



PETER PRINCE FIELD  
SANTA ROSA COUNTY,  
FLORIDA

MINIMUM STANDARD  
REQUIREMENTS FOR  
AERONAUTICAL BUSINESS ACTIVITIES

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# 1 INTRODUCTION

The use and leasing of public airport facilities is a complex process in which consideration must be given to compliance with various federal and state policies and requirements. Federal and state documents that provide guidance and compliance requirements for using and leasing 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 during the process of negotiating aviation agreements. Additionally, local legal counsel should review any legally binding agreement prior to execution.

This document presents Minimum Standard Requirements for Aeronautical Business Activities at Peter Prince Airport. Minimum Standards are defined by the Federal Aviation Administration (FAA) as the "qualifications which may be established by an airport owner as the minimum requirements to be met as a condition for the right to conduct an aeronautical activity on the airport" Accordingly, minimum standards should provide a fair and reasonable opportunity, without unlawful discrimination, to all applicants to qualify, or otherwise compete, to occupy available airport land and/or improvements and engage in authorized aeronautical activities. In essence, minimum standards establish base line, or "minimum", requirements and qualifications to ensure a safe and specified level of service for the community, as well as fairness and consistency in the leasing of airport facilities.

## 1.1 STATEMENT OF POLICY

Santa Rosa County, the owner and operator of Peter Prince Airport, has established the "Minimum Standard Requirements for Aeronautical Business Activities" policy, which is detailed in this document. As stated in the Introduction, Minimum Standards describe the minimum threshold entry requirements for those wishing to provide aeronautical services to the public at Peter Prince Airport. These Minimum Standards are intended to ensure that a high level of service is offered to the public at Peter Prince Airport, as well as to discourage substandard entrepreneurs, thereby protecting both the established aeronautical activity and the Peter Prince Airport patrons. Additionally, Santa Rosa County is sensitive to the safety considerations arising from the Airport's close proximity to NAS Whiting Field and Eglin Air Force Base. Nearby restricted airspace and significant levels of military flight training activity were taken into consideration in the development of these Minimum Standard Requirements.

In accordance with State and Federal policy, regulation and grant assurances, it is the County's desire to establish a fair and consistent mechanism for the leasing of facilities and the provision of aeronautical services at Peter Prince Airport. Without discrimination, a fair and reasonable opportunity shall be accorded to all applicants to qualify, or otherwise compete for available airport space and the providing of selected aeronautical services. However, all shall be subject to the Minimum Standards and Airport Rules and Regulations established by Santa Rosa County, and set forth herein. All operators will be encouraged to exceed minimums. *None will be allowed to operate under conditions which do not meet minimum requirements.*

A written agreement between Santa Rosa County and the operator is a *prerequisite* to tenancy on the airport and must precede the commencement of any operation. No written agreement will be for exclusive aeronautical activity on the Airport. All who qualify under the minimum standards will be afforded an opportunity to locate on airport property, as long as the physical infrastructure of the Airport can support such activity. Location of any operator, building, hangar or any other structure shall meet FAA and Florida Department of Transportation (FDOT) standards and regulations and shall be at the discretion of the Santa Rosa County Administrator (or his/her designee), consistent with the orderly and safe operation of the Airport.

## 2 DEFINITIONS

**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).

**Aeronautical Service** -any service which involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for the safety of aircraft operations commonly conducted on the airport by a person who has a lease from the airport owner to provide such service.

**Airport** -means the Peter Prince airport, and all of the property, buildings, facilities and improvements within the exterior boundaries of such airport as it now exists on the Airport Layout Plan or as it may hereinafter be extended, enlarged or modified

**Class C Airspace** -Includes all airspace from that airport's established elevation up to 4,000 feet MSL and consists of two Airspace layers. 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.

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

**Employee** -A salaried person employed by a tenant on a full-time basis.

**FAA**-Federal Aviation Administration

**FAR** -Federal Aviation Regulation

**Fixed Base Operator (FBO)** -any aviation business duly licensed and authorized by written agreement with the airport owner to provide aeronautical activities at the airport under strict compliance with such agreement and pursuant to these regulations and standards.

**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 the Section 10 of the Airport Rules and Regulations for requirements.

**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 the Airport.

**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** -all buildings and surfaces on the airport used by surface vehicular and pedestrian traffic.

**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 of and under the 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 Standards. This does not include situations in which an aircraft is operated under a 'lease back" situation between the aircraft owner and FBO.

**Minimum Standards** -the Minimum Standard Requirements for Aeronautical Business Activities, 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/or 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 the driving of a vehicle upon an aircraft parking ramp 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.

**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)** -An aeronautical business providing services or products to the public, but limited in scope of activities. A Specialty Shop Operator may provide the following:

- 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

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

### **3 LEASE APPLICATION PROCESS AND QUALIFICATIONS**

Any individual, firm or corporation wishing to lease facilities at Peter Prince Airport are required to submit to the County Administrator (or his/her designee) a written application containing, at a minimum, the following items:

1. Intended Scope of Activities (Business Plan) including the following items:
  - a. All services to be offered
  - b. Amount of land required for the operation
  - c. Building space to be constructed or leased
  - d. Number and types of aircraft to be involved in the operation
  - e. Equipment and special tooling to be provided
  - f. Number of employees/ independent contractors
  - g. Periods of operation (days and hours)
  - h. Amounts and types of insurance coverage to be maintained (reference Section 3.1)
  - i. Short resume for each of the owners and financial backers
  - j. Short resume of the manager of the business (if different from owner and/or financial backer) including this person's experience and background in managing a business as is being proposed to serve the Airport
  - k. Methods to be used to attract new business (advertising and incentives)
  - l. Proposed name of the business
  - m. Date of commencement
2. Financial Responsibility -The prospective operator must demonstrate financial responsibility and capability to initiate the desired aeronautical activity into operation. This may include current financial statements prepared and certified by a Certified Public Accountant and/or a current credit report for each party owning or having a financial interest in the business and a credit report on the business itself, covering all geographical areas in which it has done business in the ten-year period immediately prior to such application.
3. A listing of assets owned, or being purchased, or leased which will be used in the business on the Airport.
4. The signatures of all parties whose names are being submitted as owning an interest in the business or will appear on leases or other documents as being a partner, director or corporate officer and those who will be managing the business.
5. The name, telephone number and address of the primary contact person
6. An agreement to provide a bond or suitable guarantee of adequate funds to Santa Rosa County to be used to defray any expenses and fees normally paid by the Lessee between the estimated time the Lessee may default and a new lease is executed and another Lessee takes over.
7. A written authorization for the FAA, any aviation or aeronautics commissions, administrators, and departments of all states in which the applicant has engaged in aviation business to release information in their files relating to the applicant or its operation. The applicant will execute such forms, releases, or discharges as may be required by those agencies.
8. Preliminary plans, specifications and dates for any improvements which the applicant intends to make on the Airport as part of the activity for which approval is sought. Applicant must comply with appropriate Lease Application Review procedures and all County requirements.



9. Proof (copy of insurance company letter of intent) of required liability coverage as described in section 3.1.
10. Miscellaneous Requirements
  - a. The operator will lease available space, construct or purchase adequate facilities for the type of service to be rendered.
  - b. All rates and charges will be equally and fairly applied to all users of services.
  - c. The operator will understand, accept and abide by the Airport Rules and Regulations, the Minimum Standards, all Federal, State, County and Municipal Rules and Regulations.
  - d. The operator shall not sublease or sublet any premises leased from the County of Santa Rosa without prior written approval of the County.
11. Any other information as requested by the County Administrator (his/her designee).

### **3.1 INSURANCE REQUIREMENTS**

The operator is required to maintain minimum insurance to protect the operator and Santa Rosa County from the normal insurable liabilities that may be incurred by the operator in its operation at the Airport. In the event such insurance as required by these minimum standards shall lapse, the County reserves the right to obtain such insurance at the operator's sole expense.

The following types and minimum amounts of insurance coverage shall be carried by all operators at the Airport:

1. Commercial General Liability (Bodily injury and Property Damage) – not less than \$ 2,000,000.
2. Single Limit Hangars Keeper Liability - \$ 1,000,000 per incident.
3. Property Owners/Occupiers Liability - \$ 1,000,000 any one occurrence.
4. Completed Operations and Products Liability - \$ 250,000 in respect of Bodily Injury and \$ 1,000,000 in respect of property damage
5. Hangar Keepers Liability - \$ 100,000 any one aircraft and \$ 500,000 any one occurrence.

The County Administrator (or his/her designee) retains the right to review and approve the types and amounts of insurance to be carried by the operator.

#### **4 LEASE APPLICATION REVIEW AND ACTION**

All airport facility lease applications, or the assignment of existing airport leases, will be reviewed by the County Administrator (or his/her designee) within 90 days of receipt. Applications will be reviewed based on the "Lease Application Process and Qualification" requirements described in Section 3. A background investigation may be performed to review the principal's and applicants' criminal history, immigration status, credit worthiness and past business performance. All fees for the background investigation shall be the responsibility of the applicant(s). Applications may be denied for one or more of the following reasons:

1. The applicant does not meet qualifications, standards and requirements established by these Minimum Standards.
2. The applicant's proposed operations or construction will create a safety hazard on the Airport.
3. The granting of the application will require the expenditure of local funds, labor or materials on the facilities described in or related to the application, or the operation will result in a financial loss to Santa Rosa County.
4. There is no appropriate or adequate available land, space or building on the Airport to accommodate the entire activity of the applicant.
5. The proposed operation, Airport development or construction does not comply with the approved Airport Layout Plan.
6. The development or use of the area requested will result in a congestion of aircraft or buildings, or will result in unduly interfering with the operations of any present fixed base operator on the Airport, such as problems in connection with *aircraft* traffic or service, or preventing free access and egress to the existing fixed base operator area, or will result in depriving, without the proper economic study, an existing fixed base operator of portions of its leased area in which it is operating.
7. Any party applying, or interested in the business, has supplied false information, or has misrepresented any material fact in the application or in supporting documents, or has failed to make full disclosure on the application.
8. Any party applying, or having an interest in the business, has a record of violating the Rules, or the Rules and Regulations of any other Airport, Civil Air Regulations, Federal Aviation Regulations, or any other Rules and Regulations applicable to this or any other Airport.
9. Any party applying, or having an interest in the business, has defaulted in the performance of any lease or other agreement with the County or any lease or other agreement at any other airport.
10. Any party applying, or having an interest in the business, is not sufficiently credit worthy and responsible in the judgment of the County Administrator (or his/her designee) to provide and

maintain the business to which the application relates and to promptly pay amounts due under the lease.

11. The applicant does not have the finances necessary to conduct the proposed operation for a minimum period of six months.
12. The applicant has committed any crime, or violated any local ordinance rule or regulation, which adversely reflects on its ability to conduct the FBO operation applied for.

#### **4.1 GENERAL LEASE CLAUSES**

Upon review of the lease application for services and determination that it meets the minimum standards and requirements as outlined previously, a lease will be developed that shall include several general lease clauses. Specifically, all lease agreements between the County and a prospective operator shall include, but not be limited to, the following provisions as required by Federal, State and local governments:

1. Fair and Anti-Discriminatory Provisions
2. Civil Rights Assurances
3. Minority Assurances
4. Non-Exclusivity Provisions
5. Indemnity to Hold Harmless Clause
6. other Mandated Provisions, as well as Standard Lease Clauses
7. Length of Term or Agreement Clause
8. A Reasonable Fee to be Paid to the County. This rate is negotiable and may be based on fuel flowage, percentage of sales or other systems as deemed appropriate and agreed to by the County and the operator.
9. A Provision for a Performance Bond
10. A Provision of Documentary Evidence of Insured State
11. A Provision of Documentary Evidence of Appropriate Licensure and Certification for Work Proposed.
12. A Provision for Written Approval prior to Subleasing by the Operator.

#### **4.2 Subleasing Requirements**

If an operator desires to sublease space to another person to provide one or more specialized aviation services, the following conditions shall apply:

1. The Operator must first obtain conceptual approval from the County for the sublease and the type of business and service to be offered by the sub lessee Operator.
2. The Subleases Operator must meet all of the Minimum Standards established by the County for the categories of services to be furnished. The Standards may be met in combination by the lessee Operator and the sub lessee Operator. The sublease agreement shall specifically define those services provided by the Operator to the sub lessee that must be used to meet the standards.
3. The sub lessee Operator shall provide evidence of minimum insurance coverage as determined by the County for the categories of services to be offered.
4. The Operator may be required to pay the County additional fees, which will be negotiated, based upon the extent that the lessee Operator's premises are to be subleased and the types of services that the sub lessee Operator proposes to furnish.

## **5 MINIMUM STANDARDS FOR ALL AIRPORT SERVICE PROVIDERS (FBO'S AND SASO'S)**

All Airport Service Providers must operate in a manner that best services the public's needs. Following are standard requirements that must be fulfilled by the operator/Lessee in order to maintain the level of service that Santa Rosa County wishes to provide to the public. Adherence to these standards is required of all airport service providers.

1. Lessee shall furnish service on a fair, reasonable and non-discriminatory basis to all users of the Airport. Lessee shall furnish good, prompt and efficient service adequate to meet all reasonable demands for its services at the Airport. Lessee shall charge fair, reasonable, and non-discriminatory prices for each unit of sale or service; provided, however, that Lessee may be allowed to make reasonable and non-discriminatory discounts, rebates or other similar types of price reductions to volume purchasers.
2. Lessee shall meet all expenses and payments in connection with the use of the premises and the rights and privileges herein granted, including taxes, permit fees, license fees and assessments lawfully levied or assessed upon the premises or property at any time situated therein and thereon. Lessee may, however, at its sole expense and cost, contest any tax, fee or assessment.
3. Lessee shall at all times comply with the Airport Rules and Regulations, Minimum Standards and all other Federal, State, County and Municipal Regulations.
4. All Fixed Base Operators and Airport Tenants shall conform with and by all rules and regulations of the FAA, FDOT, and Santa Rosa County.
5. During the term of the Agreement, Lessee shall have the right, at its expense, to place in or on the premises a sign or signs identifying Lessee. Said sign or signs shall be of size, shape and design, and at a location or locations approved by Lessor and in conformation with the County Ordinance and any overall directional graphics or sign program established by Lessor. However, no sign shall violate FAR Part 77 specified surfaces or degrade the level of illumination of airfield navigational and guidance systems, or impact pilot night vision operations, as determined by the FAA and/or the County Administrator (or his/her designee). Lessor's approval shall not be withheld unreasonably. Notwithstanding any other provision of the Agreement, said sign(s) shall remain the property of the Lessee. Lessee shall remove, at its expense, all lettering, signs and placards so erected on the premises at the expiration of the term of the Agreement.
6. It is not the intent of any County agreement to grant a Lessee the exclusive right to any or all of the service described herein at any time during the term of the Agreement. Lessor reserves the right, at its sole discretion, to grant others certain rights and privileges upon the Airport which are identical in part or in whole to those granted to Lessee. However, Lessor does covenant and agree that:
  - a. It shall enforce all minimum operating standards or requirements for all aeronautical endeavors and activities conducted at the Airport
  - b. Following the official date of adoption of these standards, operators of aeronautical endeavors or activities will not be permitted to operate at the Airport under rates, or terms and conditions which are more favorable than those adopted in the County's current lease policy; and it will not permit the conduct of any commercial aeronautical

endeavor or activity at the Airport except under an approved lease or operating agreement.

7. Leases shall be for a term to be mutually agreed upon between the parties with due consideration for the financial investment and the need to amortize improvements to the leasehold.
8. The Lessee shall satisfy the County as to the Lessee's technical and financial ability to perform the services of proposed operation before and during the term of the lease of Airport property. In the event of insolvency, voluntary or involuntary bankruptcy, or an arrangement for creditors, the County shall have the option to terminate such lease.
9. All Lessee personnel shall hold all required Federal Aviation Administration certificates and ratings, and shall maintain such certificates and ratings.
10. Lessee shall permit the County Engineer to enter the premises of operator during business hours for any necessary purpose.
11. Lessor reserves the right to further develop or improve the landing area of the Airport as it sees fit, regardless of the desires or views of the Lessee, and without interference or hindrance.
12. Lessor reserves the right to take any action it considers necessary to protect the aerial approaches of the Airport against obstruction, together with the right to prevent Lessee from erecting, or permitting to be erected, any building or other structure on or adjacent to the Airport, which, in the opinion of the Lessor, would limit the usefulness of the Airport or constitute a hazard to aircraft.
13. Any executed lease shall be subordinate to the provisions of any existing or future agreement between Lessor and the United States Government, and/or State of Florida, relative to the operation or maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the expenditure of Federal funds for the development of the Airport.
14. The provisions of these terms shall in no way negate or cause to be null or void existing leases. However, no new leases will be executed, nor will amendments to, or assignment of, existing leases be executed unless the lease is in compliance with the standards and requirements contained herein.

## **5.1 GENERAL OPERATIONAL REQUIREMENTS**

1. Any operator desiring to operate on the Airport will be required to lease property owned or controlled by the County. No aeronautical activity will be conducted on land adjacent to the Airport which is not owned or controlled by the County (commonly called a "Through the Fence Arrangement").
2. Any party or airport service provider granted the right to operate at the airport must do so from a suitable facility within the airport premises, built specifically for the nature of the intended business. No service shall be rendered from mobile trailers or on leased T- hangars.
3. Prior to the commencement of operations the prospective operator will be required to enter into a written agreement with the County, which agreement will recite the terms and conditions under which the proposed business will operate at Peter Prince Field, including, but not limited to, the term of agreement; minimum investment in improvements, rentals, fees and charges; the rights, privileges, and obligations of the respective parties; and other relevant covenants. Such contract provisions, however, will not change or modify the Approved Minimum Standards or be inconsistent therewith.
4. Lessee will have posted operating hours and will have trained personnel on duty to perform service for that aeronautical activity.

5. Lessee will select and/or hire a full-time manager of its operations at the Airport. This manager will be vested with full power and authority to act in the name of the Lessee; the manager will be available at the Airport during normal business hours. In the case of the manager's absence, a subordinate must be designated to be in charge.
6. Lessee shall employ an appropriate number of employees in order to staff its operation at adequate levels and to meet the applicable Minimum Standards set forth herein in an efficient manner for each aeronautical activity or service being performed. These employees shall exhibit an appropriate conduct, demeanor and appearance. The Lessee must ensure that all employees are properly trained and hold any certificates and/or technical qualifications as required to properly fulfill their respective job duties.
7. Lessee/Operator shall provide the County with a roster of qualified personnel who are available after normal business hours to respond to emergency situations involving Operator's activities.
8. Lessee's personnel who drive motor vehicles on the airport proper shall do so only in strict accordance with the airport's rules and regulations, applicable federal, state, and local laws, ordinances, codes or other similar regulations now in existence or as may be hereafter modified, amended or enacted.
9. Lessee shall remove at its own expense all garbage, debris, waste material or any other unsightly detritus from his area of operation. Any hazardous material generated by the operator will be disposed of in accordance with County and EPA directives.
10. Lessee shall refrain from introducing anything which might interfere with the effectiveness or accessibility of the airport's public utilities systems, drainage or sewer system, storm water management system, fire protection system, alarm system, or fire hydrants and hoses, if any are installed or located on or in Lessee's leased premises. Operator shall refrain from doing any act or thing upon the airport which will invalidate or conflict with any fire, property or liability insurance policies covering the airport.

## 6 MINIMUM STANDARDS FOR SPECIFIC SERVICES

Service Providers at the Airport are classified as either a Fixed Base Operator (FBO) or a Specialized Aviation Service Operation (SASO). These terms are defined at the Airport as:

A FBO is a commercial aviation operator who engages in and furnishes the following essential primary line services:

- 1 Sale and dispensing of aviation fuels and lubricants
- 2 Aircraft line and courtesy ramp assistance
- 3 Aircraft tie-down or other storage
- 4 Aircraft maintenance and repair

A Specialized Aviation Service Operation (SASO) is a commercial aviation operator providing one or more of the following aviation activities:

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

Only FBO's are allowed to sell aviation fuel and oil or provide aircraft tie-down and storage to the public. SASO's are expressly prohibited from engaging in these activities.

### 6.1 MINIMUM STANDARDS-FIXED BASED OPERATOR (FBO)

The following shall apply to all prospective aeronautical service providers wishing to become FBO's at the Peter Prince Airport.

1. A person shall have such business background and shall have demonstrated his business capability to the satisfaction of, and in such manner as to meet with the approval of the County Administrator (or his/her designee) .
2. The prospective FBO operator must have demonstrated at least two (2) years of experience in aviation-related operation or comparable facility at a similar or larger sized airport and be authorized to conduct business in the State of Florida.
3. Any prospective FBO seeking to conduct aeronautical activity at the airport should demonstrate that they have adequate resources to realize the business objectives agreed to by Santa Rosa County and the applicant.

4. The prospective FBO shall lease from the County an area of ground space to provide for outside display and storage of aircraft and on which shall be erected a building to provide or is an existing building that provides floor space for aircraft storage, appropriate and sufficient space for office, customer lounge and rest rooms, which shall be properly heated and lighted, and shall provide public telephone facilities for customer use. The FBO shall also provide, on the leased area, paved parking for the FBO's customers and employees.
5. The prospective FBO shall have his premises open and services available from 8 AM to local dusk, seven (7) days a week, and/or as per lease agreement and shall make provision for someone to be in attendance in the office at all times during the required operating hours.
6. All prospective FBO's shall demonstrate to the County's satisfaction evidence of its ability to acquire insurance coverage as stipulated for each particular type of operation. An FBO should make its own analysis to determine if more is needed. However, such policies of insurance shall be maintained in full force and effect during all terms of existing leases, agreements or business licenses or renewals or extensions thereof with a 30-calendar day notice of cancellation to the County. Such policies shall not be for less than the amounts listed section 3.1; however, in all cases, amounts of policies must meet the statutory requirements of applicable governmental agencies and be approved in writing by the County Engineer.

A Fixed Base Operator (FBO) is a commercial aviation operator who engages in and furnishes the following essential primary line services:

1. Sale and dispensing of aviation fuels and lubricants
2. Aircraft line service and courtesy ramp assistance
3. Aircraft tie-down or other storage
4. Aircraft maintenance and repair

In addition to the listed essential primary line services, an FBO is required to offer at least one of the following services:

1. Aircraft rentals
2. Air Taxi and charter operations
3. Avionics repair services
4. Instrument repair services
5. Propeller repair services
6. Flight training

While FBO's must meet the listed minimum requirements, they are encouraged to offer services beyond the minimum and/or to provide services not listed in this document.

### **6.1.1 Fixed Base Operator (FBO) General Operational Requirements**

1. Facilities -Operator will lease land on the airport premises; availability, location and amount of land as determined by the County. Operator will construct on the leased property such buildings and structures as necessary for the conduct of his business, including enclosed facilities for aircraft maintenance and storage. At a minimum, however, an FBO will erect at least one permanent building on a concrete base of sufficient size for the type of service(s) to be provided. If there is only one building, this structure shall contain maintenance spaces as well as all necessary office and administrative spaces. All structures will be in accordance with the Airport Rules and Regulations,



Minimum Standards, FAA requirements and restrictions, local codes at the time of construction and the Airport Master Plan and ALP.

2. Minimum Hours of Operation -Hours of operation will be from 8:00 am until local dusk, seven days a week and/or as per lease agreement. Hours of operation will be clearly posted. Qualified personnel will be available at these times to render appropriate services.
3. Services Provided -Operator will provide:
  - a) Facilities for aircraft re-fueling
  - b) Aircraft storage and tie-down services
  - c) Gender appropriate permanent restroom facilities
  - d) Telephone, pilot and passenger lounges
  - e) Flight planning area with appropriate seating, work areas, communication facilities directories and all items necessary for complete flight planning separate from other public areas
  - f) Vending machine services for snacks and drinks
  - g) Pilot supplies
  - h) Auto parking for customers and employees
4. Aircraft Servicing -Operator will maintain all equipment necessary for normal fuel servicing, and normal and emergency maintenance service of aircraft weighing up to 12,500 pounds.
5. Special Requirements for Aviation Fueling Activities -Operators may obtain at their own expense mobile fueling equipment.
6. Line Services -Operator will, provide lead in/ lead out service to transient aircraft, assistance as needed to arriving and departing aircrews and passengers, monitor Unicom, and collect parking and landing fees, as deemed appropriate.
7. Insurance -All required insurance will be maintained at operator's expense. In conjunction with the Insurance Requirements detailed in Section 3.1, FBO's are required to carry the following insurance policies and to provide proof of required insurance to the County:
  - a) Comprehensive Public Liability and Property Damage Bodily Injury -Each person/each accident
  - b) Property Damage -Each accident
  - c) Aircraft Liability Bodily -Each person/each accident
  - d) Passenger Liability -Each passenger/each accident (as appropriate)

### **6.1.2 Aircraft Fuel and Oil Service Requirements**

In their role as a provider of Aircraft fuel oil, an FBO is expected to meet these minimum standards in supplying aviation fuels, lubricants and other services:

1. Appropriate grades of aviation fuel. A FBO shall offer for sale to the public a minimum of two FAA approved grades of aviation fuel. One grade for use by aircraft having reciprocating engines (i.e. 100 LL or Avgas) and one grade for aircraft having turbine based engines (i.e. Jet A or Jet A-1) as appropriate and necessary to meet the aircraft demand. An adequate supply of both types of fuel will be maintained at all times and the FBO shall secure and maintain an on-going contract with a bona-fide fuel supplier to ensure continuous supply of aviation and/or jet fuel.
2. An adequate inventory of generally accepted grades of aviation engine oil and lubricants. This will include at least one storage tank having a minimum capacity of 5,000 gallons
3. Fuel dispensing equipment, meeting all applicable Federal, State, and Authority requirements for each type of fuel dispensed. Mobile dispensing equipment, if used, shall have a total capacity of at least 250 gallons for each grade or type of fuel.
4. Proper equipment for aircraft towing, inflating aircraft tires, washing aircraft windscreens, and recharging aircraft batteries.

5. The safe storage and handling of fuel in conformance with all Federal, State, County requirements and fire codes pertaining to safe storage and handling of fuel.
6. The lawful and sanitary handling and timely disposal, away from the Airport, of all solid waste, regulated waste, and other materials including, but not limited to, used oil, solvents, and other regulated waste. The piling and storage of crates, boxes, barrels, and other containers will not be permitted within the leased premises.
7. Adequate bonding wires will be installed, continuously inspected and maintained on all fueling equipment, to reduce the hazards of static electricity.
8. An adequate supply of properly located fire extinguishers and other precautions and/or equipment required by applicable fire codes.
9. Unless provided by the airport owner, the FBO shall have a fixed fuel storage system which shall contain safety fixtures and filtration systems to ensure airline-type quality. The system shall be required to have at least 5,000 gallons of storage for each type of fuel the FBO is required to provide. The storage system must include adequate fuel spill prevention features and containment capabilities, together with an approved fuel Spill Prevention Countermeasures and Control Plan (SPCC), as applicable.
10. Insurance types and amounts as required for this activity.
11. Training programs for fuel personnel.
12. Sale of fuel is only permitted with personnel and equipment provided by the Fixed Base Operator(s).

## **6.2 SPECIAL AERONAUTICAL SERVICES**

The following categories of services may be as an optional service offered by a full-service FBO or as an approved Special Service Operator.

A Special Service Operator may perform any of the described specialized aviation services either as a subtenant to an FBO with an executed and approved sublease agreement between the Operator and an FBO, or the Operator has entered into a separate operating lease agreement directly with the County.

### **6.2.1 Aircraft Sales**

An aircraft sales operator engages in the sale of new and/or used aircraft. During the course of that business, aircraft refurbishing and general maintenance may be required.

#### ***6.2.1.1 Aircraft Sales Minimum Standards***

1. Land, Hangars, Tie-Downs -Operator will lease adequate facilities to accommodate start-up and anticipated growth requirements. If facilities are not available it will be the responsibility of the operator to lease and construct the necessary facilities. These requirements may be satisfied with a sublease of enclosed spaces or a portion of the leased property of the FBO, wherein the sales operator may construct his facility. Any structure built on the premises of the Airport must satisfy the requirements of other sections of this Minimum Standards document.
2. Independent Specialty Shop Operators will not be permitted to engage in commercial activities in aircraft storage T-hangars.

3. Licenses and Certifications -New aircraft dealers shall hold an authorized factory sales or distribution franchise or sub-dealership. Operator must conform to provisions of FAA Regulations. Part 47, Subpart C and must possess a valid "Dealer's Aircraft Registration Certificate," FAA form 8050.
4. Operation and Personnel -Operator shall have trained personnel on duty during posted operating hours with ratings required for the demonstration of aircraft for sale.
5. Insurance Coverage -All required insurance shall meet the requirements of Sections 3.1 and 6.2 of these Minimum Standards.

### **6.2.2 Aircraft Airframe, Engine and Accessory Maintenance and Repair**

An aircraft airframe, engine and accessory maintenance and repair FBO or SASO provides one or a combination of airframe, engine and accessory overhauls and repair services on aircraft up to and may include business jet aircraft and helicopters. This category shall also include the sale of aircraft parts and accessories.

#### ***6.2.2.1 Aircraft Airframe, Engine and Accessory Maintenance and Repair Minimum Standards***

1. The company shall provide sufficient equipment, supplies, manuals and availability of parts equivalent to that required for certification by the FAA. The company must remain open during normal business hours as specified within the Minimum Standards.
2. The company shall have in his employ, and on duty during the appropriate business hours, trained and certified personnel in such numbers as are required to meet the Minimum Standards set forth in this category of services in an efficient manner, but never less than one person currently certificated by the FAA with ratings appropriate to the work being performed and who holds an airframe, power plant or an aircraft inspector rating.
3. Insurance types and amounts as required for this activity, per the requirements set forth in Sections 3.1 and 6.2.
4. If the Operator is an FAR Part 145 approved Repair Station, Operator must possess all of the tools and equipment necessary to maintain such certification and shall provide evidence of FAA certification to the County.

#### ***6.2.2.2 Owner Maintenance***

Users and tenants of the airport, who perform maintenance work of any kind on their own aircraft, as permitted under their lease, or other agreement or permission from the airport manager, may continue to provide such self-maintenance without meeting the requirements of this section, only under the following conditions:

- A. Work, including inspections required by the FAA, shall be performed only by the aircraft owner, or owner's employees, in accordance with regulations promulgated by the FAA, and only when said employees of the aircraft owner are bonafide employees maintained on the records and books of the aircraft owner as employees, subject to

withholding of Social Security and income taxes and entitled to Unemployment and Workers' Compensation insurance, if applicable.

- B. Any person performing inspections or work claiming to be an employee of an aircraft owner exempt from the minimum standards set forth herein, must be able to demonstrate that such withholding taxes have been withheld from salary payments in accordance with requirements of the Internal Revenue Service.

### **6.2.3 Aircraft and/or Ultralight Vehicle Lease and Rental**

An aircraft and/or ultralight vehicle lease or rental SASO or FBO engages in the rental or lease of aircraft and/or Ultralight vehicle to the public.

#### **6.2.3.1 Aircraft and/or Ultralight Vehicle Lease and Rental Minimum Standards**

##### **Aircraft:**

1. The firm shall have available for rental, either owned or under written lease to the company, six (6) certified and currently airworthy aircraft, one of which must be a four-place aircraft, and of which one must be equipped for and capable of flight under instrument weather conditions.
2. The company shall have in his employ and on duty during the appropriate business hours, a minimum of one person having a current FAA commercial pilot certificate with appropriate ratings, including instructor rating.

##### **Ultralight Vehicles:**

A tenant engaged in commercial ultralight operations must comply with all provisions of Federal Aviation Regulations (FAR) Part 103 and any operating directives issued by Santa Rosa County through the County Administrator (or his/her designee) , including the Airport Rules and Regulations.

1. The company shall have available for rental, either owned or under written lease to the FBO, one approved two-place ultralight vehicle with the necessary radio and operating equipment per the Airport Rules and Regulations.
2. The company shall have in his employ and on duty during appropriate business hours, a minimum of one person having a current FAA commercial pilot certificate or an Advanced Flight Instructor's (AFI) rating from the United States Ultralight Association (USUA).
3. Insurance types and amounts as required for this activity, per the requirements set forth in Sections 3.1 and 6.2.

### **6.2.4 Air Charter and Air Taxi**

An on demand, or scheduled air charter or air taxi SASO or FBO engages in the business of providing air transportation (persons or property) to the general public for hire, on an unscheduled or scheduled basis under Code of Federal Regulations CFR 14 Part 135 of the Federal Aviation Regulations. Such activities may include the operation of fixed-wing aircraft or helicopters.

#### **6.2.4.1 Aircraft Charter and Air Taxi Minimum standards**

1. A minimum of one airworthy, single engine instrument airplane is required. Beyond this minimum requirement, it shall be left to the discretion of the Lessee to provide the type, category, class, size and number of aircraft to meet the scope and magnitude of

the service performed. All aircraft will be owned or leased in writing to the Lessee, and will be airworthy and meet all requirements of the certificate held.

2. The company shall have in his employ and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category in an efficient manner but never less than one person who is an FAA certified commercial pilot and otherwise appropriately rated to permit the flight activity offered by company.
3. Insurance types and amounts as required for this activity, per the requirements set forth in Sections 3.1 and 6.2.

#### **6.2.4.2 Helicopter Charter Minimum Standards**

1. A minimum of one airworthy helicopter is required. Beyond this minimum requirement, it shall be left to the discretion of the Lessee to provide the type category, class, size and number of helicopters to meet the scope and magnitude of the service performed. All helicopters will be owned or leased in writing to the Lessee, and will be airworthy and meet all requirements of the certificate held.
2. The company shall have in his employ and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category in an efficient manner but never less than one person who is an FAA certified commercial pilot and otherwise appropriately rated to permit the flight activity offered by company.
3. Insurance types and amounts as required for this activity, per the requirements set forth in Sections 3.1 and 6.2.

#### **6.2.5 Aircraft Storage**

Aircraft storage SASO or FBO engages in the rental of conventional multi-aircraft hangars or \ multiple individual T-hangars.

##### **6.2.5.1 Aircraft Storage Minimum standards**

1. The conventional hangar company shall *have* his facilities available for the tenant's aircraft removal and storage on a continuous basis.
2. The company shall demonstrate that it can provide sufficient personnel trained to meet all requirements for the storage of aircraft with appropriate equipment.
3. Insurance types and amounts as required for this activity, per the requirements set forth in Sections 3.1 and 6.2.

#### **6.2.6 Avionics, Instruments or Propeller Repair Station**

An avionics, instrument, or propeller repair station SASO or FBO engages in the business of and provides a shop for the sales and repair of aircraft avionics, propellers, instruments, and accessories for general aviation aircraft. This category may include the sale of new or used aircraft avionics, propellers, instruments, and accessories. The FBO shall hold the appropriate repair station certificates issued by the FAA for the types of equipment he plans to service and/or install.

#### **6.2.6.1 Avionics, Instruments or Propeller Repair station Minimum Standards**

1. The company shall *have* in his employ and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category in an efficient manner but *never* less than one person who is an FAA rated radio, instrument or propeller repairman.
2. Insurance types and amounts as required for this activity, per the requirements set forth in Sections 3.1 and 6.2.

#### **6.2.7 Flight Training**

A flight training SASO or FBO engages in instructing pilots in dual and solo flight training, in fixed and/or rotary wing aircraft, and provides such related ground school instruction as is necessary preparatory to taking a written examination and flight check ride for the category or categories of pilots' licenses and ratings involved.

##### **6.2.7.1 Flight Training Minimum standards**

1. The company shall have available for use in flight training, either owned or under written lease to company, properly certificated aircraft. Required are a total of at least two airworthy, properly equipped aircraft to include at least one airworthy, properly equipped instrument single engine; and one airworthy, properly equipped complex aircraft, or, one airworthy, properly equipped VFR single engine and one airworthy, properly equipped complex instrument aircraft.
2. Operator shall lease from the County an appropriate size of an area to provide space for storage of aircraft, paved private auto parking, paved aircraft apron and all storage, utility and support facilities.
3. Operator shall lease or construct facilities for offices, classrooms, pilot briefing room, pilot and public lounge and restrooms.
4. The company shall have on a full-time basis at least one flight instructor who has been properly certificated by the FAA to provide the type of training offered.
5. Insurance types and amounts as required for this activity, per the requirements set forth in Sections 3.1 and 6.2.

#### **6.2.8 Specialized Commercial Flying Services**

A specialized commercial flying services SASO or FBO engages in air transportation for hire for the purpose of providing the use of aircraft for the following activities:

- A. Non-stop sightseeing flights that begin and end at the same airport
- B. Crop dusting, seeding, spraying, and bird chasing
- C. Banner towing and aerial advertising
- D. Aerial photography or survey
- E. Power line or pipe line patrol
- F. Fire fighting
- G. Any other operations specifically excluded from Part 135 of the Federal Aviation Regulations.

##### **6.2.8.1 Specialized Commercial Flying Services Minimum standards**

1. The company shall lease from the County sufficient space to accommodate all activities and operations proposed by the firm. The minimum areas in each instance shall be subject to the approval of the County and should be included in the lease. In the case of crop dusting or aerial application, the company shall make suitable arrangements and

have such space available in his leased area for safe loading and unloading and storage and containment of chemical materials. A written emergency plan for the handling of hazardous materials is required. All spills should immediately be reported to the County. All companies' shall demonstrate that they have the availability of aircraft suitably equipped and certified for the particular type of operation they intend to perform

2. Approval from Santa Rosa County must be explicitly granted in writing for each specialized commercial flying service wishing to operate at the Airport.
3. Appropriate FAA waivers must be on file with the County.
  - a) In the case of Banner Towing/aerial advertising, FAA Form 7711-2, "Certification of Waiver or Authorization" is required.
4. The specialized commercial flying company must have all applicable city or county business/operator licenses and/or permits.
5. Due to the restricted nature of the airspace surrounding Peter Prince Airport, advance notification must be made to the County Administrator (or his/her designee) and FBO(s) prior to each operation of a specialized commercial flying service.
6. The specialized commercial flying service must review with the County Administrator (or his/her designee) in advance any special ground requirements that may be required for their operation.
7. The County shall set the minimum insurance requirements as they pertain to the particular type of operation to be performed. These minimum requirements shall be applicable to all operations of a similar nature. All FBO's will, however, be required to maintain the Aircraft Liability Coverage as set forth for all FBO's.
8. The firm shall have in his employ, and on duty during appropriate business hours, trained personnel in such numbers as may be required to meet the Minimum Standards herein set forth in an efficient manner.
9. The company must provide, by means of an office or a telephone, a point of contact for the public desiring to utilize the services provided. A contact name and phone number should be provided to the County Administrator (or his/her designee) for emergency purposes.

### **6.2.9 Multiple Services**

A multiple services FBO or SASO engages in any two or more of the aeronautical services for which Minimum Standards have been herein provided.

#### **6.2.9.1 Multiple Services Minimum Standards**

1. The FBO or SASO shall comply with the aircraft requirements, including the equipment thereon for each aeronautical service to be performed except that multiple uses can be made of all aircraft owned or under lease by the company except aircraft used for crop dusting, aerial application, or other commercial use of chemicals. The company should have individuals certified to provide all services being offered.
2. The company shall provide the facilities, equipment and services required to meet the Minimum Standards as herein provided for all aeronautical service the FBO or SASO is performing.
3. The FBO or SASO shall obtain, as a minimum, that insurance coverage which is equal to individual insurance requirements of all aeronautical services being performed by the company and no less than the slated amounts within the Owner's Minimum Standards.

4. The FBO or SASO shall have in his employ, and on duty during the appropriate business hours as approve by the Owner, trained personnel in such numbers as are required to meet the Minimum Standards for each aeronautical service the FBO or SASO is performing as herein provided. Multiple responsibilities may be assigned to meet the personnel requirements for each aeronautical service being performed by the FBO.



## **7 MINIMUM STANDARDS FOR PRIVATE OR CORPORATION OWNED NON-COMMERCIAL HANGARS**

Due to the nature of the operation and the size of the aircraft involved, it is sometimes necessary for an operator to either lease an over-size hangar, or lease land and construct a special size hangar for that *operator's possessed aircraft only*. This section of the Minimum Standards addresses those requirements.

1. Facilities -If a new hangar is to be built, the operator will lease sufficient land from the County to construct the necessary size hangar that will conform to all building codes as required by the County and FAA requirements. Leased property shall be of sufficient size to accommodate access roads, parking space for ground vehicles and aircraft parking space and taxiways. All construction will be at no expense to the County.
2. Services Permitted -Lessee may hangar, tie-down, adjust, repair, clean and otherwise maintain its own aircraft, *provided that it does so with its own full-time salaried employees, qualified and property certificated by the FAA, or by personnel from an FBO or SASO based at the Airport. Lessee shall not contract out maintenance or repair work to be performed in their hangar to outside independent maintenance personnel.* Specialty services which requires specific/mandatory certification from aircraft manufacturer(s) or FAA that are not provided by the available FBO(s) operating at the Airport, will be allowed to be rendered by an outside independent maintenance service provider, as identified and coordinated by a Lessee to the County. The County Administrator (or his/her designee) will be provided with documentary evidence of the appropriate employment status and qualifications of any personnel working on the Lessee's aircraft. Lessee shall not sell, barter, trade, share, sublease or in any other manner provide hangar space, fuel or fueling facilities to any other airport tenant or any transient aircraft except those owned or leased for the exclusive use of the tenant designated in the airport lease agreement. Lessee shall use the leased premises solely for the storage and maintenance of its own aircraft. Lessee shall use the leased premises solely for the storage and maintenance of its own aircraft. No commercial aeronautical activity of any kind shall be permitted on the premises. Hangar, office, shop or ramp space shall not be loaned, shared, subleased or used by anyone other than the lessee of the premises.
3. Insurance Coverage -All insurance shall meet the requirements of these Minimum Standards. See Section 3.1; the insurance requirements for non-commercial hangar leases include:
  - A. Comprehensive Public Liability and Property Damage Bodily Injury -Each person/each accident
  - B. Property and Casualty -Each accident
  - C. Aircraft Liability Bodily -Each person/each accident
4. Specific Instructions for Use of Premises:
  - A. Only one tenant shall be permitted to lease, use or occupy a hangar and its related facilities.
  - B. No subleasing or sharing of hangar, office, shop or ramp space is permitted.
  - C. Aircraft based and maintained upon the premises shall be owned by or exclusively leased in writing for a minimum of six 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, properly licensed and certificated employees of the tenant, *or by an FBO or SASO based on the airport*. The only exception to this rule is the provision of highly specialized services which the FBO may not be able to provide directly, such as avionics repair or installation, or turbine engine specialty work. If the FBO is capable of providing such services, however, the work may not be contracted out.
- E. Authorized Personnel -Tenant will furnish the airport manager (County Engineer) with a list of employees authorized entry to the leased premises during and after normal FBO hours. Any individual not on that list will be denied access to the leased premises.
- F. Identification of Tenant -A tenant must be an individual, firm, company, corporation, partnership or a joint venture which has a substance under state law and a specific legal identity and corporate purpose as registered with the Secretary of State in the tenant's state of corporate residence.

## **8 MISCELLANEOUS ITEMS**

### **8.1 FLYING CLUBS**

See requirements for Flying Clubs in Airport Rules and Regulations. Flying Clubs must also meet the strict definition of the FAA and provide a list of members to the County with no less than two annual updates. The Flying Clubs shall provide an emergency contact person and phone number. In no event shall Flying Club aircraft be used to perform commercial aeronautical services.

### **8.2 ENVIRONMENTAL.**

Any FBO, SASO, person, party, firm or corporation operating on this airport must comply with all Federal, State and local environmental requirements as they exist and may be amended from time-to-time.

### **8.3 WAIVER OF MINIMUM STANDARDS**

Once the Minimum Standards are approved by Santa Rosa County, they shall become part of the permanent Airport Rules and Regulations and will not be capriciously waived, ignored or disobeyed by the patrons and tenants of the Airport. Under extraordinary circumstances, most notably for the accommodation of necessary governmental (specifically military and/or law enforcement) functions, including those services performed for the general public in time of emergency, fire prevention or firefighting operations, or nonprofit emergency medical or rescue services to the public by means of aircraft, the County may, at its sole discretion, temporarily waive any Minimum Standard.

### **8.4 REVIEW AND REVISION OF MINIMUM STANDARDS**

Provisions for Review and Revision of these Minimum Standards are set forth in the Airport Rules and Regulations.

## 9 CONSTRUCTION AND SITE DEVELOPMENT STANDARDS

- 1 Construction of buildings and structures by the operator on the Airport will be subject to the standards of development as contained in the appropriate FAA Advisory Circulars and associated guidance, Airport Master Plan, ALP and/or Santa Rosa County Building Code. All structures will be of permanent construction, painted and be compatible with the design, materials and landscaping established in the Master Plan.
- 2 All structures constructed or placed on the airport property shall conform to all Federal, State, County and Municipal Regulations and Requirements.
- 3 Prior to construction by the operator, the County will require a performance bond to guarantee completion of construction.
- 4 All construction will be in accordance with plans presented to the County Administrator (or his/her designee). Building permits will be obtained from Santa Rosa County and all construction will be subject to inspection by an engineer employed by Santa Rosa County.
- 5 Prior to construction by the operator, a complete set of plans to include building elevation, grading, excavation and landscaping will be provided to the County Administrator (or his/her designee).
- 6 All costs for any and all permitting for construction by the operator on the Airport will be borne by the operator.
- 7 The operator will be required to ensure that all contractors keep in force insurance as applicable to the construction of buildings and structures.
- 8 Upon written notice from the County Administrator (or his/her designee) permitting construction, the operator shall within 60 days let contracts for the entire project. Construction shall begin without undue delay.
- 9 Any and all paving required with any new construction will be according to FAA specifications and Santa Rosa County regulations and subject to approval by the County Administrator (or his/her designee) prior to construction.
- 10 All improvements constructed on the airport, other than trade fixtures, shall become a part of the land and belong to the County upon expiration, termination, or cancellation of the lease agreement between Operator and the County covering such improvements. If Operator chooses to develop a site which is not currently served by taxiways, roadways, and/or utility services, the Operator may be responsible for extending such services and pavement surfaces to its site at Operator's sole expense, unless otherwise negotiated with the County. All such utility services and pavement areas shall be constructed in full compliance with the County and FAA standards, as well as applicable local and state codes.