



PETER PRINCE FIELD SANTA ROSA COUNTY, FLORIDA

AIRPORT RULES AND REGULATIONS

rev.001April 11, 2014

Table of Contents

- 1 PURPOSE AND SCOPE 3
 - 1.1 PURPOSE: ADOPT BY RESOLUTION 3
 - 1.2 SCOPE: OWNERSHIP AND OPERATION 3
 - 1.3 ADMINISTRATION OF THE AIRPORT RULES AND REGULATIONS (AR&R) 3
- 2 DEFINITIONS..... 4
- 3 COMPLIANCE AND ENFORCEMENT 9
 - 3.1 GENERAL CONDITIONS FOR COMPLIANCE 9
 - 3.2 PROVISIONS FOR ENFORCEMENT 10
 - 3.2.1 Penalty Provisions 10
- 4 AIRCRAFT OPERATIONS..... 11
 - 4.1 AERONAUTICAL ACTIVITIES REGULATED BY AIRPORT MANAGEMENT 11
 - 4.2 AIRCRAFT ACCIDENTS/INCIDENTS ON OR ADJACENT TO AIRPORT PROPERTY 11
 - 4.3 TAXIING, TOWING, OR REMOVING AIRCRAFT FROM THE AOA..... 11
 - 4.4 AIRCRAFT OPERATIONS MANDATORY COMPLIANCE OR PROHIBITED ACTIVITIES..... 11
 - 4.5 Common Use Area 12
- 5 VEHICLE OPERATIONS 13
 - 5.1 VEHICLE OPERATIONS REGULATED BY AIRPORT MANAGEMENT..... 13
 - 5.2 VEHICLE OPERATIONS MANDATORY COMPLIANCE OR PROHIBITED ACTIVITIES..... 13
- 6.1 Tenant Operations Regulated by Airport Management 15
- 6.2 Tenant Operations-Mandatory Compliance or Prohibited Activities 15
- 7 SAFETY PROCEDURES..... 16
 - 7.1 SAFETY PROCEDURES REGULATED BY AIRPORT MANAGEMENT 16
 - 7.2 SAFETY PROCEDURES MANDATORY COMPLIANCE OR PROHIBITED ACTIVITIES..... 16
- 8 USE OF T-HANGARS AND STORAGE HANGARS..... 18
 - 8.1 Prohibited T-Hangar Storage and Uses 19
- 9 SECURITY REQUIREMENTS..... 21
 - 9.1 SECURITY REQUIREMENTS REGULATED BY AIRPORT MANAGEMENT 21
 - 9.2 SECURITY OF AIRCRAFT AND AOA 21
- 10 FLYING CLUBS 22
- 11 REVIEW OF AR&R AND MINIMUM STANDARDS FOR AERONAUTICAL BUSINESS ACTIVITIES 24

1 PURPOSE AND SCOPE

Santa Rosa County is responsible for the safe, efficient and successful operation of Peter Prince Field. In meeting these goals, the County is responsive to the aviation community's need for convenient, comfortable, safe and appealing facilities. Tenants, users, visitors and patrons of Peter Prince Field are each asked to help secure and promote these goals so that all will be a part of the growing and developing Santa Rosa County

Additionally, the overall use and operation of public airport facilities must comply with various federal and state policies and requirements. Federal and State documents that provide guidance and compliance requirements for airport facilities include:

- ◆ FAA Federal Grant Assurances
- ◆ FAA Order 5190.6B. Airport Compliance Manual
- ◆ FAA AC Order 5100.38C , Airport Improvement Program Handbook
- ◆ FAA AC 150/5190-5, Exclusive Rights and Minimum Standards for Commercial Aeronautical Activities
- ◆ Florida State Statutes 330-333

These documents and any other related federal, state, and local documentation, should be consulted regarding the role and responsibilities of the Airport owner. Additionally, local legal counsel should review any legally binding agreement prior to execution.

1.1 PURPOSE: ADOPT BY RESOLUTION

The purpose of these rules, as adopted by the Board of County Commissioners of Santa Rosa County, is to solidify these goals into a viable program for the public welfare. These Airport Rules and Regulations are intended for use in conjunction with the "Minimum Standard Requirements for Aeronautical Business Activities".

1.2 SCOPE: OWNERSHIP AND OPERATION

Peter Prince Airport is owned and operated by Santa Rosa County, in which the County Administrator (or his/her designee) serves as Airport Manager for Peter Prince Airport. All tenants, users, and visitors to the airport shall be governed by these rules and regulations.

1.3 ADMINISTRATION OF THE AIRPORT RULES AND REGULATIONS (AR&R)

On-site administration of the AR&R shall be under the authority, responsibility, and control of the County Administrator (or his/her designee), acting as Airport Manager. He is authorized to make such rules and regulations as are necessary to execute the functions vested in him by the Santa Rosa Board of County Commissioners, which regulations shall conform to and be consistent with the laws of the United States, State of Florida and the County of Santa Rosa. The policymaking activities of these AR&R reside with the Board of County Commissioners of Santa Rosa County.

When an emergency exists at the airport, the County Engineer is empowered to issue such directives and take such actions as are necessary to protect people, property, and assets, and promote the safe operation of the airport. Such directives as the County Engineer may issue will have regulatory power

during the time of the emergency, or until such time as they are reviewed and upheld, modified or rescinded by the Santa Rosa Board of County Commissioners.

Should any part of these AR&R conflict with federal, state, or local law or ordinance, then the latter will take precedence.

2 DEFINITIONS

Abandon -To forsake, desert, give up or surrender one's claim or right to ownership or control

Aeronautical Activity -Any activity conducted at airports which involves, makes possible, or is required for the operation of any type of aircraft. This includes repair, cleaning, modification, painting, repair or overhaul of aircraft parts, components or accessories, or any other activities that are related to the maintenance or use of aircraft. Aeronautical activities include, but are not limited to, the following:

- A. Aerial Application
- B. Aerial Photography or Surveying
- C. Aircraft Charter and Air Taxi Service
- D. Aircraft Flight Training Service
- E. Aircraft Rental Services
- F. Aircraft Sales and Service
- G. Aircraft Washing and Cleaning Services
- H. Airframe and Power plant Repair and/or Overhaul
- I. Radio, Instrument, or any type of Electronic/ Electromechanical Avionics Device sales and Service
- J. Propeller Repair or Overhaul Service
- K. Sale of Aircraft Storage and Tie-Down Space
- L. sale of Aircraft Parts
- M. Sale of Aviation Petroleum Products
- N. Air Ambulance Service
- O. Any other activity directly or indirectly related to Aircraft Activity, including those listed under Specialty Aviation Service Operation (SASO).

AGL -Above Ground Level at a specific location, usually expressed in feet or meters.

Aircraft -Any airplane, balloon, ultralight aircraft, helicopter or rotorcraft or any vehicle now known or hereafter developed and used for navigation and flight in air or space

Aircraft Emergency -A condition or situation involving an aircraft in flight or on the ground that endangers lives or property

Aircraft Line Service -Services such as aircraft fueling, spotting, parking, storage or tiedown services, involving the routine use or movement of aircraft on the airport ramp. This does not include aircraft maintenance.

Aircraft Maintenance -The performance of aircraft services related to major or minor repairs, alterations, routine maintenance and scheduled inspections to airframe and engine component structures

Aircraft Movement Area -The runways, taxiways, aprons, ramp area and other aircraft maneuvering areas of the airport that are used to take off, land, taxi and park aircraft

Authorized -Acting under or pursuant to a written contract, permit or lease agreement issued by the proper County or Airport Official

Aircraft Operation -Aircraft take-off, aircraft landing, or any aircraft ground movement, whether self-powered or otherwise

Aircraft Operator -Any individual or legal entity which controls, owns, or maintains an aircraft.

Aircraft Parking Area -Those hangar and apron locations of the airport designated by the County Administrator (or his/her designee) for the parking and storage of aircraft. These areas include any area equipped with tie down devices.

Aircraft Operations Area (AOA) -Any area of the airport used for take-off; landing or ground maneuvering of aircraft. The AOA is considered restricted area and access by the general public is by permission of the County Administrator (or his/her designee).

Airport -All land, improvements, facilities and paved surfaces within the boundaries designated by the Board of Commissioners of Santa Rosa County as Peter Prince Field

Airport Manual -Airport Manual Certification documents required by the Federal Aviation Administration (FAA), and the Statement of the Florida Department of Aviation

Airport Layout Plan (ALP) -A graphic representation to scale of existing and proposed airport facilities, their locations on the airport grounds, and the pertinent clearances and dimensional information required to show conformance with applicable standards.

Minimum Standards -Minimum Standards Requirements for Aeronautical Business Activities, as approved by the Santa Rosa County Board of Commissioners, detailing provisions outlining the minimum standards acceptable to the County for legal entities or individuals desiring to conduct business on the airport premises.

Apron -Also Ramp, Tarmac. Those areas of the Airport both public and privately leased, designated by the County for the parking and storage of aircraft. This area is restricted to the operation of aircraft, passenger and baggage loading and unloading and aircraft line servicing. Access by the general public is by permission of the Airport Manager.

Based Aircraft -Any aircraft occupying space at Peter Prince Airport on a permanent status in which a lease agreement between the owner or operator and the County is in effect

Class C Airspace - Generally, that airspace from the surface to 4,000 feet above the airport elevation (charted in MSL) surrounding those airports that have an operational control tower, are serviced by a

radar approach control, and that have a certain number of IFR operations or passenger enplanements. Although the configuration of each Class C area is individually tailored, the airspace usually consists of a surface area with a 5 NM radius, an outer circle with a 10 NM radius that extends from no lower than 1,200 feet up to 4,000 feet above the airport elevation. Each person must establish two-way radio communications with the ATC facility providing air traffic services prior to entering the airspace and thereafter maintain those communications while within the airspace. Class C airspace requires two-way radio communication prior to entry. NAS Whiting Field is located within Class C airspace.

Class E Airspace -Includes all controlled airspace other than Class A, B, C or D. Class E airspace extends upward from either the surface of the designated altitude to overlying or adjacent airspace. Class E airspace includes transition areas and control zones for airports without air traffic control towers. Peter Prince Airport is located within Class E airspace, which is a "cut-out" of NAS Whiting Field's Class C airspace.

Commercial Aviation Business -The exchange, trading, buying, hiring, selling of any commodities, goods, services or property of any kind, or any revenue producing activity on the airport as conducted by any commercial operator.

Commercial Agreement -The legal agreement between the County and a commercial aviation business, or any individual or corporation that allows access to airport property

Commercial Aviation Business -Any person or legal entity or business on the airport who is authorized and licensed to conduct business activities directly related to aircraft sales, rentals, servicing, repair, inspections, or adjustments of aircraft or their components and accessories, and the installation/removal or repair of aircraft avionics, or flight training or ground instruction, or the dispensing and or selling of fuels and lubricants

Common Use Areas – All runway, taxiways, taxilanes, airport lighting, apparatus or equipment for disseminating weather and wind information, radio or other electrical communication and any other structure, equipment or mechanism having a similar purpose for guiding or controlling flight in the air or the landing and take-off of aircraft.

County Administrator -The Santa Rosa County Administrator (or his/her designee) , which serves the role of Airport Manager for Peter Prince Airport.

Engine Run-Up -The operation of an aircraft engine at high power settings, with the aircraft on the ground, for the purposes of testing and evaluating the engine's function Engine Run-Up Area -Areas of the airport designated by the airport manager as appropriate places to perform an engine run-up

FAA -Federal Aviation Administration

FAR -Federal Aviation Regulation

Fixed Base Operator (FBO) -A legal entity which has executed a land lease agreement with the County and is authorized to conduct a commercial business activity on the airport premises, as defined and regulated by the Airport Minimum Standards.

Fuel -As defined in an operator's lease agreement

Fueling Operations -the dispensing of aviation fuel into aircraft

Fuel Vendor -an entity engaged in selling or dispensing aviation fuel to aircraft other than that owned or leased by the entity

Fueling Operations Permit -a permit issued by the airport manager to a person or entity that dispenses aviation fuel at Airport.

Flying Club -a non-commercial organization established to promote flying, develop skills in aeronautics, including pilotage, navigation, and awareness and appreciation of aviation requirements and techniques. See Section 10 for requirements.

Hangar -Any structure for housing an aircraft. It may be completely enclosed, or consist of an open-walled structure

Independent Contractor -A person contracted by a tenant on a full or part-time basis, who is not salaried, but is paid by prior arrangement for work performed. An independent contractor has his own tools and equipment and sets his own hours

Landside -The general public common use areas of the airport, such as public roadways and public parking lots

Leased Aircraft -Aircraft leased in writing to a single lessee for a minimum of six months, during which the aircraft may not be rented, released or used by the owner during the term of the lease. Such aircraft shall be for the exclusive use and/ or exclusive control of the lessee. Aircraft leased in this manner may be maintained by the lessee, according to the requirements contained in the Airport Rules and Regulations and Minimum Standard Requirements. This does not include situations in which an aircraft is operated under a "lease back" situation between the aircraft owner and FBO.

Master Plan -The official concept of the ultimate development of the airport

Minimum Standards -the standards which are established by the airport owner as the minimum requirements to be met as a condition for the right to conduct an aeronautical activity on the airport. All operators will be required to meet these minimum standards and be subject additionally to all applicable Federal, State, County, Municipal and City Ordinances, and especially the document entitled "Airport Rules and Regulations", as adopted by Santa Rosa County

NOTAM -Notice to Airmen published by the FAA

Operator -Any individual or group of individuals, firm, company, corporation, joint venture, partnership or other such similar legal entity engaging in any business or commercial aeronautical activity on the airport. An operator may be classified as either a Fixed Base Operator (FBO) or a Specialty Shop Operator

Ramp Privilege -means access provided to tenants and other authorized personnel to drive a vehicle upon an aircraft hangar or aircraft parking ramp or apron on the airside of the airport to deliver persons, cargo or equipment to an aircraft as a matter of convenience or necessity.

Rental Aircraft -Aircraft that can be leased orally or in writing to more than a single lessee, or for less than six months. Aircraft leased/rented in this manner shall not be maintained by the lessee.

Roadways – Designated paved surfaces specifically designated for vehicular traffic within the airport premises, having a Santa Rosa County status (i.e. Aviation Drive, located south of the approach area of Runway 36).

Self-fueling operator -a person who dispenses aviation fuel to aircraft owned by such person, or leased from others and operated by such person.

Specialty Aviation Service Operation (SASO) -Any aeronautical business who provides one or more of the following aeronautical activities or services:

- A. Avionics Repair/ Installation
- B. Propeller Service and Overhauls
- C. Specific Engine Part Overhauls (e.g.: Magneto Service, Fuel Pump Overhauls)
- D. Airframe Painting
- E. Exterior Cleaning and Waxing
- F. Engine Parts Sales
- G. Aircraft Sales
- H. Aircraft Rental/Flight Training
- I. Aircraft Charter/ Air Taxi Service
- J. Sightseeing Flights
- K. Aerial Photography/ Surveying
- L. Aircraft Insurance
- M. Air Ambulance Service
- N. Power Line/ Pipe Line Patrol

Sublease -A transition whereby one who holds leased premises from a landlord grants an interest in all or a portion of the leased premises to another.

Tenant -Any aircraft owner/operator, or business operator who holds a leases agreement with the County

UNICOM -a non-governmental communication facility which provides airport advisory information

3 COMPLIANCE AND ENFORCEMENT

All persons are expected to comply with the provisions of these AR&R while on the premises of Peter Prince Field. The County Administrator (or his/her designee) is hereby officially empowered by the Santa Rosa County Board of County Commissioners to oversee compliance with these AR&R and enlist the aid of suitable law enforcement officials, if necessary.

3.1 GENERAL CONDITIONS FOR COMPLIANCE

1. All activities at the Airport must be conducted in compliance with current applicable FAA rules, Federal Aviation Regulations, these Rules and Regulations, Santa Rosa County's "Minimum Standard Requirements for Aeronautical Business Activities" at Peter Prince Field and any other applicable Federal, State, or Local ordinances.
2. Accidents resulting in damage to property or injury requiring professional medical treatment must be reported to the County Administrator (or his/her designee).
3. All businesses operating at the Airport must be based on Airport property. Access to public landing area will not be granted to aircraft stored and/or serviced on adjacent property ("Through the Fence" operations). No exceptions will be considered.
4. Advertising of any kind requires a written authorization of the County Administrator (or his/her designee).
5. Animals required for the assistance to the blind, hearing impaired, or law enforcement persons are permitted on the airport. Domestic animals such as dogs and cats are permitted on the Airport only when restrained by leash or kept completely under control.
6. Commercial activity of any kind, involving the tender of money or barter, requires written authorization of the County Administrator (or his/her designee).
7. A valid certificate of insurance, or copies of it, shall be presented to the County Administrator (or his/her designee) by all tenants holding a valid lease, sublease, contract or permit for activity at the Airport.
8. Damage or destruction of property is prohibited and persons so involved will be fully liable to Santa Rosa County. Certain acts resulting in damage or destruction to airport property or aircraft are covered by the Federal Aviation Regulations and constitute a Federal Crime.
9. Disorderly conduct will be punished to the full extent of the law.
10. Gambling on the airport premises is prohibited.
11. Hunting or the discharge of firearms on airport property is prohibited.
12. Public intoxication on airport property is prohibited. No person under the influence of alcoholic beverages or drugs shall operate any Motor Vehicle or Aircraft on the Airport. No person, other

than under competent medical supervision, shall consume any controlled substance on any part of the Airport.

13. Lost or mislaid property shall be deposited at the FBO office, and if not claimed within 90 days shall become the property of the County to be sold, used, or disposed of at the discretion of the County.
14. Restricted areas are established for safety and security reasons. Only authorized persons may be in Restricted or AOA areas. Authorized persons include: **Tenants, aircraft owners and authorized service providers with lease agreement with the airport**, supervised passengers who are enplaning or deplaning an aircraft; persons whose job requires them to be in Restricted or AOA areas; persons engaged in the operation of aircraft; others as authorized by the County Administrator (or his/her designee).
15. Signage standards are established by the County. No sign, advertisement, or notice shall be displayed on the outside of any structure, or on the grounds of the airport premises unless authorized by the County Engineer or otherwise approved as part of a lease or contractual agreement with the County.
16. Storage in the aircraft hangars of property or equipment not normally used for flight operations or aviation flight and/or maintenance activities is prohibited unless authorized under the lease contract. Storage of property or equipment of a non-aviation nature must be approved by the lease or other contractual agreement with the County, and in compliance with all applicable laws and regulations. Temporary storage of ground vehicles in the hangars while the aircraft is being used is not prohibited under this provision.
17. Hold Harmless: Aircraft owners, pilots, agents or their duly authorized representatives will release or discharge Santa Rosa County Board of Commissioners and County employees of and from liability for any damage which may be suffered by any aircraft and its equipment and for personal injury or death.
18. The County may at some point in the future find it necessary to implement nighttime restrictions and noise abatement measures. Upon implementation, all Airport tenants will be required to comply with these restrictions.

3.2 PROVISIONS FOR ENFORCEMENT

On-site overseeing and enforcement of the AR&R, Minimum Standards, and Lease Agreements is primarily the responsibility of the County Administrator (or his/her designee).

If unable to settle any disagreement arising from operation of the Airport, the County Administrator (or his/her designee) , depending on the nature of the difficulty, will notify either law enforcement officers, or the Santa Rosa County Board of Commissioners.

3.2.1 Penalty Provisions

In the event of continued violation of any of the provisions of the AR&R by any individual or corporate entity, the County may, after suitable warning, elect any penalty, including immediate revocation of lease, it finds appropriate.

4 AIRCRAFT OPERATIONS

4.1 AERONAUTICAL ACTIVITIES REGULATED BY AIRPORT MANAGEMENT

1. Closure of the airport
2. Restrictions and prohibitions of certain flight activities
3. Issuance of NOTAMs regarding local conditions
4. Charging of fees for landing, parking or storage of aircraft on leased property
5. Authorization of air shows and other special events
6. Overseeing of general compliance with AR&R

4.2 AIRCRAFT ACCIDENTS/INCIDENTS ON OR ADJACENT TO AIRPORT PROPERTY

1. Aircraft accidents/incidents must be reported immediately to airport management staff (County Administrator (or his/her designee)).
2. Disabled aircraft are the responsibility of the aircraft owner. However, the County Administrator (or his/her designee) has the authority to direct removal or relocation of a disabled aircraft from any location on the airport.
3. Access to accident/incident scenes are controlled by the County Engineer or by the designated person in command at the scene, until such time as appropriate governmental or law-enforcement authority may formally take command.

4.3 TAXIING, TOWING, OR REMOVING AIRCRAFT FROM THE AOA

1. The County Administrator (or his/her designee) is authorized to tow or otherwise direct the relocation of aircraft parked or stored in unauthorized areas
2. Aircraft will not taxi into or out of any hangar under actual engine power.

4.4 AIRCRAFT OPERATIONS MANDATORY COMPLIANCE OR PROHIBITED ACTIVITIES

1. A qualified pilot or mechanic **should** be in the cockpit and at the controls of the aircraft when an aircraft engine is operating. **If a pilot or mechanic are not available, the “aircraft must be chocked and tail tied down to a secure tiedown” while the engine is operating.**
2. When an aircraft is being started by manually turning the propeller, a person holding a pilot certificate **should** be sitting at the controls. If no certificated pilot is available, the aircraft must be chocked and the tail tied down to a secure tiedown prior to the starting attempt.
3. Except for emergencies, aircraft repair/maintenance will be performed in designated areas only, **as identified by the Airport, i.e. FBOs facilities. Repairs and maintenance on T-Hangar by aircraft owners must be in accordance to the lease agreement.**

4. Derelict or non-airworthy aircraft must be stored inside enclosed spaces or in designated non-flying aircraft storage areas as determined by the County Administrator (or his/her designee), or removed from the Airport.
5. Any aircraft weighing more than runway, taxiway or apron load bearing capacity is prohibited.
6. Aircraft based at the airport must have current FAA required documents on board, must meet the Minimum Standards of Peter Prince Airport, and must display the aircraft "N" number.
7. All aircraft operating at the Airport must be equipped with a two-way radio capable of transmitting and receiving on the UNICOM frequency assigned to Peter Prince Airport within a five nautical mile radius of the Airport. This includes all experimental, homebuilt and/or ultralight vehicles.
8. Special events, such as air shows, balloon festivals, air races, war bird shows, "fly-ins," parachuting activity, glider towing take-offs and glider landings and banner tow/aerial advertisement operations, will be regulated by and strictly approved or disapproved by the County.
9. Fees for special events will be determined by Santa Rosa County in coordination with the servicing FBO.
10. Special event sponsors must meet all requirements, insurance, security, sanitation, traffic control, and any other requirements by the County and servicing FBO before any part of any event commences.
11. Ultralight, Experimental and Homebuilt Vehicles: Ultralight vehicle operations are allowed only in areas specified by the County. All such vehicles must be equipped with brakes and two-way radio communications with the capability of transmitting and receiving on the Airport's assigned UNICOM frequency. Pilots of such vehicles are required to possess the basic aeronautical skills necessary for safe operations within the Airport Air Traffic Area, and possess an endorsement from a Basic Flight Instructor for solo VFR flight. All ultralight operations must meet or exceed all requirements contained in Federal Aviation Regulations Part 103 and shall be in accordance with all current Airport Operational Directives.
12. Due to the significant airspace constraints, high level of military training activity and overall level of operational requirements in the immediate vicinity of Peter Prince Airport, no balloon, glider or parachute/skydiving operations are allowed at the Airport in order to ensure the safety of the flying public, as well as persons and property on the ground.

4.5 Common Use Area

Common use areas include all runway, taxiways, taxilanes, airport lighting, apparatus or equipment for disseminating weather and wind information, radio or other electrical communication and any other structure, equipment or mechanism having a similar purpose for guiding or controlling flight in the air or the landing and take-off of aircraft. All common use areas shall be kept clear and available for aircraft traffic. No FBO, SASO or other person shall use any common use area for the parking, storing, repair, servicing or fueling of aircraft, or for any other purpose, other than the operation of aircraft, without prior written approval of the County Administration (or his/her designee)

5 VEHICLE OPERATIONS

5.1 VEHICLE OPERATIONS REGULATED BY AIRPORT MANAGEMENT

1. All airport roadways have Santa Rosa County status.
2. All motor vehicles on airport roadways and parking lots are governed by Santa Rosa County traffic ordinances.
3. All motor vehicle drivers must possess a valid Florida or State of Residence driver's license.
4. The County Engineer has the authority to deny or restrict any motor vehicle operator from operating a ground vehicle on the AOA.
5. The County Engineer and staff have the authority to request or otherwise move any motor vehicle for reasons of safety, security, abandonment, or at the direction of appropriate law enforcement officials.
6. All motor vehicles operating on the AOA must be insured for liability as described in the Minimum Standards for Peter Prince Airport.

5.2 VEHICLE OPERATIONS -MANDATORY COMPLIANCE OR PROHIBITED ACTIVITIES

1. Vehicle access to the T-Hangar is thru the airport's designated roadways and the immediate area surrounding the T-Hangar, including adjacent taxilanes. The County Administrator (or his/her designee) may, at any time, and in any manner, limit, withdraw or change airfield access that may be permitted.
2. Unless otherwise specified, the speed limit on all airport roadways is 25 miles per hour.
3. Motor vehicles will comply with all airport security directives.
4. Aircraft and pedestrians have the right of way over motor vehicles. All vehicles shall yield right of way to aircraft in motion and emergency vehicles.
5. Motor vehicle drivers will park in designated parking areas and/or as provided in section 5.2 (6).
6. Aircraft owners who are hangar tenants may temporarily park motor vehicles in areas close to or adjacent to their aircraft storage areas provided they do so in a manner which will not impede the flow of ground traffic or aircraft taxiing, or impede nearby hangar tenants from taxiing and towing their aircraft into or out of their hangars.
7. When vehicles are operating on the AOA, they shall pass to the rear. And well clear of taxiing aircraft.
8. Motor vehicles will use hazard light or a yellow or orange flashing emergency light at all times while operating on the airfield or any part of the AOA.

9. Authorized motor vehicles needing to access the East apron area from the West area, or vice versa, must use either the airport service road or the entrance taxiway on the opposite end of an active runway. Prior to using the entrance taxiway on the opposite end of the active runway, the driver of an authorized vehicle must first contact the Unicom operator to advise its intent to cross the runway and obtain appropriate clearance accordingly. The use of the vehicular service road is highly encouraged. Do not use the rapid exit taxiways. Crossing of runway by authorized motor vehicles is to be avoided, whenever possible.

6 TENANT OPERATIONS

6.1 Tenant Operations Regulated by Airport Management

1. All tenant operators must be party to a fully executed lease or rental agreement with the County. The lease will include any fees due the County, and will detail the specific commercial activity approved for each airport business firm.

6.2 Tenant Operations-Mandatory Compliance or Prohibited Activities

1. As a condition to receiving an approved lease, all tenant operators must certify that they are in compliance with the AR&R and Minimum Standards.
2. Tenants may not sublease any premises on the Airport without prior written approval of the County.
3. Tenants will be held responsible for the actions of any employee violating the AR&R or the Minimum Standards or the Lease Agreement between the tenant and the County.
4. Tenants shall keep all lease property and areas adjacent thereto free of waste material, rubbish, litter, junk, and any other unsightly material. Sanitation of all rest room floors, walls, and public areas will be strictly complied with.
5. Non-Aviation Storage of Equipment: Unless otherwise provided for by a lease or other contractual agreement, no person shall use any area of the Airport, including buildings, either privately owned or publicly owned, for the storage of cargo or any other property or equipment without permission of the County. If, notwithstanding the above prohibition, a person, firm, or corporation uses such areas for storage without first obtaining such permission, the County shall have the authority to order the cargo or any other property removed, or to cause the same to be removed and stored at the expense of the Owner or consignee without responsibility or liability therefore.
6. Any structural or decorative changes to any building, ramp or other Airport property require written permission of the County Administrator (or his/her designee).

7 SAFETY PROCEDURES

7.1 SAFETY PROCEDURES REGULATED BY AIRPORT MANAGEMENT

1. Fueling of aircraft will be performed only in locations approved by the County Administrator (or his/her designee). No aircraft shall be fueled while its engine is running or while positioned in a hangar or other enclosed place. Adequate connections for bonding shall be maintained during fueling.
2. In the event that emergency repair or work involving fuel lines or fuel tank must be performed on the aircraft, such emergency work must be performed on the airport's designated area.
3. Smoking during any fuel transfer is strictly forbidden.
4. All applicable National Fire Protection Association (NFPA) standards concerning fueling activities are hereby incorporated as part of this AR&R document
5. The provisions of the Fire Code as adopted by Santa Rosa County are hereby adopted by the Airport and incorporated as a part of this AR&R document
6. The storage of flammable and dangerous material will be in compliance with all applicable Federal, State and Santa Rosa County Codes.
7. Heating systems or devices in any hangar shall only be approved systems or devices as listed by the Underwriters Laboratories, Inc., as suitable for use in Aircraft hangars and must be installed in the manner prescribed by the Underwriters Laboratories, Inc.

7.2 SAFETY PROCEDURES- MANDATORY COMPLIANCE OR PROHIBITED ACTIVITIES

1. Every Person using the airport or its facilities in any manner shall exercise the greatest care and caution to avoid and prevent fire. No one shall smoke or ignite a match or lighter in any building, hangar or ramp/apron area except in posted "Designated Smoking Areas" identified by the Airport Manager or his/her designee.
2. Fuel storage areas, dangerous material areas and maintenance shop areas will be considered restricted areas and will be off limits to the general public
3. Smoking is prohibited within 50 feet of any aircraft, fuel tank, fuel pump and within 100 feet of fuel storage areas or a fuel handling vehicle. Smoking is prohibited in any area so designated elsewhere on the airport.
4. Fuel service activity will cease when lightning occurs within the vicinity of the airport.
5. Fuel servicing vehicles will not be parked or stored inside enclosed hangar or storage spaces.

6. Fire Extinguishers: All tenants or lessees of hangars, Aircraft maintenance buildings, or shop facilities shall supply and maintain an adequate number of readily accessible fire extinguishers. Fueling vehicles designed for the transport and transfer of fuel shall carry on board at least two fire extinguishers, one located on each side of the vehicle. Extinguishers shall conform to applicable NFPA Standards.
7. No flammable, corrosive, or toxic liquids will be disposed of into or onto storm drains, aprons, parking lots, roadways, catch basins, ditches, or open land.
8. Storage of compressed gases or flammable liquids in any building or structure is prohibited unless approved by the County Administrator (or his/her designee), and in compliance with all applicable State and local codes, and the Minimum Standards.
9. Open fires are prohibited unless approved by the County Administrator (or his/her designee).
10. Use of Cleaning Fluids: Cleaning of Aircraft parts and other equipment shall preferably be done with nonflammable cleaning agents or solvents. When the use of flammable solvents cannot be avoided, only liquids having flash points in excess of 100 F shall be used and special precautions shall be taken to eliminate ignition sources in compliance with good practice recommendations of the NFPA.
11. Aprons, Building and Equipment: All persons on the Airport shall keep all areas of the premises leased or used by them clean and free of oil, grease and other flammable material. The floors of hangars and other buildings shall be kept clean and continuously kept free of rags, waste materials or other trash or rubbish. Approved metal receptacles with a self-extinguishing cover shall be used for the storage of oily waste rags and similar materials. The contents of these receptacles shall be removed daily by persons occupying space and kept clean at all times. Only approved boxes, crates, paint or varnish cans, bottles or containers shall be stored in or about a hangar or other buildings on the Airport.

8 USE OF T-HANGARS AND STORAGE HANGARS

All of the rules and regulations described in this document are applicable to the use of T-Hangars and Storage Hangars. Additionally the following rules also apply to T-Hangars and Storage Hangar usage:

1. T-Hangars and Unit Storage Hangars shall not be used for any purpose that would constitute a nuisance or interfere in any way with the use and occupancy of other buildings and structures in the neighborhood of the leased premises.
2. T-hangar buildings are primarily for the storage of flyable aircraft except as provided in appropriate section(s) of the lease contract.
3. Only Aircraft registered with the Authority and items immediately incidental to the Aircraft's operation are to be stored in T-hangars.
4. No Aircraft or Aircraft component shall be suspended or lifted utilizing the building or any component of the building.
5. No alterations will be made to the hangar structure without written approval by the County. Any alterations are subject to removal by the County at tenant's expense, upon 30 days written notice, for the purpose of repair, construction or other purposes deemed necessary by the County.
6. No flammable materials or refuse will be stored or allowed to accumulate in hangars, except tenant may store not more than 25 gallons of flammable fluids including a reasonable amount of Aircraft lubricants, within the premises, provided that any such storage be limited to NFPA approved containers, or unopened original containers.
7. Aircraft are not to be washed with running water in hangars when such washing will cause drainage into or through another hangar.
8. No paint spraying or spraying of any kind will be permitted.
9. No tools, equipment, or material will be used in the hangars that could constitute a fire hazard.
10. No smoking in T-Hangars and Aircraft unit storage hangars is permitted.
11. Tenants will exercise reasonable care to keep oil, grease, etc. off the floor.
12. No signs will be erected or painted on the exterior or interior of T-Hangars or Aircraft unit storage hangars.
13. No Aircraft or Vehicle is to be parked by T-Hangars or unit storage hangars, in such a manner as to block access to adjoining hangar spaces, or to cause inconvenience to other tenants or taxiing aircraft.
14. To minimize conflicts with aircraft, T-Hangar tenants are **encouraged** to temporarily park their personal vehicles in the parking lot adjacent to the T-Hangar area. **Tenants** may park one (1)

personal vehicle in the T-hangar when flying registered Aircraft. Further, if necessary, a second vehicle belonging to a guest of the tenant, may be parked in the renters T-Hangar if the guest is accompanying the lessee on the trip.

15. The premises are for the private use of tenant and shall not be sublet for profit and/or used for any commercial purpose, including, but not by way of limitation, the sale of products or services of any kind, whether or not such sales are transacted for a profit. Commercial or industrial activity in or from T-hangars is strictly prohibited.
16. Only maintenance, as allowed under the lease contract may be performed on the Permitted Aircraft inside the T-Hangar. **No other maintenance may be undertaken in the T-Hangar. Activities involving fuel transfer, welding, torching, cutting, torch soldering, doping and spraying performed on the hangar are strictly prohibited.**

8.1 Prohibited T-Hangar Storage and Uses

A. Storage of the following items and materials in the T-Hangar is prohibited:

1. Storage of aircraft other than the Permitted Aircraft.
2. Storage of items not directly related to the allowable maintenance and operation of the Permitted Aircraft.
3. Parking or storage of motor homes, campers, trailers, boats, or other items of personal property in or around the T-Hangar except those permitted by these Rules and Regulations or the License and/or under the lease contract.
4. Storage of Hazardous Materials, except those specifically permitted by these Rules and Regulations. "Hazardous Materials" means any chemical, substance, object, condition, material, waste, or controlled substance which is or may be hazardous to human health or safety or to the environment, due to its radioactivity, ignitability, corrosiveness, explosivity, flammability, reactivity, toxicity, infectiousness, or other harmful or potentially harmful properties or effects, which is regulated in any manner by any federal, state, or local government agency or entity, or under any federal, state, or local law, regulation, ordinance, rule, policy or procedure due to such properties or effects.

B. The following activities are prohibited in and around the T-Hangar.

1. Rent, lease, sublet, transfer or assignment of the T-Hangar or any portion thereof.
2. Use of the T-Hangar for any commercial purpose, including, but not limited to, charter services as defined in FAA Part 135, aircraft rental, service, or flight instruction.
3. Aircraft fuel or de-fuel inside of the T-Hangar.
4. Aircraft engine operation inside the T-Hangar.

5. Hazardous activities, as determined in the sole discretion of the County, including, but not limited to, welding, painting, doping, opening fuel lines or the application of Hazardous Materials.
8. Aircraft and equipment washing in or around the T-Hangar. (Tenant shall utilize public aircraft wash rack facilities in accordance with applicable rules.)
9. Human occupancy, including, but not limited to, sleeping, in the T-Hangar.
10. Vehicular maintenance, including, but not limited to, wash, wax, clean or repair vehicles in or around the T-Hangar.
10. Open flames or other sources of ignition, including but not limited to, smoking, inside the T-Hangar or other restricted areas of the Airport.
12. Discharge or cause discharge of any material into an Airport storm drain system or watercourse or on any Airport surface.
13. Paint, remove, deface, modify, bend, drill, cut or otherwise alter or modify any part of the T-Hangar, including roof, doors, walls, ceiling and floor.
14. Attach hoist or hold mechanism (i.e. chainfall, winch, block, tackle or any other hoisting device) to any part of the T-Hangar or passing any such mechanism over the struts or braces therein.

9 SECURITY REQUIREMENTS

9.1 SECURITY REQUIREMENTS REGULATED BY AIRPORT MANAGEMENT

1. Restricted areas are established for safety and security reasons. Except for passengers enplaning or deplaning aircraft, the general public is prohibited from the AOA unless entry is authorized by the County Engineer or his designee. The general public is also prohibited from all other areas of the airport posted as being restricted areas
2. Aircraft requiring security guards or police officers must coordinate this requirement with the County Administrator (or his/her designee).
3. Only flight crews, passengers, aircraft service and maintenance personnel, FAA, Fire Department or law enforcement personnel, or others authorized by the Airport Manager shall be permitted in the AOA.
4. **Authorized** pedestrians or motor vehicle operators observed in other than public use areas, **i.e within the designated AOA**, without authorization by the County Engineer or his designee will be considered trespassing and subject to arrest. **The general public is prohibited from the AOA unless escorted by a tenant or an authorized airport employee.**
5. Santa Rosa County Sheriffs Deputies and other local law enforcement officers have the power and authority to enforce laws, ordinances, resolutions, rules and regulations adopted by the County within airport boundaries.

9.2 SECURITY OF AIRCRAFT AND AOA

1. When the condition or mission of an aircraft requires security guards or police, the owner or operator of the aircraft is responsible for obtaining and paying security service personnel.
2. Tenants are responsible for the security of all aircraft and other private property entrusted to their care on the AOA or other locations on their airport tenant leased area of responsibility.
3. Tenants and Tenant employees are responsible for safeguarding doors, gates and other access to the AOA, as well as access to restricted areas of the airport.
4. A breach in security by a tenant or tenant employee that results in a FAA, FDOT or County finding of negligence will be cause to review, fine and possibly cancel or curtail tenant access to the AOA or restricted areas of the airport.

10 FLYING CLUBS

The following requirements pertain to all flying clubs desiring to base their aircraft at the Airport. Prior to commencement of aeronautical activities, each club must obtain approval from the County and secure a lease and operating agreement for proposed activities. Prior to and during the term of the lease and operating agreement, each club, at the request of the County, will submit sufficient documentation to establish ownership, financial status, and technical ability, in addition to adhering to the following regulations:

1. The club shall be a nonprofit entity (corporation, association or partnership) organized for the express purpose of providing its members with an aircraft, or aircraft, for their personal use and enjoyment only. The ownership of the aircraft, or aircraft, must be vested in the name of the flying club (or owned ratably by all of its members). The property rights of the members of the club shall be equal and no part of the net earnings of the club will inure to the benefit of any member in any form (salaries, bonuses, etc.). The club may not derive greater revenue from the use of its aircraft than the amount necessary for the operations, maintenance and replacement of its aircraft.
2. Flying clubs may not offer or conduct charter, air taxi, or rental of aircraft operations. They may not conduct aircraft flight instruction except for regular members, and only members of the flying club may operate the aircraft. No flying club shall permit its aircraft to be utilized for the giving of flight instruction to any person, including members of the club owning the aircraft, when such person pays or becomes obligated to pay for such instructions, except when instruction is given by a lessee based on the airport and who provides flight training. Any qualified mechanic who is a registered member and part owner of the aircraft owned and operated by a flying club shall not be restricted from doing maintenance work on aircraft owned by the club and the club does not become obligated to pay for such maintenance work except that such mechanics and instructors may be compensated by credit against payment of dues or flight time.
3. All flying clubs and their members are prohibited from leasing or selling any goods or services whatsoever to any person or firm other than a member of such club at the airport except that said flying club may sell or exchange its capital equipment.
4. The flying club, with its permit request, shall furnish the County a copy of its:
 - A. Charter and bylaws
 - B. Articles of association
 - C. Partnership agreement or other documentation supporting its existence a roster, or list of members, including names of officers and directors, to be revised on a semiannual basis
 - D. Evidence of insurance in the form of a certificate of insurance in the following minimum amounts: Public Liability (\$100,000/\$50,000) per person; public liability (\$300,000/\$100,000) per accident; property damage (\$100,000/\$20,000), with hold harmless clause in favor of the Airport/County, its officers and employees (10 days prior notice of cancellation shall be filed with airport management)

- E. Number and type of aircraft
- F. Evidence that aircraft are property certificated
- G. Evidence that ownership is vested in the club
- H. Operating rules of the club.

The books and other records of the club shall be available for review at any reasonable time by the County.

- 5. A flying club which violates any of the foregoing, or permits one or more members to do so, will be required to terminate all operations at the Airport.

11 REVIEW OF AR&R AND MINIMUM STANDARDS FOR AERONAUTICAL BUSINESS ACTIVITIES

Twelve months after date of adoption of these AR&R and Minimum Standards for Aeronautical Business Activities, and every twelve months thereafter, these documents will be reviewed and updated with any changes that may be necessary.

If at *any* time it appears necessary to do so, the County reserves the right to review and revise these documents sooner than the 12 months interval specified above.