AIRPORT
MINIMUM STANDARDS
For Commercial Aeronautical Activities &
Private or Corporate Owned Hangars

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I

INTRODUCTION
Section I

INTRODUCTION

St. Petersburg-Clearwater International Airport (Airport) located in Pinellas County, Florida, is owned by Pinellas County (County), a political subdivision of the State of Florida, with the right to operate the Airport, and to lease portions of such Airport, and grant operating privileges and uses thereon in accordance with Florida law.

These Minimum Standards shall apply to any person or entity that provides one or more commercial aeronautical services or operates a private/commercial hangar at the Airport. However, no provision of these Minimum Standards shall be deemed to prohibit any person from performing maintenance and fueling with respect to their own aircraft in accordance with these Minimum Standards and/or the Airport Rules and Regulations. It is the policy of the Airport to extend the opportunity for providing aeronautical service to any entity meeting the Airport’s published Minimum Standards for that service, subject to availability of suitable space as identified by the Airport to conduct such activities.

All official inquiries regarding these Minimum Standards and/or compliance therewith should be directed to the Airport Director.

These Minimum Standards shall become effective on June 5, 2012.
Section II

DEFINITIONS
FOR
AIRPORT MINIMUM STANDARDS

Unless specifically defined otherwise herein, or unless a different meaning is apparent from the context, the terms used in these Minimum Standards shall have the following definitions:

**Aeronautical Activity** - is any activity which involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for aircraft, or which contributes to or is required for the safety of such operations. The following activities, commonly conducted on airports, are aeronautical activities within this definition:

a. Aerial photography or survey  
b. Air carrier operations  
c. Air freight or cargo operations  
d. Aircraft catering  
e. Aircraft charter and air taxi services  
f. Aircraft rental services  
g. Aircraft sales & services  
h. Aircraft washing and cleaning services (interior and exterior)  
i. Airframe and power plant repair services  
j. Any other activities which because of their direct relationship to the operation or repair of aircraft can appropriately be regarded as an Aeronautical Activity  
k. Aviation fuels and petroleum products sales  
l. Ballooning  
m. Banner towing and aerial advertising (*County ordinance prohibits banner towing*)  
n. Blimp operations  
o. Flight training services  
p. Ground servicing of air carrier aircraft  
q. Parachute Jumping  
r. Radio, instrument or propeller repair services  
s. Sale of aircraft parts  
t. Sale of rental or aircraft hangar, parking and tie-down space

**Agreement** - shall mean a written document executed by the St. Petersburg-Clearwater International Airport (Airport) by and through the Pinellas County, Board of County Commissioners or their designees which is a prerequisite to the commencement of any operations or business activities at the Airport.
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**Air Charter** - shall mean the transport of passengers or cargo as authorized by Federal Aviation Regulations under CFR 14, Part 135.

**Air Operations Area (AOA)** - shall mean any area of the airport used, or intended to be used for apron or ramp, landing, takeoff and surface maneuvering of aircraft. It encompasses both the movement and non-movement areas located on the non-public side of the Airport.

**Aircraft** – shall mean any device used or designed for navigation or flight in the air including, but not limited to, an airplane, sailplane, glider, helicopter, gyrocopter, ultra-light, balloon or blimp.

**Air Taxi** - shall mean aircraft carrying passengers, mail or cargo for revenue in accordance with Federal Aviation Administration (FAA) regulations.

**Aircraft Line Services** – shall mean services such as aircraft refueling, parking, storage, tie down services, cleaning, or any type of maintenance services not included in the aircraft maintenance category.

**Aircraft Maintenance** – shall mean the performance of aircraft services consisting of minor and major repairs or alterations to aircraft component structures, power plant and/or airframes.

**Aircraft Parking** – shall mean the part of the ramp area used for the parking of aircraft and support vehicles and for loading and unloading of passengers and cargo.

**Aircraft Sales** – shall mean the sales of aircraft, aircraft parts, components and equipment.

**Airfield** - includes the runways, taxiways, and ramp area of an airport.

**Airport** – shall mean the St. Petersburg-Clearwater International Airport owned and operated by Pinellas County, a political subdivision of the State of Florida.

airport (not capitalized) - refers to the airport property or use of the word airport in general.

**Airport Director** - shall mean the individual responsible for the overall day-to-day operation of the Airport and shall include any person designated to serve in his/her absence.

**Apron or Ramp** – shall mean those areas of the airport within the AOA designated for loading, unloading, servicing or parking of aircraft.

**Authorized** - shall mean acting under or pursuant to a written contract, agreement, permit authorization or other instrument or evidence of right issued by Pinellas County Board of County Commissioners, the Airport Director or designee.
Cargo - shall mean those goods or merchandise conveyed in an aircraft or vehicle.

County - shall mean Pinellas County, a political subdivision of the State of Florida.

Commercial Aeronautical Activity – shall mean the exchange, trading, buying, hiring or selling of commodities, goods, services, or tangible or intangible property of any kind, and/or any aeronautical revenue producing activity on or at the Airport. Receipt of any donation, gift or any other tangible or intangible consideration in exchange for any such activity shall not classify the activity as being non-commercial.

Control Tower - is the Federal Aviation Administration (FAA) Traffic Control Tower located at an airport.

Courtesy Transportation Vehicle - shall mean a motor vehicle operated specifically for the purpose of transporting passengers at the Airport to locations on or off the Airport as a complimentary service.

Equipment - shall mean portable units or vehicles, other than those commonly classified as motor vehicles, located at an airport, utilized in conjunction with the operation of aircraft or on an airport facility.

FAA - shall mean the Federal Aviation Administration.

Fixed Base Operator (FBO) - shall mean an entity or individual who has executed a ground lease with Pinellas County to conduct commercial aeronautical activities at the Airport, as defined and required by the Airport’s Minimum Standards, which includes the authorized right to sell and dispense fuels and oil to the public.

Flying Club – shall mean a non-commercial, nonprofit entity organized for the purpose of providing its club members on a pro-rata share basis with the use of aircraft owned or leased by the club for its member’s own personal use and enjoyment and the club may not derive greater revenue from the use of the aircraft than the cost to operate, maintain, and replace the aircraft.

Fuel Farms - shall mean any portion of the Airport designated temporarily or permanently by the County as an area in which aviation or motor vehicle gasoline or any other type of aircraft fuel or fuel additives may be stored or loaded.

Fuelers – shall mean all tenants and/or operators of aircraft at the Airport who are authorized to store, handle, and dispense aircraft fuel at the Airport.

Hangar - shall mean an enclosed structure for housing aircraft or for any other authorized use or activity.
**Landing Fee** – shall mean a fee payable for the landing of any commercial aircraft at the Airport with such fee being based on the maximum certified gross landing weight of the aircraft or otherwise.

**Lease** - shall mean the written contractual agreement between the Airport and a third party which gives rise to a landlord-tenant relationship and which gives the tenant the right to exclusive use and possession of land or premises for a specific period.

**Leased Aircraft** – shall mean any aircraft leased to a lessee(s) for lessee’s exclusive use for a minimum period of six (6) months during which the aircraft may not be rented, subleased or used by the lessor during the term of the lease.

**Minimum Standards** – shall mean the qualifications as established herein which are the minimum requirements to be met as a condition for the privilege to conduct both commercial and non-commercial aeronautical activity at the Airport.

**Movement Area** – shall mean the runways, taxiways, and other areas of an airport which are utilized for taxiing/hover taxiing, air taxiing, takeoff, and landing of aircraft, exclusive of loading ramps and parking areas, that requires specific approval by the Control Tower to enter.

**Non-Movement Area** – shall mean the portion of the AOA consisting of aircraft parking ramps and cargo areas which are not normally controlled by the air traffic control tower.

**Officer** - shall mean a Law Enforcement Officer such as Pinellas County Sheriff or other law enforcement officer within the jurisdiction of the area.

**Owner** – shall mean any person who holds the legal title of an aircraft or a motor vehicle or is in lawful possession of an aircraft or motor vehicle.

**Parking** - shall mean to let a motor vehicle or aircraft stand or stop in any authorized location whether the operator thereof leaves or remains in such motor vehicle or aircraft.

**Person** - shall mean any individual, firm, partnership, corporation, company, association, joint stock association, or body politic; and includes any trustee, receiver, committee, assignee or other representative or employee thereof. Person includes the singular and plural whenever the context permits.

**PIE** - is the three-letter international identification for the St. Petersburg-Clearwater International Airport.

**Pinellas County (County)** - is a political subdivision of the State of Florida and the owner and operator of the St. Petersburg-Clearwater International Airport.
Ramp – See Apron.

Ramp Area/Space - includes the aircraft parking and maneuvering areas within the AOA designated by the Airport for the loading, unloading, servicing, or parking of aircraft.

Rental Aircraft – shall mean aircraft that are rented or leased by an oral agreement, or to more than a single lessee, or for less than six (6) months. Aircraft leased in such a manner shall not be maintained or serviced (including fueling) by the lessee, unless the lessee otherwise qualifies to render such services in accordance with these Minimum Standards.

Restricted Area – shall mean any area of the Airport so designated where access or entry is prohibited or access is limited to authorized persons.

Rules and Regulations – shall mean the Rules and Regulations of the Airport, as adopted by resolution of the County, which may be amended from time-to-time.

Runway – shall mean that portion of the Airport Operations Area used for the take-off and landing of aircraft.

St. Petersburg-Clearwater International Airport (PIE) - is a Pinellas County department charged with operating the Airport and ensuring that all users of the Airport follow and are in full compliance with all federal, state, local laws, Airport Minimum Standards, and Airport Rules and Regulations.

Specialized Aeronautical Services Operator (SASO) – shall mean a commercial aeronautical business that is not a fixed-base operator, but which is authorized to offer commercial aeronautical services such as flight training, aircraft maintenance, air charter or taxi, aircraft sales, and avionics in accordance with these established Minimum Standards.

Self-Fueling – shall mean aircraft fueling performed by the aircraft owner or aircraft owner’s employees on their owned or leased aircraft.

State - refers to the State of Florida.

Taxi Lane or Taxiway – shall mean those portions of the AOA authorized or designated by the Airport Director for the surface maneuvering of aircraft, which are used in common, and are not located within leasehold areas and which may or may not be under the control of an Air Traffic Control Tower.

Tenant (Lessee) – shall mean a leaseholder of land or premises within the boundaries of the Airport or Airport property and will include any of the leaseholders authorized sub-tenant or sub-lessees.
**Terminal** – shall mean any passenger or cargo facility available to and utilized by the public, including all roadways and parking facilities associated therewith.

**Transportation Security Administration (TSA)** - is a governmental agency of the United States of America that operates Airport checkpoints to ensure the security of the traveling public.

**Vehicle** - shall mean any device in, upon, or by which a person, goods or property may be propelled, moved or drawn upon land or water, including a device moved by human or animal power, except aircraft or devices moved exclusively upon stationary rails or tracks.
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Section
III

RESERVATION
OF
RIGHTS
Section III

RESERVATION
OF
RIGHTS

The Airport reserves the right, in its sole discretion, to engage in any and all Commercial Aeronautical Activities either in competition with private entities or by exercise of a “proprietary exclusive right,” or both.
Section IV

PURPOSE OF MINIMUM STANDARDS
Section IV

PURPOSE
OF
MINIMUM STANDARDS

These Minimum Standards were developed to provide the minimum threshold entry requirements for those persons desiring to provide Commercial Aeronautical Activities to the public or operating a private/corporate owned hangar at the Airport. These Minimum Standards are based upon the conditions at the Airport, the existing and planned facilities at the Airport, and the current and future aviation role of the Airport. Any prospective Tenant or Permittee will be required to provide the described minimum level of services in order to enter into an Agreement, Permit, License, or Lease with the County to operate on the Airport. The purpose of these Minimum Standards is to establish Airport policy to:

- Promote safety in all airport activities and maintain a higher quality of service for airport users
- Protect airport users from unlicensed and unauthorized products and services
- Enhance the availability of adequate services for all airport users
- Promote the orderly development of airport land
- Provide a clear and objective distinction between service providers that will provide a satisfactory level of service and those that will not
- Prevent disputes between aeronautical service providers and reduce potential complaints

All applicants seeking to perform activities at the Airport shall be accorded fair and reasonable opportunity, without unjust discrimination, to qualify and to compete (if required), to occupy available Airport facilities and to provide appropriate aeronautical activities.

Minimum Standards establish the minimum requirements to be met by individuals and companies for the privilege of operating at the Airport. The granting of rights and/or privileges to engage in Commercial Aeronautical Activities shall not be construed in any manner as affording an FBO or SASO any exclusive right, other than the exclusive use of the land and/or improvements that may be leased to the Tenant, and then only to the extent provided in an Agreement.
The Minimum Standards are divided according to the specific type of activities to which they pertain and any Tenant or Permittee desiring to provide these services at the Airport must meet the Minimum Standards pertaining to that type of aeronautical activity (activities.) These Minimum Standards are the “minimum” requirements to do business on the Airport, and all persons are encouraged to exceed such Minimum Standards in conducting their activities. The County will lease only as much property as is necessary to enable a tenant to satisfy the Minimum Standards and to accommodate reasonable future needs.

For quick reference, a summary of Minimum Criteria for Aeronautical Development is attached (See Appendix A – Summary of Minimum Site Plan Criteria for Aeronautical Development.)
Section V

CONFLICTING STANDARDS & OTHER REGULATIONS
Section V

CONFLICTING STANDARDS
&
OTHER REGULATIONS

These Minimum Standards for Commercial Aeronautical Activities and Private or Corporate Owned Hangars shall not affect any Agreement entered into by the County prior to the effective date of these Minimum Standards, except as otherwise provided for in such Agreement. In such a case, these Minimum Standards shall apply to the extent permitted by such Agreement. If a provision in these Minimum Standards is found to be in conflict with any other provision of herein, the provision that establishes the higher standard shall prevail.

If a Tenant or Permittee desires to modify, extend or renew an existing Agreement, the County may, as a condition of its approval of same, require compliance with these Minimum Standards. The County may also require the Tenant or Permittee to provide any improvements necessary to comply with security-related directives issued by TSA and/or safety-related directives issued by the FAA.
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Section
VI

RIGHT TO AMEND
STANDARDS
Section VI

RIGHT TO AMEND STANDARDS

The County reserves the right to amend these Minimum Standards from time to time as maybe required by law or should the Airport determine it is necessary or desirable to do so to reflect current trends of commercial airport activity and availability of property for lease, for the benefit of the general public or the operation of the Airport. Any such amendments to these Minimum Standards shall be done by resolution of the Pinellas County Board of County Commissioners.
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Section
VII

BUSINESS OPERATIONS
Section VII

BUSINESS OPERATIONS

The Airport’s FBOs and SASOs are to provide high quality customer service by meeting, and exceeding Airport customer needs through consistent, responsive, and professional service. All Airport FBOs and SASOs are considered commercial businesses and must meet all FAA, State, and County requirements for the services they provide.

Each FBO and SASO is required to employ the necessary quantity of trained staff, on-duty management and supervisors to provide for the efficient, safe, and orderly operations of its business enterprise(s). No FBO or SASO will provide aviation service(s) at the Airport until entering into a written Agreement with the Airport. The Agreement shall be in a form acceptable to the Airport, shall specify which types of aviation services the FBO or SASO is authorized to provide, and shall contain, without limitation, provisions for fees payable to the Airport, insurance and indemnification as required in these Minimum Standards that are subject to modification at the sole discretion of the County. The fees and payments due to the Airport will be levied based upon the current rates and fee schedules promulgated by the County. Lease rates are determined by a formula which includes an initial determination of fair market value.

In addition, each FBO and SASO is required to control the conduct and demeanor of its personnel, agents, subcontractors, and subtenants, as well as to conduct its business operations in a safe, orderly, efficient, and proper manner so as not to unreasonably disturb, endanger or offend any customers, tenants, or competitive operators. All FBO or SASO personnel shall be fully qualified and trained or be in training with supervision, to provide a high quality standard of courteous, efficient, and safe service to the general public, customers, and airport users. Personnel shall meet all Federal, State, and local training and certification requirements, as well as any training requirements set-forth in Airport’s Rules and Regulations.

All personnel employed by an FBO or SASO to perform aeronautical activities on the Airport are required to be appropriately dressed and identifiable while on duty. The FBO or SASO business name shall be included in the means of identification on each person.

Each building, vehicle, and piece of mobile or vehicular equipment, used on the Airport in conjunction with the commercial activity, shall bear the FBO’s or SASO’s identification in the form of a company logo, sign, emblem, or other means to designate to whom the building, vehicle, or equipment is assigned. Identification shall be legible on a contrasting background and shall be visibly displayed. All FBO or SASO identification shall be professionally designed and affixed to vehicles.
Section VIII

AIRCRAFT NOISE ABATEMENT
The Airport is interested in reducing noise impacts to residents who live within close proximity to the Airport. Consequently, the Airport has established voluntary noise abatement and mitigation measures. As applicable, and to the extent practicable, all aircraft and/or pilots utilizing the Airport are requested to honor said noise abatement and mitigation measures whenever possible.
Section IX

FIXED BASE OPERATOR (FBO)
Section IX

FIXED BASE OPERATOR (FBO)

A. STATEMENT OF CONCEPT:

Fixed Base Operators (FBOs) engage in and furnish a full range of Commercial Aeronautical Activities to the public, which at a minimum shall include:

- Aircraft line services and courtesy ramp assistance
- Aircraft maintenance repair, service, and parts
- Retail sale and dispensing of aviation gasoline, fuels, and lubricants
- Transient aircraft hangar rentals, storage, and tie-down space rentals
- Twenty-four (24) hour on-call aircraft emergency recovery services

The FBO is also encouraged to provide optional Commercial Aeronautical Activities under its own corporate structure or through a third-person subcontractor and/or sublessee. Providing these optional activities, as set forth below, will require the FBO to demonstrate to the Airport’s sole satisfaction that their facilities are adequate to perform these activities in a safe, secure, and efficient manner. Airport’s consent to these optional activities may require the FBO to provide additional land area and expanded facilities, which may exceed the minimum requirements set forth in this Section.

These optional Commercial Aeronautical activities may include any or all of the following:

- Aircraft charter or taxi
- Aircraft lease and rental services
- Aircraft sales
- Airline ground services
- Avionics
- Flight school and training services
- Non-Transient rental of aircraft hangar, parking, and tie-down space
- Other Activities: An FBO may also engage in other activities which because of its direct relationship to the operation or repair of aircraft, can be regarded by the Airport as a recognized and permissible Commercial Aeronautical Activity within the industry.
Notwithstanding the Airport’s Reservation of Rights to engage in any or all Commercial Aeronautical Activities as set-forth in Section II herein, an FBO shall have the exclusive right to engage in providing the following Commercial Aeronautical Activities:

- Aircraft emergency recovery services (exclusivity shall not limit or impede the Airports use of other recovery service providers to meet Airport Operational requirements)
- Aircraft line services and courtesy ramp assistance
- Retail sale and dispensing of aviation gasoline, fuels, and lubricants
- Transient aircraft hangar rentals, storage, and tie-down space rentals

### B. MINIMUM STANDARDS:

1. **LAND:** The FBO shall lease from the Airport an area of not less than 435,600 square feet (10 acres) of land to provide space for the following development criteria for Airport site plan approval.
   
   a. Airside security improvements including access control equipment to secure personnel and vehicle access to and from the AOA
   b. Hangars and other buildings
   c. Paved and lighted aircraft apron
   d. Paved and lighted private vehicle parking
   e. Paved pedestrian walkways
   f. Public access to a designated area of the site
   g. Storage, public restrooms, and support facilities
   h. Stormwater drainage improvements

2. **HANGARS AND BUILDINGS:** At a minimum, the FBO shall lease or construct 35,000 square feet of contiguous hangar and building improvements. The FBO facilities are to provide at least 25,000 square feet of hangar space for aircraft storage, maintenance shops, and spare parts storage. The FBO will also provide at least 10,000 square feet of properly lighted and heated building area for combined offices, support space, pilot lounge, and public lounge with waiting room, pilot briefing room, public restrooms, and public telephones. Suitable facilities shall also be provided to support any additional amenities and services.

3. **AIRCRAFT APRON:** At least 200,000 square feet of paved and lighted aircraft parking apron shall be provided by the FBO within its leasehold to support aircraft tie down spaces, movement, and parking.
4. **VEHICLE PARKING:** Sufficient paved spaces as approved by the Airport and meeting current local building codes shall be provided by the FBO within its leasehold. No on-street parking will be permitted. Parking lot shall include security lighting.

5. **TAXIWAY ACCESS:** The FBO shall be required to have paved access from its facilities to the Airport's taxiway system. Such taxiway access shall meet all applicable Airport and FAA standards for the largest aircraft type anticipated to use the FBO facilities.

6. **HOURS OF OPERATION:** The FBO shall provide retail aircraft fueling and line services twenty-four (24) hours a day, every day, including holidays or during such other hours as may be mutually agreed upon in writing by Airport and FBO. The FBO shall provide provisions for customer egress from premises and on-call emergency assistance twenty-four (24) hours a day, every day, including holidays.

7. **PERSONNEL:** The FBO shall have in its employ and on duty during the required hours of operation, an adequate number of properly qualified and, where applicable, licensed personnel to provide a level of service commensurate with public demand for the aeronautical services offered by the FBO. Cross-utilization of personnel between aeronautical services performed will be permitted to the extent that personnel qualifications and licensing requirements are met providing that a minimum personnel complement is maintained as follows:

   a. **Supervisor:** The FBO shall maintain, at all times, a responsible person in charge to supervise its operations on Airport property, and with the authorization to represent and act for and on behalf of the FBO.

   b. **Fuel Service:** A fully-trained and qualified fuel service employee shall be on duty at all times while the facility is open for business. At least one (1) similarly qualified fuel service employee who is trained to meet FAR 139 requirements shall be "on call" during all non-business hours. All fuel service personnel shall be suitably uniformed and identified with the name of the FBO thereon.

   c. **Mechanic:** A fully certified licensed airframe and power plant mechanic shall be available for a minimum of 40 hours per week and on call after hours as needed.

   d. **Other:** Personnel for other FBO required and/or offered aeronautical services shall meet the Minimum Standards for these specific activities.
8. **AIRCRAFT SERVICE EQUIPMENT:** The FBO shall procure and maintain its own equipment that includes but is not limited to hand tools, jacks, tugs, towing equipment, tire repairing equipment, ground power units, emergency starting equipment, portable compressed air tanks, oxygen cart and supplies, fire extinguishers, chocks, ropes, tie-down supplies, crew and passenger courtesy transportation vehicles, and a "Follow Me" vehicle, as appropriate and necessary for the servicing of aircraft types normally expected to use the Airport. The FBO shall also provide appropriate recovery services and equipment necessary to promptly remove disabled aircraft from the airfield of the largest type based within the FBO's leasehold. The FBO will not be required to recover aircraft beyond a maximum weight of 12,500 lbs. All equipment shall be maintained and operated in accordance with Federal, State, local, and Airport Rules and Regulations.

9. **REQUIREMENTS FOR AVIATION FUELING ACTIVITIES:**

   a. **Fuel Flowage Fees:** The FBO shall enter into an operating agreement or lease with the Airport which will provide, among other things, payment to the Airport of fuel flowage fees and associated record keeping requirements thereof.

   b. **Fuel Farm Storage Facilities:** Fuel farm storage facilities for aviation fuels in the minimum capacity of at least 10,000 gallons of aviation gasoline and 30,000 gallons of turbine fuel shall be provided by the FBO at the Airport’s designated fuel farm area. Airport will designate an area in the fuel farm for FBO to install and maintain its own fuel storage tanks. Construction or alteration of FBO’s fuel farm storage facilities shall be approved in writing by the Airport in its sole discretion, and shall meet all safety standards of the aviation fueling industry and be acceptable to the Federal Aviation Administration (FAA), Environmental Protection Agency (EPA), and other regulatory agencies. Under special circumstances based particularly on Airport safety concerns, the Airport Director with sole discretion and authority may allow fuel tanks at an alternate location.

   The appropriate governmental agencies may inspect these facilities from time to time to assure compliance with all safety standards.
c. **Mobile and Fixed Dispensing Equipment**: The FBO will provide pumps for dispensing aviation fuels from a fixed location or dispensing trucks with a minimum of at least one (1) mobile dispensing truck of 750 gallons of aviation gasoline, and at least one (1) mobile dispensing truck with a minimum of 1,500 gallons of turbine fuel. This equipment shall meet all safety standards of the aviation fueling industry and the FAA. The metering devices must be inspected, checked, and certified by appropriate state and local agencies. All equipment may be inspected by the appropriate governmental agencies from time to time to ensure compliance with all safety standards.

10. **SAFETY REGULATIONS**: The FBO shall provide product quality control, operating and maintenance standards, fueling personnel training and testing, safety procedures, and standards for fueling operations. Personnel handling fuel must attend training courses satisfactory to the Airport and receive periodic refresher training as required by the FAA under FAR 139. The FBO shall also develop and maintain a Standard Operating Procedure (SOP) for aviation fueling operations, and provide a current copy to the Airport. The Airport and the FAA may periodically conduct inspections and surveillance of FBO activities and personnel to determine adherence to safe practices.

11. **LINE SERVICES**: The FBO shall provide aircraft arrival guidance and lead-in/lead-out services; aircraft repositioning; ground power oxygen services; on-airport courtesy transportation of passengers, crews, and baggage; ground transportation and accommodation assistance; informational services to passengers and crews; monitoring of UNICOM frequency; snack vending machines; emergency service to disabled aircraft on the Airport; and if requested by the Airport, acting as collection agent for the Airport with respect to landing fees and parking charges applicable to aircraft utilizing FBO facilities.

12. **EQUIPMENT**: The FBO shall provide the facilities, equipment, and services required to meet the Minimum Standards as provided herein for each aeronautical service the FBO is performing.

13. **INSURANCE COVERAGE**: The FBO shall be required to provide the County with insurance indemnification at the limits and types determined by the County Risk Management Department, which may change from time to time.
14. **AIRPORT SECURITY**: The Operator shall be required to provide access control to restricted areas and to conform to the applicable requirements and procedures of any adopted security plans for Airport. The Airport reserves the right to impose additional security measures based on directives by the TSA or other government agencies.
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Section
X

PRIVATE OR CORPORATE OWNED
HANGARS
Section X

PRIVATE OR CORPORATE OWNED
HANGARS

A. STATEMENT OF CONCEPT:

A Private or Corporate Owned Hangar (Tenant) that desires to operate at the Airport shall have the right to hangar, tie-down, adjust, repair, refuel, clean, and otherwise service its own Aircraft whether Owned or Leased, provided it does so with its own duly trained employees, employees of an FBO, or other Airport Commercial Aeronautical Operators. However, there may be very limited circumstances where there is a necessity for outsourcing. Outsourcing requires written justification submitted to the Airport Director for consideration and approval at his sole discretion. Subcontracting or outsourcing to a third party shall not be allowed. A Tenant shall meet the following Minimum Standards as set forth below.

B. MINIMUM STANDARDS:

1. LAND: The Tenant shall lease from Airport an area of not less than 217,800 square feet (5 acres) of land to provide space for the following development criteria for Airport site plan approval.

   a. Airside security improvements including access control equipment to secure personnel and vehicle access to and from the AOA
   b. Hangars and other buildings
   c. Paved and lighted aircraft apron
   d. Paved and lighted private vehicle parking
   e. Paved pedestrian walkways
   f. Public access to a designated area of the site if Tenant’s facility is open to the public
   g. Storage, public restrooms, and support facilities
   h. Stormwater drainage improvements

2. HANGARS AND BUILDINGS: At a minimum, the Tenant shall lease or construct 17,000 square feet of contiguous hangar and building improvements which will include at least 12,000 square feet of hangar space for aircraft storage, maintenance shops, and spare parts storage. The Tenant will also provide at least 5,000 square feet of properly lighted and heated building area for combined offices, support space, employee lounge, and employee restrooms.
3. **AIRCRAFT APRON**: The Tenant will provide sufficient paved and lighted aircraft parking apron within its leasehold to support aircraft tie down spaces, movement, and parking.

4. **VEHICLE PARKING**: The Tenant will provide within its leasehold sufficient paved spaces as approved by the Airport and meeting current local building code. However, Tenant shall provide no less than fifteen (15) parking spaces within its leasehold. No on-street parking will be permitted. Parking lot shall include security lighting.

5. **TAXIWAY ACCESS**: The Tenant shall be required to have paved access from its facilities to the Airport's taxiway system. Such taxiway access shall meet all applicable Airport and FAA standards for the largest aircraft type anticipated to use the Tenant’s facilities.

6. **PERSONNEL**: Any individual other than an employee of a FBO involved in dispensing fuel into aircraft on the leasehold for any purposes shall be employed by the individual or corporation with whom the lease is granted. Furthermore, those individuals involved in dispensing fuel into aircraft shall be properly trained and certificated to dispense aviation fuel and shall meet all Federal, State, and local guidelines governing such activity. Proper documentation verifying all certification and required recurrent training will need to be submitted to the Airport before such activities can take place. Tenant shall submit to the Airport evidence of training in safety procedures received by each person who will conduct aviation fuel dispensing operations on its premises.

7. **SERVICES PERMITTED**: Tenant may hangar, tie-down, adjust, repair, self-fuel, clean, and otherwise service its own aircraft, provided it does so with its own employees. Tenant shall not sell, barter, trade, share, sub-lease, or in any other manner provide hangar space, fuel, or fueling facilities to any other Airport tenant or user, or to any other aircraft except those aircraft owned or leased for the exclusive use of the Tenant designated in the Airport lease agreement. Tenant shall use the leased premises solely for storage, maintenance, and servicing of its own aircraft. **No Commercial Aeronautical Activity of any kind except operation and servicing of Tenants aircraft shall be permitted on the premises.**

Hangar, office, shop or ramp space shall not be shared, subleased or used by anyone in whole or in part by other than the Tenant of the Premises. Tenant shall not exercise any other rights or privileges reserved to Fixed Base Operators or other Commercial Aeronautical Operators at the Airport under these Minimum Standards.
8. **REQUIREMENTS FOR SELF-FUELING ACTIVITIES:**

   a. **Fuel Flowage Fees:** The Tenant shall be responsible for fuel flowage fee payments to the Airport at the prevailing rate and calculated upon the amount shown on delivery tickets of all gasoline and jet fuel delivered to the Tenant at, or on its leased premises. Tenant shall furnish copies of all delivery tickets by the dispensing company. Said delivery tickets shall be submitted to the Airport by Tenant on or before the 10th day of each month for the preceding month’s deliveries, and shall be accompanied by an accurate monthly statement indicating the respective gallonage of such products furnished by the suppliers to the Tenant for storage at the Airport.

   b. **Fuel Farm Storage Facilities:** Fuel farm storage facilities for aviation fuels shall be provided by the Tenant at the Airport’s designated fuel farm area. Airport will designate an area in the fuel farm for Tenant to install and maintain its own fuel storage tanks. Construction or alteration of Tenant’s fuel storage distribution facilities shall be approved in writing by the Airport in its sole discretion, and shall meet all safety standards of the aviation fueling industry and be acceptable to the Federal Aviation Administration (FAA). Under very limited circumstances and based upon Airport safety concerns, the Airport Director at his sole discretion and authority may allow fuel tanks at an alternate location.

   The appropriate governmental agencies may inspect these facilities from time to time to assure compliance with all safety standards.

   c. **Mobile and Fixed Dispensing Equipment:** The Tenant that desires to self-fuel will provide pumps for dispensing aviation fuels from a fixed location or dispensing trucks. This equipment shall be approved by the Airport and shall meet all safety standards of the aviation fueling industry and the FAA. The metering devices must be inspected, checked, and certified by appropriate state and local agencies. All equipment may be inspected by the appropriate governmental agencies from time to time to ensure compliance with all safety standards.

9. **SAFETY REGULATIONS:** The Tenant shall provide operating and maintenance standards, fueling personnel training and testing, safety procedures, and standards for fueling operations. Personnel handling fuel must attend specialized training courses and receive periodic refresher training as required by the FAA.
under FAR 139. The Tenant shall also develop and maintain a standard operating procedure (SOP) for aviation fueling operations and provide a current copy to the Airport. The Airport and the FAA may periodically conduct inspections and surveillance of Tenant activities and personnel to determine adherence to safe practices.

10. **INSURANCE COVERAGE:** The Tenant shall be required to provide the County with insurance and indemnification at the limits and types determined by the County Risk Management Department which may change from time to time.

11. **SPECIFIC INSTRUCTIONS FOR USE OF PREMISES:**

   a. Only one (1) Tenant shall be permitted to lease, use, and occupy a hangar and its related facilities unless stipulated by written agreement with the Airport.

   b. No subleasing of hangar, office, shop, or ramp space shall be permitted.

   c. Aircraft based and serviced upon the premises shall be directly owned by, or exclusively leased in writing for a minimum period of six (6) months to the Tenant. No aircraft owned, leased, borrowed or otherwise used by employees of the Tenant shall be permitted on the premises.

   d. All maintenance and service work conducted on the premises and performed on the Tenant’s aircraft shall be performed only by direct, full-time permanent employees of the Tenant, FBO, or other Commercial Aeronautical Operator that is based on the Airport which has a written agreement with the Airport authorizing such Operators to conduct said activities.

   e. A Tenant must be a person, individual, firm, company, corporation, partnership or joint venture which has substance under State Law and a specific legal identity and corporate purpose as registered with the Secretary of State in such Tenant’s state of corporate residence. The use and ownership of a Tenant’s aircraft must be incidental to, and not relative to, the business activities of the Tenant.

12. **BASED AIRCRAFT REGISTRATION:** All Tenant based aircraft shall be registered with the Airport by providing a list of the aircraft type and registration number.
Tenant shall notify Airport in writing of any aircraft type and/or registration number information changes within seven (7) days.

13. **AIRPORT SECURITY:** The Tenant shall be required to provide access control to restricted areas and to conform to the applicable requirements and procedures of any adopted security plans for Airport. The Airport reserves the right to impose additional security measures based on directives by the TSA or other government agencies.
Section
XI

AIRCRAFT MAINTENANCE, REPAIR, SERVICE, & PARTS
Section XI

AIRCRAFT MAINTENANCE, REPAIR, SERVICE, & PARTS

A. STATEMENT OF CONCEPT:

An Aircraft Maintenance, Repair, Service, and Parts (SASO), provides one or a combination of airframe, power plant, and accessory repair or maintenance services on aircraft. This category shall also include the sale of new or used aircraft parts and accessories, but such sale of parts is not an exclusive right associated with Aircraft maintenance, repair, and service.

B. MINIMUM STANDARDS:

1. LAND: The SASO shall lease an area of not less than 108,900 square feet (2.5 acres) of land to provide space for the following development criteria for Airport site plan approval.
   a. Airside security improvements including access control equipment to secure personnel and vehicle access to and from the AOA
   b. Hangars and other buildings
   c. Paved and lighted aircraft apron
   d. Paved and lighted private vehicle parking
   e. Paved pedestrian walkways
   f. Public access to a designated area of the site
   g. Storage, public restrooms, and support facilities
   h. Stormwater drainage improvements

2. HANGARS AND BUILDINGS: At a minimum, the SASO shall lease or construct 6,000 square feet of contiguous hangar and building improvements which will include at least 4,000 square feet of hangar space for aircraft storage, maintenance shops, spare parts storage, and at least 2,000 square feet of properly lighted and heated building area for combined offices, support space, and public restrooms. Aircraft painting areas, if provided, shall be segregated from all other areas.

3. AIRCRAFT APRON: At least 10,000 square feet of paved and lighted aircraft parking apron shall be provided by the SASO within its leasehold to support aircraft tie down spaces, movement, and parking.
4. **VEHICLE PARKING**: SASO will provide within its leasehold sufficient paved spaces as approved by the Airport and meeting current local building code. No on-street parking will be permitted. Parking lot shall include security lighting.

5. **TAXIWAY ACCESS**: The SASO shall provide at its own expense paved access from its facilities to the Airport’s taxiway system. Such taxiway access shall meet all applicable Airport and FAA standards for the largest aircraft type anticipated to use the SASO’s facility.

6. **SUBLEASE**: The requirements of subparagraphs “1” through “5” above may be satisfied by SASO’s sublease from a building owner with a facility, which meets the same Minimum Standards, or an FBO with facilities that are adequate to perform SASO’s Commercial Aeronautical Activities in a safe, secure, and efficient manner.

7. **HOURS OF OPERATION**: The SASO shall have its facilities open and services available, no less than eight (8) hours daily, five (5) days per week. The SASO shall make provisions for someone to be in attendance in the offices at all times during the required operating hours. The SASO shall be available to provide for “on call” mechanical repair services during non-business hours, nights, and holidays through a twenty-four (24) hour contact telephone number.

8. **PERSONNEL**: The SASO shall have in its employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to work in a safe and efficient manner. Aircraft mechanics shall be currently certified by the FAA with ratings appropriate to the work being performed and who also holds an airframe, power plant or an aircraft inspector rating. During all business hours, the SASO shall maintain a responsible person who is in charge of supervising operations on the Airport with the authorization to represent, and act for on behalf of the SASO.

9. **SERVICES PROVIDED**: The SASO shall provide sufficient shop space, equipment, supplies, and availability of parts equal to that required for certification by the FAA as an approved repair station.

10. **SAFETY REGULATIONS**: The SASO shall conduct all maintenance and repair operations in accordance with the National Fire Protection Association and other applicable governmental safety regulations. No maintenance or repair operations shall be conducted outside the operators’ leasehold. No major maintenance and repair operations or other business activities shall be permitted at any time inside “T-Hangars” or other areas prohibiting such functions.
11. **INSURANCE COVERAGE:** The SASO shall be required to provide the County with insurance and indemnification at the limits and types determined by the County Risk Management Department, which may change from time to time.

12. **AIRPORT SECURITY:** The SASO shall be required to provide access control to restricted areas and to conform to the applicable requirements and procedures of any adopted security plans for Airport. The Airport reserves the right to impose additional security measures based on directives by the TSA or other government agencies.
AIRPORT
MINIMUM STANDARDS
For Commercial Aeronautical Activities &
Private or Corporate Owned Hangars

Section
XII

AIR CHARTER
OR
TAXI
Section XII

AIR CHARTER
OR
TAXI

A. STATEMENT OF CONCEPT:

An On Demand, or Scheduled Air Charter or Air Taxi (SASO) engages in the business of providing air transportation (persons or property) to the general public for hire, on an unscheduled or scheduled basis under CFR 14 Part 135 of the Federal Aviation Regulations.

B. MINIMUM STANDARDS:

1. LAND: The SASO shall lease an area of not less than 108,900 square feet (2.5 acres) of land to provide space for the following development criteria following development criteria for Airport site plan approval.
   
   a. Airside security improvements including access control equipment to secure personnel and vehicle access to and from the AOA
   b. Hangars and other buildings
   c. Paved and lighted aircraft apron
   d. Paved and lighted private vehicle parking
   e. Public access to a designated area of the site
   f. Paved pedestrian walkways
   g. Storage, public restrooms, and support facilities
   h. Stormwater drainage improvements

2. HANGARS AND BUILDINGS: At a minimum, the SASO shall lease or construct 6,000 square feet of contiguous hangar and building improvements. The SASO’s facilities are to provide at least 4,000 square feet of hangar space for aircraft storage. The SASO will also provide at least 2,000 square feet of properly lighted and heated building area for combined offices, support space, pilot lounge, and public lounge with waiting room, pilot briefing room, public restrooms, and public telephones. In addition, suitable facilities shall also be provided to support the extent of SASO’s self handling.
3. **AIRCRAFT EQUIPMENT:** The SASO shall have based upon its leasehold, either owned or under written lease, at least one (1) properly certified multi-engine aircraft that meets the requirements of the air taxi commercial certificate held by the SASO. The multi-engine aircraft shall be certified for instrument operations.

4. **AIRCRAFT APRON:** At least 10,000 square feet of paved and lighted aircraft parking apron shall be provided by the SASO within its leasehold to support aircraft tie down spaces, movement, and parking.

5. **VEHICLE PARKING:** SASO will provide within its leasehold sufficient paved spaces as approved by the Airport and meeting current local building code. No on-street parking will be permitted. Parking lot shall include security lighting.

6. **TAXIWAY ACCESS:** The SASO shall provide at its own expense paved access from its facilities to the Airport's taxiway system. Such taxiway access shall meet all applicable Airport and FAA standards for the largest aircraft type anticipated to use the SASO’s facilities.

7. **SUBLEASE:** The requirements of subparagraphs “1” through “6” above may be satisfied by SASO’s sublease from a building owner with a facility, which meets the same Minimum Standards, or an FBO with facilities that are adequate to perform SASO’s Commercial Aeronautical Activities in a safe, secure, and efficient manner.

8. **HOURS OF OPERATION:** SASO shall have leased premises and services available through a twenty-four (24) hour contact telephone number.

9. **PERSONNEL:** The SASO shall have in its employ and on duty during the appropriate business hours trained personnel in such numbers as required to work in a safe and efficient manner with FAA certified commercial pilot(s) appropriately rated to permit the flight activities offered by the company.

10. **SAFETY REGULATIONS:** The SASO shall conduct all activities in accordance with the National Fire Protection Association and other applicable governmental safety regulations.

11. **INSURANCE COVERAGE:** The SASO shall be required to provide the County with insurance and indemnification at the limits and types determined by the County Risk Management Department which may change from time to time.
12. **AIRPORT SECURITY:** The SASO shall be required to provide access control to restricted areas and to conform to the applicable requirements and procedures of any adopted security plans for Airport. The Airport reserves the right to impose additional security measures based on directives by the TSA or other government agencies.
AIRPORT
MINIMUM STANDARDS
For Commercial Aeronautical Activities &
Private or Corporate Owned Hangars

Section
XIII

AIRCRAFT SALES
Section XIII

AIRCRAFT SALES

A. STATEMENT OF CONCEPT:

An Aircraft Sales business (SASO) engages in the sale of new and/or pre-owned aircraft through franchises or licensed dealerships or distributorships (either on a rental or wholesale basis) of an aircraft manufacturer; and provides such repair services, and parts as necessary to meet any guarantee or warranty on aircraft sold. An Aircraft Sales SASO may also engage in aircraft brokerage services as a permissible Commercial Aeronautical Activity.

B. MINIMUM STANDARDS:

1. LAND: The SASO shall lease an area of not less than 108,900 square feet (2.5 acres) of land to provide space for the following development criteria for Airport site plan approval.
   a. Airside security improvements including access control equipment to secure personnel and vehicle access to and from the AOA
   b. Hangars and other buildings
   c. Paved and lighted aircraft apron
   d. Paved and lighted private vehicle parking
   e. Paved pedestrian walkways
   f. Public access to a designated area of the site
   g. Storage, public restrooms, and support facilities
   h. Stormwater drainage improvements

2. HANGARS AND BUILDINGS: At a minimum, the SASO shall lease or construct 12,000 square feet of contiguous hangar and building improvements. The SASO facilities are to provide at least 10,000 square feet of hangar space for aircraft storage and display space. The SASO will also provide at least 2,000 square feet of properly lighted and heated building area for combined offices, support space, and public restrooms.

3. AIRCRAFT APRON: At least 30,000 square feet of paved and lighted aircraft parking apron shall be provided by the SASO within its leasehold to support aircraft tie down spaces, movement, and parking.
4. **VEHICLE PARKING:** SASO will provide within its leasehold sufficient paved spaces as approved by the Airport and meeting current local building code. No on-street parking will be permitted. Parking lot shall include security lighting.

5. **TAXIWAY ACCESS:** The SASO shall provide at its own expense paved access from its facilities to the Airport’s taxiway system. Such taxiway access shall meet all applicable Airport and FAA standards for the largest aircraft type anticipated to use the SASO’s facility.

6. **SUBLEASE:** The requirements of subparagraphs “1” through “5” above may be satisfied by SASO’s sublease from a building owner with a facility, which meets the same Minimum Standards, or an FBO with facilities that are adequate to perform SASO’s Commercial Aeronautical Activities in a safe, secure, and efficient manner.

7. **HOURS OF OPERATION:** The SASO shall have its premises open, and services available a minimum of eight (8) hours per day for five (5) days per week.

8. **PERSONNEL:** The SASO shall have in its employ, and on duty during the appropriate business hours, trained personnel in such numbers as required to work in a safe and efficient manner. SASO further agrees that there will never be less than one (1) person available with a current commercial pilot certificate with a rating appropriate for the aircraft to be demonstrated, having a current FAA commercial pilot certificate with appropriate ratings, including instructor rating to provide pilot check rides for aircraft sold. During all business hours, the SASO shall maintain a responsible person who is in charge of supervising SASO’s operations at the Airport and with the authorization to represent, and act for, on behalf of the SASO.

9. **SERVICES PROVIDED:** The SASO shall provide necessary and satisfactory arrangements for the repairing and servicing of aircraft, but only for the duration of any sales guarantee or warranty period. The SASO shall provide an adequate inventory of spare parts for the type of new aircraft for which sales privileges were granted. Servicing facilities may be provided through written agreement with an Aircraft Maintenance, Repair or Service SASO at the Airport which specializes in the make or model of aircraft sold.

10. **LICENSES AND/OR CERTIFICATION:** New aircraft dealers shall hold an authorized factory sales or distributor franchise or sub-dealership. A SASO engaged in the sale of used aircraft must conform to the provisions of FAA Regulations, Part 47, Subpart C, and must possess a valid “Dealers Aircraft Registration Certificate,” FAA Form 8050. All aircraft dealers shall hold applicable licenses or permits that may be required by any law or regulation.
11. **NEW AIRCRAFT SALES:** A dealer of new aircraft shall have available or on call at least one (1) current model demonstrator of aircraft in its authorized product line.

12. **SAFETY REGULATIONS:** The SASO shall conduct all activities in accordance with applicable Airport Rules and Regulations, National Fire Protection Association, and other applicable governmental safety regulations.

13. **INSURANCE COVERAGE:** The SASO shall be required to provide the County with insurance and indemnification at the limits and types determined by the County Risk Management Department, which may change from time to time.

14. **AIRPORT SECURITY:** The SASO shall be required to provide access control to restricted areas and to conform to the applicable requirements and procedures of any adopted security plans for Airport. The Airport reserves the right to impose additional security measures based on directives by the TSA or other government agencies.
Section XIV

AIRCRAFT LEASE
&
RENTAL SERVICE
Section XIV

AIRCRAFT LEASE
&
RENTAL SERVICE

A. STATEMENT OF CONCEPT:

An Aircraft Lease and Rental Service (SASO), engages in the lease or rental of aircraft to the public. An Aircraft Lease and Rental SASO may also engage in the fractional ownership sale of shares and management of aircraft as a permissible Commercial Aeronautical Activity.

B. MINIMUM STANDARDS:

1. LAND: The SASO shall lease an area of not less than 108,900 square feet (2.5 acres) of land to provide space for the following development criteria for Airport site plan approval.

   a. Airside security improvements including access control equipment to secure personnel and vehicle access to and from the AOA
   b. Hangars and other buildings
   c. Paved and lighted aircraft apron
   d. Paved and lighted private vehicle parking
   e. Paved pedestrian walkways
   f. Public access to a designated area of the site
   g. Storage, public restrooms, and support facilities
   h. Stormwater drainage improvements

2. HANGARS AND BUILDINGS: At a minimum, the SASO shall lease or construct 6,000 square feet of contiguous hangar and building improvements which shall be utilized as set forth herein. The SASO’s facilities are to provide at least 4,000 square feet for aircraft storage. The SASO will also provide at least 2,000 square feet of properly lighted and heated building area for combined offices, support space, public lounge, and public restrooms.

3. AIRCRAFT APRON: At least 10,000 square feet of paved and lighted aircraft parking apron shall be provided by the SASO within its leasehold to support aircraft tie down spaces, movement, and parking.
4. **VEHICLE PARKING**: SASO will provide within its leasehold sufficient paved spaces as approved by the Airport and meeting current local building code. No on-street parking will be permitted. Parking lot shall include security lighting.

5. **TAXIWAY ACCESS**: The SASO shall provide at its own expense paved access from its facilities to the airport’s taxiway system. Such taxiway access shall meet all applicable Airport and FAA standards for the largest aircraft type anticipated to use the SASO’s facility.

6. **SUBLEASE**: The requirements of subparagraphs “1” through “5” above may be satisfied by SASO’s sublease from a building owner with a facility, which meets the same Minimum Standards, or an FBO with facilities that are adequate to perform SASO’s Commercial Aeronautical Activities in a safe, secure, and efficient manner.

7. **HOURS OF OPERATION**: The SASO shall have its facilities open and services available no less than eight (8) hours daily, five (5) days a week.

8. **PERSONNEL**: The SASO shall have in its employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to work in a safe and efficient manner, and no less than a minimum of one (1) person having a current FAA commercial pilot certificate available with appropriate ratings, including instructor rating. During all business hours, the SASO shall maintain a responsible person, who is in charge of supervising SASO’s operations on the Airport with the authorization to represent, and act for, on behalf of the SASO.

9. **AIRCRAFT**: The SASO shall have available for rental, either owned or under exclusive written lease to SASO, a sufficient number of aircraft to handle the proposed scope of its operation, but no less than three (3) certified and airworthy aircraft. Copies of any lease agreements for aircraft not owned by the SASO shall be kept on file at SASO’s premises and made available for Airport review.

10. **SAFETY REGULATIONS**: The SASO shall conduct all maintenance and repair operations in accordance with the National Fire Protection Association, and other applicable governmental safety regulations.

11. **INSURANCE COVERAGE**: The SASO shall be required to provide the County with insurance and indemnification at the limits and types determined by the County Risk Management Department, which may change from time to time.
12. **AIRPORT SECURITY:** The SASO shall be required to provide access control to restricted areas and to conform to the applicable requirements and procedures of any adopted security plans for Airport. The Airport reserves the right to impose additional security measures based on directives by the TSA or other government agencies.
AIRPORT
MINIMUM STANDARDS
For Commercial Aeronautical Activities &
Private or Corporate Owned Hangars

Section
XV

FLYING CLUBS
Section XV

FLYING CLUBS

A. STATEMENT OF CONCEPT:

A Flying Club (Club) unites and provides a group of member pilots with one or more aircraft for flight training and recreational flying. Members usually pay an initiation fee and monthly dues, and in return have access to the Club’s aircraft fleet, ground-training facilities and flight training. Clubs are organized for the express purpose of providing its members with an aircraft(s) for their personal use and enjoyment only.

B. MINIMUM STANDARDS:

1. NON-PROFIT ORGANIZATION: Each Club must be registered as a non-profit corporation or partnership.

2. OWNERSHIP OF AIRCRAFT: Each Club member must be a bona fide co-owner of the aircraft or stockholder in the corporation.

3. REVENUE: The Club may not derive greater revenue from the use of its aircraft than the amount necessary for the actual operation, maintenance, and replacement of its aircraft.

4. MEMBERSHIP: The Club will file and keep current a complete list of the Club’s membership and investment share held by each member. The Club’s membership and investment share list will be made available to the Airport upon request.

5. COMMERCIAL OPERATIONS: The Club’s aircraft will only be used by bona fide members for rental and will not be used by anyone for commercial operations.

6. NON-MEMBERS: Club members’ aircraft shall not be used by non-member(s).

7. MEMBER COMPENSATION: No member of a Club shall receive compensation for services provided for such Club or its members unless such member is an authorized Commercial Operator with the County.
8. **STUDENT INSTRUCTION**: Flight instruction can be given in Club aircraft to Club members only, provided such instruction is given by an FAA Certified Flight Instructor that is properly insured to conduct flight instruction.

9. **AIRCRAFT MAINTENANCE**: Aircraft maintenance performed by the Club shall be limited to only that maintenance that does not require a certificated mechanic or by a properly certificated mechanic who is a Club member and does not receive remuneration in any manner for such service. All other maintenance must be provided by an FBO or SASO based at the Airport which provides such service.

10. **SAFETY REGULATIONS**: The Club shall conduct all maintenance and repair operations in accordance with the National Fire Protection Association, and other applicable governmental safety regulations.

11. **INSURANCE COVERAGE**: The Club shall be required to provide the County with insurance and indemnification at the limits and types determined by the County Risk Management Department, which may change from time to time.

12. **AIRPORT SECURITY**: The Club shall be required to provide access control to restricted areas and to conform to the applicable requirements and procedures of any adopted security plans for Airport. The Airport reserves the right to impose additional security measures based on directives by the TSA or other government agencies.
Section XVI

FLIGHT SCHOOL & TRAINING SERVICES
Section XVI

FLIGHT SCHOOL
&
TRAINING SERVICES

A. STATEMENT OF CONCEPT:

A Flight School or Training Services (SASO) engages in instructing pilots in dual and solo flight training, in fixed or rotary wing aircraft. The SASO further provides such related ground school instruction necessary in preparation for taking a written examination and flight check ride for the category of categories of pilot's licenses and ratings involved.

B. MINIMUM STANDARDS:

1. LAND: The SASO shall lease an area of not less than 108,900 square feet (2.5 acres) of land to provide space for the following criteria for Airport site plan approval.
   a. Airside security improvements including access control equipment to secure personnel and vehicle access to and from the AOA
   b. All storage, public restrooms, and support facilities
   c. Paved and lighted aircraft apron
   d. Paved and lighted private vehicle parking
   e. Paved pedestrian walkway
   f. Public access to a designated area of the site
   g. Storage and display of aircraft
   h. Stormwater drainage improvements

2. HANGARS AND BUILDINGS: At a Minimum, the SASO shall lease or construct 8,000 square feet of contiguous hangar and building improvements which shall be utilized as set forth herein. The SASO facilities are to provide at least 6,000 square feet of hangar space for aircraft storage. The SASO will also provide at least 2,000 square feet of properly lighted and heated building area for combined offices, support space, classrooms, public restrooms, and public telephones.

3. AIRCRAFT APRON: At least 10,000 square feet of paved and lighted aircraft parking apron shall be provided by the SASO within its leasehold to support aircraft tie down spaces, movement, and parking.
4. **VEHICLE PARKING:** Within its leasehold, the SASO will provide sufficient paved spaces as approved by the Airport and meeting current local building code. No on-street parking will be permitted. Parking lot shall include security lighting.

5. **TAXIWAY ACCESS:** The SASO, at its own expense, shall provide paved access from its facilities to the airport’s taxiway system. Such taxiway access shall meet all applicable Airport and FAA standards for the largest aircraft type anticipated to use the SASO’s facility.

6. **SUBLEASE:** The requirements of subparagraphs “1” through “5” above may be satisfied by SASO’s sublease from a building owner with a facility, which meets the same Minimum Standards, or an FBO with facilities that are adequate to perform SASO’s Commercial Aeronautical Activities in a safe, secure, and efficient manner.

7. **HOURS OF OPERATION:** Weather permitting, the SASO shall have its facilities open and services available no less than eight (8) hours daily, five (5) days a week. The SASO shall make provisions for someone to be in attendance in the office at all times during the required operating hours.

8. **PERSONNEL:** The SASO shall have in its employ, on a full-time basis, at least one (1) flight instructor who is properly certificated by the FAA to provide the type of training requested. The SASO shall also provide at least one (1) current, properly certificated flight instructor who is available on a part-time on call basis. The SASO’s facility shall be certificated by the FAA as a flight school. During all business hours, the SASO shall maintain a responsible person, who is in charge of supervising SASO’s operations at the Airport and with the authorization to represent, and act for, on behalf of the SASO.

9. **AIRCRAFT:** The SASO shall have available for use in flight training, either owned or under exclusive written lease to SASO, not less than three (3) properly certificated aircraft, at least one (1) of which must be twin-engine aircraft fully equipped for flight instruction. One (1) of the required aircraft must be equipped and capable for use in instrument flight instruction. Copies of any lease agreements for aircraft not owned by the SASO shall be kept on file at SASO’s premises and made available for Airport review.

10. **EQUIPMENT AND FACILITIES:** The SASO shall provide classroom facilities for at least ten (10) students, and be equipped with adequate mock-ups, pictures, slides, film strips, movies, videotapes or other visual and effective ground school instruction aids. All materials, supplies and training methods must meet FAA requirements for the type of training offered. The SASO shall maintain a current or provisional FAA 141 Certificate.
11. **SAFETY REGULATIONS:** The SASO shall conduct all maintenance and repair operations in accordance with the National Fire Protection Association, and other applicable governmental safety regulations.

12. **INSURANCE COVERAGE:** The SASO shall be required to provide the County with insurance and indemnification at the limits and types determined by the County Risk Management Department, which may change from time to time.

13. **AIRPORT SECURITY:** The SASO shall be required to provide access control to restricted areas and to conform to the applicable requirements and procedures of any adopted security plans for Airport. The Airport reserves the right to impose additional security measures based on directives by the TSA or other government agencies.
Section XVII

ACTIVITIES NOT COVERED BY MINIMUM STANDARDS
Section XVII

ACTIVITIES NOT COVERED
BY
MINIMUM STANDARDS

For any Commercial Aeronautical Activity for which there are no specific Minimum Standards established herein, subject to Pinellas County Board of County Commissioners’ approval, such Minimum Standards will be subsequently developed by the Airport. Any such standards will be developed as needed and in accordance with industry standards as well as taking into consideration the needs of the Airport and the public demand for such service. Any such subsequently developed Minimum Standards will become part of these Airport Minimum Standards.
AIRPORT
MINIMUM STANDARDS
For Commercial Aeronautical Activities & Private or Corporate Owned Hangars

Section
XVIII

WAIVERS
Section XVIII

WAIVERS

The Airport Director may approve a waiver of all or any portion of the Minimum Standards set forth herein for the benefit of any government or governmental agency performing non-profit public services to the aircraft industry, or performing public services to the aircraft industry, or performing emergency medical or rescue services to the public by means of aircraft, or performing fire prevention or firefighting operations or military and law enforcement operations.

The Airport Director may also further temporarily waive any of the Minimum Standards for non-governmental Tenants and Permittees when the Airport Director deems such waiver to be in the best interest, safety, or welfare of the Airport’s operation.

Any such waivers shall be granted in limited and special or unique circumstances and shall not serve to amend, modify, or alter these Minimum Standards. A decision to waive any of the Minimum Standards herein will be exercised consistent with the grant assurances, deed restrictions and any revision to the Minimum Standards herein shall be reasonable and not unjustly discriminatory.
AIRPORT
MINIMUM STANDARDS
For Commercial Aeronautical Activities &
Private or Corporate Owned Hangars

Section
XIX

VIOLATIONS, PENALTIES,
&
PROCEDURES
Section XIX

VIOLATIONS, PENALTIES,
&
PROCEDURES

If after the Airport Director has determined that any of these Minimum Standards have been violated or are not being met and that the violations or deficiencies thereof cannot be resolved satisfactorily after notice to, and/or discussion with, the offending parties, the Airport Director may then take formal action against the offending parties. Such action may include, but not be limited to, reprimand, suspension of the party’s airport operating privileges or revocation of the rights to conduct business at the Airport including the termination of any and all agreements, including but not limited to leases, permits and licenses. Any party contesting any action taken by the Airport may refer to the hearing process outlined in the Airport’s Rules and Regulations.
Appendix

“A “- Summary Of Minimum Site Plan Criteria For Aeronautical Development
APPENDIX A

SUMMARY OF MINIMUM CRITERIA FOR AERONAUTICAL DEVELOPMENT

NOTICE TO USERS OF THIS SUMMARY: This summary is provided to be a convenient reference of the St. Petersburg-Clearwater International Airport, minimum site plan criteria for aeronautical development. It does not contain the complete requirements of the Minimum Standards For Commercial Aeronautical Activities & Private or Corporate Owned Hangars, and should only be used for “quick reference”, and should NEVER be substituted for the complete Airport Minimum Standards For Commercial Aeronautical Activities & Private or Corporate Owned Hangars. Copies of the Airport Minimum Standards For Commercial Aeronautical Activities are available from the St. Petersburg-Clearwater International Airport, a division of Pinellas County Government.

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NOTE: The above Minimum Site Plan Criteria For Aeronautical Development may be satisfied by SASO’s direct lease of facilities with the Airport or sublease of facilities from a FBO or other building owner(s) facility which meets the same minimum criteria.

Appendix A