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# General Aviation Minimum Standards

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Jacksonville Aviation Authority

*Jacksonville International Airport (JAX)*

*Cecil Field Airport (VQQ)*

*Craig Municipal Airport (CRG)*

*Herlong Airport (HEG)*

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July 26, 2010

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## ARTICLE 1. INTRODUCTION

### Section 1-1. *Purpose and Scope*

- (a) The purpose of these General Aviation Minimum Standards (Minimum Standards) is to encourage and promote: (a) the provision of high quality General Aviation products, services, and facilities, (b) the development of high quality General Aviation Improvements; (c) safety and security, (d) the economic health of Fixed Base Operators (FBOs) and Specialized Aviation Service Operators (SASOs), and (e) the orderly development of land and Improvements for General Aviation purposes at Jacksonville International Airport (JAX), Cecil Field Airport (VQQ), Craig Municipal Airport (CRG), and Herlong Airport (HEG).
- (b) All qualified and experienced Entities desirous of engaging in General Aviation Aeronautical Activities within the Jacksonville Airport System shall be accorded a reasonable opportunity, without unjust discrimination, to engage in such Activities, subject to fully complying with these Minimum Standards.
- (c) Aeronautical Activities may be proposed that do not fall within the categories designated herein. In any such cases, appropriate minimum standards shall be established by the Jacksonville Aviation Authority (Authority) on a case-by-case basis for such Activities and incorporated into the Agreement.
- (d) Specialized Aviation Service Operators (SASO) and Non-Commercial Lessees are encouraged to be Sublessees of a Fixed Base Operator (FBO). However, if suitable land or Improvements are not available or cannot be secured from an FBO, SASOs may Sublease Improvements (if available) from another authorized SASO or SASOs and Non-Commercial Lessees may (a) lease Improvements (if available) from the Authority or (b) lease land (if available) from the Authority to develop Improvements on such land.

### Section 1-2. *Governing Body*

- (a) The Jacksonville Airport System is owned and managed by the Authority and governed by and through the Board of Directors (Board). The authority to: (1) grant the occupancy and Commercial use or development of land or Improvements at the Airport, (2) grant the right to engage in any Commercial Activity or Aeronautical Activity at the Airport, and (3) approve, adopt, amend, or supplement any Agreement policy, or practice relating thereto, including these Minimum Standards, is expressly reserved to the Authority.

### Section 1-3. *Airport Management*

- (a) The Executive Director/CEO (Director) is responsible for the operation, management, maintenance, and security of the Jacksonville Airport System and all Authority owned and operated land, Improvements, facilities, Vehicles, and equipment.

- (b) The Board has authorized and directed the Director to interpret, administer, and enforce Agreements and these Minimum Standards.
- (c) All official inquiries regarding these Minimum Standards and/or compliance therewith should be directed to the Director.

**Section 1-4. Authority to Adopt and Revise**

- (a) These Minimum Standards are promulgated in accordance with the Ordinance Code of the City of Jacksonville, Florida, Part B, Article 4. Jacksonville Aviation Authority, Section 3. Powers, which grants the Authority the power “to adopt rules and regulations with reference to all projects and matters under the control of the Authority” and are adopted by the Board.
- (b) These Minimum Standards may be revised by the Board, or the authority to revise may be delegated, in whole or in part, to the Director.

**Section 1-5. Definitions**

- (a) All defined words are capitalized throughout these Minimum Standards and defined in Article 2– Definitions.
- (b) Defined words shall be construed as defined unless from the context a different meaning is intended or unless a different meaning is specifically defined and more particularly ascribed to the use of such words or phrases.

**Section 1-6. Airport Assurances**

- (a) As set forth by the Federal Aviation Administration (FAA), by way of the Airport Assurances, any airport developed with federal grant assistance is required to operate for the use and benefit of the public and shall be made available to all types, kinds, and classes of Aeronautical Activities on reasonable terms and without unjust discrimination.

**Section 1-7. Effective Date**

- (a) These Minimum Standards shall be in effect and shall remain in effect, unless repealed by the Authority, from the date of adoption by the Board.

**Section 1-8. Compliance with Regulatory Measures and Agreements**

- (a) All Entities occupying, using, or developing Airport land or Improvements or engaging in an Aeronautical Activity shall comply, at the Entity’s cost and expense, with all applicable Regulatory Measures including, without limitation, those of federal, state, and local government and any other Agency having jurisdiction over the Airport, Entities operating at the Airport, and the activities occurring at the Airport.

**Section 1-9. *Conflicting Regulatory Measures and Agreements***

- (a) If a provision of these Minimum Standards is found to be in conflict with any provision of any applicable Regulatory Measure, or any provision of an existing Agreement (if provided for in the Agreement) or future Agreement, the provision that establishes the higher or stricter standard shall prevail to the extent permitted by law.

**Section 1-10. *Repeal of Regulatory Measures***

- (a) All Authority Regulatory Measures previously enacted in conflict with these Minimum Standards is hereby repealed to the extent of the conflict.

**Section 1-11. *Right to Self-Service***

- (a) An Aircraft Owner may fuel, repair, or otherwise service their own Aircraft utilizing the Aircraft Owner's Vehicles, Employees, equipment, and resources that are solely owned or employed by the Aircraft Owner (Self-Service). An Aircraft Owner is permitted to Self-Service their own Aircraft provided there is no attempt to perform such services for others for compensation or hire and further provided that such right is conditioned upon compliance with these Minimum Standards.
- (1) If the right to Self-Service is not exercised, an Aircraft Owner is only permitted to have their Aircraft fueled, maintained, repaired, or otherwise serviced at the Airport by those Operators authorized to provide such services at the Airport under an Agreement with the Authority.
  - (2) An Operator may restrict the use of its exclusive Leased Premises for Self-Service activities.
  - (3) Co-op Self-Service, the sharing of Vehicles, Employees, equipment, and resources, is not permitted.

**Section 1-12. *Through-the-Fence Activities***

- (a) Through-the-Fence activities are prohibited.

**Section 1-13. *Severability***

- (a) If one (1) or more clauses, sections, or provisions of these Minimum Standards shall be held to be unlawful, invalid, or unenforceable by final judgment of any Agency or court of competent jurisdiction, the invalidity, voiding, or unenforceability of such clauses, sections, or provisions shall not in any way affect the validity of any other clauses, sections, or provisions of these Minimum Standards.

**Section 1-14. Subordination**

- (a) These Minimum Standards are subject and subordinate to the provisions of any existing or future agreements between the Authority and the State of Florida or the United States Government pertaining to the planning, development, operation, and management of the Airport and are specifically subordinated to, and shall be construed in accordance with, the Airport Assurances.

**Section 1-15. Notices, Requests for Approval, Applications, and Other Filings**

- (a) Any notice, request for approval, application, or other filing required or permitted to be given or filed with the Authority to the attention of the Director and any notice or communication required or permitted to be given or filed with any existing or prospective Operator, Permittee, or Non-Commercial Lessee pursuant to these Minimum Standards shall be in writing, signed by the Entity giving such notice, and shall be sent by overnight courier, United States certified mail, facsimile (confirmed by dated return signature), email (confirmed by return email), or in person (confirmed by dated and signed receipt), and shall be deemed to have been given when delivered to the Authority or the current or prospective Operator, Permittee, or Non-Commercial Lessee at its principal place of business or such other address as may have been provided from time to time.

**Section 1-16. Amendments**

- (a) These Minimum Standards may be supplemented, amended, or modified from time to time and in such a manner and to such extent as is deemed appropriate by the Authority.
- (b) The Authority may issue special rules, regulations, notices, memoranda, directives, covenants, restrictions, or conditions from time to time as is deemed appropriate by the Authority.

**Section 1-17. Variance or Exemption**

- (a) Requests for variance or exemption shall be submitted in writing to the Authority to the attention of the Director of Business Development and must state the specific clause(s), section(s), or provision(s) for which the variance or exemption is being sought, describe the proposed variance or exemption, state the reason for the proposed variance or exemption, identify the anticipated impact on the Authority and Airport (and other Entities at the Airport, users of the Airport, and the public), and identify the duration of the proposed variance or exemption. Each variance or exemption shall be requested and approved or denied separately.
- (b) The Authority has the right, but is not obligated, to approve variances or exemptions to these Minimum Standards when a specific clause, section, or provision of these Minimum Standards may not be justified in a particular case because of special conditions or unique circumstances.



- (c) Prior to approving or denying variances or exemptions, the Authority shall conduct a review of all relevant information to include those items described in Section 1-17(a) of these Minimum Standards as well as any other information that may be requested or required by the Authority.
- (d) Approval or denial by the Authority of a variance or exemption shall be provided in writing.
  - (1) If approved, the variance or exemption shall only apply to the special conditions or unique circumstances of the particular case for which the variance or exemption is granted.
  - (2) An approval by the Authority of a variance or exemption shall not serve to supplement, amend, or modify these Minimum Standards.
  - (3) Requests for variance or exemption can be denied in accordance with Section 1-23 of these Minimum Standards.

**Section 1-18. *Pioneering Period***

- (a) When a specific product, service, or facility is not currently being provided at an Airport, the Authority may enter into or approve an Agreement with an Operator under terms and conditions that may be less than those outlined in these Minimum Standards for a limited period of time known as a pioneering period. The duration of the pioneering period shall be specified in the Agreement.

**Section 1-19. *Exclusive Rights***

- (a) In accordance with the Airport Assurances given to the federal or state government by the Authority as a condition to receiving federal or state funds, the granting of rights or privileges to engage in Commercial Aeronautical Activities shall not be construed in any manner as affording any Operator any Exclusive Right, other than the exclusive use of the Leased Premises that may be leased to an Operator and then only to the extent provided in an Agreement.

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

**Section 1-20. *Applicability***

- (a) These Minimum Standards specify the standards and/or requirements that must be met by any Entity desiring to engage in Aeronautical Activities at the Airport.
  - (1) Throughout these Minimum Standards, the words "standards" or "requirements" shall be understood to be modified by the word "minimum" except where explicitly stated otherwise. Any required determinations, interpretations, or judgments regarding what constitutes an acceptable minimum standard or requirement, or regarding compliance with such minimum standard or requirement, shall be made by the Authority. All Entities may exceed the applicable minimum standards or requirements as market conditions dictate. No Entity shall be allowed to engage in Aeronautical Activities at the Airport under conditions that do not, in the Authority's discretion, meet these Minimum Standards.

- (b) These Minimum Standards shall apply to any new Agreement or any amendment to any existing Agreement relating to the occupancy or use of land or Improvements for General Aviation Aeronautical Activities at the Airport. If an Operator desires, under an existing Agreement, to change its Aeronautical Activities, the Operator shall fully comply with these Minimum Standards.
  - (1) These Minimum Standards shall not affect any Agreement executed prior to the date of promulgation of these Minimum Standards except as provided for in such Agreement, in which case these Minimum Standards shall apply to the extent permitted by such Agreement.
  - (2) These Minimum Standards shall not be deemed to modify any existing Agreement under which an Operator, Permittee, or Non-Commercial Lessee is required to exceed these Minimum Standards, nor prohibit the Authority from entering into or enforcing an Agreement that requires an Operator, Permittee, or Non-Commercial Lessee to exceed these Minimum Standards.
- (c) If these Minimum Standards are amended after an Operator, Permittee, or Non-Commercial Lessee enters into an Agreement, Operator, Permittee, or Non-Commercial Lessee shall not be required to comply with the amended Minimum Standards until:
  - (1) such time as existing Agreement is amended,
  - (2) the Authority approves an assignment to another Entity acceptable to the Authority, or
  - (3) a new Agreement is entered into.

**Section 1-21. Disputes**

- (a) An Entity aggrieved by a decision of the Authority may appeal such decision to the Director.
- (b) The Entity shall submit all disputes, of whatsoever nature or basis, in writing, to the Director within 10 calendar days of the occurrence allegedly giving rise to such dispute. Any dispute not timely submitted to the Director will not be considered.
- (c) The Director shall respond to such written dispute within 30 calendar days of the receipt of the dispute by either: (i) making a written determination with respect to the dispute, or (ii) making a written request for additional information. If requested, the Entity shall provide all requested additional information within 10 calendar days of the date of the Director's request, or the dispute is denied. If requested by the Director, a meeting may be held. Thereafter, the Director shall make a written determination with respect to the dispute within 30 calendar days after receipt of the additional information.

- (d) If an Operator has filed a dispute, the Operator shall diligently continue performance of its Agreement with the Authority regardless of whether such dispute is pending or on appeal, and regardless of the outcome of such dispute or appeal.

**Section 1-22. *Rights and Privileges Reserved***

- (a) In addition to the following reserved rights and privileges, the Authority reserves the rights and privileges outlined under federal or state Airport Assurances as such rights and privileges may be amended from time to time.
  - (1) The Authority reserves and retains the right for the use of the Airport by other Entities who may desire to use the same pursuant to applicable Regulatory Measures pertaining to such use.
  - (2) The Authority reserves the right to designate specific areas at the Airport for Activities in accordance with the currently adopted Airport Layout Plan (ALP) as may be amended from time to time. Such designation shall give consideration to the nature and extent of current and/or future Activities and the land and/or Improvements that may be available and/or used for specific Activities and shall be consistent with the safe, secure, orderly, and efficient use of the Airport.
  - (3) It is the policy of the Authority that any use, occupancy, construction, or modification of land and/or Improvements that is inconsistent with the ALP is undesirable. Any development that is substantially different than that depicted on the ALP could adversely affect the safe, secure, orderly, or efficient development or use of the Airport. Nothing contained in these Minimum Standards shall require or obligate the Authority to apply to the FAA for approval of the revision of the ALP on behalf of a prospective Operator, Permittee, or Non-Commercial Lessee.
  - (4) The Authority reserves the right to develop and make any improvements and/or repairs at (or to) the Airport that it deems necessary. Except in cases determined by the Authority to constitute an emergency, the Authority will provide advance notice of the date and time to impacted Entities that such development, improvements, and/or repairs will be made. The Authority shall not be obligated to reimburse or compensate any Operator, Permittee, Non-Commercial Lessee, or any other Entity for any cost and/or expense incurred, loss of revenue, or inconvenience that may result from such development, improvement, and/or repair.

- (5) The Authority reserves the right to prohibit any Entity from using the Airport, engaging in Activities at the Airport, and/or revoke or suspend any privileges granted to any Operator, Permittee, or Non-Commercial Lessee upon determination by the Authority that such Operator, Permittee, or Non-Commercial Lessee has not complied with these Minimum Standards, applicable Regulatory Measures, regulations or directives issued by the Authority, or has otherwise jeopardized the safety or security of Entities utilizing the Airport or the land and/or Improvements located at the Airport.
- (6) The Authority reserves the right to lease the Airport or portions thereof during war or national emergency to the United States Government for military use.
- (7) The Authority is under no obligation to provide financing and/or make any enhancements to land and/or Improvements at the Airport to facilitate any development or consummate any Agreement proposed by a current or prospective Operator, Permittee, or Non-Commercial Lessee.
  - a. The Authority is under no obligation to: (1) pursue federal, state, or other funds to contribute to such development or (2) provide matching funds if required to secure such funding.
- (8) The Authority reserves the right to take such actions as it may deem necessary, appropriate, and/or in the best interest(s) of the Authority to preserve and protect the assets of the Authority, protecting the safety and security of the people who work at and use the Airport, and maintaining the integrity of the Authority's mission, vision, values, goals, or objectives.
- (9) The Authority reserves the right to exercise proprietary exclusive rights when certain Aeronautical Activities are not provided on an Airport.
- (10) The Authority may provide (or arrange for the provision of) Aeronautical Activities without meeting these Minimum Standards, when the Authority is temporarily fulfilling some or all obligations of an Operator in default.

**Section 1-23. Grounds for Denial**

- (a) The Authority may reject any Entity's proposal, request for variance or exemption, or any application for any one (1) or more of the following:
- (1) The Entity, for any reason, does not fully meet the qualifications, standards, and requirements established by the Authority.
  - (2) The proposed Activities and/or Improvements will create a safety or security hazard at or on the Airport.
  - (3) The Authority would be required to expend funds and/or supply labor and/or materials in connection with the proposed Activities and/or Improvements that the Authority is unwilling and/or unable to spend and/or result in a financial loss or hardship to the Authority.
  - (4) The proposed Activities and/or Improvements will result in a financial loss or hardship to the Authority.
  - (5) No appropriate, adequate, or available land and/or Improvement exists at the Airport to accommodate the proposed Activity of the Entity (at the time the proposal or application are submitted), nor is such availability contemplated within a reasonable period of time.
  - (6) The proposed Activities and/or Improvements do not comply with the Master Plan, ALP, or Master Site Development Plan currently in effect or anticipated to be in effect within the period of time proposed.
  - (7) The proposed Activities and/or Improvements will result in congestion of Aircraft, unduly interfere with Activities of any existing Operator, Permittee, or Non-Commercial Lessee and/or prevent adequate access to the Leased Premises of any existing Operator, Permittee, or Non-Commercial Lessee, in the sole discretion of the Authority.
  - (8) The Entity has intentionally or unintentionally misrepresented or omitted a material fact in a proposal, on an application, and/or in supporting documentation.
  - (9) The Entity has failed to make full disclosure in the proposal, on the application, and/or in supporting documentation.
  - (10) The Entity or an officer, director, agent, representative, shareholder, or Employee of the Entity has a record of violating the Regulatory Measures of the Authority, any other airport sponsor, the FAA, or any other Regulatory Measure applicable to the Airport and/or the Entity's proposed Activity and/or Improvements.

- (11) The Entity or an officer, director, agent, representative, shareholder, or Employee of the Entity has ever defaulted in the performance of any Agreement at the Airport or at any other airport.
- (12) The Entity does not demonstrate adequate financial capacity or responsibility to undertake the proposed Activity and/or Improvements.
- (13) The Entity cannot obtain a bond or insurance in the type and amounts required by the Authority for the proposed Activity and/or Improvements.
- (14) The Entity or an officer, director, or shareholder has been convicted of a felony.
- (15) The Entity's proposed Activity and/or Improvements has been or could be detrimental to the Authority, the Airport, the Operators, Permittees, or Non-Commercial Lessees at the Airport, the users of the Airport, or the public.
- (16) The Entity seeks terms and conditions which are inconsistent with the Authority's policies and/or as stated in any request for qualifications and/or proposals issued by the Authority.
- (17) The Entity's interests and/or the proposed Activity and/or Improvements are inconsistent with the Airport' mission, vision, values, goals, or objectives, the best interest of the Authority, or Airport Assurances.

## ARTICLE 2. DEFINITIONS

Advisory Circular (or AC), A document issued by the FAA to help explain the intent of a Regulatory Measure, to provide guidance and information to the aviation public in a designated subject area, or to show an acceptable method for complying with a related Regulatory Measure.

Aeronautical Activity (or "Aeronautical Activities" or "Activity" or "Activities"), Any Activity or service that involves, makes possible, facilitates, is related to, assists in, or is required for the operation of Aircraft or another Aeronautical Activity, or which contributes to or is required for the safety of such operations because of their direct relationship to the operation of Aircraft or the Airport, can appropriately be regarded as an Aeronautical Activity. For the purposes of the Minimum Standards, all products and services described herein are deemed to be "Aeronautical Activities".

Agency, Any federal, state, or local governmental entity, unit, organization, authority, or agency.

Agreement, Any written contract (e.g., lease agreement, Sublease agreement, Permit, etc.) enforceable by law, entered into by the Authority or for which the Authority's consent has been given granting a concession, transferring rights or interest in land and/or Improvements, and/or otherwise authorizing the conduct of certain Activities.

Air Traffic Control (or ATC), A service operated by appropriate authority to promote the safe, secure, orderly, and expeditious flow of air traffic or a service operated by appropriate authority sanctioned and certified by the FAA for the control, separation, and movement of Aircraft in the air or on the ground.

Air Transportation Association of America (or ATA), Association serving member Air Carriers through technical expertise, legal assistance, political arenas, etc.

Aircraft, A device that is used or intended to be used for flight in the air.

Aircraft Design Group, A grouping of Aircraft based upon wingspan. The groups are as follows:

- Group I: Up to but not including 49 feet
- Group II: 49 feet up to but not including 79 feet
- Group III: 79 feet up to but not including 118 feet
- Group IV: 118 feet up to but not including 171 feet
- Group V: 171 feet up to but not including 214 feet
- Group VI: 214 feet up to but not including 262 feet

Aircraft Line Maintenance, Aircraft Maintenance typically required to return an Aircraft to service within a short period of time. Examples include replenishing lubricants, fluids, nitrogen, and oxygen; servicing of landing gear, tires, and struts; lubricating Aircraft components; and, avionics/instrument removal and/or replacement.

Aircraft Maintenance, The repair, maintenance, alteration, calibration, adjustment, preservation, or inspection of Aircraft airframe and powerplant, as described in 14 CFR Part 43.



Aircraft Operator, An Entity who uses, causes to be used, or authorizes to be used an Aircraft, with or without the right of legal control as Owner, lessee, or otherwise for the purpose of air navigation including the piloting of Aircraft or the operation of Aircraft on any part of the surface of the Airport.

Aircraft and Passenger Liability, An insurance policy to cover liability to include bodily injury, Property damage, and passenger injury for all owned, leased, or operated Aircraft.

Airframe and Powerplant Mechanic (or A & P Mechanic), A person who holds an Aircraft mechanic certificate with both airframe and powerplant ratings. This certification is issued by the FAA under the provisions of 14 CFR Part 65.

Airport, All land, Improvements, and appurtenances within the legal boundaries as it now exists on the Airport Layout Plan (or Exhibit A of the most recent FAA grant) and as it may hereinafter be extended, enlarged, or modified at Jacksonville International Airport, Cecil Field Airport, Craig Municipal Airport, or Herlong Airport.

Airport Assurances, Those contractual obligations that are described by law in 49 U.S.C. 47107 and are undertaken by a public airport sponsor as a condition of receipt of federal airport development grants or federal surplus property.

Airport Layout Plan, (or ALP), The currently approved drawing depicting the physical layout of the Airport and identifying the location and configuration of current and proposed runways, Taxiways, buildings, roadways, utilities, nav aids, etc.

Applicant, An Entity desiring to occupy or use land and/or Improvements at the Airport to engage in Aeronautical Activities and who shall apply in writing and in the manner or form prescribed herein for authorization to engage in such Activities at the Airport.

Apron, Those owned, leased, or managed Paved areas of the Airport within the Movement and non-Movement Areas designated by the Authority for the loading or unloading of passengers or cargo or the servicing and/or Parking of Aircraft.

Association, An Entity legally formed and recognized under the laws of the State of Florida having an existence separate and apart from its members or shareholders. Examples include limited liability company, corporation, partnership, etc.

Avgas (or Aviation Gasoline), Fuel commonly utilized to power piston-engine Aircraft.

Based Aircraft, Any Aircraft with an assigned Tiedown or hangar space at or on the Airport whose owner or operator is utilizing the Airport as a base of operation.

Board of Directors (or Board), The Authority is governed by a Board consisting of seven directors appointed by the Governor of Florida and confirmed by the Florida Senate and the Mayor of the City of Jacksonville and confirmed by the City Council.

Certificates of Insurance, A certificate provided by and executed by an Operator's, Permittee's, or Non-Commercial Lessee's insurance company evidencing the insurance coverages of the Operator, Permittee, or Non-Commercial Lessee.

Code of Federal Regulations (or CFR), The codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the United States Government, divided into 50 titles that represent broad areas subject to federal regulation, updated once each calendar year and issued quarterly.

Commercial, An Activity undertaken with the intent to generate and/or secure earnings, income, or Compensation (including exchange or barter of goods and services), and/or profit, whether or not such intents are accomplished.

Commercial General Liability, An insurance policy that covers liability for damages due to bodily injury, personal injury, Property damage contractual liability, aviation related products and completed operations and if applicable, use of unlicensed Vehicles that in any way arise from the use of the Leased premises and operations or activities of the Entity. Licensed and non-licensed Vehicles operated on the Movement Area and non-Movement Area will require coverage in an amount not less than \$5,000,000 combined single limit per occurrence for bodily injury, personal injury, and Property damage.

Compensation, Any form of reimbursement for goods or services such as monetary, exchange, barter, favors, gratuity, etc.

Contiguous Land, Land that shares an edge or boundary or is separated by no more than a Taxilane.

Department of Homeland Security (or DHS), A single, integrated executive department (combining federal, state, and local responsibilities) of the United States Government focused on protecting the American people and their homeland. It was established by the Homeland Security Act of 2002.

Department of Transportation (or DOT), The Cabinet department of the United States Government concerned with transportation. It was established by an act of Congress on October 15, 1966 and began operation on April 1, 1967.

Employee(s), Any individual employed by an Entity which collects and pays all associated taxes on behalf of Employee. The determination of status between Employee and contractor shall be made according to then current Internal Revenue Service standards.

Entity (or "Entities"), Includes a person; persons; firm; partnership; limited liability partnership or corporation; Agency; unincorporated proprietorship, association, or group; or corporation other than the Authority, and includes any trustee, receiver, assignee, or other similar representatives.

Environmental Liability, An insurance policy to cover liability to include bodily injury, Property damage, and environmental damage resulting from sudden and accidental releases of pollution, and covering related or resultant cleanup and/or remediation costs arising out of the occupancy and use of the Leased Premises and/or the Airport.

Environmental Protection Agency (or EPA), The Agency within the United States Government that has the responsibility for enforcing the environmental regulations or laws enacted by Congress. It was established by an act of Congress on December 2, 1970.

Equipment, All Property and machinery, together with the necessary supplies, tools, and apparatus necessary for the proper conduct of the Activity being performed.

Exclusive Right, A power, privilege, or other right excluding or preventing another from enjoying or exercising a like power, privilege, or right. An exclusive right may be conferred either by express agreement, by imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one (1) or more Operators, but excluding others from enjoying or exercising a similar right or rights, would be an exclusive right. An exclusive right to conduct an Aeronautical Activity, which is forbidden by federal regulation, is distinguished from an exclusive right to occupy real estate, which is permitted by federal regulation under certain conditions.

Executive Director/CEO (or Director), The Executive Director/CEO of the Authority or such other person as the Executive Director/CEO may designate from time to time.

Federal Aviation Administration (or FAA), The Agency within the Department of Transportation of the United States Government that has the responsibility of regulating Aeronautical Activities. It was established by an act of Congress on April 1, 1967.

Federal Aviation Regulation (or FAR), Regulations prescribed by the FAA governing all aviation activities in the United States, which are written, approved, and published by the FAA. In 1996, all references to the FARs were changed to 14 CFR (Title 14 of the Code of Federal Regulations).

Fixed Base Operator (or FBO), A Commercial Operator engaged in the sale of products and services and/or subleasing of facilities to Aircraft Operators and Specialized Aviation Service Operators (SASOs) including, at a minimum, the following Activities:

- A. Aviation Fuels and Lubricants (Jet Fuel, Avgas, and Aircraft Lubricants)
- B. Passenger, Crew, and Aircraft Ground Services, Support, and Amenities
- C. Aircraft Maintenance
- D. Aircraft Parking, Tiedown, Hangar, Office, and Shop

Flight Training, Any use of an Aircraft to increase or maintain pilot or crewmember proficiency, including initial flight training.

Fuel, Any substance (solid, liquid, or gas) used to operate any engine in Aircraft, Vehicles, or Equipment.

General Aviation, All aviation with exception of scheduled air carrier (including passengers and cargo) and government. General Aviation Aircraft are utilized for Commercial and Non-Commercial purposes including business, corporate, recreational/pleasure, charter/air taxi, industrial, agricultural, special purpose, and instructional.

Hangar Keeper's Liability, An insurance policy that covers liability to include Property damage for all non-owned Aircraft under the care, custody, and control of Operator.

Improvements, Any item constructed, installed, or placed on, under, or above any land on the Airport. Examples include buildings, structures, facilities, pavement, fencing, gates, landscaping, etc.

Into-Plane, The Fueling of an Aircraft by a service provider utilizing fuel that is owned by the Aircraft owner or a third party. Under an Into-Plane arrangement, the service provider is compensated by the Aircraft owner or the third party for providing Fueling services only.

Jacksonville Aviation Authority (Authority), Owner and manager of the Jacksonville, Florida airport system consisting of Jacksonville International Airport, Craig Airport, Herlong Airport, and Cecil Field which is governed by a Board of Commissioners.

Jacksonville Airport System, comprised of Jacksonville International Airport (JAX), Craig Airport (CRG), Herlong Airport (HEG), and Cecil Field (VQQ).

Jet Fuel, Fuel commonly utilized to power turbine-engine (Turboprop and Turbojet) Aircraft.

Leased Premises, The land and/or Improvements used exclusively under Agreement by an Operator or Non-Commercial Lessee for the conduct of the Operator's or Non-Commercial Lessee's Activities.

Lessee, An Entity that has entered into an Agreement to occupy, use, and/or develop land and/or Improvements and engage in Aeronautical Activities regardless of whether the interest in land is an estate for years or a usufruct.

Master Plan, An assembly of appropriate documents and drawings covering the development of the Airport from a physical, economic, social, and political jurisdictional perspective, adopted by the Authority, and approved by the FAA. The ALP is a part of the Master Plan.

Master Site Development Plan, A comprehensive plan that provides strategies for marketing, financing, and developing future aviation and non-aviation developments within the airport boundaries. This plan addresses existing and future transportation linkages, multi-modal opportunities, building uses, building configurations, building areas and densities, road networks, wetlands and topography, utilities infrastructure, and regulatory and environmental considerations in an effort to create a realistic vision of the airport's potential with proper long-term developmental planning.

Movement Area, The runways, Taxiways, and other areas of the Airport which are utilized for taxiing, hover taxiing, takeoff, and landing of Aircraft, exclusive of loading aprons and parking areas. It includes all areas under the direct and positive control of ATC. Specific approval for entry onto the movement area must be obtained from ATC.

Multi Engine (or ME), Multi engine Aircraft.

National Fire Protection Association (or NFPA), All codes, standards, and rules contained in the Standards of the National Fire Protection Association, as may be amended from time to time.

Non-Commercial, Not for the purpose of securing earnings, income, Compensation (including exchange or barter of goods and services), and/or profit.

Non-Commercial Lessee, An Entity that has entered into an Agreement to occupy, use, and/or develop land and/or Improvements and engage in Non-Commercial Aeronautical Activities at an Airport.

Operator, An Entity that has entered into an Agreement to engage in Commercial Aeronautical Activities at the Airport.

Owner, The Entity who has legal title or right to that which is owned.

Paved, Covered with asphalt or concrete that forms a firm level surface.

Permit, A license issued by the Authority to an Entity authorizing conduct of certain Activities. Permits include, but are not limited to, an approved Temporary Commercial Aeronautical Activity Permit, Independent Aircraft Maintenance Permit, Skydiving Permit, or a Non-Commercial Self-Fueling Permit.

Permittee, An Entity who has a Permit to engage in a specific Commercial or Non-Commercial Activity, within the confines of the Permit, at the Airport.

Piston Aircraft, An Aircraft that utilizes a reciprocating engine for propulsion.

Property, Any tangible or intangible possession that is owned by an Entity.

Readily Available, Conveniently located, in close proximity, and accessible, but not necessarily located on the Leased Premises.

Refueling Vehicle, Any Vehicle used for the transporting, handling, or dispensing of Fuels, oils, and lubricants.

Regulatory Measures, Federal, state, local, and Authority, laws, codes, ordinances, policies, resolutions, directives, rules, and regulations, Minimum Standards including, without limitation, those of the DOT, FAA, TSA, EPA, DHS, and NFPA; all as may be in existence, hereafter enacted, and amended from time to time.

Repair Station, A certificated Aircraft Maintenance facility approved by the FAA to perform specific maintenance functions. Such facilities are certificated under 14 CFR Part 145.

Security Plan, a document developed by Operators and Non-Commercial Lessees to ensure the safety and security of people and Property at the Airport.

Self-Fueling, The fueling of an Aircraft by the Aircraft Owner, or the Owner's Employee, using the Owner's Vehicles, equipment, and resources.

Self-Service, The servicing of an Aircraft by the Aircraft Owner or the Owner's Employee, using the Owner's Vehicles, equipment, and resources.

Self-Service Fueling, The fueling of an Aircraft by the pilot using Commercial (self-serve) Fuel pumps installed specifically for this purpose.

Single Engine (or SE), Single engine Aircraft.

Specialized Aviation Service Operator (or SASO), A Commercial Operator that provides any one (1) or a combination of Commercial Aeronautical Activities with exception of Aircraft Fuels (and lubricants) and passenger, crew, and Aircraft ground services, support, and amenities. Examples include Aircraft Maintenance, avionics or instrument maintenance, Aircraft rental or Flight Training, Aircraft charter or Aircraft management, Aircraft sales, etc.

Spill Prevention, Control, and Countermeasures Plan (or SPCC), A written contingency plan defined by the EPA that covers procedures, points of contact, the chain of command, and individual responsibilities for preventing and controlling spills.

Standard Operating Procedures (or SOP), Written instructions which describe procedures designed to achieve uniformity when performing a specific function.

Storm Water Pollution Prevention Plan (or SWPPP), A plan that identifies the controls that have been put in place to minimize the impact of storm water discharges on the environment.

Student and Renter Liability, An insurance policy to cover liability to include bodily injury, personal injury, and Property damage (excluding Aircraft hull) for students and renters of Aircraft.

Sublease, An agreement entered into by an Entity with a Lessee that transfers rights or interests in the Lessee's Leased Premises and is enforceable by law.

Sublessee, An Entity that has entered into a Sublease with a Lessee.

Taxilane, The portion of the Aircraft parking area used for access between Taxiways and Aprons which is not considered Movement Area.

Taxiway, A defined path, usually Paved, over which Aircraft can taxi from one part of an airport to another (excluding the runway) which is considered Movement Area.

Tiedown, An area Paved or unpaved suitable for parking and mooring of Aircraft wherein suitable tiedown points and equipment to facilitate Aircraft tiedown are located.

Through-the-Fence, Having direct access to an Airport from private property located contiguous to the Airport. Through-the-fence Operators, while being located off-Airport property, have access to the Airport's runway and Taxiway system.

Transient Aircraft, Any Aircraft utilizing an Airport for occasional transient purposes that is not based at the Airport.

Transportation Security Administration (or TSA), The Agency within the Department of Homeland Security of the United States Government responsible to safeguard United States transportation systems and ensure secure air travel. It was established by Aviation and Transportation Act passed on November 19, 2001.

Turbojet Aircraft, An Aircraft that utilizes a jet engine(s) that has (have) a turbine driven compressor and develops thrust from the exhaust of hot gases.

Turboprop Aircraft, An Aircraft that utilizes a gas turbine engine to drive a set of reduction gears, which, in turn, drives a propeller for propulsion.

Vehicle, Any device that is capable of moving itself, or being moved, from place to place upon wheels, but does not include any device designed to be moved by human muscular power or designed to move primarily through the air.

Vehicular Liability or Business Automobile Liability, An insurance policy that covers liability to include bodily injury and Property damage for all Vehicles arising out of the use, loading, and unloading of owned, non-owned, or hired Vehicles.

## ARTICLE 3. GENERAL REQUIREMENTS

### Section 3-1. *Introduction*

- (a) Operator or Non-Commercial Lessee engaging in Aeronautical Activity(ies) at the Airport shall fully comply with or exceed the requirements of this Article as well as the minimum standards applicable to Activity(ies), as set forth in subsequent sections herein.

### Section 3-2. *Experience/Capability*

- (a) Operator or Non-Commercial Lessee shall, in the judgment of the Authority, demonstrate before and throughout the term of the Agreement, the financial and technical capability of developing and maintaining the required Improvements; procuring and maintaining the required Vehicles, Equipment, and/or Aircraft; employing required Employees; and engaging in the Activity.
- (b) Operator shall, in the judgment of the Authority, demonstrate before and throughout the term of the Agreement, the capability of consistently providing the required General Aviation products, services, and facilities and engaging in the required Activities in a safe, secure, efficient, courteous, prompt, and professional manner in service to and to the benefit of the public.

### Section 3-3. *Agreement*

- (a) Operator or Non-Commercial Lessee shall not engage in an Activity without an Agreement (including a Permit) authorizing such Activity.
  - (1) An Operator (excluding an FBO) conducting an Activity identified within these Minimum Standards solely on an FBO's Leased Premises may engage in the Activity with the approval and oversight of an FBO, in adherence to these Minimum Standards, without an Agreement (including a Permit).

### Section 3-4. *Payment of Rents, Fees, and Charges*

- (a) Operator or Non-Commercial Lessee shall pay the rents, fees, or other charges specified by the Authority for engaging in Activities.

### Section 3-5. *Leased Premises*

- (a) Land
  - (1) Operator or Non-Commercial Lessee shall lease sufficient Contiguous Land for the Activity, as required in these Minimum Standards.
  - (2) Operator or Non-Commercial Lessee shall have adequate land to accommodate all Activities of Lessee and all approved Sublessees.

- (3) Operator or Non-Commercial Lessee Improvements including Apron, Paved Tiedowns, facilities, and Vehicle parking required by these Minimum Standards shall be located on the Contiguous Land.
- (b) Improvements
- (1) Operator or Non-Commercial Lessee shall lease, Sublease, or construct sufficient Improvements for the Activity as required in these Minimum Standards.
  - (2) Operator or Non-Commercial Lessee Improvements shall fully comply with all applicable Regulatory Measures.
  - (3) Construction of any Operator or Non-Commercial Lessee Improvements must be approved in writing, in advance by the Authority and any Agency having jurisdiction.
  - (4) Operator Improvements that are used for Commercial purposes that require public access shall have direct streetside access.
- (c) Apron/Paved Tiedowns
- (1) Operator or Non-Commercial Lessee Aprons/Paved Tiedowns must be contiguous and separate by no more than a Taxilane which allows Entity to taxi or tow Aircraft without traversing a public roadway or Taxiway.
  - (2) Operator or Non-Commercial Lessee Aprons/Paved Tiedowns, if required, must be adequate size to accommodate the movement, staging, and parking of the Aircraft currently and/or anticipated to be utilizing the Leased Premises without interfering with the movement of Aircraft: in and out of other facilities and/or operating to, from, or on Taxilanes and Taxiways.
  - (3) Operator or Non-Commercial Lessee Aprons/Paved Tiedowns must have sufficient weight bearing capacity to accommodate the movement and parking of Aircraft for which the Leased Premises was designed to accommodate.
  - (4) Operator or Non-Commercial Lessee Aprons associated with hangars shall be equal to one and one-half (1 ½) times the square footage of the largest hangar of the Contiguous development and be able to accommodate the movement of Aircraft into and out of the hangar and the staging and parking of Aircraft without interfering with the movement of Aircraft: in and out of other facilities and/or operating to, from, or on Taxilanes and Taxiways.



- (d) Vehicle Parking
  - (1) Operator or Non-Commercial Lessee Paved Vehicle parking shall be sufficient to accommodate all Vehicles and equipment utilizing Leased Premises on a daily basis.
  - (2) Operator or Non-Commercial Lessee Paved Vehicle parking shall be on the Leased Premises and/or located in close proximity to Entities primary facility.
  - (3) Operator or Non-Commercial Lessee on-street Vehicle parking is not allowed.
- (e) Hangars
  - (1) Operator or Non-Commercial Lessee construction of hangar on undeveloped Leased Premises shall be no less than the following square footage:

	JAX	VQQ	CRG	HEG
Hangar (square feet)	10,000	10,000	3,600	3,600

- (2) Operator or Non-Commercial Lessee hangars may be subdivided and configured (although each unit shall not be less than 1,200 square feet) to accommodate individual bays for storage of Aircraft.

**Section 3-6. Products, Services, and Facilities**

- (a) Operator products, services, and facilities shall be provided on a reasonable, and not unjustly discriminatory, basis to all users of the Airport.
- (b) Operators shall charge reasonable, and not unjustly discriminatory, prices for each product, service, or facility.
  - (1) Operators may provide reasonable discounts, rebates, or other similar types of price reductions to volume purchasers.
- (c) Operators shall conduct Activities in a safe, secure, efficient, courteous, prompt, and professional manner consistent with the degree of care and skill exercised by qualified and experienced operators providing similar products, services, and facilities at comparable airports (in comparable markets).

**Section 3-7. Non-Discrimination**

- (a) Operator shall not discriminate against any person or class of persons by reason of race, creed, color, national origin, sex, age, or physical handicap in providing any products or services or in the use of any of its facilities provided for the public, or in any manner prohibited by applicable Regulatory Measures including 49 CFR Part 21 Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, as amended or reenacted.

**Section 3-8. Licenses, Permits, Certifications, and Ratings**

- (a) Operators shall obtain and require the employees obtain, at Operator's or employee's sole cost and expense, and comply with all necessary licenses, permits, certifications, or ratings required for the conduct of Operator's Activities at the Airport as required by the Authority or any other duly authorized Agency prior to engaging in any Activity at the Airport. Upon request, Operator shall provide copies of such licenses, permits, certifications, or ratings to the Authority within 10 business days.
  - (1) Operators shall keep in effect and post in a prominent place, readily accessible and/or visible to the general public, all necessary or required licenses, permits, certifications, or ratings.

**Section 3-9. Employees**

- (a) Operator shall employ a qualified, experienced, and professional on-site manager who shall be fully responsible for the day-to-day management of Operator's Activities.
  - (1) The person managing Operator's Activities shall have recent experience managing a similar Activity at a comparable airport in a comparable market.
- (b) During Operator hours of Activities, a qualified, experienced, and professional on-site supervisor shall be Readily Available and authorized to represent and act for and on behalf of Operator with respect to the Operator's Activities.
- (c) Operator shall have in its employ, on duty, and immediately available during hours of Activity, properly trained, and qualified Employees in such numbers as are required to fully comply with these Minimum Standards and to meet the reasonable demands of customers for each Activity being conducted by Operator.
- (d) Operator shall control the conduct, demeanor, and appearance of Operator's employees. It shall be the responsibility of Operator to maintain close supervision over its employees to ensure that high quality products, services, and facilities are provided in a safe, secure, efficient, courteous, prompt, and professional manner.

**Section 3-10. Aircraft, Equipment, and Vehicles**

- (a) Operator required Aircraft, Equipment, and Vehicles must be fully operational, in compliance with applicable Regulatory Measures, and available at all times and capable of providing all required products and services in a manner consistent with their intended use.

- (1) Operator Aircraft, Equipment, and Vehicles may be unavailable, from time to time, on a temporary basis for a reasonable time period, due to routine or emergency maintenance as long as: appropriate measures are being taken to return the Aircraft, Equipment, or Vehicle to service as soon as possible and fully operational back-up Aircraft, Equipment, and Vehicles are available at all times.

**Section 3-11. Hours of Activity**

- (a) Operator hours of activity and contact information for after hours service shall be clearly posted in public view using appropriate and professional signage approved in writing, in advance, by the Authority.

**Section 3-12. Security**

- (a) Operator or Non-Commercial Lessee shall fully comply with the Authority's security requirements and/or best practices as applicable to Leased Premises and Activities.
- (b) Operator or Non-Commercial Lessee shall designate a responsible person for the coordination of all security procedures and communications and provide point-of-contact information to the Authority including the name of the primary and secondary contacts and a 24-hour telephone number for both individuals.
- (c) Operator or Non-Commercial Lessee shall develop and maintain a Security Plan.
  - (1) Operator or Non-Commercial Lessee Security Plan shall be made available to the Authority for review upon request no later than 30 calendar days before Operator or Non-Commercial Lessee is scheduled to commence Activities at the Airport and it shall be made available for review upon request any time changes are made.
  - (2) For Operators that are required to comply with a TSA security program, those Operators must demonstrate written compliance with all relevant and applicable TSA requirements to the Authority.

**Section 3-13. Insurance**

- (a) Operator or Non-Commercial Lessee shall procure, maintain, and pay all premiums throughout the term of Agreement for the insurance coverages and amounts required by Regulatory Measures and set forth in Attachment A (Minimum Insurance Requirements) of these Minimum Standards for each Activity conducted. The insurance company or companies underwriting the required policies shall be licensed (with a Best rating of A-7) or authorized to write such insurance in the State of Florida or be approved in writing by the Authority.

- (1) When coverages and/or the amounts set forth in Attachment A are not commercially available, appropriate replacement coverages and/or amounts must be approved in writing at least 60 calendar days in advance by the Authority.
- (b) Operators engaging in more than one (1) Activity, the minimum coverages and amounts shall be established by the Authority and may vary depending upon the nature of each Activity or combination of Activities, but shall not necessarily be cumulative.
  - (1) While it may not be necessary for Operators to procure and maintain insurance for the combined total of the minimums for each Activity, Operators shall procure and maintain insurance for all exposures in amounts at least equal to the greatest of the required minimum or as established by the Authority.
- (c) The coverages and amounts stipulated herein for each Activity represent the minimum coverages and amounts that shall be maintained, at all times, for the specific airport. Operator or Non-Commercial Lessee are encouraged to secure higher amounts.
- (d) Operators or Non-Commercial Lessees with known environmental contamination exposures shall be required to secure appropriate environmental liability insurance with coverage amounts appropriate for the type and level of environmental contamination exposure risk, as determined by the Authority.

**Section 3-14. *Indemnification and Hold Harmless***

- (a) Operator or Non-Commercial Lessee shall protect, defend, reimburse, indemnify, and hold Authority, its agents, employees and elected officers as provided in an Agreement and approved by the Authority's Attorney.

**Section 3-15. *Taxes***

- (a) Operator or Non-Commercial Lessee shall pay, at its sole cost and expense all ad valorem taxes or other taxes, governmental fees or charges, which are charged, levied or imposed against the Leased Premises or the Activities, which become due and payable, or become liens upon, or arise in connection with Entities use, occupancy, or possession of the Leased Premises or any part thereof and such amounts shall be deemed additional rent or fees payable by the Entity.

**Section 3-16. *Multiple Activities***

- (a) When more than one (1) Activity is conducted by an Operator at the Airport, the minimum standards or requirements shall be established by the Authority.
- (b) The minimum standards or requirements for combined Operator Activities shall not be:
  - (1) less than the highest standard or requirement for each element (e.g., land, facilities, etc.) within the combined Activities, or
  - (2) greater than the cumulative standards or requirements for all of the combined Activities.

**ARTICLE 4. FIXED BASE OPERATOR**

**Section 4-1. Introduction**

- (a) A Fixed Base Operator (FBO) is a Commercial Operator engaged in the sale of products and services and subleasing of facilities to include, at a minimum, the following Activities:

Activities	JAX	VQQ	CRG	HEG
Aviation Fuels and lubricants	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>
Ground Services, Support, and Amenities	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>
Aircraft Maintenance	Line Only <sup>7</sup>	Line Only <sup>7</sup>	Yes	Yes
Aircraft Storage				
Apron/Tiedown	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>
Hangar	Yes	Yes	Yes	<u>Yes</u>

- (1) Activities designated in **bold** and underline may only be provided by an authorized FBO.
- (2) HEG – The Authority is currently exercising its proprietary exclusive right for the provision of Aviation Fuels; Ground Services, Support, and Amenities; and Aircraft Storage.
- (b) In addition to the General Requirements set forth in Article 3, each FBO at the Airport shall fully comply with the following minimum standards set forth in this Article 4.

**Section 4-2. Scope of Activity**

- (a) Unless otherwise stated in these Minimum Standards, all required products and services shall be provided by FBO’s Employees using Aircraft, Vehicles, Equipment and resources that are owned, leased, or operated by FBO.
- (1) In the event any Activities are conducted from the FBO Leased Premises by an Entity other than the FBO, the FBO is required to enforce and uphold all applicable minimum standards for the Activity.
- (b) FBO’s products and services shall include the following:
- (1) Aviation Fuels and Aircraft lubricants:
- a. FBO shall deliver and dispense, upon request, the following Aviation Fuel and Aircraft lubricants into all General Aviation Aircraft using the Airport.

Aviation Fuels and Lubricants	JAX	VQQ	CRG	HEG
Jet Fuel	Yes	Yes	Yes	Yes
Avgas	Yes	Yes	Yes	Yes
Lubricants	Yes	Yes	Yes	Yes
Response time (minutes) <sup>1</sup>	25	25	25	25

<sup>1</sup> From time of customers’ request during required hours of activities, except in circumstances beyond control of the FBO

(2) Passenger, crew, and Aircraft ground services, support, and amenities

Ground Services, Support, and Amenities	JAX	VQQ	CRG	HEG
Aircraft marshalling	Yes	Yes	Yes	Yes
Aircraft towing	Yes	Yes	Yes	Yes
Oxygen service <sup>2</sup>	Yes	Yes	Yes	No
Nitrogen services <sup>2</sup>	Yes	Yes	Yes	No
Compressed air services	Yes	Yes	Yes	Yes
Lavatory services	Yes	Yes	Yes	No
Aircraft ground power (Alternating Current-AC)	Yes	Yes	No	No
Aircraft ground power (Direct Current-DC)	Yes	Yes	Yes	Yes
Baggage handling and related services	Yes	Yes	Yes	Yes
Concierge services <sup>3</sup>	Yes	Yes	Yes	Yes
Courtesy transportation <sup>4</sup>	Yes	Yes	Yes	Yes
Ground transportation arrangements <sup>5</sup>	Yes	Yes	Yes	Yes
Accommodation arrangements	Yes	Yes	Yes	Yes
Aircraft catering arrangements	Yes	Yes	Yes	Yes

(3) Aircraft Maintenance

a. FBO shall provide Aircraft Maintenance for the following General Aviation Aircraft.

Aircraft Maintenance	JAX	VQQ	CRG	HEG
Group I Piston Aircraft	Line Only <sup>7</sup>	Line Only <sup>7</sup>	Yes	Yes
Group II Piston Aircraft	Line Only <sup>7</sup>	Line Only <sup>7</sup>	Yes	Yes
Group I Turboprop Aircraft	Line Only <sup>7</sup>	Line Only <sup>7</sup>	Yes	Yes
Group II Turboprop Aircraft	Line Only <sup>7</sup>	Line Only <sup>7</sup>	Yes	Yes
Group I Turbojet Aircraft	Line Only <sup>7</sup>	Line Only <sup>7</sup>	Yes	No
Group II Turbojet Aircraft	Line Only <sup>7</sup>	Line Only <sup>7</sup>	Yes	No
Group III Turbojet Aircraft <sup>6</sup>	Line Only <sup>7</sup>	Line Only <sup>7</sup>	Line Only <sup>7</sup>	No
Repair Station	No	No	Yes	No

b. FBO can meet these requirements by arrangement and through agreement with an authorized Sublessee who meets the Minimum Standards for Aircraft Maintenance Operator and operates from the FBO's Leased Premises.

c. JAX and VQQ – In the absence of an Aircraft Maintenance Operator operating from the FBO's

<sup>2</sup> Service to be provided by FBO or in compliance with Section 4-2(b)(3)b. and Section 4-2(b)(3)c.

<sup>3</sup> Hotel arrangements, directions, meeting space coordination (at FBO), etc.

<sup>4</sup> Utilizing FBO's Vehicles for passengers, crew, and baggage, as necessary and/or appropriate

<sup>5</sup> Crew and passenger transportation arrangements (e.g., limousine, shuttle, taxi, and/or rental car)

<sup>6</sup> General Aviation Aircraft up to Group III Turbojet Aircraft not exceeding 100,000 pounds maximum gross takeoff weight

<sup>7</sup> See definition of Aircraft Line Maintenance

Leased Premises, FBO can meet these requirements by arrangement and through agreement with an Independent Aircraft Maintenance Operator (see Article 11).

**Section 4-3. Leased Premises**

(a) In addition, to the Leased Premises requirements set forth in Section 3-5, FBO shall not have less than the following:

(1) Contiguous Land and Apron consisting of the following:

	JAX	VQQ	CRG	HEG
Contiguous Land (square feet)	435,600	435,600	326,700	217,800
Apron (square feet)	217,800	217,800	163,350	108,900
Paved Tiedowns <sup>8</sup>	10	10	40	40

(2) Facilities consisting of the following:

Facilities (square feet)	JAX	VQQ	CRG	HEG
Terminal Building (total)	7,500	5,000	5,000	4,000
Customer area	3,000	2,500	2,500	2,000
Administrative area	2,000	1,000	1,000	1,000
Aircraft Maintenance (total)	N/A	N/A	10,000	10,000
Customer area <sup>9</sup>	N/A	N/A	500	500
Administrative area <sup>10</sup>	N/A	N/A	400	400
Maintenance area <sup>11</sup>	N/A	N/A	1,000	1,000
Maintenance hangar <sup>12</sup>	N/A	N/A	8,000	8,000
Maintenance hangar door height/width	N/A	N/A	28' / 110'	18' / 60'
Aircraft Storage (community hangar total)	40,000	20,000	25,000	20,000
Community hangar door height/width	28' / 110'	28' / 110'	20' / 100'	18' / 80'

a. JAX and VQQ – If utilizing an Independent Aircraft Maintenance Operator to perform Aircraft Maintenance and the Aircraft Maintenance is occurring on the Leased Premises, adequate facilities shall be provided to the Independent Aircraft Maintenance Operator to perform the Activity in a safe, secure, and efficient manner.

<sup>8</sup> Adequate to accommodate the number, type, and size of Based and Transient Aircraft requiring Tiedown spaces on the Leased Premises

<sup>9</sup> Customers shall have immediate access to FBO's customer lounge, public use telephones, and restrooms. If immediate access is not available, customer area shall be at least the minimum dedicated square feet outlined in the above table to include adequate space for customer lounge, public use telephones, and restrooms

<sup>10</sup> Administrative area shall include adequate space for employee offices, work areas, and storage

<sup>11</sup> Maintenance area shall include adequate space for employee work areas, shop areas, and storage for Aircraft parts and equipment

<sup>12</sup> Maintenance hangar and community hangar shall be clear span (on a standalone basis or within another structure).



- b. Terminal Building shall include adequate space for the following:

Terminal Building	JAX	VQQ	CRG	HEG
Customer area				
Passenger lounge	Yes	Yes	Yes	Yes
Flight planning room	Yes	Yes	Yes	Yes
Conference room	Yes	Yes	Yes	Yes
Public use telephones and restrooms	Yes	Yes	Yes	Yes
Kitchen	Yes	Yes	No	Yes
Vending	Yes	Yes	Yes	Yes
Crew lounge	Yes	Yes	Yes	Yes
Crew sleep room	No	No	No	No
Crew bathroom	Yes	Yes	No	No
Administrative area <sup>13</sup>	Yes	Yes	Yes	Yes

**Section 4-4. Fuel Storage**

- (a) FBO shall own or lease an above ground Fuel storage facility at the Airport in a location consistent with the Airport Layout Plan and/or Land Use Plan and approved by the Authority.
- (b) Fuel storage facility shall have total capacity for three (3) days peak supply (excluding special events) of aviation Fuel for Aircraft being serviced by FBO. In no event shall the total storage capacity be less than:

Fuel Storage	JAX	VQQ	CRG	HEG
Jet Fuel Storage				
Number of tanks	2	2	1	1
Size of each tank (gallons)	20,000	20,000	12,000	12,000
Avgas Storage				
Number of tanks	1	1	1	1
Size of each tank (gallons)	4,000	5,000	10,000	10,000

- (1) FBO shall have adequate and proper storage for waste Fuel or test samples.
- (2) FBO shall demonstrate the capability of expanding its Fuel storage facility capacity within a reasonable time period.
- (c) FBO shall demonstrate that satisfactory arrangements have been made with a reputable aviation Fuel supplier for the delivery of aviation Fuels in the quantities necessary to meet the reasonable peak demands of customers.

<sup>13</sup> The Administrative area may, with prior written approval from the Authority, be located in other facilities located on the FBO's Leased Premises.

- (d) FBO shall provide the Authority with a Spill Prevention, Control, and Countermeasures Plan (SPCC) for Fuel storage facilities and FBO fueling Activities.
- (e) Fuel delivered, stored, or dispensed by FBO shall fully comply with the quality specifications outlined in American Society for Testing and Materials (ASTM) D 1655 (Jet A) and ASTM D 1910 (Avgas). Ensuring the quality of the Fuel is the sole responsibility of FBO.

**Section 4-5. Fueling Equipment**

- (a) FBO shall have the following Refueling Vehicles and associated capacities:

Fueling Equipment	JAX	VQQ	CRG	HEG
Jet Fuel				
Refueling Vehicle(s)	2	2	2	2
Capacity of 1 <sup>st</sup> Refueling Vehicle (gallons)	5,000	10,000	2,000	1,500
Capacity of 2 <sup>nd</sup> Refueling Vehicle (gallons)	2,000	5,000	1,000	1,000
Avgas				
Refueling Vehicle(s)	2	2	2	2
Capacity of Refueling Vehicles (gallons)	750	750	750	750

- (1) VQQ, CRG, and HEG – A fixed Avgas Self-Service Fueling system can be substituted for an Avgas Refueling Vehicle. If so, the system shall: (a) be constructed or installed in a location specified and approved by the Authority, (b) be available and maintained by FBO for public Commercial use, and (c) have detailed and readily accessible instructions for the proper and safe operation of the system and a fully operational and readily accessible telephone, emergency shut-off, properly rated fire extinguisher, and Fuel spill kit.
- (2) HEG – A Jet Fuel cart can be substituted for a single Jet Fuel Refueling Vehicle.
- (3) JAX – If more than one FBO at the Airport, FBO may have only one (1) Avgas Refueling Vehicle.
- (4) JAX - If one FBO at the Airport, FBO shall have two (2) Avgas Refueling Vehicles. A fixed Avgas Self-Service Fueling system can be substituted for one (1) Avgas Refueling Vehicle. If so, the system shall: (a) be constructed or installed in a location specified and approved by the Authority, (b) be available and maintained by FBO for public Commercial use, and (c) have detailed and readily accessible instructions for the proper and safe operation of the system and a fully operational and readily accessible telephone, emergency shut-off, properly rated fire extinguisher, and Fuel spill kit.

- (b) Refueling Vehicles shall be equipped with metering devices that meet all applicable Regulatory Measures. One (1) Refueling Vehicle dispensing Jet Fuel shall have over-the-wing and single point Aircraft servicing capability. All Refueling Vehicles shall be bottom loaded.
- (c) Refueling Vehicles and all fueling equipment shall be equipped and maintained to comply with all applicable Regulatory Measures including, without limitation, those prescribed by:
  - (1) National Fire Protection Association (NFPA) Codes;
  - (2) 14 CFR Part 139, Airport Certification, Section 139.321 "Handling/Storing of Hazardous Substances and Materials"; and
  - (3) Applicable ACs including AC 00-34 "Aircraft Ground Handling and Servicing" and AC 150/5210-5 "Painting, Marking and Lighting of Vehicles Used on an Airport".

**Section 4-6. Ground Support and Service Equipment**

- (a) FBO shall have the following Equipment:

Ground Support and Service Equipment	JAX	VQQ	CRG	HEG
Oxygen cart(s) <sup>14</sup>	1	1	1	N/A
Nitrogen cart(s) <sup>14</sup>	1	1	1	N/A
Compressed air unit(s)	1	2	1	1
Lavatory service cart(s)	1	1	1	N/A
Potable water unit(s)	1	1	N/A	N/A
Air stair unit(s) <sup>15</sup>	1	1	N/A	N/A
Baggage belt unit(s) <sup>15</sup>	1	1	N/A	N/A
Courtesy Vehicle(s) <sup>16</sup>	1	1	1	N/A
Minimum number of passengers	7	7	5	N/A
Crew car(s) <sup>17</sup>	1	1	1	1
Ramp marshalling Vehicle(s)	1	1	N/A	N/A
Utility Vehicle(s)	1	1	1	1
Golf cart(s)	1	1	N/A	N/A
Aircraft towing Vehicle(s) <sup>18</sup>	2	2	2	2
Tow bars/heads	As required	As required	As required	As required
Aircraft ground power (AC) unit(s)	1	1	N/A	N/A
Aircraft ground power (DC) unit(s)	2	2	2	1
Aircraft wash rack	No	No	No	No

<sup>14</sup> Equipment to be provided by FBO or in compliance with Section 4-2(b)(3)b. and Section 4-2(b)(3)c

<sup>15</sup> Equipment shall be Readily Available

<sup>16</sup> Utilized solely for transportation of passengers, crews, and baggage to and from destinations on the Airport and local area resorts, hotels, and restaurants

<sup>17</sup> Available for use by crews utilizing FBO and is in addition to any courtesy Vehicle requirements

<sup>18</sup> At least one having a rated draw bar capacity sufficient to meet the towing requirements of the heaviest General Aviation Aircraft normally frequenting the Airport

Ground Support and Service Equipment	JAX	VQQ	CRG	HEG
Equipment for securing Aircraft on the Apron <sup>19</sup>	Yes	Yes	Yes	Yes
Spill kits <sup>20</sup>	2	1	1	1
Dry chemical fire extinguisher units <sup>21</sup>	As required	As required	As required	As required
Aircraft Maintenance Equipment <sup>22</sup>	As required	As required	As required	As required

**Section 4-7. Employees**

- (a) Employees, while on duty, shall be clean, neat in appearance, and at all times, professionally uniformed. Uniforms shall identify the name of the FBO.
- (b) Management and administrative Employees shall not be required to be uniformed.
- (c) FBO shall develop and maintain a SOP for fueling and ground handling and shall ensure compliance with standards set forth in AC 00-34A "Aircraft Ground Handling and Servicing." FBO's SOP shall include a training plan, Fuel quality assurance procedures and record keeping, and emergency response procedures to fires. FBO's SOP shall also address: regular safety and security inspections, bonding and fire protection; public protection; and, marking and labeling of (and controlling access to) Refueling Vehicles and Fuel storage facilities. FBO's SOP shall be made available to the Authority for review upon request no later than 30 calendar days before the FBO's Activities are scheduled to commence and it shall be made available for review upon request any time changes are planned.
- (d) FBO shall have properly trained and qualified Employees to provide Aircraft fueling, parking, and ground services and support, as follows:

<sup>19</sup> Including ropes, chains, and other types of Aircraft restraining devices and wheel chocks which are required to safely secure Aircraft as described in AC 20-35C

<sup>20</sup> Including necessary Equipment and materials to contain and restrict a Fuel spill from flowing into drains and other areas

<sup>21</sup> Maintained (and regularly inspected) within all hangars, on all Apron areas, at all Fuel storage facilities, and on all ground handling and Refueling Vehicles and Equipment

<sup>22</sup> Reasonably necessary for the proper performance in accordance with applicable FAA regulations and manufacturer's specifications

Employees	JAX	VQQ	CRG	HEG
Line service technicians <sup>23</sup>				
Shift 1	3	3	2	2
Shift 2	3	3	2	2
Shift 3	N/A	N/A	N/A	N/A
Customer service representatives <sup>24</sup>				
Shift 1	1	1	1	1
Shift 2	1	1	1	1
Shift 3	N/A	N/A	N/A	N/A

- (e) FBO (or authorized Aircraft Maintenance Operator, Sublessee) shall have properly trained and qualified A & P Mechanics to perform Aircraft Maintenance on Aircraft normally frequenting the Airport, as follows:

Employees	JAX	VQQ	CRG	HEG
A & P Mechanics				
Shift 1	N/A	N/A	2	2
Customer Service Representatives				
Shift 1	N/A	N/A	1	1

- (f) An A & P Mechanic may fulfill the responsibilities of the maintenance customer service representative unless the A & P Mechanic is performing duties off-airport.

**Section 4-8. Hours of Activity**

- (a) Aircraft fueling, parking, and passenger, crew, and Aircraft ground services, support, and amenities shall be continuously offered and available to meet reasonable demands of customers for this Activity as follows:

Hours of Activity	JAX	VQQ	CRG	HEG
Hours/ Days	0600-2200	0600-2200 (M-F) 0700-2200 (Sa-Su)	0600-2200 (M-F) 0700-2200 (Sa-Su)	0700-1930 (M-F) 0800-1700 (Sa-Su)
Holidays	0700-2200	0700-2200	0700-2200	0800-1700
After hours on-call response time	1 hour	1 hour	1 hour	1 hour

- (b) FBO (or authorized Aircraft Maintenance Operator, Sublessee) shall be open and services shall be continuously offered and available to meet reasonable demands of the public for this Activity as follows:

<sup>23</sup> FBO shall have one supervisory line service technician (FBO Employee) trained in an FAA approved fire safety program (14 CFR Part 139.321)

<sup>24</sup> A line service technician may fulfill the responsibilities of the customer service representative unless the line service technician is performing duties off-airport.

Hours of Activity	JAX	VQQ	CRG	HEG
Hours per day	N/A	N/A	8	8
Days per week	N/A	N/A	5	5
Holidays	N/A	N/A	No	No
After hours on-call response time	1 hour	1 hour	1 hour	1 hour

**Section 4-9. Aircraft Removal**

- (a) Recognizing that Aircraft removal is the responsibility of the Aircraft Owner or Aircraft Operator, the FBO shall be prepared to lend assistance within 30 minutes from the time of request by the Authority or the Aircraft Owner or Aircraft Operator in order to maintain the operational readiness of the Airport. The FBO shall prepare an Aircraft removal plan and have the Equipment Readily Available that is necessary to remove up to and including the following:

Aircraft Removal	JAX	VQQ	CRG	HEG
Aircraft Design Group	Group III	Group III	Group II	Group II

**Section 4-10. Insurance**

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

**Section 4-11. Into-Plane (JAX and VQQ)**

- (a) Any Entity desirous of providing Into-Plane must meet the requirements of an FBO at the Airport.
- (1) Since FBOs are not required to provide Into-Plane, the Authority reserves the right to establish, in the future, separate Into-Plane minimum standards to meet the future needs of air carrier operations.
- (b) FBOs engaging in Into-Plane must comply with ATA 103 and the following minimum standards.
- (c) Additional Fuel Storage:
- (1) FBO fuel storage facility shall have additional capacity for three (3) days peak supply of aviation Jet Fuel for Aircraft being serviced for Into-Plane Fueling. In no event shall the additional storage capacity be less than:
    - a. 60,000 gallons for Jet Fuel Storage
    - b. FBO shall also demonstrate the capability of expanding its Fuel storage facility and/or capacity within a reasonable time period.
  - (2) FBO must comply with all provisions outlined in Section 4-4(c) through Section 4-4(e), as it applies to Into-Plane.

- (d) Fueling Equipment
  - (1) FBO shall have two (2) Jet Fuel Refueling Vehicles having a capacity equal to or greater than the largest single uplift requirement of the current customer(s).
  - (2) FBO must comply with all provisions outlined in Section 4-5(b) and Section 4-5(c), as it applies to Into-Plane.
- (e) Employees
  - (1) FBO shall have sufficient number of properly trained and qualified line service technicians (FBO Employees) to provide Into-Plane in addition to the requirements set forth in Section 4-7(d).

**ARTICLE 5. AIRCRAFT MAINTENANCE OPERATOR (SASO)**

**Section 5-1. Introduction**

- (a) An Aircraft Maintenance Operator is a Commercial Operator engaged in providing Aircraft Maintenance on the Airport for Aircraft other than those owned, leased, and/or operated by (and under the full and exclusive control of) Operator, which includes the sale of Aircraft parts and accessories.
  - (1) VQQ – An Aircraft Maintenance Operator may defuel an Aircraft as needed for Aircraft Maintenance purposes only. Additionally, an Aircraft Maintenance Operator may refuel the Aircraft following the required Aircraft Maintenance. Defueling and refueling shall not be construed to permit an Aircraft Maintenance Operator to engage in the sale of Aviation Fuels, which is specifically reserved for a FBO (Article 4).
  - (2) Aircraft Maintenance Operator conducting defueling and refueling, shall have adequate and proper storage for waste Fuel or test samples, provide the Authority with a SPCC Plan for defueling and refueling as well as Fuel storage, conform with Section 4-5(c), conform with Section 17-3, and conform with Section 17-4(b).
- (b) In addition to the General Requirements set forth in Article 3, each Aircraft Maintenance Operator shall fully comply with the following minimum standards set forth in this Article 5.

**Section 5-2. Leased Premises**

- (a) In addition, to the Leased Premises requirements set forth in Section 3-5, Operator shall not have less than the following, which are not cumulative.
- (b) The minimum requirements identified in the table that follows are based upon the largest Aircraft Design Group serviced by Aircraft Maintenance Operator.

Leased Premises (square feet)	JAX	VQQ	CRG	HEG
Contiguous Land				
Lessee	43,560	43,560	43,560	32,670
Sublessee	N/A	N/A	N/A	N/A
Customer area <sup>25</sup>				
Lessee	500	500	500	440
Sublessee	Immediate access	Immediate access	Immediate access	Immediate access
Administrative area <sup>26</sup>				
Lessee and Sublessee	400	400	400	400

<sup>25</sup> Customer area shall include adequate space for customer lounge, public use telephone, and restrooms.

<sup>26</sup> Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage.



Leased Premises (square feet)	JAX	VQQ	CRG	HEG
Maintenance area <sup>27</sup>				
Group I: Piston & Turboprop Aircraft	1,000	360	750	360
Group II: Piston & Turboprop Aircraft	1,000	640	750	640
Group I: Turbojet Aircraft	1,000	750	1,000	750
Group II: Turbojet Aircraft	1,000	1,000	1,000	1,000
Group III: Turbojet Aircraft	1,500	1,500	1,500	1,500
Maintenance hangar <sup>28</sup>				
Group I: Piston & Turboprop Aircraft	10,000	3,600	7,500	3,600
Group II: Piston & Turboprop Aircraft	10,000	6,400	7,500	6,400
Group I: Turbojet Aircraft	10,000	7,500	10,000	7,500
Group II: Turbojet Aircraft	10,000	10,000	10,000	10,000
Group III: Turbojet Aircraft	15,000	15,000	15,000	15,000
Maintenance Hangar door height/width	28' / 110"	20' / 100'	28' / 110'	18' / 80'

**Section 5-3. Licenses and Certification**

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

**Section 5-4. Employees**

- (a) Aircraft Maintenance Operator shall provide a sufficient number of employees (including A & P Mechanics and customer service representatives) to carry out Operator's Activity in a safe, secure, efficient, courteous, prompt, and professional manner while also meeting the reasonable demands of customers for this Activity.

Employees	JAX	VQQ	CRG	HEG
FAA licensed A & P Mechanic	2	2	2	2
Customer Service Representative	1	1	1	1

- (b) An A & P Mechanic may fulfill the responsibilities of the customer service representative unless the A & P Mechanic is performing duties off-Airport
- (c) Aircraft Maintenance Operators providing 100 hour, annual, or phase inspections shall employ one (1) A & P Mechanic having Inspection Authorization (IA).

<sup>27</sup> Maintenance area shall include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts, accessories, related components, and Equipment.

<sup>28</sup> Hangar area shall be at least equal to the square footage stipulated for the type of service being provided (as identified above) or large enough to accommodate the largest Aircraft being serviced, whichever is greater.

**Section 5-5. *Hours of Activity***

- (a) Aircraft Maintenance Operator shall be open and services shall be continuously offered and available to meet the reasonable demands of customers for this Activity 8 hours per day between the hours of 6:00 a.m. to 6:00 p.m. Monday through Friday, excluding holidays.
- (b) Services shall be available all other times (after hours), on-call, with response time not to exceed one (1) hour.

**Section 5-6. *Insurance***

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

**ARTICLE 6. AVIONICS OR INSTRUMENT MAINTENANCE OPERATOR (SASO)**

**Section 6-1. Introduction**

- (a) An Avionics or Instrument Maintenance Operator is a Commercial Operator engaged in the business of maintenance or alteration of one (1) or more of the items described in 14 CFR Part 43, Appendix A (i.e., Aircraft radios, electrical systems, or instruments) on the Airport.
- (b) In addition to the General Requirements set forth in Article 3, each Avionics or Instrument Maintenance Operator shall fully comply with the following minimum standards set forth in this Article 6.

**Section 6-2. Leased Premises**

- (a) In addition, to the Leased Premises requirements set forth in Section 3-5, Avionics or Instrument Maintenance Operator shall not have less than the following, which are not cumulative.
  - (1) For Avionics or Instrument Maintenance Operators performing benchwork only (i.e., no removal or replacement services are being performed), the minimum facility requirements are as follows:

Leased Premises (square feet)	JAX	VQQ	CRG	HEG
Contiguous Land				
Lessee	43,560	43,560	43,560	32,670
Sublessee	N/A	N/A	N/A	N/A
Customer area				
Lessee	500	500	500	440
Sublessee	Immediate access	Immediate access	Immediate access	Immediate access
Administrative area				
Lessee and Sublessee	400	400	400	400
Maintenance area				
Lessee and Sublessee	500	500	500	500

- (2) For Avionics or Instrument Maintenance Operators performing services beyond benchwork (i.e., removal and replacement services are being performed), the minimum facility requirements are as follows:

Leased Premises (square feet)	JAX	VQQ	CRG	HEG
Contiguous Land				
Lessee	43,560	43,560	43,560	32,670
Sublessee	N/A	N/A	N/A	N/A
Customer area <sup>29</sup>				
Lessee	500	500	500	440
Sublessee	Immediate access	Immediate access	Immediate access	Immediate access
Administrative area <sup>30</sup>				
Lessee and Sublessee	400	400	400	400
Maintenance area <sup>31</sup>				
Group I: Piston & Turboprop Aircraft	1,000	360	360	360
Group II: Piston & Turboprop Aircraft	1,000	640	640	640
Group I: Turbojet Aircraft	1,000	750	750	750
Group II: Turbojet Aircraft	1,000	1,000	1,000	1,000
Group III: Turbojet Aircraft	1,500	1,500	1,500	1,500
Maintenance hangar <sup>32</sup>				
Group I: Piston & Turboprop Aircraft	10,000	3,600	3,600	3,600
Group II: Piston & Turboprop Aircraft	10,000	6,400	6,400	6,400
Group I: Turbojet Aircraft	10,000	7,500	7,500	7,500
Group II: Turbojet Aircraft	10,000	10,000	10,000	10,000
Group III: Turbojet Aircraft	15,000	15,000	15,000	15,000

**Section 6-3. Licenses and Certifications**

- (a) Avionics or Instrument Maintenance Operator shall be properly certificated by the FAA as a Repair Station.
- (b) Employees shall be properly certificated by the FAA and the Federal Communications Commission, current, and hold the appropriate ratings for the work being performed.

<sup>29</sup> Customer area (for a Lessee) shall include adequate space for (or in the case of a Sublessee, immediate access to) customer lounge, public use telephone, and restrooms.

<sup>30</sup> Administrative area shall include adequate and dedicated space for Employee offices, work areas, and storage

<sup>31</sup> Maintenance area shall include adequate and dedicated space for Employee work areas, shop areas, and storage for Aircraft parts and Equipment.

<sup>32</sup> Hangar area (if required) shall be at least equal to the square footage stipulated for the type of service being provided (as identified above) or large enough to accommodate the largest Aircraft being serviced, whichever is greater.

**Section 6-4. Employees**

- (a) Avionics or Instrument Maintenance Operator shall provide a sufficient number of Employees (including technicians and customer service representatives) to carry out Activity in a safe, secure, efficient, courteous, prompt, and professional manner while also meeting the reasonable demands of customers for this Activity.

Employees	JAX	VQQ	CRG	HEG
Technician	2	2	2	2
Customer Service Representative	1	1	1	1

- (b) A technician may fulfill the responsibilities of the customer service representative unless technician is performing duties off-Airport

**Section 6-5. Hours of Activity**

- (a) Avionics or Instrument Maintenance Operator shall be open and services shall be continuously offered and available to meet the reasonable demands of customers for this Activity between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding holidays.
- (b) Services shall be available all other times (after hours), on-call, with response time not to exceed one (1) hour.

**Section 6-6. Insurance**

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

**ARTICLE 7. AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATOR (SASO)**

**Section 7-1. Introduction**

- (a) An Aircraft Rental Operator is a Commercial Operator engaged in the rental of Aircraft to the public from the Airport.
- (b) A Flight Training Operator is a Commercial Operator engaged in providing flight instruction to the public from the Airport.
- (c) In addition to the General Requirements set forth in Article 3, each Aircraft Rental or Flight Training Operator shall fully comply with the following minimum standards set forth in this Article 7.

**Section 7-2. Leased Premises**

- (a) In addition, to the Leased Premises requirements set forth in Section 3-5, Aircraft Rental or Flight Training Operator shall not have less than the following.

Leased Premises (square feet)	JAX	VQQ	CRG	HEG
Contiguous Land				
Lessee	43,560	43,560	43,560	32,670
Sublessee	N/A	N/A	N/A	N/A
Apron/Paved Tiedown Positions <sup>33</sup>				
Lessee and Sublessee	2	2	2	1
Customer area				
Lessee	500	500	500	440
Sublessee	Immediate access	Immediate access	Immediate access	Immediate access
Administrative area <sup>34</sup>				
Lessee and Sublessee	400	400	400	400
Maintenance area (if required) <sup>35</sup>				
Lessee	1,000	1,000	360	360
Maintenance hangar (if required)				
Lessee	10,000	10,000	3,600	3,600

<sup>33</sup> Number of Aircraft having a minimum wingspan of 40 feet or all the Aircraft in Aircraft Rental or Flight Training Operator's fleet at the Airport, whichever is greater. If Operator utilizes a hangar for storing all Aircraft in Operator's fleet at the Airport, Paved Tiedowns are not required.

<sup>34</sup> Including adequate and dedicated space for employee offices, work areas, and storage

<sup>35</sup> To include adequate and dedicated space for employee work areas, shop areas, and storage of Aircraft parts, accessories, related components, and Equipment

- (1) Customer Areas
  - a. Customer area (for a Lessee) shall include adequate space for customer lounge, class/training rooms, public use telephone, and restrooms.
  - b. Customer area (for a Sublessee) shall include adequate space for class/training rooms. Aircraft Rental or Flight Training Operator's customers shall have immediate access to customer lounge, public use telephone, and restrooms.
- (2) Maintenance and hangar areas are required if Aircraft Rental or Flight Training Operator is conducting Aircraft Maintenance on Aircraft owned, leased, and/or operated by (and under the full and exclusive control) of Operator.
  - a. Hangar area (for a Lessee), if required, shall be at least the previously identified square feet or large enough to accommodate the largest Aircraft in Aircraft Rental or Flight Training Operator's fleet at the specific airport maintained by Operator, whichever is greater.
  - b. Hangar area (for a Sublessee), if required, shall be large enough to accommodate the largest Aircraft in Aircraft Rental or Flight Training Operator's fleet at the specific airport maintained by Operator.

**Section 7-3. Licenses and Certifications**

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

**Section 7-4. Employees**

- (a) Aircraft Rental or Flight Training Operator shall provide a sufficient number of employees to carry out Activity in a safe, secure, efficient, courteous, prompt, and professional manner while also meeting the reasonable demands of customers for this Activity.

Employees	JAX	VQQ	CRG	HEG
Flight Instructor	2	2	2	2
Customer Service Representative	1	1	1	1

- (b) A flight instructor may fulfill the responsibilities of the customer service representative unless the flight instructor is performing duties off-Airport.

**Section 7-5. Equipment**

- (a) Aircraft Rental or Flight Training Operator shall have available for rental or use in Flight Training the following number of properly certified and continuously airworthy Aircraft. All required Aircraft shall be owned or leased by the Operator (and under the full and exclusive control of Operator).

Equipment	JAX	VQQ	CRG	HEG
Aircraft				
Single-engine piston VFR <sup>36</sup>	1	1	1	1
Single-engine piston IFR	2	2	2	1
Multi-engine piston VFR	N/A	N/A	N/A	N/A
Multi-engine piston IFR	N/A	N/A	N/A	N/A
Four place Aircraft <sup>37</sup>	1	1	1	1

- (1) JAX, VQQ, and CRG – These Aircraft requirements may be fulfilled utilizing two (2) or more Aircraft.
- (2) HEG – These Aircraft requirements may be fulfilled utilizing one (1) Aircraft or a combination of Aircraft.

**Section 7-6. Hours of Activity**

- (a) Aircraft Rental or Flight Training Operator shall be open and services shall be available to meet the reasonable demands of customers for this Activity as follows:

Hours of Activity	JAX	VQQ	CRG	HEG
Begin/End	0800-1700	0800-1700	0800-1700	0800-1700
Days per week	6	6	6	6
Holidays	No	No	No	No

**Section 7-7. Insurance Disclosure**

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

<sup>36</sup> May be fulfilled by IFR aircraft

<sup>37</sup> May be fulfilled by IFR aircraft if one IFR aircraft is a four place Aircraft



**ARTICLE 8. AIRCRAFT CHARTER OR AIRCRAFT MANAGEMENT OPERATOR (SASO)**

**Section 8-1. Introduction**

- (a) An Aircraft Charter Operator is a Commercial Operator engaged in on-demand common carriage for persons or Property (as defined in 14 CFR Part 135) or operates in private carriage (as defined in 14 CFR Part 125) from the Airport.
- (b) An Aircraft Management Operator is a Commercial Operator engaged in the business of providing Aircraft management including, but not limited to, flight dispatch, flight crews, or Aircraft Maintenance coordination to the public from the Airport.
- (c) In addition to the General Requirements set forth in Article 3, each Aircraft Charter or Aircraft Management Operator shall fully comply with the following minimum standards set forth in this Article 8.

**Section 8-2. Leased Premises**

- (a) In addition, to the Leased Premises requirements set forth in Section 3-5, Aircraft Charter or Aircraft Management Operator shall not have less than the following.

Leased Premises (square feet)	JAX	VQQ	CRG	HEG
Contiguous Land				
Lessee	43,560	43,560	43,560	32,670
Sublessee	N/A	N/A	N/A	N/A
Apron/Paved Tiedown Positions <sup>38</sup>				
Lessee and Sublessee	1	2	1	2
Customer area <sup>39</sup>				
Lessee	500	500	500	440
Sublessee <sup>40</sup>	Immediate access	Immediate access	Immediate access	Immediate access
Administrative area <sup>41</sup>				
Lessee and Sublessee	400	400	400	400
Maintenance area (if required) <sup>42</sup>				
Lessee	1,000	1,000	360	360
Maintenance hangar (if required)				
Lessee	10,000	3,600	3,600	3,600

<sup>38</sup> Number of Aircraft having a minimum wingspan of 40 feet or all the Aircraft in Operator's fleet at the Airport, whichever is greater. If Operator utilizes a hangar for storing all Aircraft in Operator's fleet at the Airport, Paved Tiedowns are not required.

<sup>39</sup> To include adequate space for customer lounge, class/training rooms, public use telephone, and restrooms.

<sup>40</sup> Sublessee's customers shall have immediate access to customer lounge, public use telephone, and restrooms.

<sup>41</sup> Including adequate and dedicated space for employee offices, work areas, and storage

<sup>42</sup> To include adequate and dedicated space for employee work areas, shop areas, and storage of Aircraft parts, accessories, related components, and Equipment

- (1) Maintenance and hangar areas are required if Aircraft Charter or Aircraft Management Operator is conducting Aircraft Maintenance on Aircraft owned, leased, and/or operated by (and under the full and exclusive control of) Operator.
  - a. Hangar area (for a Lessee), if required, shall be at least the previously identified square feet or large enough to accommodate the largest Aircraft in Aircraft Charter or Aircraft Management Operator's fleet at the specific airport maintained by Operator, whichever is greater.
  - b. Hangar area (for a Sublessee), if required, shall be large enough to accommodate the largest Aircraft in Aircraft Charter or Aircraft Management Operator's fleet at the specific airport maintained by Operator.

**Section 8-3. Licenses and Certifications**

- (a) Aircraft Charter Operators shall have and provide copies to the Authority of all appropriate certifications and approvals, including without limitation, the Pre-application Statement of Intent (FAA Form 8400-6), the Registrations and Amendments under Part 298 (OST Form 4507), and/or FAA issued operating certificate(s). Any time certifications or approvals are modified, the updated documentation reflecting the changes shall be provided to the Authority within three (3) business days.
- (b) Employees shall be properly certificated by the FAA, current, and hold the appropriate ratings in the Aircraft utilized and medical certifications for Activity.

**Section 8-4. Employees**

- (a) Aircraft Charter or Aircraft Management Operator shall provide a sufficient number of employees to carry out Activity in a safe, secure, efficient, courteous, prompt, and professional manner while also meeting the reasonable demands of customers for this Activity.

Employees	JAX	VQQ	CRG	HEG
Chief Pilot	Yes	Yes	Yes	Yes
Commercial Pilot	1	1	1	1
Customer Service Representative	1	1	1	1

- (b) Commercial pilot may serve as the chief pilot.
- (c) A chief pilot or commercial pilot may fulfill the responsibilities of the customer service representative unless the chief pilot or commercial pilot is performing duties off-Airport.

**Section 8-5. *Equipment***

- (a) Aircraft Charter or Aircraft Management Operator shall provide, either owned or under written lease to Operator and under the full and exclusive control of Operator, at least one Aircraft properly certified and continuously airworthy Aircraft.

**Section 8-6. *Hours of Activity***

- (a) Aircraft Charter or Aircraft Management Operator shall be open and services shall be available to meet the reasonable demands of customers for this Activity.
- (b) After hours, on-call response time is as follows. Each response time is predicated upon the previous step, initialized upon customer inquiry.

After Hours, On-Call Response Time	JAX	VQQ	CRG	HEG
Response to customer inquiries	1 hour	1 hour	1 hour	1 hour
Provision of Trip Quote	1 hour	1 hour	1 hour	1 hour
Flight initiation	2 hours	2 hours	2 hours	2 hours

**Section 8-7. *Insurance***

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

**ARTICLE 9. AIRCRAFT SALES OPERATOR (SASO)**

**Section 9-1. Introduction**

- (a) An Aircraft Sales Operator is a Commercial Operator engaged in the sale of more than 3 new and/or used Aircraft during a 12-month period operating from the Airport. This excludes individuals selling personally owned Aircraft, unless individual purchases Aircraft for the primary purpose of resale.
- (b) In addition to the General Requirements set forth in Article 3, each Aircraft Sales Operator shall fully comply with the following minimum standards set forth in this Article 9.

**Section 9-2. Leased Premises**

- (a) In addition, to the Leased Premises requirements set forth in Section 3-5, Aircraft Sales Operator shall not have less than the following.

Leased Premises (square feet)	JAX	VQQ	CRG	HEG
Contiguous Land				
Lessee	43,560	43,560	43,560	32,670
Sublessee	N/A	N/A	N/A	N/A
Apron/Paved Tiedown Positions <sup>43</sup>				
Lessee and Sublessee	4	4	4	4
Customer area <sup>44</sup>				
Lessee	500	500	500	440
Sublessee <sup>45</sup>	Immediate access	Immediate access	Immediate access	Immediate access
Administrative area <sup>46</sup>				
Lessee and Sublessee	400	400	400	400
Maintenance area <sup>47</sup>				
Lessee	1,000	360	360	360
Maintenance hangar				
Lessee	10,000	10,000	3,600	3,600

- (1) Maintenance and hangar areas are required if Aircraft Sales Operator is conducting Aircraft Maintenance on Aircraft owned, leased, and/or operated by (and under the full and exclusive control of) Operator.
  - a. Hangar area (for a Lessee), if required, shall be at least the previously identified square feet or large enough to accommodate the largest Aircraft in

<sup>43</sup> Number of Aircraft with a minimum wingspan of 40' or all Aircraft in Operator's fleet at the specific airport, whichever is greater. If Operator utilizes a hangar for storing all Aircraft in Operator's fleet, Paved Tiedowns are not required.

<sup>44</sup> To include adequate space for customer lounge, class/training rooms, public use telephone, and restrooms.

<sup>45</sup> Sublessee's customers shall have immediate access to customer lounge, public use telephone, and restrooms.

<sup>46</sup> Including adequate and dedicated space for employee offices, work areas, and storage

<sup>47</sup> To include adequate and dedicated space for employee work areas, shop areas, and storage of Aircraft parts, accessories, related components, and Equipment

Aircraft Sales Operator's fleet at the specific airport maintained by Operator, whichever is greater.

- b. Hangar area (for a Sublessee), if required, shall be large enough to accommodate the largest Aircraft in Aircraft Sales Operator's fleet at the specific airport maintained by Operator.

**Section 9-3. Dealership**

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

**Section 9-4. Licenses and Certifications**

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

**Section 9-5. Employees**

- (a) Aircraft Sales Operator shall provide a sufficient number of employees to carry out Activity in a safe, secure, efficient, courteous, prompt, and professional manner while also meeting the reasonable demands of customers for this Activity.

Employees	JAX	VQQ	CRG	HEG
Commercial Pilot	1	1	1	1
Customer Service Representative	1	1	1	1

**Section 9-6. Equipment**

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

**Section 9-7. Hours of Activity**

- (a) Aircraft Sales Operator shall be open and services shall be continuously offered and available to meet the reasonable demands of customers for this Activity between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding holidays.
- (b) Services shall be available all other times (after hours), on-call, with response time not to exceed one (1) hour.

**Section 9-8. Insurance**

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

**ARTICLE 10. SKYDIVING OPERATOR (SASO)**

**Section 10-1. Introduction**

- (a) A Skydiving Operator is a Commercial Operator engaged in the transportation of persons for skydiving, instruction in skydiving, and/or rental and sales of skydiving equipment.
- (b) This Article applies to HEG only.
  - (1) If an entity desires to establish commercial skydiving activities at JAX, CRG, or VQQ, the Authority will establish applicable minimum standards at that time.
- (c) In addition to the General Requirements set forth in Article 3, each Skydiving Operator shall comply with the following minimum standards set forth in this Article 10.

**Section 10-2. Leased Premises**

- (a) In addition, to the Leased Premises requirements set forth in Section 3-5, Skydiving Operator shall not have less than the following, which are not cumulative.
  - (1) Contiguous Land (Lessee only) – 32,670 square feet
  - (2) Apron/Paved Tiedowns shall be adequate to accommodate at least one (1) Aircraft having a minimum wingspan of 40 feet or all Aircraft in Skydiving Operator's fleet, whichever is greater.
    - a. If Skydiving Operator utilizes a Hangar for the storage of Operator's entire fleet at the Airport, Paved Tiedowns are not required.
  - (3) Customer area (for a Lessee) shall be at least 440 square feet and shall include adequate space for (or have immediate access to) customer lounge, and restrooms.
  - (4) Skydiving Operator shall have immediate access to a parachute packing area.
  - (5) Maintenance and hangar areas are required if Skydiving Operator is conducting Aircraft Maintenance on Aircraft owned, leased, and/or operated by (and under the full and exclusive control of) Operator.
    - a. Maintenance area, if required, shall be at least 360 square feet to include adequate and dedicated space for employee work areas, shop areas, and storage for Aircraft parts and equipment
    - b. Hangar area, if required, shall be at least 3,600 square feet or large enough to accommodate the largest Aircraft in Skydiving Operator's fleet at the Airport maintained by Operator, whichever is greater.

**Section 10-3. Licenses and Certifications**

- (a) Employees shall be properly certificated by the FAA, current, and hold the appropriate ratings and licensed by the United States Parachuting Association.
- (b) Skydiving Operator shall have a Permit.

**Section 10-4. Employees**

- (a) Skydiving Operator shall provide a sufficient number of employees to carry out Activity in a safe, secure, efficient, courteous, prompt, and professional manner while also meeting the reasonable demands of customers for this Activity, including at least one (1) appropriately rated jumpmaster.
- (b) Parachute instructors shall meet all applicable certification requirements of the FAA for parachute instruction and maintain current certificates issued by the FAA and, if required, a current Airman Medical Certificate.

**Section 10-5. Equipment**

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

**Section 10-6. Hours of Activity**

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

**Section 10-7. Insurance**

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

**ARTICLE 11. INDEPENDENT AIRCRAFT MAINTENANCE OPERATOR (SASO)**

**Section 11-1. Introduction**

- (a) An Independent Aircraft Maintenance Operator is a Commercial Operator that does not lease or sublease land or Improvements at the Airport and is engaged in providing limited Aircraft Maintenance for airframe and powerplant.
  - (1) Limitations
    - a. Independent Aircraft Maintenance Operator may only provide Aircraft Maintenance to Based Aircraft.
    - b. Independent Aircraft Maintenance Operator shall not solicit transient Aircraft for any reason. However, with the approval and/or at the request from an FBO or Aircraft Maintenance Operator an Independent Maintenance Operator may provide Aircraft Maintenance to transient Aircraft.
    - c. Independent Aircraft Maintenance Activities may not be provided in the event an Aircraft Maintenance Operator at the Airport is fully meeting the needs of based and transient customers, as determined by the Authority in its sole discretion.
- (b) This Article applies to JAX, VQQ, and HEG only.
- (c) In addition to the General Requirements set forth in Article 3 (excluding Section 3-5 and Section 3-11), each Independent Aircraft Maintenance Operator shall comply with the following minimum standards set forth in this Article 11.

**Section 11-2. Location**

- (a) Independent Aircraft Maintenance Operator shall only provide Aircraft Maintenance in locations designated and/or approved, in writing, by the Authority.
- (b) These locations (including Improvements) must meet applicable Regulatory Measures for the type of Aircraft Maintenance to be provided.

**Section 11-3. Permits/Certifications**

- (a) Employees shall be properly certificated by the FAA, current, and hold the appropriate ratings for the work being performed.
- (b) Independent Aircraft Maintenance Operator shall have a Permit in accordance with Section 3-3.

**Section 11-4. Insurance**

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



**ARTICLE 12. OTHER COMMERCIAL AERONAUTICAL ACTIVITIES (SASO)**

**Section 12-1. Introduction**

- (a) This Article pertains to SASOs engaging in limited Aircraft services and support Activities (see Section 12-1(a)(1)), miscellaneous Commercial services and support Activities (see Section 12-1(a)(2)), or air transportation services for hire Activities (see Section 12-1(a)(3)) on the Airport.
- (1) **Limited Aircraft Services and Support** - are defined as limited Aircraft, engine, or accessory services and support (e.g., cleaning, waxing, painting, upholstery, propeller, etc.).
  - (2) **Miscellaneous Commercial Services and Support** - are defined as ground instruction, simulator training, scheduling and dispatching, or any other related Commercial services and support Activities.
  - (3) **Other Air Transportation Services for Hire** - are defined as non-stop sightseeing flights (flights that begin and end at an airport and are conducted within a 25 statute mile radius of that airport); flights for aerial photography or survey, fire fighting, and power line, underground cable, or pipe line patrol; helicopter operations relating to construction or repair work; or, other related air transportation services for hire.
- (b) In addition to the General Requirements set forth in Article 3 (excluding Section 3-5 and Section 3-11), each of the SASOs described in Section 12-1(a) shall fully comply with the following minimum standards set forth in this Article 12.

**Section 12-2. Leased Premises**

- (a) In addition, to the Leased Premises requirements set forth in Section 3-5, Operators requiring land and Improvements for the provision of their Activities shall not have less than the following.

Land and Apron (square feet)	JAX	VQQ	CRG	HEG
Contiguous Land				
Lessee	43,560	43,560	43,560	32,670
Sublessee	N/A	N/A	N/A	N/A
Apron/Paved Tiedown Positions <sup>48</sup>				
Lessee and Sublessee	As Required	As Required	As Required	As Required
Customer area <sup>49</sup>				
Lessee	500	500	500	440

<sup>48</sup> Number of Aircraft having a minimum wingspan of 40 feet or all the Aircraft in Operator's fleet at the specific airport, whichever is greater. If Operator utilizes a hangar for storing all Aircraft in Operator's fleet, Paved Tiedowns are not required.

<sup>49</sup> To include adequate space for customer lounge, class/training rooms, public use telephone, and restrooms.

Land and Apron (square feet)	JAX	VQQ	CRG	HEG
Sublessee <sup>50</sup>	Immediate access	Immediate access	Immediate access	Immediate access
Administrative area <sup>51</sup>				
Lessee and Sublessee	400	400	400	400

- (b) These Leased Premises requirements provide a framework for negotiations between the Operator and the Authority. Depending upon the Activity, the Authority may require lower or higher Leased Premises requirements.
- (c) Not all Operators covered under this Article will be required to meet these Leased Premises requirements if the associated Activity does not require specific land and Improvements.

Land and Apron (square feet)	JAX	VQQ	CRG	HEG
Maintenance area <sup>52</sup>				
Lessee	1,000	360	360	360
Maintenance hangar				
Lessee	10,000	3,600	3,600	3,600

- (1) Maintenance and hangar areas are required if Operator is conducting Aircraft Maintenance on Aircraft owned, leased, and/or operated by (and under the full and exclusive control of) Operator.
- a. Hangar area (for a Lessee), if required, shall be at least the previously identified square feet or large enough to accommodate the largest Aircraft in Operator's fleet at the specific airport maintained by Operator, whichever is greater.
  - b. Hangar area (for a Sublessee), if required, shall be large enough to accommodate the largest Aircraft in Operator's fleet at the specific airport maintained by Operator.

**Section 12-3. Licenses and Certifications**

- (a) Operator shall have and provide to the Authority, upon request, evidence of all Agency licenses, certificates, and/or ratings that are required to conduct the Activity.

**Section 12-4. Employees**

- (a) Operator shall provide a sufficient number of employees to carry out Activity in a safe, secure, efficient, prompt, courteous, and professional manner while also meeting the reasonable demands of customers for this Activity.

<sup>50</sup> Sublessee's customers shall have immediate access to customer lounge, public use telephone, and restrooms.

<sup>51</sup> Including adequate and dedicated space for employee offices, work areas, and storage

<sup>52</sup> To include adequate and dedicated space for employee work areas, shop areas, and storage of Aircraft parts, accessories, related components, and Equipment

**Section 12-5. *Equipment***

- (a) Operator shall have, either owned or under written lease to (and under the full and exclusive control of) Operator, sufficient Vehicles, Equipment, and, if appropriate, one (1) certified and continuously airworthy Aircraft.
- (b) Operator shall have sufficient Equipment and supplies available to support the Activity.

**Section 12-6. *Hours of Activity***

- (a) Operator shall be open and services shall be available during the hours maintained by qualified and experienced Entities providing comparable services and/or engaging in similar Activities at similar airports (in similar markets). Operator's services shall be available to meet the reasonable demands of customers for the Activity.

**Section 12-7. *Insurance***

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

**ARTICLE 13. TEMPORARY SPECIALIZED AVIATION SERVICE OPERATOR**

**Section 13-1. Introduction**

- (a) The Authority recognizes that Aircraft Owners and Aircraft Operators using the Airport may, from time to time, have specialized service requirements (i.e., Aircraft Maintenance, Flight Training, etc.). When specialized service is required, but is not available at the Airport through existing Operators due to the specialized nature of the service requirements and/or existing Operators are unable to provide the services required within a reasonable timeframe, the Authority may allow an Aircraft Owner or Aircraft Operator to solicit and utilize the services of a qualified and experienced Entity to provide said services.
  - (1) Aircraft Owner or Aircraft Operator shall initialize the process by informing the Authority about the specialized services desired, the timeframe for the execution of said services, and the Temporary Specialized Aviation Service Operator to provide such services.
  - (2) Aircraft Owner or Aircraft Operator shall be responsible for assuring that the Temporary Specialized Aviation Service Operator complies with all Regulatory Measures while on the Airport.
- (b) In addition to the applicable General Requirements set forth in Article 3 (excluding Section 3-5 and Section 3-11), each Temporary Specialized Aviation Service Operator shall fully comply with the following minimum standards set forth in this Article 13.

**Section 13-2. Scope of Activity**

- (a) Temporary Specialized Aviation Service Operator shall conduct Activity on the Leased Premises of the Aircraft Owner or Aircraft Operator in a safe, secure, efficient, prompt, courteous, and professional manner consistent with the degree of care and skill exercised by qualified and experienced Operators providing similar services at comparable airports (in comparable markets).

**Section 13-3. Temporary Commercial Aeronautical Activity Permit**

- (a) Prior to engaging in Activity on the Airport, Temporary Specialized Aviation Service Operator must obtain a Permit (in accordance with Section 3-3) for a specific period of time (typically no more than 30 calendar days).
- (b) Temporary Specialized Aviation Service Operator shall fully comply with all requirements for the permitted Activities and limit service provided to the Entity, area, and time period identified in the approved Permit.
- (c) Aircraft Owners or Aircraft Operators requiring after-hours or weekend service by a Temporary Specialized Aviation Service

Operator must notify the Authority or FBO (in accordance with Section 3-3) prior to Operator engaging in Activities on the Airport.

**Section 13-4. Insurance**

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

**ARTICLE 14. AERONAUTICAL ACTIVITY APPLICATION**

**Section 14-1. *Application***

- (a) Any Entity desiring to engage in an Aeronautical Activity at the Airport (Applicant) shall complete a Aeronautical Activity Application (Application).
  - (1) Lessees and Permittees (in accordance with Section 3-3) shall submit the Application directly to the Authority.
  - (2) Sublessees shall submit the Application to the Authority through their Lessor in conjunction with submission of the Commercial Sublease for consent.
- (b) Applicant shall submit all of the information requested in the Application and thereafter shall submit any additional information, data, and/or documentation that may be required or requested by the Authority in order to properly and fully evaluate the submittal and facilitate an analysis of the prospective operation including, but not limited to, verifiable qualifications and experience, past and current financial performance, condition, and capability (as evidenced by historical and current financial statements), references, etc.
- (c) No Application will be deemed complete that does not provide the Authority with the information, data, and/or documentation necessary to enable the Authority to make a meaningful assessment of Applicant's prospective operation and determine whether or not the Applicant's prospective operation will comply with all applicable Regulatory Measures and be compatible with the Airport's Master Plan, Airport Layout Plan, and/or Land Use Plan.
- (d) Following review and approval by the Authority and subject to the Applicant fully complying with all requirements, an Agreement will be issued or consented to by the Authority.

**Section 14-2. *Existing Operator with an Existing Agreement***

- (a) No Change in Scope of Activities
  - (1) Upon promulgation of these Minimum Standards, an existing Operator with an Agreement may engage in the Activities permitted under the Agreement without submitting an Application provided that Operator is in full compliance with all the terms and conditions of the Agreement and all applicable Regulatory Measures.
- (b) Change in Scope of Activities
  - (1) Prior to engaging in any new Activity not permitted under an existing Agreement or changing or expanding the scope of Activities permitted under an existing Agreement, Operator shall complete and submit an Application to, and receive an amendment to the Agreement from, the Authority prior to conducting new Activity(ies) not permitted under an existing Agreement.

**ARTICLE 15. NON-COMMERCIAL HANGAR LESSEE**

**Section 15-1. Introduction**

- (a) A Non-Commercial Hangar Lessee is an Entity that develops and owns an Aircraft storage hangar on the Airport for the purpose of storing Aircraft owned, leased, and/or operated by (and under the full and exclusive control of) the Non-Commercial Hangar Lessee for Non-Commercial purposes only.
- (b) Non-Commercial Hangar Lessee shall provide documentation to the Authority that the Aircraft to be stored in the Hangar are owned, leased, and/or operated by (and under the full and exclusive control of) the Non-Commercial Hangar Lessee.
- (c) No Commercial Activity of any kind shall be permitted on or from the Leased Premises.
- (d) Non-Commercial Hangar Lessee shall not be permitted to Sublease any land or Improvements on the Leased Premises for any purpose or duration whatsoever.
- (e) In addition to the General Requirements set forth in Article 3, each Non-Commercial Hangar Lessee shall fully comply with the following minimum standards set forth in this Article 15.

**Section 15-2. Leased Premises**

- (a) In addition, to the applicable Leased Premises requirements set forth in Section 3-5, Non-Commercial Hangar Lessee shall not have less than the following, which are not cumulative.

Leased Premises (square feet)	JAX	VQQ	CRG	HEG
Contiguous Land				
Lessee	43,560	43,560	43,560	32,670
Sublessee	N/A	N/A	N/A	N/A
Office	500	500	500	440
Hangar				
Group I Piston & Turboprop Aircraft	10,000	10,000	3,600	3,600
Group II Piston & Turboprop Aircraft	10,000	10,000	6,400	6,400
Group I Turbojet Aircraft	10,000	10,000	7,500	7,500
Group II Turbojet Aircraft	10,000	10,000	10,000	10,000
Group III Turbojet Aircraft	15,000	15,000	15,000	15,000

- (1) Hangars may be subdivided and configured (although each unit shall not be less than 1,200 square feet) to accommodate individual bays for storage of Aircraft.

**Section 15-3. Ownership Structure**

- (a) Hangar development may be accomplished by any Entity approved by the Authority, including Associations.
- (b) Association membership shall be contingent upon ownership interest in the Association of a proportionate share of the Non-Commercial Hangar development, which shall consist of not less than one individual Hangar, or an equal portion of the "common" Hangar area which is consistent with the total number of members/shareholders, such area not to be less than 1,200 total square feet.
- (c) All members/shareholders of the Association shall be declared to the Authority at the time the Application is submitted. Thereafter, the Association and/or each member/shareholder of the Association shall be required to demonstrate ownership (as required herein) as may be requested by the Authority from time to time. One individual shall be appointed to represent the Association.
- (d) The Hangar development owned or leased by the Association shall be exclusively for storage of Aircraft owned by the member(s)/shareholder(s) of the Association and for no other purpose whatsoever.
- (e) The Association may not utilize nor cause the Leased Premises to be utilized for speculative development of either the Leased Premises or the Improvements located thereupon.
- (f) Each member/shareholder of the Association shall be responsible and jointly and severally liable with all other members/shareholders for the Association's compliance with these Minimum Standards and each member/shareholder of the Association shall provide appropriate written confirmation of membership status or share ownership upon request of the Authority.

**Section 15-4. Insurance**

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



**ARTICLE 16. NON-COMMERCIAL (PRIVATE) FLYING CLUB**

**Section 16-1. General Requirements**

- (a) A Non-Commercial (Private) Flying Club is an Entity that is legally formed as a non-profit entity with the State of Florida, operates on a non-profit basis (so as not to receive revenues greater than the costs and expenses to operate, maintain, acquire and/or replace Non-Commercial (Private) Flying Club Aircraft), and restricts membership from the public (i.e., does not advertise or make its membership available to the public).
  - (1) Each Non-Commercial (Private) Flying Club member (Owner) must have an ownership interest in Non-Commercial (Private) Flying Club. The property rights of the Non-Commercial (Private) Flying Club members (Owners) shall be equal.
  - (2) Non-Commercial (Private) Flying Club shall keep on file and available for review by the Authority, a complete membership list and investment (ownership) share held by each member including a record of all members (past and present) with full names, addresses, and the date the membership began and ended.
- (b) Non-Commercial (Private) Flying Club shall file and keep the following current with the Authority:
  - (1) copies of bylaws, articles of incorporation, operating rules, membership agreements, and the location and address of the club's registered office
  - (2) roster of all officers and directors including home and business addresses and phone numbers
  - (3) designee responsible for compliance with these Minimum Standards and applicable Regulatory Measures
- (c) Non-Commercial (Private) Flying Clubs shall not be required to meet the minimum standards stipulated for a Commercial Activity so long as the Non-Commercial (Private) Flying Club's membership is not advertised or available to the public and is not operated for Commercial purposes.
- (d) Non-Commercial (Private) Flying Clubs shall not conduct any Commercial Activity.

- (1) Members (Owners) may conduct flight instruction relating to Aircraft checkout and/or currency (e.g., flight reviews, instrument proficiency checks, etc.) for members (Owners). The Non-Commercial (Private) Flying Club shall not permit its Aircraft to be utilized for flight instruction to any person, including members (Owners), when such person pays or becomes obligated to pay for such flight instruction, except when flight instruction provided by an approved Flight Training Operator on the Airport.
- (e) Non-Commercial (Private) Flying Club Aircraft shall only be used by members (Owners).
- (f) No member (Owner) shall use Non-Commercial (Private) Flying Club Aircraft in exchange for Compensation. This does not include reimbursement for expenses associated with the use of Non-Commercial (Private) Flying Club Aircraft.
- (g) Maintenance and hangar areas are required if Operator is conducting Aircraft Maintenance on Aircraft owned, leased, and/or operated by (and under the full and exclusive control of) Operator.

Land and Apron (square feet)	JAX	VQQ	CRG	HEG
Maintenance area <sup>53</sup>				
Lessee	1,000	360	360	360
Maintenance hangar				
Lessee	10,000	3,600	3,600	3,600

- (1) Hangar area (for a Lessee), if required, shall be at least the previously identified square feet or large enough to accommodate the largest Aircraft in Operator's fleet at the specific airport maintained by Operator, whichever is greater.
- (2) Hangar area (for a Sublessee), if required, shall be large enough to accommodate the largest Aircraft in Operator's fleet at the specific airport maintained by Operator. .

<sup>53</sup> To include adequate and dedicated space for employee work areas, shop areas, and storage of Aircraft parts, accessories, related components, and Equipment

**ARTICLE 17. NON-COMMERCIAL SELF-FUELING PERMITTEE**

**Section 17-1. Introduction**

- (a) This Article sets forth the standards prerequisite to an Aircraft Owner or Aircraft Operator desirous of engaging in Non-Commercial Self-Fueling activities at the Airport. Any Aircraft Owner or Aircraft Operator engaging in such activities shall also be required to comply with all applicable Regulatory Measures pertaining to such activities.
  - (1) An FBO who has an Agreement with the Authority granting the FBO the right to perform Commercial fueling at the Airport is not required to apply for a Non-Commercial Self-Fueling Permit.
- (b) In addition to the applicable General Requirements set forth in Article 3, each Entity engaging in Non-Commercial Self-Fueling activities at the Airport shall fully comply with the following minimum standards set forth in this Article 17.

**Section 17-2. Permit/Approval**

- (a) No Aircraft Owner or Aircraft Operator shall engage in Self-Fueling unless a valid Non-Commercial Self-Fueling Permit authorizing such activity has been issued by the Authority (herein after referred to as Self-Fueling Permittee).
- (b) The Non-Commercial Self-Fueling Permit shall not reduce or limit Self-Fueling Permittee's obligations with respect to these minimum standards, which shall be included in the Non-Commercial Self-Fueling Permit by reference.
- (c) Prior to issuance and subsequently upon request of the Authority, Self-Fueling Permittee shall provide documentation of ownership or lease of any Aircraft being operated (under the full and exclusive control of) and Fueled by Self-Fueling Permittee.

**Section 17-3. Reporting**

- (a) On or before the 15th day of the subsequent month, Self-Fueling Permittee shall: (a) provide a summary report to the Authority identifying the number of gallons of: (i) aviation Fuel purchased by Self-Fueling Permittee (by Fuel type), (ii) delivered to Self-Fueling Permittee's Fuel storage facility (by Fuel type), and (iii) dispensed to Self-Fueling Permittee's Aircraft at the Airport and (b) pay the appropriate fees and charges due to the Authority at the Airport administrative office.
- (b) Records and meters shall be made available for review by the Authority or its designated representative. In the case of a discrepancy between the amount of Fuel purchased by and/or delivered to Self-Fueling Permittee and the amount of Fuel delivered to Self-Fueling Permittee's Aircraft and/or dispensed by Self-Fueling Permittee at the specific airport, the greater amount shall prevail and the Self-Fueling Permittee shall promptly pay all additional fees and

charges due the Authority at the Airport administrative offices, plus annual interest on the unpaid balance at the maximum rate allowable by law from the date originally due.

**Section 17-4. Fuel Storage**

(a) Self-Fueling Permittee shall demonstrate that satisfactory arrangements have been made for the storage of Fuel, as follows:

- (1) through an authorized FBO at the Airport;
- (2) on the Self-Fueling Permittee's Leased Premises and approved by the Authority and Agencies having jurisdiction; or

a. In no event shall the total storage capacity and annual Fuel volume be less than the following:

Fuel Storage	JAX	VQQ	CRG	HEG
Construction (above or below ground)	Above	Above	Above	N/A
Jet Fuel Storage (gallons)	20,000	20,000	20,000	N/A
Avgas/Mogas/Diesel Storage (gallons)	10,000	10,000	10,000	N/A
Annual Fuel volume (gallons) <sup>54</sup>	120,000	120,000	120,000	N/A

b. HEG – The Authority is currently exercising its proprietary exclusive right for Fuel storage.

(3) off Airport.

- (b) Self-Fueling Permittee shall be liable and shall defend, indemnify, save, protect, and hold harmless the Authority for all leaks, spills, or other damage that may result through the handling, storage, and dispensing of Fuel.
- (c) Fuel delivered/dispensed by Self-Fueling Permittee shall fully comply with quality specifications outlined in ASTM D 1655 (Jet A) and ASTM D 1910 (Avgas). Ensuring the quality of the Fuel is the sole responsibility of Self-Fueling Permittee.
- (d) Fuel storage facility shall be solely owned or leased from the Authority by the Self-Fueling Permittee, unless fuel is stored with an authorized FBO.

**Section 17-5. Refueling Vehicles**

(a) Self-Fueling Permittee's utilizing FBO fuel storage or off Airport fuel storage shall utilize a single Refueling Vehicle for each type of Fuel to be dispensed.

- (1) Self-Fueling Permittee's utilizing FBO fuel storage must park the Refueling Vehicle on the FBO's Leased Premises when not in use.

<sup>54</sup> Non-Commercial Self-Fueling Permittee shall demonstrate compliance with annual fuel volume requirement predicated upon historical usage to the satisfaction of the Authority,

- (2) Self-Fueling Permittee's utilizing off Airport fuel storage must park the Refueling Vehicle off Airport when not in use.

Refueling Vehicles	JAX	VQQ	CRG	HEG
Jet Fuel				
Minimum Capacity (gallons)	2,000	2,000	2,000	1,000
Maximum Capacity (gallons)	3,000	3,000	3,000	3,000
Avgas/Mogas/Diesel				
Minimum Capacity (gallons)	750	750	750	750
Maximum Capacity (gallons)	1,500	1,500	1,500	1,500

- (b) Refueling Vehicle shall be capable of bottom loading.
- (c) Refueling Vehicle shall be equipped and maintained to comply at all times with all applicable Regulatory Measures including without limitation, those prescribed in Section 4-5(c) of these Minimum Standards.
- (d) Refueling Vehicle shall be solely owned, leased, and/or operated by (and under the full and exclusive control of) by the Self-Fueling Permittee.

**Section 17-6. Self-Fueling**

- (a) Prior to engaging in Self-Fueling which includes transporting Fuel onto the Airport, Self-Fueling Permittee shall provide the Authority with a written SPCC Plan that meets all applicable Regulatory Measures for Fuel storage facilities and Self-Fueling Permittee's activities. An updated copy of the SPCC Plan shall be filed with the Authority at least 30 calendar days prior to any planned change in operations.
- (b) Self-Fueling Permittee shall develop and maintain SOP for fueling and shall ensure compliance with standards set forth in AC 00-34A, entitled "Aircraft Ground Handling and Servicing". Self-Fueling Permittee's SOP shall include a training plan, Fuel quality assurance procedures and associated record keeping, and emergency response procedures to Fuel spills and fires. Self-Fueling Permittee's SOP shall also address regular safety and security inspections, bonding and fire protection, public protection, marking and labeling of (and controlling access to) Refueling Vehicles, fueling Equipment, and Fuel storage facilities. Self-Fueling Permittee's SOP shall be submitted to the Authority no later than 30 days before Self-Fueling Permittee is scheduled to commence Self-Fueling at the specific airport and it shall be resubmitted any time changes are planned.

**Section 17-7. *Limitations***

- (a) Self-Fueling Permittee shall not sell and/or dispense Fuels to Based Aircraft or Transient Aircraft that are not owned, leased, and/or operated by (and under the full and exclusive control of) Self-Fueling Permittee and identified to the Authority. Any such selling or dispensing shall be grounds for immediate revocation of the Permit by the Authority.
  - (1) Revocation upon first violation will be for a period of one (1) year.
  - (2) Revocation upon a second violation shall be permanent.

**Section 17-8. *Public Service Agency***

- (a) Entities providing a public service (including, but not limited to, federal, state, and local Agencies) are not required to meet the minimum standards annual fuel volume requirements identified in Section 17-4(a).
- (b) Fuel storage and Fuel dispensing equipment for Aircraft operated by Public Service Agency must be approved in writing, in advance by the Authority.
- (c) All other minimum standards identified in this Article 17 must be adhered to by the Entity providing Public Service.

**Section 17-9. *Insurance***

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

**ARTICLE 18. ATTACHMENT A (MINIMUM INSURANCE REQUIREMENTS)**

Jacksonville International Airport	Fixed Base Operator	Aircraft Maintenance Operator	Avionics or Instrument Maintenance Operator	Aircraft Rental or Flight Training Operator	Aircraft Charter or Aircraft Management Operator	Aircraft Sales Operator	Other Commercial Aeronautical Activities	Temporary Specialized Aviation Service Operator	Non-Commercial Hangar Entity (non-owned Aircraft)	Non-Commercial Hangar Entity (owned Aircraft)	Non-Commercial (Private) Flying Club	Non-Commercial Self-Fueling Permittee	
<b>COMMERCIAL GENERAL LIABILITY (Combined Single Limit)</b>													
Each Occurrence	\$25,000,000	\$5,000,000 Piston \$10,000,000 Turboprop/ Turbine	\$10,000,000	\$1,000,000	\$5,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000	\$1,000,000	\$1,000,000	
Unlicensed Vehicles	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$2,000,000	\$5,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$1,000,000	\$5,000,000	
<b>VEHICULAR LIABILITY (Combined Single Limit, Each Occurrence) *</b>													
	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$2,000,000	\$5,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$1,000,000	\$5,000,000	
<b>HANGAR KEEPER'S LIABILITY (Largest Aircraft Accommodated)</b>													
SE Piston Group I	Each Aircraft Each Occurrence	\$15,000,000 Each Aircraft \$25,000,000 Each Occurrence	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	
ME Piston Group I	Each Aircraft Each Occurrence		\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	
Turboprop Group I	Each Aircraft Each Occurrence		\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	
Turboprop Group II	Each Aircraft Each Occurrence		\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	
Turbojet Group I	Each Aircraft Each Occurrence		\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	
Turbojet Group II	Each Aircraft Each Occurrence		\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	
Turbojet Group III*	Each Aircraft Each Occurrence		\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	
<b>AIRCRAFT AND PASSENGER LIABILITY (Each Occurrence)</b>													
SE Piston/Group I							\$1,000,000/\$100,000 sub limit per person						
ME Piston/Group I							\$1,000,000/\$100,000 sub limit per person						
Turboprop/Group I & II							\$5,000,000/\$250,000 sub limit per person					\$1,000,000 Club	
Turbojet/Group I							\$5,000,000/\$250,000 sub limit per person					\$100,000 sub limit per person	
Turbojet/Group II					\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000					
Turbojet/Group III*					\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000					
Student and Renters					\$500,000								
<b>ENVIRONMENTAL LIABILITY</b>													
	\$2,000,000	\$2,000,000										\$2,000,000	
<b>WORKER'S COMPENSATION</b>													
Limits Based Upon Statutory Requirements													

\* If entity operates any vehicle(s)  
\* Includes Group IV, Group V, and Group VI

Cecil Field Airport		Fixed Base Operator	Aircraft Maintenance Operator	Avionics or Instrument Maintenance Operator	Aircraft Rental or Flight Training Operator	Aircraft Charter or Aircraft Management Operator	Aircraft Sales Operator	Other Commercial Aeronautical Activities	Temporary Specialized Aviation Service Operator	Non-Commercial Hangar Entity (non-owned Aircraft)	Non-Commercial Hangar Entity (owned Aircraft)	Non-Commercial (Private) Flying Club	Non-Commercial Self-Flying Permittee	
<b>COMMERCIAL GENERAL LIABILITY (Combined Single Limit)</b>														
Each Occurrence	\$15,000,000	\$5,000,000 Piston \$10,000,000 Turboprop/Turbine	\$5,000,000	\$1,000,000	\$2,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000	\$1,000,000	\$1,000,000	
Unlicensed Vehicles	\$2,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$2,000,000	
<b>VEHICULAR LIABILITY (Combined Single Limit, Each Occurrence) *</b>														
	\$2,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$2,000,000	
<b>HANGAR KEEPER'S LIABILITY (Largest Aircraft Accommodated)</b>														
SE Piston Group I	Each Aircraft	\$10,000,000 Each Aircraft \$15,000,000 Each Occurrence	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	
	Each Occurrence		\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	
ME Piston Group I	Each Aircraft		\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	
	Each Occurrence		\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	
Turboprop Group I	Each Aircraft		\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	
	Each Occurrence		\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	
Turboprop Group II	Each Aircraft		\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	
	Each Occurrence		\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	
Turbojet Group I	Each Aircraft		\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	
	Each Occurrence		\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	
Turbojet Group II	Each Aircraft		\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	
	Each Occurrence		\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	
Turbojet Group III*	Each Aircraft		\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	
	Each Occurrence		\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	
<b>AIRCRAFT AND PASSENGER LIABILITY (Each Occurrence)</b>														
SE Piston/Group I						\$1,000,000/\$100,000 sub limit per person								
ME Piston/Group I						\$1,000,000/\$100,000 sub limit per person								
Turboprop/Group I & II						\$5,000,000/\$250,000 sub limit per person								
Turbojet/Group I					\$5,000,000/\$250,000 sub limit per person									
Turbojet/Group II				\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000					\$1,000,000 Club		
Turbojet/Group III*				\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000					\$100,000 sub limit per person		
Student and Renters				\$500,000										
<b>ENVIRONMENTAL LIABILITY</b>														
	\$2,000,000	\$2,000,000											\$2,000,000	
<b>WORKER'S COMPENSATION</b>														
Limits Based Upon Statutory Requirements														

\* If entity operates any vehicle(s)  
\* Includes Group IV, Group V, and Group VI



Craig Municipal Airport		Fixed Base Operator	Aircraft Maintenance Operator	Avionics or Instrument Maintenance Operator	Aircraft Rental or Flight Training Operator	Aircraft Charter or Aircraft Management Operator	Aircraft Sales Operator	Other Commercial Aeronautical Activities	Temporary Specialized Aviation Service Operator	Non-Commercial Hangar Entity (non-owned Aircraft)	Non-Commercial Hangar Entity (owned Aircraft)	Non-Commercial (Private) Flying Club	Non-Commercial Self-Flying Permittee	
<b>COMMERCIAL GENERAL LIABILITY (Combined Single Limit)</b>														
Each Occurrence	\$15,000,000	\$5,000,000 Piston \$10,000,000 Turboprop/Turbine	\$5,000,000	\$1,000,000	\$2,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000	\$1,000,000	\$1,000,000	
Unlicensed Vehicles	\$2,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$2,000,000	
<b>VEHICULAR LIABILITY (Combined Single Limit, Each Occurrence)*</b>														
	\$2,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$2,000,000	
<b>HANGAR KEEPER'S LIABILITY (Largest Aircraft Accommodated)</b>														
SE Piston Group I	Each Aircraft	\$10,000,000 Each Aircraft \$15,000,000 Each Occurrence	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	
	Each Occurrence		\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
ME Piston Group I	Each Aircraft		\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
	Each Occurrence		\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Turboprop Group I	Each Aircraft		\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	Each Occurrence		\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000
Turboprop Group II	Each Aircraft		\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000
	Each Occurrence		\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000
Turbojet Group I	Each Aircraft		\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000
	Each Occurrence		\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000
Turbojet Group II	Each Aircraft		\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000
	Each Occurrence		\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000
Turbojet Group III**	Each Aircraft		\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000
	Each Occurrence		\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000
<b>AIRCRAFT AND PASSENGER LIABILITY (Each Occurrence)</b>														
SE Piston/Group I						\$1,000,000/\$100,000 sub limit per person								
ME Piston/Group I						\$1,000,000/\$100,000 sub limit per person								
Turboprop/Group I & II						\$5,000,000/\$250,000 sub limit per person								
Turbojet/Group I					\$5,000,000/\$250,000 sub limit per person									
Turbojet/Group II				\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000					\$1,000,000 Club		
Turbojet/Group III**				\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000					\$100,000 sub limit per person		
Student and Renters				\$500,000										
<b>ENVIRONMENTAL LIABILITY</b>														
	\$2,000,000	\$1,000,000											\$2,000,000	
<b>WORKER'S COMPENSATION</b>														
Limits Based Upon Statutory Requirements														

\*If entity operates any vehicle(s)

\*\*Includes Group IV, Group V, and Group VI

Herlong Airport		Fixed Base Operator	Aircraft Maintenance Operator	Avionics or Instrument Maintenance Operator	Aircraft Rental or Flight Training Operator	Aircraft Charter or Aircraft Management Operator	Aircraft Sales Operator	Other Commercial Aeronautical Activities	Temporary Specialized Aviation Service Operator	Non-Commercial Hangar Entity (non-owned Aircraft)	Non-Commercial Hangar Entity (owned Aircraft)	Non-Commercial (Private) Flying Club	Non-Commercial Self-Flying Permittee	
<b>COMMERCIAL GENERAL LIABILITY (Combined Single Limit)</b>														
Each Occurrence	\$10,000,000	\$5,000,000 Piston \$10,000,000 Turboprop/Turbine	\$5,000,000	\$1,000,000	\$2,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	
Unlicensed Vehicles	\$2,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$2,000,000	
<b>VEHICULAR LIABILITY (Combined Single Limit, Each Occurrence) *</b>														
	\$2,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$2,000,000	
<b>HANGAR KEEPER'S LIABILITY (Largest Aircraft Accommodated)</b>														
SE Piston Group I	Each Aircraft	\$10,000,000 Each Aircraft \$15,000,000 Each Occurrence	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	
	Each Occurrence		\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
ME Piston Group I	Each Aircraft		\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
	Each Occurrence		\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Turboprop Group I	Each Aircraft		\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	Each Occurrence		\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000
Turboprop Group II	Each Aircraft		\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000
	Each Occurrence		\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000
Turbojet Group I	Each Aircraft		\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000
	Each Occurrence		\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000
Turbojet Group II	Each Aircraft		\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000
	Each Occurrence		\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000
Turbojet Group III*	Each Aircraft		\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000
	Each Occurrence		\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000
<b>AIRCRAFT AND PASSENGER LIABILITY (Each Occurrence)</b>														
SE Piston/Group I						\$1,000,000/\$100,000 sub limit per person								
ME Piston/Group I						\$1,000,000/\$100,000 sub limit per person								
Turboprop/Group I & II						\$5,000,000/\$250,000 sub limit per person							\$1,000,000 Club	
Turbojet/Group I					\$5,000,000/\$250,000 sub limit per person							\$100,000 sub limit per person		
Turbojet/Group II				\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000							
Turbojet/Group III*				\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000							
Student and Renters				\$500,000										
<b>ENVIRONMENTAL LIABILITY</b>														
	\$2,000,000	\$1,000,000											\$2,000,000	
<b>WORKER'S COMPENSATION</b>														
Limits Based Upon Statutory Requirements														

\* If entity operates any vehicle(s)  
\* Includes Group IV, Group V, and Group VI