasers.
- (c) Operator shall conduct its Activities on and from the Leased Premises in a safe, efficient, and first class professional manner consistent with the degree of care and skill exercised by experienced operators providing comparable products, services, and facilities and engaging in similar Activities from similar leaseholds in like markets.

Section 2-6. Non-Discrimination

- (a) Operator shall not discriminate against any person or class of persons by reason of race, creed, color, national origin, sex, age, sexual orientation, gender or identity expression, marital status, disability, or physical handicap in providing any products or services or in the use of any of its facilities provided for the public, or in any manner prohibited by applicable Regulatory Measures including without limitation Part 21 of the Rules and Regulations of the office of the Secretary of Transportation effectuating Title VI of the Civil Rights Act of 1964, as amended or reenacted.

Section 2-7. Licenses, Permits, Certifications, and Ratings

- (a) Operator and Operator's personnel shall obtain and comply with, at Operator's sole expense, all necessary licenses, permits, certifications, or ratings required for the conduct of Operator's Activities as required by the County or any other duly authorized Agency prior to engaging in any Activity at the Airport. Upon request, Operator shall provide copies of such licenses, permits, certifications, or ratings to the Department within ten (10) business days.



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- (1) Operator shall keep in effect and post in a prominent place all necessary or required licenses, permits, certifications, or ratings.

Section 2-8. Personnel

- (a) Operator shall provide a responsible person to supervise Activities and such person shall be qualified and authorized to represent and act for and on behalf of Operator during all hours of Activity with respect to the method, manner, and conduct of the Operator and Operator's Activities. When such responsible person is not on the Leased Premises, such individual shall be immediately available by telephone or pager.
 - (1) Operator will provide to the Department a current written statement of the names, addresses, telephone numbers and other necessary contact information for all personnel responsible for the operation and management of the Operator. In addition, the Department shall be provided a point-of-contact with phone numbers for emergency situations.
- (b) Operator shall have in its employ, on duty, and on the Leased Premises during hours of Activity, properly trained, qualified, and courteous personnel in such numbers as are required to meet these Minimum Standards and to meet the reasonable demands of the aviation public for each Activity being conducted in a courteous, prompt, safe, and efficient manner.
- (c) Operator shall control the conduct, demeanor, and appearance of their employees. It shall be the responsibility of the Operator to maintain close supervision over Operator's employees to assure a high standard of service.
- (d) All personnel employed by the Operator to perform Aeronautical Activities on the Airport are required to be appropriately dressed and identifiable while on duty. Identification shall include the name of the Operator and name of the employee.

Section 2-9. Equipment and Vehicles

- (a) All required Equipment and Vehicles of the Operator must be fully operational and functional at all times.

Section 2-10. Security

- (a) Operator shall designate a responsible person for the coordination of all security communications and procedures.
- (b) Operator shall develop and maintain a Security Plan. Operator's Security Plan shall be submitted to the Department within 30 days of the Department's request. Operator is solely responsible for implementation of and compliance with Operator's Security Plan.

Section 2-11. Insurance

- (a) Operator shall procure and maintain, during the term of an Agreement, insurance policies required by law and the types and minimum limits set forth in Attachment A (Minimum Insurance Requirements) of these Minimum Standards for each Activity or as otherwise specified by County's Risk Management Department. The insurance company or companies underwriting the required policies shall be licensed (with a Best rating of A-7), authorized to write such insurance in the state of Florida, or be approved in writing by the County.
 - (1) When coverages or limits set forth in Attachment A are not commercially available, appropriate replacement coverages or limits must be approved by the County.



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- (b) When Operator engages in more than one (1) Activity, the minimum limits shall vary depending upon the nature of each Activity and/or combination of Activities, but shall not necessarily be cumulative in all instances. It shall not be necessary for Operator to carry insurance policies for the combined total of the minimum requirements of each Activity. However, Operator shall procure and maintain insurance for all exposures in amounts at least equal to the greatest of the required minimum.

Section 2-12. Indemnification and Hold Harmless

- (a) Operator shall protect, defend, reimburse, indemnify, and hold County, its agents, employees and elected officers as provided in an Agreement.

Section 2-13. Taxes

- (a) Operator shall, at its sole cost and expense, pay all taxes, fees, and other charges that may be levied, assessed, or charged by any duly authorized Agency associated with Operator's Leased Premises (land and/or Improvements), Operator's Improvements on Leased Premises, and/or Operator's Activities.

Section 2-14. Multiple Activities

- (a) When more than one (1) Activity is conducted, the minimum requirements shall vary depending upon the nature of each Activity and/or combination of Activities, but shall not necessarily be cumulative.

**ARTICLE 3. FIXED BASE OPERATOR****Section 3-1. Introduction**

- (a) A Fixed Base Operator (FBO) is a Commercial Operator engaged in the sale of products, services, and facilities to Aircraft Operators including, at a minimum, the following Activities at the Airport: aviation Fuels and lubricants (Jet Fuel, Avgas, and Aircraft lubricants); passenger, crew, and Aircraft ground services, support, and amenities; Aircraft Maintenance; and Tiedown, hangar, Aircraft parking, office, and shop.
- (b) In addition to the General Requirements set forth in Article 2 herein, each FBO at the Airport shall comply with the following minimum standards set forth in this Article 3.

Section 3-2. Scope of Activity

- (a) Unless otherwise stated in these Minimum Standards, FBO's Employees using FBO's Vehicles and Equipment must provide all required products and services.
- (b) FBO's products and services shall include the following:
 - (1) Aviation Fuels and Lubricants (Jet Fuel, Avgas, and Aircraft Lubricants):
 - a. FBO shall dispense Jet Fuel, Avgas, and Aircraft lubricants into all General Aviation Aircraft normally frequenting the Airport.
 - b. FBO shall provide a response time of no more than 15 minutes during required hours of activity (excepting situations beyond the control of the FBO).
 - (2) Passenger, Crew, and Aircraft Ground Services, Support, and Amenities
 - a. FBO shall meet, direct, and park all Aircraft arriving on Operator's Leased Premises.
 - b. FBO shall provide arrival and departure services for Aircraft using Operator's Leased Premises.
 - c. FBO shall provide parking and Tiedown of Aircraft upon the Operator's Leased Premises.
 - d. FBO shall provide compressed air services.
 - e. FBO shall make available 24V Aircraft ground power units.
 - (3) Aircraft Maintenance
 - a. FBO shall provide Line Maintenance on the airframe, powerplants, and associated systems for Group I Piston Aircraft normally frequenting the Airport.
 - b. FBO can meet these Minimum Standards for the provision of Aircraft Maintenance by and through authorized sublessee(s) who meets the minimum standards established for an Aircraft Maintenance Operator.
 - c. FBO under a management contract with the County shall not be required to provide Aircraft Maintenance until such time as County has completed the construction of facilities at the Airport capable of accommodating Activity.

Section 3-3. Leased Premises

- (a) FBO shall have adequate land (see Section 2-4(a)), Apron (see Section 2-4(b)), paved Tiedown, facilities (hangars, terminal, and Fuel storage), and Vehicle parking (see Section 2-4(c)) to accommodate all Activities of FBO and all approved sublessees, but not less than the following:
 - (1) Contiguous Land – two (2) acres (87,120 square feet), upon which all required Improvements including Apron, paved Tiedown, facilities, and Vehicle parking shall be located.
 - (2) Apron – one (1) acre (43,560 square feet), with sufficient weight bearing capacity.
 - (3) Paved Tiedown – adequate to accommodate the number, type, and size of based and transient Aircraft requiring Tiedown space at the Operator's Leased Premises, but not less than ten (10) paved Tiedown spaces.
 - (4) Facilities – 6,750 square feet (total) consisting of the following:



- a. Terminal space – 2,500 square feet
Terminal space shall include adequate space for crew and passenger lounge(s), flight planning room, public use telephones, restrooms, and administrative areas for employee offices, work areas, and storage.
- b. Maintenance area – 500 square feet
Maintenance area shall include adequate space for employee offices, work areas, and storage for Aircraft parts and Equipment.
- c. Hangar space – 3,750 square feet

Section 3-4. Fuel Storage

- (a) FBO shall construct, lease, or license an on-Airport aboveground Fuel storage facility at the Airport, unless otherwise authorized or required, in a location consistent with the Master Plan and approved by the Department.
- (b) Fuel Storage Facility shall be designed in accordance with all Environmental Protection Agency (EPA) and the State of Florida Department of Protection (DEP) regulations including proper Aircraft Fuel spill prevention features and containment capabilities. In addition, each FBO shall provide a current copy of their Aircraft Fuel spill prevention, countermeasures, and control plan (SPCC) to the Department thirty (30) days prior to commencing operations. Aircraft Fuel inventories will be monitored in accordance with current EPA and DEP standards and inventory details will be provided to the Department when requested including total of gallons delivered by type and date.
- (c) Fuel storage facility shall have total capacity for three (3) days' peak supply of aviation Fuel for Aircraft being serviced by FBO. In no event shall the total storage capacity be less than:
 - (1) 10,000 gallons for Avgas storage, and
 - (2) 10,000 gallons for Jet Fuel storage
- (d) FBO shall, at its sole expense, maintain the Fuel storage facility, all Improvements thereon, and all appurtenances thereto, in a presentable condition consistent with good business practice and equal or better than in appearance and character to other similar Improvements on the Airport.
- (e) FBO shall demonstrate that satisfactory arrangements have been made with a reputable aviation petroleum supplier/distributor for the delivery of aviation Fuels in the quantities that are necessary to meet the requirements set forth herein.

Section 3-5. Fueling Equipment

- (a) FBO Operator shall have a self-fueling station for both Avgas and Jet Fuel.
- (b) Self-fueling station shall be equipped with metering devices that meet all applicable Regulatory Measures.

Section 3-6. Equipment

- (a) FBO shall have the following Equipment:
 - (1) Adequate Equipment for providing sufficient 24V ground power units for Aircraft normally frequenting the Airport
 - (2) Spill kits
 - (3) Adequate number of approved and regularly inspected dry chemical fire extinguisher units shall be maintained within all hangars, on Apron areas, at Fuel storage facilities, and on all grounding handling Vehicles



- (4) All Equipment reasonably necessary for the proper performance of Aircraft Maintenance in accordance with applicable FAA regulations and manufacturers' specifications

Section 3-7. Personnel

- (a) Personnel, while on duty, shall be clean, neat in appearance, and courteous.
- (b) FBO 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." FBO's SOP shall include a training plan, Fuel quality assurance procedures and record keeping, and emergency response procedures for Fuel fires and spills. FBO'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. FBO's SOP shall be submitted to the Department no later than thirty (30) days before the FBO commences Activities at the Airport.
- (c) FBO shall have one (1) properly trained and qualified Employee, on each shift, providing Aircraft fueling, parking, and ground services support.
- (1) Aircraft fueling or towing shall not take place without the presence of a second person (Employee or customer).
- (2) All FBO Aircraft Fuel handling personnel shall be trained in the safe and proper handling, dispensing, and storage of Aircraft Fuel. Acceptable training shall be National Air Transportation Association (NATA) Safety 1st or an equivalent training program.
- (d) FBO shall have one (1) properly trained and qualified Employee, on each shift, to provide customer service and support.
- (1) Customer service and support can be provided by the Employee conducting Aircraft fueling, parking, and ground service support.
- (e) If FBO is providing Aircraft Maintenance directly versus utilizing an authorized sublessee, FBO shall have one (1) FAA licensed Airframe and Powerplant Mechanics employed by FBO and properly trained and qualified to perform Aircraft Maintenance on Aircraft normally frequenting the Airport shall be on-duty and on-premises for at least eight (8) hours during FBO's hours of activity, five (5) days a week.

Section 3-8. Hours of Activity

- (a) Aircraft fueling and passenger, crew, and Aircraft ground handling services, support and amenities shall be continuously offered and available to meet reasonable demands of the public for this Activity seven (7) days a week (including holidays), 8:00 AM to 6:00 PM.
- (b) Aircraft Maintenance shall be continuously offered and available to meet reasonable demand of the public for this Activity five (5) days a week, eight (8) hours a day. Aircraft Maintenance shall be available after hours, on-call, with response time not to exceed two (2) hours.



Section 3-9. Aircraft Removal

- (a) Recognizing that Aircraft removal is the responsibility of the Aircraft owner/operator, the FBO shall be prepared to lend assistance within thirty (30) minutes during normal hours and ninety (90) minutes after hours upon request in order to maintain the operational readiness of the airport. The FBO shall prepare an Aircraft removal plan and have the Equipment Readily Available that is necessary to remove the General Aviation Aircraft normally frequenting the Airport.

Section 3-10. Insurance

- (a) Except as otherwise provided for herein, FBO shall maintain the coverage and limits of insurance set forth in Attachment A – Minimum Insurance Requirements.



AIRCRAFT MAINTENANCE OPERATOR (SASO)

ARTICLE 4. AIRCRAFT MAINTENANCE OPERATOR (SASO)

Section 4-1. Introduction

- (a) An Aircraft Maintenance Operator is a Commercial Operator engaged in providing Aircraft Maintenance for Aircraft other than those owned or operated by the Operator, which includes the sale of Aircraft parts and accessories.
- (b) In addition to the General Requirements set forth in Article 2 herein, each Aircraft Maintenance Operator shall comply with the following minimum standards set forth in this Article 4.
- (c) A FBO providing Aircraft Maintenance directly shall comply with the minimum standards set forth in Article 3 herein associated with Aircraft Maintenance.

Section 4-2. Leased Premises

- (a) Operator engaging in this Activity shall have adequate land (see Section 2-4(a)), Apron (see Section 2-4(b)), facilities, and Vehicle parking (see Section 2-4(c)) to accommodate all Activities of the Operator and all approved sublessees, but not less than the following square footages and requirements:

	Lessee	Sublessee
Contiguous Land	10,890 SF	N/A
Customer area	500 SF	See (2) b. below
Administrative/Maintenance areas	500 SF	500 SF
Hangar	2,500 SF	2,500 SF

- (1) Contiguous Land (Lessee only), upon which all required Improvements including facilities and Vehicle parking shall be located.
- (2) Facilities shall include customer, administrative, maintenance, and hangar areas.
 - a. Customer area (Lessee) shall include adequate space for customer lounge, public use telephone, and restrooms.
 - b. Customer area (sublessee): Customers shall have immediate access to customer lounge (if appropriate), public use telephone, and restrooms.
 - c. Administrative/Maintenance areas shall include adequate space for employee offices, work areas, shop areas, and storage for Aircraft parts and Equipment.
 - d. Hangar area shall be at least 2,500 square feet and large enough to accommodate the largest Aircraft maintained by Operator.

Section 4-3. Licenses, Certifications, and Permits

- (a) All Operators' personnel shall be properly certificated by the FAA, current, and hold the appropriate ratings for the work being performed.

Section 4-4. Personnel

- (a) Operator shall provide a sufficient number of personnel to adequately and safely carry out Aircraft Maintenance in a prompt and efficient manner and meet the reasonable demands of the public for this Activity.
 - (1) Operator shall employ one (1) FAA licensed Airframe and Powerplant mechanic and one (1) customer service representative.
 - (2) A mechanic may fulfill the responsibilities of the customer service representative unless the mechanic is performing duties off Airport.
 - (3) Operators, excluding FAA Repair Stations, providing 100 hour, annual, or phase inspections shall employ an FAA licensed Airframe and Powerplant mechanic certified as an IA (Inspection Authority).



AIRCRAFT MAINTENANCE OPERATOR (SASO)

Section 4-5. Equipment

- (a) Operator shall provide sufficient Equipment, supplies, and availability of parts as required for the type and level of Aircraft Maintenance offered.
- (b) Equipment requirements include jacks, dollies, and other equipment, supplies, and parts required to perform the Activity.

Section 4-6. Hours of Activity

- (a) Operator shall be open and services shall be available to meet reasonable demands of the public for this Activity, at least five (5) days a week, eight (8) hours a day and available after hours, on-call, with response time not to exceed ninety (90) minutes.

Section 4-7. Insurance

- (a) Except as otherwise provided for herein, Operator shall maintain the coverage and limits of insurance set forth in Attachment A – Minimum Insurance Requirements.



**AVIONICS OR INSTRUMENT
MAINTENANCE OPERATOR (SASO)**

ARTICLE 5. AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR (SASO)

Section 5-1. Introduction

- (a) An Avionics or Instrument Maintenance Operator is a Commercial Operator engaged in the business of maintenance or alteration of one (1) or more of the items described in 14 CFR Part 43, Appendix A (i.e., Aircraft radios, electrical systems, or instruments).
- (b) In addition to the General Requirements set forth in Article 2 herein, each Avionics or Instrument Maintenance Operator shall comply with the following minimum standards set forth in this Article 5.

Section 5-2. Leased Premises

- (a) Operator engaging in this Activity whom shall have adequate land (See Section 2-4(a)), Apron (see Section 2-4(b)), facilities, and Vehicle parking (see Section 2-4(c)) to accommodate all Activities of the Operator and all approved sublessees, but not less than the following square footages and requirements:

	Lessee	Sublessee
Contiguous Land	10,890 SF	N/A
Customer area	500 SF	See (2) b. below
Administrative/Maintenance areas	500 SF	500 SF
Hangar (if required)	2,500 SF	2,500 SF

- (1) Contiguous Land (Lessee only), upon which all required Improvements including facilities and Vehicle parking shall be located.
- (2) Facilities shall include customer, administrative, maintenance, and hangar (if required) areas.
 - a. Customer area (Lessee) shall include adequate space for customer lounge, public use telephone, and restrooms.
 - b. Customer area (sublessee): Customers shall have immediate access to customer lounge (if appropriate), public use telephone, and restrooms.
 - c. Administrative/Maintenance areas shall include adequate space for employee offices, work areas, shop areas, and storage for Aircraft parts and Equipment.
 - d. For Operators performing services beyond benchwork (i.e., removal and replacement services are being performed), hangar area shall be at least 2,500 square feet and large enough to accommodate the largest Aircraft maintained by Operator.

Section 5-3. Licenses, Certifications, and Permits

- (a) Personnel shall be properly certificated by the FAA and FCC, current, and hold the appropriate ratings for the work being performed.

Section 5-4. Personnel

- (a) Operator shall provide a sufficient number of personnel to adequately and safely carry out its Activities in a prompt and efficient manner adequate to meet the reasonable demands of the public seeking such services.
 - (1) Operator shall employ one (1) technician per shift as an Employee.
 - (2) Operator shall employ one (1) customer service representative per shift as an Employee.
 - (3) A technician may fulfill the responsibilities of the customer service representative unless the mechanic is performing duties off Airport.



AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR (SASO)

Section 5-5. Equipment

- (a) Operator shall provide sufficient shop space, Equipment, supplies, and availability of parts to meet the reasonable demands of the public seeking such services.

Section 5-6. Hours of Activity

- (a) Operator shall be open and services shall be available to meet the reasonable demands of the public for this Activity five (5) days a week, eight (8) hours a day.

Section 5-7. Insurance

- (a) Except as otherwise provided for herein, Operator shall maintain the coverage and limits of insurance set forth in Attachment A – Minimum Insurance Requirements.



ARTICLE 6. AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATOR (SASO)

Section 6-1. Introduction

- (a) An Aircraft Rental Operator is a Commercial Operator engaged in the rental of Aircraft to the general public.
(b) A Flight Training Operator is a Commercial Operator engaged in providing flight instruction and/or providing such related ground school instruction as is necessary to take the written examination and flight check for the category or categories of pilots' licenses and ratings involved.
(c) In addition to the General Requirements set forth in Article 2 herein, each Aircraft Rental or Flight Training Operator shall comply with the following minimum standards set forth in this Article 6.

Section 6-2. Leased Premises

- (a) Operator engaging in this Activity shall have adequate land (see Section 2-4(a)), Apron (see Section 2-4(b)), facilities, and Vehicle parking (see Section 2-4(c)) to accommodate all Activities of the Operator and all approved sublessee(s), but not less than the following square footages and requirements:

Table with 3 columns: Category, Lessee, Sublessee. Rows include Contiguous Land, Apron/Paved Tiedown, Customer/Administrative areas, Hangar (if required), and Maintenance area (if required).

- (1) Contiguous Land (Lessee only), upon which all required Improvements including Apron, facilities, and Vehicle parking shall be located.
(2) Apron/paved Tiedowns (Lessee only) shall be adequate to accommodate Aircraft having a minimum wingspan of forty (40) feet.
(3) Facilities shall include customer and administrative areas. Maintenance and hangar areas are required if Operator is conducting Aircraft Maintenance on Aircraft owned and/or operated (with exclusive control) by Operator.

Section 6-3. Licenses, Certifications, and Permits

- (a) Personnel performing Aircraft proficiency checks and/or flight training shall be properly certificated by the FAA, current, and hold the appropriate ratings for the Aircraft being utilized and/or flight training being provided.



AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATOR (SASO)

Section 6-4. Personnel

- (a) Operator shall provide a sufficient number of personnel to adequately and safely carry out Aircraft rental and/or flight training in a prompt and efficient manner adequate to meet the reasonable demands of the public/members seeking such services.
 - (1) Aircraft Rental Operators shall employ one (1) flight instructor and one (1) customer service representative on each shift.
 - (2) Flight Training Operators shall employ one (1) chief flight instructor (total) and one (1) customer service representative (on each shift). In addition, Flight Training Operators shall have available a properly certificated ground school instructor capable of providing regularly scheduled ground school instruction sufficient to enable student to pass the FAA written examinations for private pilot and commercial ratings.

Section 6-5. Equipment

- (a) Operator shall have available for rental or use in flight training, either owned by or under written lease to Operator and under the exclusive control of Operator, no less than two (2) certified and currently airworthy Aircraft.
- (b) Flight Training Operators shall provide adequate mock-ups, still and motion pictures, or other training aids necessary to provide proper and effective ground school instruction. All materials, supplies, and training methods shall meet FAA requirements for the training offered.

Section 6-6. Hours of Activity

- (a) An Aircraft Rental Operator and a Flight Training Operator shall be open and services shall be available to meet the reasonable demands of the public for this Activity six (6) days a week, eight (8) hours a day.

Section 6-7. Insurance

- (A) Except as otherwise provided for herein, Operator shall maintain the coverage and limits of insurance set forth in Attachment A – Minimum Insurance Requirements.
- (B) Disclosure Requirement: Any Operator conducting Aircraft rental or flight training shall post a notice and incorporate within the rental and instruction agreements the coverage and limits provided to the renter or student by Operator, as well as a statement advising that additional coverage is available to such renter or student through the purchase of an individual non-ownership liability policy. Operator shall provide a copy of such notice to the Department.



Section 6-8. Private Flying Club Operators

- (a) A Private Flying Club is an Entity that is legally formed as a non-profit Entity with the state of Florida, operates on a non-profit basis (so as not to receive revenues greater than the costs to operate, maintain, acquire and/or replace Flying Club Aircraft), and restricts membership from the general public (i.e., does not advertise its membership availability to the general public).
- (b) The County has the right to require a Flying Club to furnish documents such as insurance policies, Club by-laws, meeting minutes and notifications, and a current list of members to ensure that the Club remains a non-commercial and non-profit organization. Each Flying Club shall be required to provide the County with indemnification and insurance at the limits and types determined by the County's Risk Management Department.
- (c) Private Flying Clubs shall not be required to meet the minimum standards stipulated for Aircraft rental or flight training so long as the Private Flying Club's membership is not available to the general public.
- (d) No member (owner) of a Private Flying Club shall receive compensation for services provided for such Private Flying Club or its members (owners) unless such member (owner) is an authorized Operator with the County.
- (e) Private Flying Club Aircraft shall be used by only club members (owners).
- (f) No member (owner) shall use Private Flying Club Aircraft in exchange for compensation.
- (g) Each Private Flying Club member (owner) must have an ownership interest in Private Flying Club.
- (h) Private Flying Club shall file and keep current with the Department a complete membership (owner) list and investment share held by each member (owner).



ARTICLE 7. AIRCRAFT CHARTER OR AIRCRAFT MANAGEMENT OPERATOR

Section 7-1. Introduction

- (a) 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 operating in private carriage 14 CFR Part 125. For purposes of this Article, an Operator shall be considered to be operating under 14 CFR Part 125 if the Operator would otherwise be required to comply with the requirements of 14 CFR part 125 but for a letter of deviation authority.
(b) 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 to the general public.
(c) In addition to the General Requirements set forth in Article 2 herein, each Aircraft Charter Operator and Aircraft Management Operator shall comply with the following minimum standards set forth in this Article 7.

Section 7-2. Leased Premises

- (a) Operator engaging in this Activity shall have adequate land (see Section 2-4(a)), Apron (see Section 2-4(b)), facilities, and Vehicle parking (see Section 2-4(c)) to accommodate all Activities of the Operator and all approved sublessee(s), but not less than the following square footages and requirements:

Table with 3 columns: Category, Lessee, Sublessee. Rows include Contiguous Land (10,890 SF), Apron/Paved Tiedown (Four (4)), Customer/Administrative areas (750 SF / 250 SF), Hangar (if required) (2,500 SF / See (3) d. below), and Maintenance area (if required) (250 SF / 250 SF).

- (1) Contiguous Land (Lessee only), upon which all required Improvements including Apron, facilities, and Vehicle parking shall be located.
(2) Apron/paved Tiedowns (Lessee only) shall be adequate to accommodate Aircraft having a minimum wingspan of forty (40) feet.
a. If Operator utilizes a hangar for the storage of Operator's fleet at the Airport, no paved Tiedowns will be required.
(3) Facilities shall include customer and administrative areas. Maintenance and hangar areas are required if Operator is conducting Aircraft Maintenance on Aircraft owned and/or operated (with exclusive control) by Operator.
a. Customer area (Lessee) shall include adequate space for customer lounge, public use telephone, and restrooms.
b. Customer area (sublessee): Customers shall have immediate access to customer lounge (if appropriate), public use telephone, and restrooms.
c. Administrative area shall include adequate space for employee offices, work areas, and storage.
d. Hangar area shall be large enough to accommodate the largest Aircraft in Operator's fleet at the Airport maintained by Operator.
e. Maintenance area, if required, shall include adequate space for employee work areas, shop areas, and storage for Aircraft parts and Equipment.



AIRCRAFT CHARTER OR AIRCRAFT MANAGEMENT OPERATOR (SASO)

Section 7-3. Licenses, Certifications, and Permits

- (a) Aircraft Charter Operators shall have and provide copies to the Airport of all appropriate certifications and approvals, including without limitation, the Pre-application Statement of Intent (FAA Form 8400-6), the Registrations and Amendments under Part 298 (OST Form 4507), and/or FAA issued operating certificate(s).
- (b) Personnel shall be properly certificated by the FAA, current, and hold the appropriate ratings in the Aircraft utilized for Activity.

Section 7-4. Personnel

- (a) Operator shall provide a sufficient number of personnel to adequately and safely carry out Activity in a prompt and efficient manner adequate to meet the reasonable demands of the public seeking such services.
 - (1) Operator shall employ one (1) Chief Pilot (Aircraft Charter Operator only) and one (1) customer service representative (on each shift).

Section 7-5. Equipment

- (a) Operator shall provide, either owned or under written lease to Operator and under the exclusive control of Operator, one (1) certified and continuously airworthy single-engine piston Aircraft (instrument qualified).

Section 7-6. Hours of Activity

- (a) Operator shall be open and services shall be available to meet the reasonable demands of the public for this Activity five (5) days a week, eight (8) hours a day. After hours, on-call response time to customer inquiries shall not exceed sixty (60) minutes.

Section 7-7. Insurance

- (a) Except as otherwise provided for herein, Operator shall maintain the coverage and limits of insurance set forth in Attachment A – Minimum Insurance Requirements.



AIRCRAFT SALES OPERATOR (SASO)

ARTICLE 8. AIRCRAFT SALES OPERATOR (SASO)

Section 8-1. Introduction

- (a) An Aircraft Sales Operator is a Commercial Operator engaged in the sale of three (3) or more new and/or used Aircraft during a 12-month period.
- (b) In addition to the General Requirements set forth in Article 2 herein, each Aircraft Sales Operator shall comply with the following minimum standards set forth in this Article 8.

Section 8-2. Leased Premises

- (a) Operator engaging in this Activity shall have adequate land (see Section 2-4(a)), Apron (see Section 2-4(b)), facilities, and Vehicle parking (see Section 2-4(c)) to accommodate all Activities of the Operator and all approved sublessee(s), but not less than the following square footages and requirements:

	Lessee	Sublessee
Contiguous Land	10,560 SF	N/A
Apron/Paved Tiedown	Four (4)	N/A
Customer/Administrative areas	625 SF	125 SF
Hangar (if required)	2,500 SF	See (3) d. below
Maintenance area (if required)	250 SF	250 SF

- (1) Contiguous Land (Lessee only), upon which all required Improvements including Apron, facilities, and Vehicle parking shall be located.
- (2) Apron/paved Tiedowns (Lessee only) shall be adequate to accommodate Aircraft having a minimum wingspan of forty (40) feet.
 - a. If Operator utilizes a hangar for the storage of Operator's fleet at the Airport, no paved Tiedowns will be required.
- (3) Facilities shall include customer and administrative areas. Maintenance and hangar areas are required if Operator is conducting Aircraft Maintenance on Aircraft owned by Operator. If Operator provides Aircraft Maintenance on other Aircraft, Operator shall meet the minimum standards for an Aircraft Maintenance Operator.
 - a. Customer area (Lessee) shall include adequate space for customer lounge, public use telephone, and restrooms.
 - b. Customer area (sublessee): Customers shall have immediate access to customer lounge (if appropriate), public use telephone, and restrooms.
 - c. Administrative area shall include adequate space for employee offices, work areas, and storage.
 - d. Hangar area, if required, shall be large enough to accommodate the largest Aircraft in Operator's fleet at the Airport maintained by Operator.
 - e. Maintenance area, if required, shall include adequate space for employee work areas, shop areas, and storage for Aircraft parts and Equipment.

Section 8-3. Dealership

- (a) An Operator which is an authorized factory sales franchise, dealer, or distributor, either on a retail or wholesale basis, shall have available or shall make available (with advance notice) at least one (1) current model demonstrator of Aircraft in each of its authorized product lines.

Section 8-4. Licenses, Certifications, and Permits

- (a) Personnel shall be properly certificated by the FAA, current, and hold the appropriate ratings for providing flight demonstration in all Aircraft offered for sale.



AIRCRAFT SALES OPERATOR (SASO)

Section 8-5. Personnel

- (a) Operator shall provide a sufficient number of personnel to adequately and safely carry out Activity in a prompt and efficient manner adequate to meet the reasonable demand of the public seeking such services.
 - (1) Operator shall employ one (1) qualified Aircraft salesperson and have access to a demonstration pilot that has a current commercial pilot certificate with appropriate Aircraft type ratings.

Section 8-6. Equipment

- (a) Operator shall provide necessary and satisfactory arrangements for Aircraft Maintenance in accordance with any sales guarantee or warranty period.

Section 8-7. Hours of Activity

- (a) Operator shall be open and service shall be available to meet the reasonable demands of the public for this Activity five (5) days a week, eight (8) hours a day.

Section 8-8. Insurance

- (a) Except as otherwise provided for herein, Operator shall maintain the coverage and limits of insurance set forth in Attachment A - Minimum Insurance Requirements.



ARTICLE 9. SKYDIVING OPERATOR (SASO)

Section 9-1. Introduction

- (a) A Skydiving Operator is a Commercial Operator engaged in the transportation of persons for skydiving, instruction in skydiving, and/or rental and sales of skydiving equipment.
- (b) In addition to the General Requirements set forth in Article 2 herein, each Skydiving Operator shall comply with the following minimum standards set forth in this Article 9 and all Rules and Regulations established for parachute jumping.

Section 9-2. Leased Premises

- (a) Operator engaging in this Activity shall have adequate facilities and Vehicle parking (see Section 2-4(c)) to accommodate all Activities of the Operator, but not less than the following:

	Lessee	Sublessee
Customer area	500 SF	Accessible
Parachute packing area	Accessible	Accessible
Hangar (if required)	2,500 SF	See (1) c. below
Maintenance area (if required)	250 SF	250 SF

- (1) Facilities shall include customer and administrative areas. Maintenance and hangar areas are required if Operator is conducting Aircraft Maintenance on Aircraft owned by Operator. If Operator provides Aircraft Maintenance on other Aircraft, Operator shall meet the minimum standards for an Aircraft Maintenance Operator.
 - a. Customer area: Customers shall have immediate access to a customer lounge, public use telephone, and restrooms.
 - b. Parachute packing area: Operator shall lease or have immediate access to a facility to adequately accommodate the packing of parachute rigs.
 - c. Hangar area, if required, shall be large enough to accommodate the largest Aircraft in Operator's fleet at the Airport maintained by Operator.
 - d. Maintenance area, if required, shall include adequate space for employee work areas, shop areas, and storage for Aircraft parts and Equipment.

Section 9-3. Licenses, Certifications, and Permits

- (a) Personnel shall be properly certificated by the FAA, current, and hold the appropriate ratings and licensed by the United States Parachuting Association.
- (b) Operator shall have a properly executed drop zone permit from the Department.

Section 9-4. Personnel

- (a) Operator shall provide a sufficient number of personnel to adequately and safely carry out Activity in a prompt and efficient manner adequate to meet the reasonable demand of the public seeking such services, including at least one (1) appropriately rated jumpmaster.
- (b) Parachute instructors shall meet all applicable certification requirements of the FAA for parachute instruction and maintain current certificates issued by the FAA and, if required, a current Airman Medical Certificate.

Section 9-5. Equipment

- (a) Operator shall have on hand and available for use at least one (1) Aircraft properly equipped and FAA certified for parachute jumping. The Aircraft must either be owned, leased, or under contract to the Operator.



Section 9-6. Hours of Activity

- (a) Operator shall be open and service shall be available to meet the reasonable demands of the public.

Section 9-7. Insurance

- (a) Except as otherwise provided for herein, Operator shall maintain the coverage and limits of insurance set forth in Attachment A - Minimum Insurance Requirements.



**ULTRALIGHT VEHICLE/
LIGHT SPORT AIRCRAFT OPERATOR (SASO)**

ARTICLE 10. ULTRALIGHT VEHICLE/LIGHT SPORT AIRCRAFT OPERATOR (SASO)

Section 10-1. Introduction

- (a) An Ultralight Vehicle/Light Sport Aircraft Operator is a Commercial Operator engaged in Ultralight Vehicle and/or Light Sport Aircraft rental, training, sales, and/or maintenance activities.
- (b) In addition to the General Requirements set forth in Article 2 herein, each Ultralight Vehicle/Light Sport Aircraft Operator shall comply with the following minimum standards set forth in this Article 10.

Section 10-2. Leased Premises

- (a) Operator engaging in this Activity shall have adequate land (see Section 2-4(a)), Apron (see Section 2-4(b)), facilities, and Vehicle parking (see Section 2-4(c)) to accommodate all Activities of the Operator and all approved sublessee(s), but not less than the following square footages and requirements:

	Lessee	Sublessee
Contiguous Land	10,890 SF	N/A
Apron/Paved Tiedown	Three (3)	N/A
Customer/Administrative areas	750 SF	250 SF See (3) b. below
Hangar (if required)	2,500 SF	See (3) d. below
Maintenance area (if required)	250 SF	250 SF

- (1) Contiguous Land (Lessee only), upon which all required Improvements including Apron, facilities, and Vehicle parking shall be located.
- (2) Apron/paved Tiedowns (Lessee only) shall be adequate to accommodate Aircraft having a minimum wingspan of forty (40) feet.
 - a. If Operator utilizes a hangar for the storage of Operator's fleet at the Airport, no paved Tiedowns will be required.
- (3) Facilities shall include customer and administrative areas. Maintenance and hangar areas are required if Operator is conducting Aircraft Maintenance on Aircraft owned and/or operated (with exclusive control) by Operator.
 - a. Customer area (Lessee) shall include adequate space for customer lounge, public use telephone, and restrooms.
 - b. Customer area (sublessee): Customers shall have immediate access to customer lounge (if appropriate), public use telephone, and restrooms.
 - c. Administrative area shall include adequate space for employee offices, work areas, and storage.
 - d. Hangar area shall be large enough to accommodate the largest Aircraft in Operator's fleet at the Airport maintained by Operator.
 - e. Maintenance area, if required, shall include adequate space for employee work areas, shop areas, and storage for Aircraft parts and Equipment.

Section 10-3. Licenses, Certifications, and Permits

- (a) Personnel shall be properly certificated by the FAA, current, and hold the appropriate ratings as defined by 14 CFR Part 103.

Section 10-4. Personnel

- (a) Operator shall provide a sufficient number of personnel to adequately and safely carry out Activity in a prompt and efficient manner adequate to meet the reasonable demand of the public seeking such services, including at least one flight instructor.



ULTRALIGHT VEHICLE/ LIGHT SPORT AIRCRAFT OPERATOR (SASO)

Section 10-5. Equipment

- (a) Operator shall have on hand and available for use at least one (1) Ultralight Vehicle or Light Sport Aircraft properly equipped and FAA certified. The Aircraft must either be owned, leased, or under contract to the Operator.

Section 10-6. Hours of Activity

- (a) Operator shall be open and service shall be available to meet the reasonable demands of the public.

Section 10-7. Insurance

- (a) Except as otherwise provided for herein, Operator shall maintain the coverage and limits of insurance set forth in Attachment A - Minimum Insurance Requirements.



**SPECIALIZED COMMERCIAL
AERONAUTICAL OPERATOR (SASO)**

ARTICLE 11. SPECIALIZED COMMERCIAL AERONAUTICAL OPERATOR (SASO)

Section 11-1. Introduction

- (a) A Specialized Commercial Aeronautical Operator is a Commercial Operator engaged in providing Limited Aircraft Services and Support, Miscellaneous Commercial Services and Support, or Air Transportation Services for Hire.
 - (1) **Limited Aircraft Services and Support** - are defined as limited Aircraft, engine, or accessory support (for example, washing, cleaning, painting, upholstery, propeller, etc.) or other miscellaneous Activities directly related to Aircraft services and support.
 - (2) **Miscellaneous Commercial Services and Support** - are defined as ground schools, simulator training, charter flight coordinators, aircrew management, or any other miscellaneous Activities directly related to supporting or providing support services for a Commercial Aeronautical Activity.
 - (3) **Air Transportation Services for Hire** - are defined as non-stop sightseeing flights (flights that begin and end at the Airport and are conducted within 25 statute mile radius of the airport); flights for aerial photography or survey, fire fighting, power line, underground cable, or pipe line patrol; or any other miscellaneous Activities directly related to air transportation services for hire (e.g., helicopter operations in construction or repair work).
- (b) In addition to the General Requirements set forth in Article 2 herein, each Specialized Commercial Aeronautical Operator shall comply with the following minimum standards set forth in this Article 11.

Section 11-2. Leased Premises

- (a) Operator engaging in this Activity shall have adequate land (see Section 2-4(a)), Apron (see Section 2-4(b)), facilities, and Vehicle parking (see Section 2-4(c)) to accommodate all Activities of the Operator and all approved sublessee(s), but not less than the following square footages and requirements:

	Lessee	Sublessee
Contiguous Land	10,560 SF	N/A
Apron/Paved Tiedown	Four (4)	N/A
Customer/Administrative areas	625 SF	125 SF
Hangar (if required)	2,500 SF	See (3) d. below
Maintenance area (if required)	250 SF	250 SF

- (1) Contiguous Land (Lessee only), upon which all required Improvements including Apron, facilities, and Vehicle parking shall be located.
- (2) Apron/paved Tiedowns (Lessee only) shall be adequate to accommodate Aircraft having a minimum wingspan of 40 feet.
 - a. If Operator utilizes a hangar for the storage of Operator's fleet at the Airport, no paved Tiedowns will be required.
- (3) Facilities shall include customer and administrative areas. Maintenance and hangar areas are required if Operator is conducting Aircraft Maintenance on Aircraft owned by Operator. If Operator provides Aircraft Maintenance on other Aircraft, Operator shall meet the minimum standards for an Aircraft Maintenance Operator.
 - a. Customer area (Lessee) shall include adequate space for customer lounge, public use telephone, and restrooms.
 - b. Customer area (sublessee): Customers shall have immediate access to customer lounge (if appropriate), public use telephone, and restrooms.
 - c. Administrative area shall include adequate space for employee offices, work areas, and storage.
 - d. Hangar area, if required, shall be large enough to accommodate the largest Aircraft in Operator's fleet at the Airport maintained by Operator.



SPECIALIZED COMMERCIAL AERONAUTICAL OPERATOR (SASO)

- e. Maintenance area, if required, shall include adequate space for employee work areas, shop areas, and storage for Aircraft parts and Equipment.

Section 11-3. Personnel

- (a) Operator shall provide a sufficient number of personnel to adequately and safely carry out its Activity in a prompt and efficient manner adequate to meet the reasonable demands of the public seeking such services.

Section 11-4. Equipment

- (a) Operator shall have (based at the Airport), either owned or under written lease to Operator, sufficient Vehicles, Equipment, and, if appropriate, one (1) continuously airworthy Aircraft.
- (b) Operator shall have sufficient supplies and parts available to support the Activity.

Section 11-5. Hours of Activity

- (a) Operator shall be open and services shall be available during hours normally maintained by Entities operating similar businesses at comparable airports.

Section 11-6. Insurance

- (a) Except as otherwise provided for herein, Operator shall maintain the coverage and limits of insurance set forth in Attachment A – Minimum Insurance Requirements.



TEMPORARY SPECIALIZED AERONAUTICAL SERVICE OPERATOR (SASO)

ARTICLE 12. TEMPORARY SPECIALIZED AERONAUTICAL SERVICE OPERATOR

Section 12-1. Introduction

- (a) The County recognizes that Aircraft Operators may require specialized assistance with the maintenance of their Aircraft and/or flight training of their pilots. When assistance is not available on the Airport through an existing Operator due to either the specialized nature of the maintenance and/or flight training requirements, the County may allow an Aircraft Operator to solicit and utilize the services of a qualified Entity to provide said services.
- (b) In addition to the General Requirements set forth in Article 2 herein, each Temporary Specialized Commercial Aeronautical Operator shall comply with the following minimum standards set forth in this Article 12.

Section 12-2. Scope of Activity

- (a) Operator shall conduct Activity on and from the Leased Premises of the Aircraft Operator in a first-class manner consistent with the degree of care and skill exercised by experienced Operators providing comparable products and services and engaging in similar Activities.

Section 12-3. Permit

- (a) Aircraft Operator must submit request to the Department on behalf of Operator.
- (b) Operator shall obtain a temporary Permit (issued by the Department) prior to engaging in Activity on the Airport.
 - (1) Renewal shall be subject to the Operator's compliance with all terms of the Temporary Permit.
- (c) Operator shall comply with all requirements for the permitted Activities and limit service provided to those strictly stated on the Temporary Permit.
- (d) Aircraft Operators requiring after-hour or weekend service by a Temporary Specialized Aviation Service Operator must notify Airport operations prior to Operator engaging in Activities on the Airport.
- (e) Aircraft Operator is responsible for assuring compliance of all Airport Regulatory Measures by the Temporary Specialized Aviation Service Operator while on the Airport.

Section 12-4. Insurance

- (a) Except as otherwise provided for herein, Operator shall maintain, at a minimum, the coverage and limits of insurance set forth in Attachment A – Minimum Insurance Requirements.



ARTICLE 13. NON-COMMERCIAL SELF-SERVICE FUELING PERMITTEE

Section 13-1. Introduction

- (a) All Entities desirous of self-service fueling shall be accorded a reasonable opportunity, without unlawful discrimination, to qualify and receive a Non-Commercial Self-Service Fueling Permit (Permit).
 - (1) Those Entities that have a Permit granting them the rights to perform commercial fueling (i.e., FBO) are not required to apply for a Non-Commercial Self-Service Fueling Permit.
- (b) This Article 13 sets forth the standard prerequisites to an Entity desirous of engaging in Non-Commercial self-service fueling activities. Any Entity engaging in such activities shall also be required to comply with all applicable Regulatory Measures pertaining to such activities at the Airport.
- (c) In addition to the applicable General Requirements set forth in Article 2 herein, each Entity conducting Non-Commercial self-service fueling activities at the Airport shall comply with the following minimum standards.

Section 13-2. Permit/Approval

- (a) No Entity shall engage in self-service fueling activities unless a valid Non-Commercial Self-Service Fueling Permit authorizing such activity has been obtained from the Department. Such Entities shall herein be referred to as "Permittees".
- (b) The Permit shall not reduce or limit Permittee's obligations with respect to these self-service fueling minimum standards, which shall be included in the Permit by reference.
- (c) Prior to issuance and subsequently upon request by the Department, Permittee shall provide evidence of ownership (and/or lease) of any Aircraft being operated (under the full control of) and fueled by Permittee.
 - (1) The Department will determine if an Aircraft lease is commercially reasonable.

Section 13-3. Reporting

- (a) Permittee shall report all Fuel delivered to the approved Permittee's fuel storage facility and to Permittee's Aircraft during each calendar month and submit a summary report along with appropriate fees and charges due the County on or before the 10th day of the subsequent month.
- (b) Permittee shall during the term of the Permit and for three (3) years thereafter maintain records identifying the total number of aviation Fuel gallons purchased and delivered. Records (and meters) shall be made available for audit to the Department or representatives of the Department. In the case of a discrepancy, Permittee shall promptly pay, in cash, all additional rates, fees, and charges due the County, plus annual interest on the unpaid balance at the lesser of 18% or the maximum rate allowable by law from the date originally due.

Section 13-4. Fuel Storage

- (a) Permittees that desire to have bulk fuel storage shall arrange and demonstrate that satisfactory arrangements have been made for the storage of Fuel, as follows:
 - (1) through either an authorized FBO at the Airport or
 - (2) in a facility located off the Airport.



**NON-COMMERCIAL
SELF-SERVICE FUELING PERMITTEE**

- (b) Permittee shall be liable and indemnify the County for all leaks, spills, or other damage that may result through the handling and dispensing of fuel.
- (c) Fuel delivered shall be clean, bright, pure, and free of microscopic organisms, water, or other contaminants. Ensuring the quality of the fuel is the responsibility of Permittee.

Section 13-5. Fueling Equipment

- (a) Permittees that utilize bulk storage shall utilize a single Refueling Vehicle for each type of Fuel to be dispensed with a minimum capacity of 750 gallons. Avgas Refueling Vehicles shall have a maximum capacity of 1,200 gallons and Jet Fuel Refueling Vehicles shall have a maximum capacity of 3,000 gallons. All Refueling Vehicles shall be capable of bottom loading.
 - (1) Each Refueling Vehicle shall be equipped and maintained to comply at all times with all applicable safety and fire prevention requirements or standards, as may be amended from time to time, including without limitation, those prescribed by:
 - a. State of Florida Fire Prevention Code and local Fire District;
 - b. National Fire Protection Association (NFPA) Codes;
 - c. Florida Department of Environmental Protection; and
 - d. Applicable AC's including AC 00-34 "Aircraft Ground Handling and Servicing" and AC 150/5210-5 "Painting, Marking and Lighting of Vehicles Used On An Airport".
- (b) Permittees that utilize less than 500 gallons per month may utilize fuel storage containers of no less than 5 gallons and no more than a 110 gallons for fuel storage. These fuel storage containers may not be kept or stored on the Airport.
 - (1) Permittees utilizing fuel storage containers greater than 5 gallons must utilize pumps, either hand or power operated, to fuel Aircraft.
- (c) Prior to transporting Fuel onto the Airport, the Permittee shall provide the Department with a SPCC Plan that meets regulatory requirements for above ground Fuel storage facilities. An updated copy of such SPCC Plan shall be filed with the Department at least ten (10) business days prior to actual implementation. Such plan shall describe, in detail, those methods that shall be used by the Permittee to clean up any potentially hazardous Fuel spills. The plan should include Equipment to be used, emergency contact personnel and their telephone numbers, and all other details as to how the Permittee would contain such a spill. This plan should also describe, in detail, what methods the Permittee intends to use to prevent any such spill from occurring.
- (d) In accordance with all applicable Regulatory Measures and appropriate industry practices, the Permittee shall develop and maintain SOP for fueling and shall ensure compliance with standards set forth in AC 00-34A, entitled "Aircraft Ground Handling and Servicing". The SOP shall include a training plan, Fuel quality assurance procedures, record keeping, and emergency response procedures for Fuel spills and fires. The SOP shall also address the following: (1) bonding and fire protection, (2) public protection, (3) control of access to Refueling Vehicle storage areas, and (4) marking and labeling of Refueling Vehicles. The SOP shall be submitted to the Department not later than ten (10) business days before the Permittee commences self-fueling at the Airport.



Section 13-6. Licenses, Certifications, and Permits

- (a) Permittee shall have and provide to the Department evidence of all federal, state, and local licenses, certificates, and permits that are required to conduct self-service fueling.

Section 13-7. Personnel

- (a) Permittee's Employees must conduct the self-service fueling activity and be properly trained in Aircraft refueling.
- (b) There must be a minimum of two (2) individuals present during self-service fueling activities.

Section 13-8. Limitations

- (a) Permittees shall not sell and/or dispense fuels to based or transient Aircraft that are not owned by or under the full control of Permittee. Any such selling or dispensing shall be grounds for immediate revocation of the Permit by the Director.
 - (1) Revocation upon first violation will be for a period of one (1) year.
 - (2) Revocation upon a second violation shall be permanent.

Section 13-9. Emergency Public Service

- (a) Entities providing an Emergency Public Service are not required to meet the minimum standards identified in Section 13-4(a). Further, these Entities are not required to meet the minimum standards identified in Sections 13-5(a) and 13-5(b) unless fuel is being delivered to Aircraft by Refueling Vehicles.
- (b) Storage and delivery of Fuel for Aircraft operated by Emergency Public Service Entities must be approved, in advance, by the Department.
- (c) All other minimum standards identified in this Article 13 must be adhered to by the Entity providing Emergency Public Service.

Section 13-10. Insurance

- (a) Except as otherwise provided for herein, Permittee shall maintain, at a minimum, the coverages and policy limits set forth in Attachment A – Minimum Insurance Requirements.



ARTICLE 14. COMMERCIAL ACTIVITY APPLICATION

Section 14-1. Lessee

- (a) Any Entity desiring to lease or license land and/or Improvements and engage in a Commercial Aeronautical Activity shall submit a written application to the Department.
- (b) The prospective Lessee/Operator shall submit all of the information requested on the application form and thereafter shall submit any additional information that may be required or requested by the Department in order to properly evaluate the application and/or facilitate an analysis of the prospective operation including, but not limited to, verifiable history of experience, financial statements, reference, etc.
- (c) No application will be deemed complete that does not provide the Department with the information necessary to allow the Department to make a meaningful assessment of applicant's prospective operation and determine whether or not the prospective operation will comply with all applicable Regulatory Measures (including all applicable Minimum Standards) and be compatible with the Airport's Master Plan and/or land use plan (if any).

Section 14-2. Sublessee

- (a) Any Entity desiring to sublease land or Improvements and engage in a Commercial Aeronautical Activity at the Airport shall provide evidence to the lessor that they will meet the applicable articles and sections of these Minimum Standards.
- (b) Sublessee/Operator shall be required to meet and adhere to all applicable provisions of lessor's Agreement with the County.



**ATTACHMENT A
(MINIMUM INSURANCE REQUIREMENTS)**

ARTICLE 15. ATTACHMENT A (MINIMUM INSURANCE REQUIREMENTS)

Palm Beach County Glades Airport		Fixed Base Operator	Aircraft Maintenance Operator	Avionics or Instrument Maintenance Operator	Aircraft Rental, Flying Club, or Flight Training Operator	Aircraft Charter or Aircraft Management Operator	Aircraft Sales Operator	Skypiving Operator	Ultralight Vehicle/Light Sport Aircraft Operator	Specialized Commercial Aeronautical Activities	Temporary Specialized Aviation Service Operator	Non-Commercial Self-Service Fueling Permittee
COMMERCIAL GENERAL LIABILITY (Combined Single Limit)												
Each Occurrence		\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
VEHICLE LIABILITY (Combined Single Limit/Each Occurrence)												
		\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
HANGAR KEEPER LIABILITY (Large Aircraft Accommodated)												
SE Piston	Each Aircraft	\$1,000,000 Each Aircraft \$2,000,000 Each Occurrence	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
Group I	Each Occurrence		\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
ME Piston	Each Aircraft		\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
Group I	Each Occurrence		\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
Turboprop	Each Aircraft		\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Group I	Each Occurrence		\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
Turboprop	Each Aircraft		\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
Group II	Each Occurrence		\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000
Turbojet	Each Aircraft		\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000
Group II	Each Occurrence		\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000
AIRCRAFT AND PASSENGER LIABILITY (Each Occurrence)												
SE Piston/Group I										\$1,000,000/\$100,000 sub limit per person	As required	As required
ME Piston/Group I										\$1,000,000/\$100,000 sub limit per person	As required	As required
Turboprop/Group I & II										\$5,000,000/\$250,000 sub limit per person	As required	As required
Turbojet/Group I										\$5,000,000/\$250,000 sub limit per person	As required	As required
Student and Renters									\$100,000	\$100,000		
ENVIRONMENTAL LIABILITY (Combined Single Limit/Each Occurrence)												
Each Occurrence		\$1,000,000										\$1,000,000

* Required for Operators possessing the care, custody, and control of non-owned Aircraft



ATTACHMENT A (MINIMUM INSURANCE REQUIREMENTS)

Commercial General Liability to include bodily injury, personal injury, and property damage for all premises, products and completed operations, unlicensed vehicles, and contractual liability. Non-licensed vehicles operated on the movement area will require coverage in an amount not less than \$5,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage.

Vehicular Liability or Business Automobile Liability to include bodily injury and property damage for all Vehicles (owned, non-owned, or hired).

Hangar Keeper's Liability to include property damage for all non-owned Aircraft under the care, custody, and control of the Operator.

Aircraft and Passenger Liability to include bodily injury, property damage, and passenger injury for all owned, leased, or operated Aircraft.

Student and Renter Liability to include bodily injury, personal injury, and property damage (excluding Aircraft hull) for students and renters of Aircraft.

Environmental Liability to include bodily injury, property damage, and environmental cleanup costs.

SE = Single engine Aircraft.

ME = Multi engine Aircraft.