

RULES AND REGULATIONS NO. R331

HILLSBOROUGH COUNTY AVIATION AUTHORITY

RULES AND REGULATIONS CONCERNING
MINIMUM STANDARDS FOR COMMERCIAL
AERONAUTICAL OPERATIONS

FOR

PETER O. KNIGHT AIRPORT
PLANT CITY AIRPORT
VANDENBERG AIRPORT

HILLSBOROUGH COUNTY, FLORIDA

NOVEMBER 6, 2003

HILLSBOROUGH COUNTY AVIATION AUTHORITY

MINIMUM STANDARDS

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SECTION 1. INTRODUCTION

The Hillsborough County Aviation Authority adopted these minimum standards to foster, encourage, promote and develop general aviation and related aeronautical activities at Plant City, Peter O. Knight and Vandenberg airports, while promoting safety in all activities, enhancing the availability of high quality services for airport users and promoting the orderly development of airport land. In promulgating these minimum standards, the Authority will provide a fair and reasonable opportunity without creating an exclusive right or unjust economic discrimination to any potential operators to qualify or otherwise compete for available airport facilities and the furnishing of selected aeronautical activities. These minimum standards will be administered by the Authority's Executive Director or designee.

SECTION 2. DEFINITIONS

Terms used in these minimum standards are defined below. Words relating to aeronautical practices, processes and equipment will be construed according to their general usage in the aviation industry, unless a different meaning is apparent from the context or specifically defined otherwise. All other words will be construed to their common literal meaning.

- A. Airport means Plant City, Peter O. Knight and Vandenberg airports individually or collectively as apparent from the context.
- B. Authority means the Hillsborough County Aviation Authority.
- C. CAO means a commercial aeronautical operation that involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of aircraft operations if the purpose of the operation is to secure earnings, income, compensation, or profit, whether or not objectives are accomplished.
- D. Core services means those services that must be provided to general aviation airport patrons by an FBO and can not be subleased to a person or other entity. These services are commercial aircraft fueling, line service, aircraft hangar storage and tie-down, as described in Section 5.
- E. FAA means the Federal Aviation Administration.
- F. FBO means a fixed base operation or operator.
- G. Minimum standards means the qualifications or criteria established by the Authority as the minimum requirements of operators engaged in on-airport CAO for the right to conduct the operation, as required by these minimum standards.

- H. Operator means a person or other entity engaging in a CAO.
- I. SASO means a specialized aviation service operation or operator offering a single CAO other than core services.

SECTION 3. QUALIFICATION REQUIREMENTS

Prospective operators must submit to the Senior Director of Operations and Public Safety or designee the following information prior to entering into a written agreement with the Authority:

- A. A detailed business plan that adequately describes the scope of the intended operation and the approach to be utilized in accomplishing the CAO in order to provide high quality service to general aviation patrons and the general public.
- B. A statement from a bank, trust company or other source acceptable to the Authority evidencing the financial responsibility of the prospective operator.
- C. A statement of past experience that specifies the CAO the operator proposes to provide on the airport. Such experience will not be less than the minimums established for each CAO involved.

The prospective operator, at a minimum, must possess continuous and active experience in providing the proposed services during the time period specified in Section 5 and demonstrate experience in the successful operation of the intended CAO.

SECTION 4. GENERAL REQUIREMENTS

4.1 REQUIREMENT OF A WRITTEN AGREEMENT OR SPECIAL USE PERMIT

Prior to the commencement of a CAO, the prospective operator will be required to enter into a written agreement or special use permit with the Authority or written agreement with an FBO, which will recite the terms and conditions under which the operator will operate at the airport. Such terms and conditions will not be inconsistent with these minimum standards.

4.2 PERFORMANCE BOND

The prospective operator must, upon execution of the agreement, furnish a performance bond, official bank check or letter of credit all of which must be

acceptable to the Authority in an amount equal to three months' estimated payments to the Authority.

4.3 INSURANCE

The prospective operator will procure and maintain, during the term of the agreement or special use permit, insurance of the types and in the minimum limits determined by the Authority for the prospective CAO.

4.4 COMPLIANCE WITH LAWS

The prospective operator will procure and maintain during the term of the agreement or special use permit, all licenses, permits and other similar authorizations required for the conduct of business operations.

4.5 MISCELLANEOUS

- A. Where more than one CAO is proposed the minimum standards will vary, depending on the nature of each CAO, but will not necessarily be cumulative in all instances.
- B. The pertinent minimum standards for any operator will be predicated upon the nature of the CAO. If at a later date the CAO is expanded to encompass new and additional types of services, these new and additional services must meet the established minimum standards.

SECTION 5. MINIMUM STANDARDS

5.1 MINIMUM STANDARDS

The following criteria are set forth in these minimum standards for an operator engaging in one or more selected CAO at the airport.

An operator who is based at the airport will be subject to applicable federal, state and local laws, codes, ordinances and other jurisdictional regulatory measures including all applicable Authority policies, procedures, directives, rules and regulations.

Information regarding rentals, fees and charges to the CAO will be made available to the prospective operator by the Senior Director of Operations and Public Safety or designee.

The Authority recognizes that certain operators are presently conducting business on the airport at the time of the enactment of these minimum standards that may occupy facilities or be conducting certain operations not in compliance

with these minimum standards. These operations will be governed by the existing agreement provisions and may be continued or extended by written agreement at the Authority's sole discretion. However, in no event will non-conforming use be transferred through sale or assignment.

The Authority has the option to exercise its proprietary right to provide any or all CAO on an exclusive basis.

5.2 FBO

All FBOs will be subject to the following minimum standards:

- A. Core Service Requirements
 - 1. Tie-down and hangar storage
 - 2. Sale and into plane dispensing of aviation fuels
 - 3. Adequate ramp service for general aviation aircraft users, with a qualified attendant available on the ramp for the purpose of providing aircraft guidance, aircraft parking, tie-down and after hour on-call service.
 - 4. Operation of a fuel farm facility for the storage, handling and delivery of aviation fuel products.

- B. Other Service Requirements
 - 1. Maintenance, repair and servicing of general aviation aircraft, aircraft engines and parts by a qualified mechanic.
 - 2. Maintenance of adequate inventory of the necessary aircraft parts and accessories to maintain, repair and service general aviation aircraft.
 - 3. Flight training school with a certified flight instructor and two airworthy, owned or leased aircraft, including at least one aircraft suitable for instrument flight instruction.
 - 4. Aircraft rental with two airworthy, owned or leased aircraft, including at least one aircraft suitable for instrument flight operation.
 - 5. Emergency service to disabled general aviation aircraft on the airport, including towing and transporting disabled aircraft at the request of the owner or operator of the aircraft, or Authority.

6. Flight planning and flight services facilities equipped with direct telephone communication to an FAA flight service station, local navigation charts, flight planning materials and weather information available during hours of operation for the airport patron.
7. Courtesy transportation providing passenger transportation service between FBO and reasonable nearby destinations.

C. Prohibited Services

1. No commercial services or activities will be conducted from any non-commercial hangar facility on the airport.
2. Other prohibited services may be identified in the written agreement.

D. Land and Facility Requirements

1. The minimum ground leased for an FBO will be five acres.
2. The minimum facilities required will be as follows:
 - a. One hangar, not less than 10,000 square feet for aircraft storage purposes.
 - b. One hangar with sufficient parts and shop space adequate to house any aircraft upon which services are being performed.
 - c. Office building with the amenities including office, pilot's lounge, public telephone and restroom facilities.
 - d. Paved ramp area with access to hangar sufficient to unload based or owned aircraft from the hangar onto the operator's lease area without overflow onto non-leased areas.
 - e. Tie down facilities, equipped with ropes or other aircraft restraining devices, adequate to accommodate 25 aircraft at the airport.
 - f. Automobile paved parking to adequately park visiting airport patron's vehicles and meet all jurisdictional agencies code criteria.

- g. An aviation fuel farm facility with a minimum capacity of 12,000 gallons of aviation gasoline and 12,000 gallons of jet fuel storage.

E. Prior Experience

A minimum of five years satisfactory prior experience in the FBO business for the management staff described in Section 5F.

F. Public Service Hours

- 1. Core services: Seven days a week, 12 hours a day
- 2. All other services: Five days a week, eight hours a day

G. Minimum Management and Staffing Standards.

- 1. The activities of an FBO will be supervised by a full time, on-site manager or supervisor who will be responsible for adhering to these minimum standards and the terms of the written agreement.
- 2. The FBO will provide, at a minimum, sufficient staff to fill the following key positions:
 - a. General Manager
 - b. Line Service Manager
 - c. Director of Maintenance
- 3. All staff will be trained and qualified to perform the duties for which they are employed.
- 4. All staff will wear uniforms and protective clothing and equipment, as appropriate.
- 5. Additional minimum management and staffing standards may be specified individually in the written agreement.

H. Verification of Appropriate Documentation

The FBO will obtain and maintain all appropriate licenses, waivers and permits from federal, state and local jurisdictional agencies in regard to the legal and safe operation of their business activity at the airport. Said documentation will be provided to the Authority prior to commencement.

5.3 SASO

All SASOs will be subject to the following minimum standards:

- A. A person or other entity can operate as a SASO through a written agreement or special use permit with the Authority or through an agreement with an FBO.
- B. Minimum Service, Management and Staffing Standards
 - 1. Activities permitted under a written agreement by a SASO may include, but will not be limited to, the following:
 - a. Aircraft maintenance and repair
 - b. Avionics and instrument repair
 - c. Propeller repair
 - d. Aircraft painting
 - e. Aircraft upholstery
 - f. Aircraft accessories
 - g. Flight training school with a certified flight instructor and two airworthy, owned or leased aircraft, including at least one aircraft suitable for instrument flight instruction.
 - h. Aircraft rental with two airworthy, owned or leased aircraft, including at least one aircraft suitable for instrument flight operation.
 - i. Aircraft leasing
 - j. Non-scheduled air charter for transporting passengers, cargo, and mail, including air ambulance.
 - i. All operations will be conducted in accordance with and certificated under FAR Part 135 and amendments thereto and all other applicable rules and regulations.
 - ii. Operators will provide services and equipment for servicing passengers and for handling freight,

luggage and ticketing and make available ground transportation for transient patrons.

- k. Aircraft sales
 - l. Aerial advertising
 - m. Agricultural aerial spraying
 - n. Aerial photography, mapping or survey
 - o. Aerial firefighting
 - p. Power line or pipeline patrols
- 2. A SASO offering any of the services listed above, will have a minimum of one employee (with ratings appropriate to the work to be performed) on-site during operating hours. At all other times, one person must be available, on call, who will respond on-site, if necessary, to customer inquiries and Authority concerns.
 - 3. A prospective SASO that is not based at the airport and has a temporary, non-recurring, need to conduct operations at the airport may operate through a special use permit. Such SASOs include, but are not limited, to the following:
 - a. Aerial advertising
 - b. Air ambulance
 - c. Agricultural aerial spraying
 - d. Aerial photography, mapping or survey
 - e. Aerial firefighting
 - f. Power line or pipeline patrols
- C. Prohibited Services
- 1. No commercial services or activities will be conducted from any non-commercial hangar facility on the airport.
 - 2. No commercial services offering tie-down and hangar storage for general aviation aircraft, both itinerant and local.

3. No commercial sale or into plane dispensing of aviation fuels.
4. Other prohibited services may be identified in the written agreement.

D. Land and Facility Requirements Under a Written Agreement

- 1 The minimum ground lease for a SASO will be two acres.
2. The minimum facilities required will be as follows:
 - a. One aircraft hangar not less than 3,600 feet of floor space.
 - b. Paved ramp area with access to hangar sufficient to unload based or owned aircraft from the hangar onto the operator's lease area without overflow onto non-leased areas.
 - c. An office or administration facility may be required with the size of the facility being based on the type of services being provided.
 - d. All SASO facilities will be required to provide public telephone and public sanitary restroom facilities.
 - e. Automobile paved parking to adequately park visiting airport patron's vehicles and meet all jurisdictional agencies code criteria.

E. Public Service Hours

Five days a week, eight hours a day

F. Prior Experience

A minimum of three years satisfactory prior experience in the services of intended operation.

G. Verification of Appropriate Documentation

The SASO will obtain and maintain all appropriate licenses, waivers and permits from federal, state and local jurisdictional agencies in regard to the legal and safe operation of their business activity at the airport. Said documentation will be provided to the Authority prior to commencement.

H. Activities Under FBO Sublease

Any SASO performing activities or services under a sublease will have office space, hangar space, ramp area, tie-down area, public areas, parking spaces and other facilities and amenities adequate to support its commercial activity and meet jurisdictional agencies code criteria.

SECTION 6. PROTEST OF ACTIONS OR DECISIONS

Any person or other entity wishing to protest an action or decision involving these minimum standards must follow the procedures set out in the Authority's policy related to protest of actions or decisions. This policy may be obtained by contacting the Senior Director of Operations and Public Safety or designee.