

# ORLANDO EXECUTIVE AIRPORT

## AERONAUTICAL SERVICE OPERATOR MINIMUM STANDARDS

Revision #3

**March 2023**

Approved by:

Kevin Thibault  
Chief Executive Officer  
Mar 24 2023 4:34 PM  
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Effective Date

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## **SECTION 1**

### **DEFINITIONS**

The following terms used in these Standards shall have the following meanings:

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

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

**AIR CARRIER** – means a person who undertakes directly by lease, or other arrangement, to engage in air transportation. This includes an individual, firm, partnership, corporation, company, association, joint-stock association, governmental entity and a trustee, assignee, or similar representative of such entities.

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**AIR OPERATIONS AREA (AOA)** - means that portion of the Airport used or intended to be used for landing, take off or surface maneuvering of aircraft including the hangar and cargo areas and aircraft parking aprons.

**AIRCRAFT FUEL SERVICING TANK VEHICLE (FUELER)** – means a tank vehicle (tank truck, tank, fuel trailer, semitrailer) designed for and employed in the transportation and transfer of fuel into or from an aircraft.

**AIRCRAFT MAINTENANCE** – is the performance of tasks required to ensure the continuing airworthiness of an aircraft or aircraft part, including overhaul, inspection, replacement, defect rectification, and the embodiment of modifications, compliance with airworthiness directives and repair.

**AIRCRAFT ON GROUND (AOG)** – is an itinerant aircraft with a maintenance issue that prevents the aircraft from flying or moving and that issue prevents an intended same day scheduled departure.

**AIRPORT** - Orlando Executive Airport (ORL).

**AIRPORT FUELING SYSTEM** – means an arrangement of aviation fuel storage tanks, pumps, and associated equipment, such as filters, water separators, hydrants, cabinets, and pits installed at an airport designed to service aircraft at fixed positions.

**AIRPORT OPERATIONS** – means the Greater Orlando Aviation Authority ORL staff responsible for the ORL airfield.

**AOA** – (See Air Operations Area.)

**APRON** - those areas of the Airport within the AOA designated for the loading, unloading, servicing, or parking of aircraft.

**AUTHORITY** - means the Greater Orlando Aviation Authority.

**AUTHORIZED AREAS OF THE AIRPORT** - means a common use area open to the Aeronautical Services Operator and all other similarly situated users of the Airport, or space under the exclusive control of the Authority or a tenant of the Authority in which the Aeronautical Services Operator is permitted to operate by the Authority or such tenant, as applicable.

**CHIEF EXECUTIVE OFFICER** - means the chief executive officer of the Authority, or their designee.

**CITY** - the City of Orlando, Florida, a municipal corporation existing under the laws of the State of Florida.

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**COMMERCIAL ACTIVITY** – the exchange, trading, buying, hiring, or selling of commodities, goods, services or property of any kind, or any revenue producing activity on the Airport.

**EXCLUSIVE RIGHT** - a power, privilege, or other right excluding or debarring 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 or more parties but excluding others from enjoying or exercising a similar right or rights would be an Exclusive Right. The granting of an Exclusive Right to conduct an Aeronautical Activity on an airport developed or improved with federal funds is expressly forbidden by law.

**FEDERAL AVIATION ADMINISTRATION (FAA)** - the federal aviation agency established by the Federal Aviation Act of 1958, as amended, and re-established in 1967 under the Department of Transportation.

**FIXED BASE OPERATOR (FBO)** - is the primary service provider to general aviation at ORL that provides fueling, line services, hangar rental, aircraft maintenance, pilot lounge and other services. The requirements for Category A and B FBO's are further detailed in Section 6 and 7, respectively.

**FLIGHT TRAINING** – is instruction received from a flight school or flight instructor in an aircraft, in ground training, or in an aircraft simulator.

**FUEL FARM** - is a location where aviation fuel is stored prior to being discharged into aircraft fuel tanks via a tanker or hydrant system to transport the aviation fuel from the depot to the aircraft.

**GREATER ORLANDO AVIATION AUTHORITY (AUTHORITY)** - a public body existing under the laws of the State of Florida, or its successor in interest.

**MINIMUM STANDARDS** – the qualifications which are established as the minimum requirements to be met as a condition for the privilege to conduct an Aeronautical Activity on the Airport. All Operators will be encouraged to exceed the minimums; none will be allowed to operate under conditions below the minimum. These Minimum Standards are not intended to be all-inclusive, as the Operator of a commercial venture which is based on the Airport will be subject additionally to all applicable Federal, State, and local laws, orders, codes, ordinances and other similar regulatory measures, including any Airport Rules and Regulations promulgated by the Authority.

**MOVEMENT AREA** - the runways, taxiways and other areas of an airport that are utilized for taxiing, air taxiing, takeoff, and landing of aircraft, controlled by the FAA.

**NON-MOVEMENT AREA** - specifically designated portions of the AOA that may include aircraft loading ramps, aircraft parking areas and hangars.

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**OPERATOR** – a person or persons, firm, company, joint venture, partnership, or corporation engaging in any commercial Aeronautical Activity on the Airport. An Operator may be classified as either a Fixed Base Operator (FBO) or a Specialized Aeronautical Services Operator.

**ORIGINAL EQUIPMENT MANUFACTURER** – is an entity that manufactures aircraft and aircraft parts such as Cessna, Cirrus, Gulfstream, Rolls Royce, or General Electric.

**PERMIT AGREEMENT** - a license granting the right to conduct specific activities at ORL for up to one year which is in writing.

**REPAIR SHOP** - a Federal Aviation Administration approved facility utilized for the repair of aircraft. Activities may include repair and maintenance of airframes, power plants, propellers, radios, instruments, and accessories.

**RESTRICTED AREA** - Any area of the Airport posted to prohibit entry or to limit entry or access to specific authorized persons.

**SELF FUELER** – A person who dispenses fuel to an aircraft owned or exclusively leased by such person, as permitted by these Minimum Standards and the Authority. This definition does not include or limit use of an FBO's self-service fuel system.

**SPACE/USE AGREEMENT (SUA)** - a written agreement with the Authority authorizing a person, firm, corporation, or entity to occupy space at ORL for up to one year.

**SPECIALIZED AERONAUTICAL SERVICES OPERATOR (SASO)** - an Operator that is authorized to engage in the specialized aeronautical support services addressed in these Standards.

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## SECTION 2

### GENERAL INFORMATION

#### 1. INTRODUCTION

The Orlando Executive Airport (ORL or Airport) is owned by the City of Orlando and operated by the Greater Orlando Aviation Authority (Authority); ORL is subject to numerous Federal obligations with the Federal Aviation Administration (FAA), pursuant to Surplus Property Deed(s) and Grant Agreements. Applicable Laws and Regulations include:

- Federal Aviation Act of 1958, as amended, and its precedent, Civil Aeronautics Act of 1938
- Surplus Property Act of 1944
- Civil Rights Act of 1964
- Airport and Airway Improvement Act of 1982
- Airport and Airway Safety and Capacity Expansion Act of 1987
- FAA Reauthorization Act of 1996
- FAA Modernization and Reform Act of 2012
- FAA Reauthorization Act of 2018
- FAA Order 5190.6B, Airport Compliance Manual
- Advisory Circular 150/5190-6, Exclusive Rights at Federally Obligated Airports
- Advisory Circular 150/5190-7, Minimum Standards for Commercial Aeronautical Activities

Under these agreements, the Authority has agreed to assume certain obligations pertaining to the operation, use and maintenance of ORL. These obligations remain in full force and effect throughout the useful life of the facilities developed under the funded projects, not to exceed 20 years. However, there is no limit on the duration of surplus property obligations or assurances against exclusive rights.

To assist the Authority in meeting its obligations, the FAA encourages airport owners to develop and publish Minimum Standards to be met by all who use or occupy airport property. Accordingly, the Authority has developed Minimum Standards for any company that proposes to provide aeronautical services at ORL to ensure acceptable levels of service and safety. Such standards must be fair, equal, and not unjustly discriminatory.

Benefits to be derived from establishing Minimum Standards include:

- Promotion of safety in airport activities
- Fostering the level of services desired by the users, the public and the Authority
- Providing financially equitable treatment to all tenants
- Defining the minimum operating threshold for prospective aeronautical service providers

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- Protection of airport users from unlicensed and unauthorized products and/or services
  - Promotion of orderly development of airport property
  - Providing a formalized, but negotiable, base-line for lease development
  - Fostering mutually beneficial tenant-landlord relationships
  - Promotion of economic stability by discouraging unqualified applicants

This document lists the Minimum Standards for all providers of aeronautical services at ORL. It was developed to provide guidance and protection for all parties concerned.

These Minimum Standards are not intended to be all inclusive. Operations and/or activities on the Airport will be subject to all applicable federal, state, and local laws, codes, ordinances, and rules and regulations pertaining to all such activities.

Aeronautical activities may be proposed that do not fall within the categories designated in these Minimum Standards. In such case, appropriate Minimum Standards will be established by the Chief Executive Officer on a case-by-case basis for such activity and incorporated into the lessee's written agreement (permit/lease) or the tenant's approved sublease from an FBO.

Minimum Standards establish a template for safe tenant operations, minimize exposure to claims of discrimination or unfair treatment by providers of aeronautical services, address environmental liability issues, reduce liability issues, and minimize accident exposure. Minimum Standards set the format by which the Authority staff can review requests for business activity on the airport and respond to them.

The details for construction of structures and other facilities are not included in these Minimum Standards. All site plans, new construction, remodeling projects, color schemes, and signage proposed by a Tenant are reviewed and approved by the Authority before submission to the City of Orlando for permitting. All new construction at ORL must meet City of Orlando Building and Fire Codes.

It should be noted that the standards set forth herein are not to be construed as setting forth the desirable size of land area or structure for a particular operator. In this regard, the prospective Tenant may find that in order to establish an economically feasible business, which will yield a satisfactory return on their investment, the requirement for land, area and/or structures will be in excess of the Minimum Standards.

## 2. APPLICABILITY

It is the policy of the Authority to extend the opportunity for providing an aeronautical service to any entity meeting the Authority's published standards for that service, subject to availability of suitable space at the Airport to conduct such activities that fits with the



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orderly, safe, and efficient operations at ORL. The ORL Master Plan provides the basis for determining whether suitable space is available.

It is the policy of the Authority to ensure that commercial operators do not attempt to gain an unfair competitive advantage by operating without the same level of financial investment at the Airport as their competitors.

These Standards apply to any person or entity that provides one or more services defined in these Standards at ORL except for the following:

- a. No provision of these Standards shall be deemed to prohibit any person from performing aeronautical services with respect to its own aircraft.

### 3. AMENDMENT TO EXISTING STANDARDS

Upon approval by the Chief Executive Officer, any reference in any Authority agreement to such prior standards shall be deemed to be a reference to these Minimum Standards.

### 4. RIGHT TO AMEND STANDARDS

The Authority reserves the right to adopt amendments to these Minimum Standards as it determines they are necessary or desirable to reflect current trends of commercial airport activity and availability of property for lease, for the benefit of the general public or the operation of the Airport. As amendments are issued the changes and effective dates will be detailed in Appendix "A."

### 5. APPLICABILITY TO EXISTING OPERATORS

All existing tenants with approved permits and/or leases, including subleases, currently operating at ORL, before the original effective date of these Standards on July 25, 2014 or as to the effective date of revisions to these Minimum Standards only as to the revisions, are "grandfathered" and will be allowed to continue operations and not be held in non-compliance of these Standards if the Authority determines that the continuation of such operation is in the public interest and does not conflict with any FAA requirement, or if the Authority determines that it would be an extreme hardship, financial or otherwise, for such Operator to fully comply with these Standards.

When the lease/permit of an existing "grandfathered" Operator is extended, renegotiated, or amended, such Operator shall be required to comply with all applicable provisions of these Standards within a reasonable time. Each Operator's situation will be reviewed on an individual basis and an equitable arrangement will be negotiated and documented in the new or amended lease/permit agreement.

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6. **WAIVERS**

The Authority may, in its sole discretion, waive all or any portion of the Minimum Standards set forth herein for the benefit of any government or governmental agency performing non-profit public services to the aircraft industry, or performing public services to the aircraft industry, or performing emergency medical or rescue services to the public by means of aircraft, or performing fire prevention or firefighting operations. The Authority may further temporarily waive any of the Minimum Standards for non-governmental Operators where the Authority, in its sole discretion, deems such waiver to be in the best interest or welfare of the Airport's operation.

7. **SEVERABILITY CLAUSE**

If one or more provisions of these Minimum Standards shall be held to be unlawful, it shall not in any way affect any other clauses, sections, or provisions of these Minimum Standards.

8. **TIME**

Time periods shall be counted in calendar days, unless otherwise specifically referenced. Any deadline that falls on a Saturday, Sunday, or Federal holiday shall automatically be extended to the next business day.

9. **CATEGORIES OF AERONAUTICAL SERVICE OPERATORS**

The two categories of Aeronautical Service Operators at ORL are:

- a. **Fixed Base Operator**
- b. **Specialized Aeronautical Service Operator** who is individually permitted by Authority to perform one or more of the following activities:
  - Aircraft Maintenance Facility
  - Aircraft Repair Station
  - Air Cargo Services
  - Multiple Aeronautical Services
  - Air Charter or Taxi
  - Aircraft Sales
  - Aircraft Lease Rental Services
  - Flying Clubs
  - For Profit Flying Club
  - Flight Academy
  - Flight School

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- Scheduled Commercial Service
  - Banner Towing
  - Airship Operations
  - Non-Commercial Hangar
  - Commercial Hangar/Tie Down
  - Mobile Aircraft Repair and Maintenance Services
  - Flight Instructor
  - Aircraft Cleaning, Washing and Detailing
  - Other Aeronautical Activities

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## SECTION 3

### APPLICATION PROCEDURES

1. Application to provide aeronautical services must be made in accordance with these Minimum Standards and signed by all parties owning an interest in the business including each partner, director, or corporate officer. The Application is attached to this document as Appendix "B."
2. The original application, together with all required documentation, shall be submitted to:

**Orlando Executive Airport  
Vice President - ORL Operations  
365 Rickenbacker Drive  
Orlando, Florida 32803**

3. Applicants shall furnish the following supporting documents as evidence of compliance with the category of aeronautical service applied for as well as organizational and financial capability at the time of application:
  - a. A detailed description of services to be offered and the business plan to provide such services. Evidence of applicant's past experience, providing similar services at a similar airport, financial capability, and technical ability to perform and/or develop the proposed services and facilities, including a statement of projected gross revenues and operating expenses for each of the first five (5) years of the proposed operations at the Airport. The name(s), address(es) and telephone number(s) of the principal(s) of the business or entities having an interest equal to 51% or more of the assets or earnings of the operation and the proposed operating name of the business, as well as evidence of incorporation in the state of Florida, as applicable. The number of people to be employed along with a description of their duties and responsibilities. The tools, equipment, and inventory, if any, that applicant will furnish for the proposed service. The level of detail to be provided herein will be governed by the type of service and proposed terms of the same. That is to say, the required level of detail for a Fixed Based Operator versus an Aircraft Detailer will be different.
  - b. Include the amount of land required for the proposed service and any buildings or other facilities proposed to be constructed or facilities required, including a detailed site plan for the proposed operations. The estimated cost of any structure or facilities to be constructed or furnished, proposed specifications, and the means and method of financing such construction.

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- c. Evidence of insurance with policy coverage that conforms to the requirements of the Authority's Insurance Requirements as outlined in Section 4, Paragraph 7 of these Minimum Standards.
  - d. The proposed date for commencement of the activity and the requested length of term to conduct same.
  - e. FBO Only – Applicant shall demonstrate to the Authority that satisfactory arrangements have been made with a recognized aviation petroleum distributor for delivery of fuel and lubricants in such quantities as are necessary to meet estimated demand.
  - f. Such other information as the Authority may require.

#### **ACTION ON APPLICATION**

- 4. **The Authority may deny any application, or reject any proposal to operate any aeronautical service on the Airport, if, in its opinion, it finds any one or more of the following:**
  - a. The applicant does not meet published qualifications, standards and requirements established by these Minimum Standards.
  - b. The applicant has supplied the Authority, or any other person, with false or misleading information, has misrepresented any material fact or has failed to make full disclosure in their application or in the supporting documents.
  - c. There is no appropriate, adequate or available space on the Airport to accommodate the applicant at the time of application.
  - d. The proposed activity conflicts with the Airport's Approved Airport Layout Plan (ALP), or will create a safety hazard as determined by the Authority or by the FAA through the review of the ALP Change Request.
  - e. The proposed activity requires the Authority to spend funds or to supply materials/manpower that the Authority is unwilling to spend or supply.
  - f. The proposed activity will result in depriving existing Operators of portions of the area in which they are operating; will result in congestion of aircraft or buildings; or will unduly interfere with the operations of any present Operators, or prevent free access to such operations.
  - g. The proposed activity or operations have been or could be detrimental or interfere with the effectiveness of or accessibility to the Airport.

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- h. The applicant, its principals or affiliates, have violated any of the ORL Minimum Standards and/or rules and regulations, or the standards and regulations of any other airport, the Federal Aviation Regulations, any other statutes, ordinances, laws or orders applicable to the Airport or any other airport.
  - i. The applicant, or any of its principals or affiliates, have defaulted in the performance of any lease or other agreement with the Authority or any of the Authority's tenants.
  - j. The applicant's or any of its principals' or affiliates' credit report or financial statement contain information that would create operational questions regarding the applicant's abilities to conduct the proposed operation.
  - k. The applicant does not have, or appear to have, access to committed or secured operating capital necessary to conduct the proposed operation.
  - l. The applicant is unable to obtain sufficient insurance, financial sureties or guarantors to protect the interest of the Authority, the City of Orlando, the FAA or other appropriate governmental entities.
  - m. The applicant, or its principals have been convicted of any crime, or has violated any county ordinances, state or federal laws, including but not limited to any felony or misdemeanor including moral turpitude or has been convicted of a public entity crime as defined in the Florida Statutes.
  - n. The Authority determines that the bid or proposal is not in the best interest of the health, safety, welfare, necessity or convenience of the traveling public.
  - o. In the event badging is implemented at ORL, the applicant or its principals are unable to qualify for unescorted access to the Airport Security Areas as required by Title 49 of the Code of Federal Regulations Part 1542.209 or Part 1544.229. These requirements include criminal history records checks.
5. **The Authority may request that the aeronautical service operator conduct its business through an agreement or sublease with an FBO.**

6. **Appeals**

- a. **Filing of Appeal.** An Applicant may appeal any decision of the Aviation Authority staff as to an application submitted under these Minimum Standards to the Chief Executive Officer by delivering a written request for appeal to the Aviation Authority's Vice President - ORL Operations prior

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to 5:00pm on the fifteenth (15th) day subsequent to issuance of the staff's decision. The request must state the specific reason(s) the Applicant believes the Aviation Authority staff made an incorrect decision. If after a review of the request for appeal the Chief Executive Officer determines the request for appeal fails to include a specific and valid reason for an appeal, the Chief Executive Officer will not consider the appeal and the staff decision will stand. In such case, the Chief Executive Officer shall notify the Applicant in writing, of the fact that the appeal will not be considered. By failing to timely submit a written request for appeal to the Chief Executive Officer, an Applicant shall be deemed to have waived the right to any further review of the decision of the Aviation Authority staff.

- b. No New Evidence. The Chief Executive Officer shall not consider any evidence that was not presented to the Aviation Authority staff as part of the Applicant's Application pursuant to these Minimum Standards for its consideration.
- c. Determination. The Chief Executive Officer shall provide the determination in writing thirty (30) days after delivery of the Applicant's written request to appeal to the Aviation Authority. The Chief Executive Officer may uphold or reverse the decision of the Aviation Authority staff.

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## SECTION 4

### GENERAL REQUIREMENTS

These General Requirements are applicable to all activities regulated by these Minimum Standards and are in addition to the specific standards set forth in each section below.

1. **Land**

- a. A Fixed Base Operator, Manufacturer Major Service Center or Flight Academy must lease property at the Airport directly from the Authority to comply with the provisions of these Standards.
- b. A Specialized Aeronautical Services Operator, other than a Manufacturer Major Service Station or Flight Academy, if required to lease property, may either lease such property directly from the Authority, or sublease from a Fixed Base Operator, subject to approval by the Authority in accordance with the provisions of the applicable lease documents.

2. **Hangars and Other Buildings**

If required by these Standards the Operator shall lease or construct a hangar for aircraft storage and shall lease or construct adequate buildings to accommodate offices and shops to support its activities on the Airport.

3. **Aircraft Parking Apron**

If required by these Standards the Operator shall lease or construct paved aircraft parking apron within its leasehold premises with adequate dimensions and pavement design for the largest Aircraft Design Group (ADG) required by its Aeronautical Activity. The Operator shall provide any paved taxilanes necessary for access to the Airport's taxiway system with adequate dimensions and load bearing for the ADG.

4. **Equipment**

- a. The equipment requirements specified in these Standards shall be deemed satisfied if the Operator owns, leases or otherwise has sufficient access to the equipment needed to provide the applicable aeronautical services promptly on demand without causing any flight delays or other operational impacts on aircraft at the Airport. All equipment must be maintained in operating condition and good appearance. The equipment must be painted in a uniform manner with the company name and logo prominently displayed.



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- b. If required by the ORL rules and regulations all vehicles operating at the Airport shall have the required permits and registrations, including permits for operation on the Air Operations Area (AOA), issued by the Authority or Fixed Base Operator.
  - c. All vehicles operating at the Airport shall be clearly designated with the name of the Operator on the vehicle, unless the vehicle is owned by a client of Fixed Base Operator or Specialized Aeronautical Service Operator and obtains the necessary permit from the Fixed Base Operator or the Authority.

5. **Personnel and Training**

- a. All non-management personnel in the AOA shall be suitably uniformed with the name of the company prominently displayed. In the event badging is implemented at ORL, personnel of Operators in the AOA shall display security badges in a conspicuous manner at all times.
  - i. An adequate number of qualified and, where applicable, licensed employees shall be on duty at all times to provide a level of service consistent with these Standards.
  - ii. At least one qualified supervisor shall be on duty when any aeronautical services are being performed.
- b. Each Operator shall establish a written training program to ensure that all employees are thoroughly trained and qualified to perform the tasks to which they are assigned. The training program shall contain detailed instruction in proper operating procedures for each job classification.

6. **Contract Security**

- a. All Operators that are direct tenants of the Authority are required to maintain a security deposit with the Authority. Such Contract Security shall be equal to an estimate of six (6) months' fees or other charges to be payable by the Operator to the Authority in connection with its operations under these Standards. The Operator shall, prior to commencing operations at the Airport, provide the Authority with a cash deposit, contract bond, irrevocable letter of credit or other security acceptable to the Authority to guarantee the faithful performance by the Operator of its obligations under the Standards and its Permit Agreement or such other agreement with the Authority.
- b. The Authority shall review the Contract Security periodically, and based on the Operator's payment history for the previous twelve (12) consecutive

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months, shall revise the amount to be in compliance with the requirements stated above.

7. **Insurance Requirements**

At its sole expense, Operator shall maintain the following insurance coverages, as applicable, during the term of any agreement for its operations and activities upon Airport, including any extensions or renewals and such insurance will apply to Operator, its employees, agents, and subcontractors: Commercial General Liability, Aviation Liability (for owners of aircraft), Automobile Liability, Workers' Compensation and Employer's Liability (if applicable), and Pollution/Environmental Liability (if applicable). Additional insured and indemnification requirements, and policy limits will be determined based on the proposed aeronautical services.

8. **Airport Security**

All Operators shall be required to conform to the applicable requirements and procedures of the Comprehensive Security Plan for ORL. This includes Operational Procedure Letter 19 regarding Pedestrian/Vehicle Gate Access, a copy of which is available upon request. The Authority reserves the right to impose additional security measures based on threat vulnerability estimates at any time.

9. **Written Agreement**

- a. FBO, Manufacturer Major Repair Center, Flight Academy, and Commercial Hangar. FBOs, Manufacturer Repair Centers, Flight Academies and Commercial Hangars must enter into a long-term lease with the Authority, which expressly provides for the conduct of commercial activities consistent with these Minimum Standards.
- b. All Other SASOs Not Listed in 9(a). All entities providing an aeronautical service on the Airport shall be required to obtain a permit agreement with the Authority. The permit agreement shall be in a form acceptable to the Authority, shall specify which types of aeronautical services the Operator is authorized to provide, and shall contain, if applicable, provisions for a fee payable to the Authority consistent with the rates and charges established by the Authority, insurance, indemnification, environmental requirements and a security deposit or other form of contract security as required in these Standards.

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10. **Subleases**

- a. All sublease agreements between an authorized Operator with another commercial entity providing a service set forth herein must receive prior written approval of the Authority and must be on file with the Authority.
- b. In the context of a sublease and as noted in the individual SASO categories, some Aeronautical Activities minimum standards may be met through an approved sublease with an FBO.

11. **Subcontracting**

- a. A Fixed Base Operator shall not subcontract any fueling services.
- b. Generally, Specialized Aeronautical Services Operators may not subcontract any of the services they are authorized to provide. Exceptions are noted in the individual SASO categories.

12. **Required Fees and Payments**

The exact fees and payments will be determined based on the category of operator, the established airport rates, and charges, and shall be incorporated into the Permit Agreement, Lease, or sublease.

13. **Through-the-Fence Activities Prohibited**

Ground access onto ORL property by aircraft stored and serviced on adjacent property, known as "Through-the-Fence" activity, is prohibited.

14. **Aircraft Noise Abatement**

The Airport is interested in reducing noise impacts to residents who live within close proximity to the Airport. Consequently, the Airport has established voluntary noise abatement and mitigation measures pursuant to its Part 150 Noise Study Submittal. As applicable, and to the extent practicable, all aircraft and/or pilots utilizing the Airport are requested to honor said noise abatement and mitigation measures whenever possible.

15. **Right to Self-Service**

An owner or operator with exclusive control of an aircraft or that person's employees may perform services (fueling, maintenance, repair, or cleaning) on that person's aircraft utilizing that person's vehicles, equipment, and resources (self-service). An owner or operator with exclusive control of an aircraft who engages in self-service activities may not perform services for others for compensation or

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hire. The right to engage in self-service activities is conditioned upon compliance with applicable regulatory measures. **The right to engage in self-service fueling requires a written agreement with the Authority to allow use of a portion of Authority property for self-service fuel.** This provision does not apply to customer fueling their aircraft from an FBO owned self-fueling facility.

If the right to self-serve is not exercised by the owner or operator with exclusive control of the aircraft, the owner or operator is only permitted to have that aircraft fueled through the FBO, and maintained, repaired or otherwise serviced at the Airport by those operators authorized to engage in such commercial activities at the Airport under an agreement with the Authority.

16. **Non-discrimination**

All Operators shall assure that they will comply with pertinent statutes, Executive Orders, and such rules as are promulgated to assure that no person shall, on the grounds of race, creed, color, national origin, sex, age or disability be excluded from participating in any activity conducted with or benefitting from Federal assistance. This provision obligates the Operator or its transferee for the period during which Federal assistance is extended to the airport program, except where Federal assistance is to provide, or is in the form of personal property or real property or interest therein or structures or improvements thereon. In these cases, this Provision obligates the Operator for the longer of the following periods: (a) the period during which the property is used by the Authority or any transferee for a purpose for which Federal assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Authority or any transferee retains ownership or possession of the property. In the case of contractors, this Provision binds the contractors from the bid solicitation period through the completion of the contract.

17. **Compliance with Laws and Rules and Regulations**

All ORL tenants and persons entering the Airport property agree to abide by and conform with all rules and regulations, laws, standards, requirements, and ordinances promulgated by the Federal Government, State of Florida, Orange County, City of Orlando and the Authority.

18. **Licenses, Permits and Certifications**

An Operator shall obtain, at its sole expense, all licenses, and governmental permits necessary for the conduct of the Operator's activities at ORL and required by the Authority or any other duly authorized governmental agency having jurisdiction.

An Operator will not engage in any operations at ORL prior to obtaining any certifications that may be required by the FAA. An Operator shall, at the request

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of the Chief Executive Officer, furnish the Authority with copies of these certifications and other documentation.

19. **Taxes**

The Operator shall, at its sole cost and expense, pay any and all taxes for which it is responsible, or which may be assessed against it.

20. **Hazardous Materials**

Operator shall comply with all applicable federal, state, and local laws, regulations, administrative rulings, orders, ordinances, and requirements, and all Aviation Authority rules, regulations and requirements pertaining to the protection of the environment, including but not limited to those regulating the storage, handling, and disposal of waste materials. Further, during the term of any permit, neither Operator nor any agent or party acting at the direction or with the consent of Operator shall treat, store, or dispose of any Hazardous Substance on the Airport without the prior written approval of the Aviation Authority.

Operator shall fully and promptly pay, perform, discharge, defend, indemnify and hold harmless Aviation Authority from any and all claims, orders, demands, causes of action, proceedings, judgments, or suits and all liabilities, losses, fines, costs and expenses (including, without limitation, technical consultant fees, court costs, expenses paid to third parties and reasonable Attorneys' Fees) and damages arising out of, or as a result of, (i) any Release by Operator of any Hazardous Substance placed into, on or from the Airport by Operator; (ii) any contamination of the Airport's soil or groundwater or damage to the environment and natural resources of the Airport, that are the result of actions by Operator occurring during use of the Airport permitted through these Minimum Standards, whether arising under CERCLA or other statutes and regulations, or common law; and (iii) any toxic, explosive or otherwise dangerous materials or Hazardous Substances which have been buried beneath, concealed within or released on or from the Airport by Operator during use of the Airport permitted by these Minimum Standards.

21. **Smoking**

Smoking is permitted in designated areas in accordance with Florida Statute Chapter 386, FAR 139.321 and the Authority policy 140.02.

22. **Advanced Air Mobility**

The Aviation Authority is interested in accommodating advanced air mobility services at ORL and that, at the time of issuance of these Minimum Standards, the regulations relating to same are rapidly progressing with a recently issued Engineering Brief No. 105, Vertiport Design, and a forthcoming Advisory Circular.

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As such, any entity interested in pursuing development of a vertiport and/or in providing services to Advanced Air Mobility at ORL should contact the Aviation Authority Planning Department.

23. **Public Records**

The Aviation Authority is a governmental entity and therefore all materials provided to the Aviation Authority under these Minimum Standards are presumed by the Aviation Authority to be non-confidential and subject to disclosure or inspection pursuant to Florida's Public Records law, Chapter 119 of the Florida Statutes.

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## **SECTION 5**

### **MINIMUM STANDARDS**

The following standards have been developed after consideration of the elements outlined in Section 3 with attention to their applicability at ORL. The standards are grouped according to the specific type of activities to which they pertain and any applicant desiring to provide these services at the Airport must meet the standards pertaining to that type of aeronautical service.

The standards set forth herein are the minimum which the Authority will require in agreements authorizing an entity to provide an aeronautical service at the Airport, and, unless specifically limited herein, do not preclude the applicant from providing a higher level of operation than the minimum required.

The Authority reserves the right to adjust and/or combine the square footage of building space or area required herein for each aeronautical service if more than one aeronautical service is to be provided by one entity or the aeronautical service is being provided within an FBO leasehold.

The Authority reserves the right to review and amend these Minimum Standards, as necessary.

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## **SECTION 6**

### **CATEGORY A FIXED BASE OPERATOR**

This section sets forth the Minimum Standards for a Category A Fixed Base Operator (FBOA) at ORL.

#### **STATEMENT OF CONCEPT**

An FBOA engages in and furnishes a full range of aeronautical activities and services to the public, which shall include, at a minimum, the following:

1. **Fueling**

FBOAs are required to engage in the business of full-service retail sales and into-plane dispensing of aviation fuels to aircraft on their leasehold area. FBOAs may, but are not required to, engage in self-service retail sales of aviation fuels on their leasehold area. No other Operator, other than a Category B FBO, shall be permitted to engage in the retail sale of aviation fuels.

Subject to Authority approval, FBOAs are permitted to provide "into-plane" or contract fueling at other areas on the airport.

2. **General Aviation Support Services**

An FBOA is required to provide numerous support services to the flying public. The FBOA must provide pilot lounges, conference rooms, flight planning areas, weather services, hangar storage, aircraft tie-down, ground handling, rental cars, and in addition may provide aircraft interior and exterior cleaning, catering, limousine services, aircraft charter (FAR 135) and gratuitous passenger transportation.

3. **Emergency Assistance**

The FBOA is required to coordinate and provide assistance on behalf of the owner/pilot of a disabled general aviation aircraft on ORL. This includes recovery, towing or transporting disabled aircraft to the FBOA's ramp at the request of the owner or operator of the disabled aircraft or Airport Operations.

4. **Collection Agent**

When requested by the Authority, the FBOA may act as the collection agent with respect to any landing fees which are applicable to general aviation aircraft using ORL.



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5. **Other Services**

The FBOA may provide other specialized aeronautical services on its leasehold area not addressed in its Lease Agreement subject to the approval of the Authority. Such other services are reviewed and approved on a case-by-case basis.

**MINIMUM STANDARDS**

6. **Land**

Must lease at least twenty (20) acres to provide adequate space for: terminal building hangars and other buildings; paved private auto parking; paved aircraft apron; paved pedestrian walkways; and all storage, servicing utilities and support facilities.

7. **Hangars and Other Buildings**

- a. Must provide hangars with a minimum of 50,000 square feet for aircraft storage at opening. Must have one hangar that is at least 7,500 square feet, one hangar with a door with a width of at least 100' and the clear door height shall be at least 28'.
- b. A terminal building with a minimum of 5,000 square feet of lounge, offices, and flight planning facilities, pilot waiting areas, and public restrooms must be leased or constructed. If the Operator in this category elects to provide Aircraft Maintenance Services, either directly or through a contract with an approved sublessee, then an additional minimum of 3,000 square feet of shops and spare parts storage shall be constructed or leased, but do not have to be in the same buildings at the terminal.

8. **Non-Aviation Use of Hangars**

- a. Non-aviation use of hangars is prohibited absent prior written approval from the Authority.
- b. An application for an FBOA to obtain approval from the Authority of non-aviation use of hangars is available through the Authority's General Aviation Department, a sample of this application is attached hereto as Appendix "C." The Authority may update or amend this application from time to time in its sole discretion. It is the responsibility of an FBOA to request the most current version of this application from the General Aviation Department.

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- c. An FBOA shall also comply with all City requirements applicable to the non-aviation use of hangars.

9. **Aircraft Parking Apron**

The aircraft parking apron must be contiguous to the FBOA's terminal and a minimum of 215,000 square feet (8 acres).

10. **Storage of Fuels**

- a. The FBOA shall provide for a supply of aviation fuels either in owned or leased fuel storage tanks located at a Fuel Farm within its lease boundary with minimum capacities as follows:

- 10,000 gallons - AVGAS
- 20,000 gallons - JETA

- b. If it provides self-service, designate a place for self-fueling within its leasehold as approved by the Authority.

11. **Mobile Dispensing Equipment**

- a. The FBOA shall provide at least two (2) metered filter-equipped mobile dispensing trucks for dispensing aviation fuels, with separate dispensing pumps and meters required for each type of fuel.
- b. At least one (1) of the mobile dispensing trucks must be used for turbine (Jet A) fuel with a minimum capacity of at least 3,000 gallons.
- c. The remaining mobile dispensing truck shall be for aviation gasoline with a capacity of at least 500 gallons.
- d. All dispensers must have bottom-refilling capabilities and turbine fuel dispensers must have single point refueling capabilities.
- e. All dispensers shall meet all applicable safety requirements, with reliable metering devices subject to independent inspection.
- f. All equipment shall be maintained and operated in accordance with OSHA and local and State industrial codes

12. **Aircraft Service Equipment**

The FBOA shall either procure, or have access to, tools, jacks, tugs, towing equipment, tire repairing equipment, ground power units, emergency starting

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equipment, portable compressed air and nitrogen tanks, oxygen cart and supplies, fire extinguishers, chocks, ropes, tie-down supplies, crew and passenger courtesy transportation vehicles and a "Follow-Me" vehicle, as appropriate and necessary for the servicing for the types of aircraft normally expected to use the FBOA facilities.

13. **Hours of Operation**

All FBOAs shall provide aircraft fueling and line services between the hours of 6:00 a.m. – 10:00 p.m. daily, every day, including holidays or during such other hours as may be mutually agreed upon in writing by the Authority and FBOA. All FBOAs shall remain on call twenty-four (24) hours a day seven (7) days a week.

14. **Personnel and Training**

- a. Line Service: At least two (2) fully trained and qualified fuel service personnel shall be on duty at all times while the facility is open for business. A responsible and qualified supervisor/manager/lead should be available at all times. One of the fuel service personnel may be the supervisor/manager/lead.
- b. Maintenance: At least one (1) appropriately certified aircraft mechanic shall be made available promptly upon request. The FBOA can meet this requirement by contracting with a Specialized Aeronautical Service Operator authorized to conduct Aircraft Maintenance at the Airport.
- c. Customer Service: At least one (1) customer service personnel shall be on duty at all times while the facility is open for business.
- d. All fuel and line service personnel shall be suitably uniformed with the name of the company prominently displayed.
- e. All fuel service personnel shall have successfully completed an approved line technician safety course which meets or exceeds 14 CFR Part 139, section 321. National Aviation Transportation Association (NATA) or equivalent is acceptable.

15. **Agreement**

- a. An FBOA Lease Agreement, properly executed by the Authority and the FBOA, is a prerequisite to tenancy on the Airport and the commencement of any operations thereon.

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- b. Each Operator shall provide the Authority with a signed copy of all agreements or contracts with commercial subtenants.
  - c. Each Operator shall advise the Authority within five (5) working days of any changes in their agreement(s) or contract(s) with any commercial subtenant providing under Subsection B by using the form supplied in Appendix "D" of these Standards.

16. **Required Fees and Payments**

Information relative to rental fees and charges applicable to the aeronautical services included herein will be made available to the prospective FBOA at the time of application or during lease negotiations.

17. **Safety Regulations**

The Operator shall conduct all activities in accordance with the National Fire Protection Association and other applicable governmental safety regulations that are applicable to airports.

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## **SECTION 7**

### **CATEGORY B FIXED BASE OPERATOR**

This section sets forth the Minimum Standards for a Class B Fixed Base Operator (FBOB) at ORL.

#### **STATEMENT OF CONCEPT**

An FBOB engages in and furnishes a full range of aeronautical activities and services to the public relating to light/small general aviation aircraft (maximum GTOW not more than 12,500 lbs.) , which shall include, at a minimum, the following:

1. **Fueling**

FBOBs are required to engage in the business of full-service retail sales and into-plane dispensing of aviation fuels to aircraft on their leasehold area. FBOBs may, but are not required to, engage in self-service retail sales of aviation fuels on their leasehold area. Other than FBOAs, no other Operator shall be permitted to engage in the retail sale of aviation fuels.

Subject to Authority approval, FBOBs are permitted to provide “into-plane” or contract fueling at other areas on the airport.

2. **General Aviation Support Services**

A FBOB is required to provide numerous support services to the flying public. The FBOB must provide pilot lounges, conference rooms, flight planning areas, weather services, hangar storage, aircraft tie-down, ground handling, rental cars, and public restrooms, and in addition may provide aircraft interior and exterior cleaning, catering, limousine services, aircraft charter (FAR 135) and gratuitous passenger transportation.

3. **Emergency Assistance**

The FBOB is required to coordinate and provide assistance on behalf of the owner/pilot of a disabled general aviation aircraft on ORL. This includes recovery, towing or transporting disabled aircraft having a gross landing weight not in excess of 12,500 pounds to the FBOB’s ramp at the request of the owner or operator of the disabled aircraft or Airport Operations.

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4. **Collection Agent**

When requested by the Authority, the FBOB may act as the collection agent with respect to any landing fees which are applicable to general aviation aircraft using ORL.

5. **Other Services**

The FBOB may provide other specialized aeronautical services on its leasehold area not addressed in its Lease Agreement subject to the approval of the Authority. Such other services are reviewed and approved on a case-by-case basis.

**MINIMUM STANDARDS**

6. **Land**

Must lease at least seven (7) acres to provide adequate space for: terminal building hangars and other buildings; paved private auto parking; paved aircraft apron; paved pedestrian walkways; and all storage, servicing utilities and support facilities.

7. **Hangars and Other Buildings**

- a. Must provide hangars with a minimum of 25,000 square feet for aircraft storage at opening.
- b. A terminal building with a minimum of 2,500 square feet of lounge, offices, and flight planning facilities, pilot waiting areas, and public restrooms must be leased or constructed. If the Operator in this category elects to provide Aircraft Maintenance Services, either directly or through a contract with an approved sublessee, then an additional minimum of 3,000 square feet of shops and spare parts storage shall be constructed or leased, but do not have to be in the same buildings at the terminal.

8. **Non-Aviation Use of Hangars**

- a. Non-aviation use of hangars is prohibited absent prior written approval from the Authority.
- d. An application for an FBOB to obtain approval from the Authority of non-aviation use of hangars is available through the Authority's General Aviation Department, a sample of this application is attached hereto as Appendix "C." The Authority may update or amend this application from time to time in its sole discretion. It is the responsibility of an FBOB to

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request the most current version of this application from the General Aviation Department.

- e. An FBOB shall also comply with all City requirements applicable to the non-aviation use of hangars.

9. **Aircraft Parking Apron**

The aircraft parking apron must be contiguous to the FBOB's terminal and a minimum of 174,240 square feet (4 acres).

10. **Storage of Fuels**

- a. The FBOB shall provide for a supply of aviation fuels either in owned or leased fuel storage tanks located at a Fuel Farm within its lease boundary with maximum capacities as follows:

- 10,000 gallons - AVGAS
- 10,000 gallons - JETA

- c. If it provides self-service, designate a place for self-service fueling within its leasehold as approved by the Authority. Self-serve fueling tanks may be utilized to meet the above supply requirements.
- d. If the FBOB provides for self-serve it will not be required to provide mobile dispensing equipment.

11. **Mobile Dispensing Equipment**

- a. If no self-service fueling is provided, the FBOB shall provide at least two (2) metered filter-equipped mobile dispensing trucks for dispensing aviation fuels, with separate dispensing pumps and meters required for each type of fuel.
- b. At least one (1) of the mobile dispensing trucks must be used for turbine (Jet A) fuel with a maximum capacity of 1,000 gallons.
- c. The remaining mobile dispensing truck shall be for aviation gasoline with a maximum capacity of 500 gallons.
- d. All dispensers must have bottom-refilling capabilities and turbine fuel dispensers may have single point refueling capabilities.

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- e. All dispensers shall meet all applicable safety requirements, with reliable metering devices subject to independent inspection.
  - f. All equipment shall be maintained and operated in accordance with OSHA and local and State industrial codes

12. **Aircraft Service Equipment**

The FBOB shall either procure, or have access to, tools, jacks, tugs, towing equipment, tire repairing equipment, ground power units, emergency starting equipment, portable compressed air and nitrogen tanks, oxygen cart and supplies, fire extinguishers, chocks, ropes, tie-down supplies, and may provide crew and passenger courtesy transportation vehicles and a "Follow-Me" vehicle, as appropriate and necessary for the servicing for the types of aircraft normally expected to use the FBOB facilities.

13. **Hours of Operation**

All FBOBs shall provide aircraft fueling and line services between the hours of 6:00 a.m. – 10:00 p.m. daily, every day, including holidays or during such other hours as may be mutually agreed upon in writing by the Authority and FBOB. All FBOBs shall remain on call twenty-four (24) hours a day seven (7) days a week.

14. **Personnel and Training**

- a. Line Service: At least two (2) fully trained and qualified fuel service personnel shall be on duty at all times while the facility is open for business. A responsible and qualified supervisor/manager/lead should be available at all times. One of the fuel service personnel may be the supervisor/manager/lead.
- b. Maintenance: At least one appropriately certified aircraft mechanic shall be made available promptly upon request. The FBOB can meet this requirement by contracting with a Specialized Aeronautical Service Operator authorized to conduct Aircraft Maintenance at the Airport.
- c. Customer Service: At least one (1) customer service personnel shall be on duty at all times while the facility is open for business. The customer service personnel may also be a line service person.
- d. All fuel and line service personnel shall be suitably uniformed with the name of the company prominently displayed.



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- e. All fuel service personnel shall have successfully completed an approved line technician safety course which meets or exceeds 14 CFR Part 139, section 321. National Aviation Transportation Association (NATA) or equivalent is acceptable.

15. **Agreement**

- a. An FBOB Lease Agreement, properly executed by the Authority and the FBOB, is a prerequisite to tenancy on the Airport and the commencement of any operations thereon.
- b. Each Operator shall provide the Authority with a signed copy of all agreements or contracts with commercial subtenants.
- c. Each Operator shall advise the Authority within five (5) working days of any changes in their agreement(s) or contract(s) with any commercial subtenant providing under Subsection B by using the form supplied in Appendix "D" of these Standards.

16. **Required Fees and Payments**

Information relative to rental fees and charges applicable to the aeronautical services included herein will be made available to the prospective FBOB at the time of application or during lease negotiations.

17. **Safety Regulations**

The Operator shall conduct all activities in accordance with the National Fire Protection Association and other applicable governmental safety regulations that are applicable to airports.

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## SECTION 8

### AIRCRAFT MAINTENANCE FACILITY

#### STATEMENT OF CONCEPT

An Aircraft Maintenance Shop Operator (Maintenance Operator) is a person, firm, corporation or other entity providing maintenance, repair, rebuilding, alteration or inspection of an aircraft or any of its component parts. A Maintenance Operator must provide certified A&P/AI personnel certified by the Federal Aviation Administration under FAR 65 and/or FAR 145 to perform aircraft maintenance and inspection services. This category shall also include the sale of aircraft parts and accessories, but such is not an exclusive right.

#### MINIMUM STANDARDS

1. Land

The Maintenance Operator shall lease land directly from the Authority or from an FBO to provide space for all buildings and support facilities proposed by the Maintenance Operator; paved private auto parking; paved aircraft apron (if required); a paved taxiway connecting to the airport taxiway system (if needed); a paved pedestrian walkway; and all storage facilities.

2. Hangars and Shops

The Maintenance Operator shall lease or construct a hangar including shop facilities of at least 7,000 square feet to conduct its business.

3. Aircraft Apron

The Maintenance Operator shall lease or construct at least 20,000 square feet of paved aircraft parking and storage area to support its activities.

4. Aircraft Service Equipment

- a. The Maintenance Operator shall at all times maintain an adequate supply of all necessary parts, equipment and accessories required to support their contract customers. This may be satisfied by a Just in Time Contract with parts supplier.
- b. If the Maintenance Operator is involved with moving aircraft, they shall have, or lease, at least one aircraft tug of sufficient power or braking weight

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to handle any aircraft the Maintenance Operator is permitted to service under its FAA certificate.

5. **Hours of Operation**

- a. The Maintenance Operator shall be open and services available at least eight (8) hours a day, five (5) days a week.
- b. The Maintenance Operator shall provide for services during off-hours through an "on-call" system with a reasonable response time.

6. **Personnel and Training**

- a. The Maintenance Operator shall have in its employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet these Minimum Standards in a safe and efficient manner, but never less than one (1) appropriately certified person with ratings appropriate to the work being performed, and who holds an airframe/power plant and an aircraft inspector rating, plus one (1) additional person not necessarily rated.
- b. The Maintenance Operator shall maintain during business hours a responsible person in charge to supervise its operations on the Airport and with the authorization to represent and act for and on behalf of the Maintenance Operator.
- c. All employees will be in uniform with the name of the company prominently displayed.

7. **Lease Agreement**

- a. The Maintenance Operator shall execute either a permit agreement with the Authority and sublease with an FBO or a lease agreement with the Authority all of which shall specify which types of aeronautical services the Operator is authorized to provide, and shall contain, if applicable, provisions for fees payable to the Authority, insurance, indemnification, environmental requirements and a security deposit or other form of contract security as required in these Standards acceptable to the Authority.
- b. The requirements of 1-3 above may be satisfied by an approved sublease of space with an FBO to provide the service.
- c. Each Maintenance Operator shall provide the Authority with a signed copy of all agreements or contracts with FBO(s) currently serving the Airport.

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- d. Each Maintenance Operator shall advise the Authority within five (5) working days of any changes in their agreement(s) or contract(s) with any FBO(s) by using the form supplied in Appendix "D" of these Standards.

8. **Required Fees and Payments**

The exact fees and payments will be determined based on the adopted rates and charges for the Airport and incorporated into the lease agreement or permit with the Authority or sublease with the FBO.

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## **SECTION 9**

### **MANUFACTURER MAJOR SERVICE CENTER**

#### **STATEMENT OF CONCEPT**

A Manufacturer Major Service Center (Service Center Operator) is a person, firm, corporation or other entity providing maintenance, repair, rebuilding, alteration or inspection of an aircraft or its component parts by the Original Equipment Manufacturer. A Service Center Operator (Center) is intended to be a large regional facility and must be certified by the Federal Aviation Administration under FAR 65 and FAR 145 to perform aircraft maintenance and shall provide only those maintenance and inspection services permitted by its FAA certificate. This category shall also include the sale of aircraft parts and accessories, but such is not an exclusive right.

#### **MINIMUM STANDARDS**

1. **Land**

The Service Center Operator shall lease directly from the Authority at least ten (10) acres to provide space for all buildings and support facilities; paved private auto parking; paved aircraft apron (if required); a paved taxiway connecting to the airport taxiway system (if needed); a paved pedestrian walkway; and all storage facilities.

2. **Hangars and Shops**

The Service Center Operator shall lease or construct a hangar including shop facilities of at least 50,000 square feet to conduct its business.

3. **Aircraft Apron**

The Service Center Operator shall lease or construct at least 30,000 square feet of paved aircraft parking and storage area to support its activities.

4. **Aircraft Service Equipment**

- a. The Service Center Operator shall at all times maintain an adequate supply of all necessary parts, equipment and accessories required to support their contract customers, however the Service Center Operator may utilize a Just-In-Time Contract with a past supplier.
- b. If the Service Center Operator is involved with moving aircraft, they shall have, or lease, at least one aircraft tug of sufficient power or braking weight

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to handle any aircraft the Service Center Operator is permitted to service under its FAA certificate.

- c. All of the tools and equipment required under the Service Center Operator's FAA certificate.

5. **Hours of Operation**

- a. The Service Center Operator shall be open and services available at least eight (8) hours a day, five (5) days a week.
- b. The Service Center Operator shall provide for services during off-hours through an "on-call" system.

6. **Personnel and Training**

- a. The Service Center Operator shall have in its employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet these Minimum Standards in a safe and efficient manner, as required by its FAR 145 Certificate.
- b. The Service Center Operator shall maintain during business hours, a responsible person in charge to supervise its operations on the Airport and with the authorization to represent and act for and on behalf of the Service Center Operator.
- c. All employees will be in uniform with the name of the company prominently displayed.

7. **Lease Agreement**

- a. The Service Center Operator shall execute a lease agreement with the Authority, which shall act as its permit agreement, and shall contain, insurance, indemnification, environmental requirements and a security deposit or other form of contract security as required in these Standards acceptable to the Aviation Authority.
- b. Intentionally Deleted.
- c. Intentionally Deleted.
- d. Intentionally Deleted.

8. **Required Fees and Payments**

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The exact fees and payments will be determined based on the adopted rates and charges for the Airport and incorporated into the lease agreement with the Authority.

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## **SECTION 10**

### **AIR CARGO SERVICES**

#### **STATEMENT OF CONCEPT**

An Air Cargo Services Operator may provide either or both of the following types of air cargo services:

1. **Air Cargo Handler**

An Air Cargo Handler is a person(s), firm(s) or corporation(s) engaged in the business of loading or unloading air cargo (excluding passenger baggage, and also excluding over-the-counter items weighing less than 150 pounds and handled through the passenger terminal) on or off an aircraft. An owner or operator of an aircraft that uses its own employees to load or unload air cargo on or off such aircraft shall not be considered an Air Cargo Handler as defined herein.

2. **Cargo Warehouse Operator**

A Cargo Warehouse Operator is a person(s), firm(s) or corporation(s) engaged in the business of processing air cargo through a warehouse, who takes care of the administrative control of the air cargo and performs the physical handling and control of such air cargo on behalf of an agent, customs house broker, consolidator, break bulk agent, handling agent, shipper or consignee or other party. The Cargo Warehouse Operator may also provide or arrange for the surface transportation of air cargo to and from an aircraft for a customer, but may not engage in the business of loading or unloading air cargo on or off an aircraft unless the Cargo Warehouse Operator meets the Minimum Standards to provide such service and has an executed permit agreement with the Authority authorizing such service.

#### **MINIMUM STANDARDS**

3. **Facilities**

- a. The Air Cargo Handler must lease or sublease either directly from the Authority or an FBO, adequate space and facilities at the Airport to store its equipment, to operate its business, and to accommodate its employee parking requirements.
- b. The Cargo Warehouse Operator must lease or sublease a minimum of 2,000 square feet of combined warehouse and office space at the Airport plus adequate space to store equipment to operate its business and to accommodate its employee parking requirements. An Operator in this category may satisfy this requirement if it has a written agreement with an



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FBO under which the Operator has the right to use space to provide its services to a third party from the FBO's space, which may be less than the minimum pace set forth above. This agreement must be approved by the Authority.

4. **Equipment**

- a. The Air Cargo Handler must have the use of sufficient and appropriate equipment to serve the customer's aircraft. The following minimum equipment list shall serve as a guideline:
  - i. One Baggage tug and tow bar for baggage equipment and freight carts
  - ii. Two container/pallet loaders
  - iii. 28-pallet dollies and 16 container dollies or an equal amount of equivalent equipment
  - iv. One belt loader
  - v. Non-motorized equipment including, but not limited to, freight carts and aircraft tow bars.
  
- b. The Cargo Warehouse Operator must have the use of the following minimum equipment:
  - i. One floor scale certified by the State of Florida in accordance with applicable legal requirements
  - ii. One forklift, having a minimum 4,000 lb. rating, LP gas or electric with pneumatic tires or equivalent
  - iii. If surface transportation of cargo is provided, one tug, having a minimum 5,000 lb. draw bar pull or equivalent.

5. **Hours of Operation**

The Operator under this category shall have services available as required by customers.

6. **Personnel and Training**

The Operator under this category shall have sufficient uniformed personnel to provide the services desired by the customer.

7. **Permit Agreement or Sublease**

- a. Each Operator under this category shall execute either a permit agreement with the Authority and sublease with an FBO or a lease agreement or with the Authority all of which shall contain, insurance, indemnification,

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environmental requirements and a security deposit or other form of contract security as required in these Standards acceptable to the Aviation Authority.

- b. The requirement of 1 above may be satisfied by an approved sublease of space with an FBO to provide the service. Because of operational efficiencies of utilizing an FBO Leasehold (e.g., existing terminal, parking, restrooms, apron, etc.) the sublease may allow for less facilities than if the Air Cargo Operator were to lease directly from the Authority and construct a new facility.
- c. Each Operator under this category shall provide the Authority with a signed copy of all agreements or contracts with customer(s) and FBO(s) currently serving the Airport.
- d. Each Operator under this category shall advise the Authority within five (5) working days of any changes in their agreement(s) or contract(s) with any customer and/or FBO(s) by using the form supplied in Appendix "D" of these Standards.

8. **Required Fees and Payments**

The exact fees and payments will be determined based on the adopted rates and charges for the Airport and incorporated into the lease agreement or permit with the Authority or sublease with the FBO.

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## **SECTION 11**

### **MULTIPLE AERONAUTICAL SERVICES**

#### **STATEMENT OF CONCEPT**

This section is applicable to any Specialized Aeronautical Services Operator that engages in any two (2) or more of the specialized aeronautical services for which Minimum Standards have been developed (Multiple Operator). The retail sale of aviation fuels and lubricants are not allowed under this category. These activities are reserved solely for Fixed Base Operators as set forth in Section 6 of this document.

#### **MINIMUM STANDARDS**

1. **Land**

If required by the Standards, the Multiple Operator shall lease, either from the Authority or sublease from an FBO, subject to the approval of the Authority, an area that is equal to the total area required by the sum of the land area requirements under the individual specialized aeronautical services the Multiple Operator is providing. If a Multiple Operator has a sublease within an FBO, the minimum area may be reduced due to efficiencies of using the FBO leasehold.

2. **Hangars and Other Buildings**

If required by the Standards, the Multiple Operator shall lease or construct hangar facilities providing a total square footage that is equal to the total area required by the sum of the hangar sizes required under the individual specialized aeronautical services the Multiple Operator is providing.

3. **Aircraft Apron**

If required by the Standards, the Multiple Operator shall lease or construct paved aircraft parking apron that provides a total square footage that is equal to the total area required by the sum of the apron areas required under the individual specialized aeronautical services the Multiple Operator is providing.

4. **Hours of Operation**

The Multiple Operator shall maintain the longest hours of operation required elsewhere in these Minimum Standards for the aeronautical service being provided.

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5. **Personnel**

The Multiple Operator shall have in its employ and on duty during the appropriate business hours, uniformed, trained personnel in such numbers as are required to meet the Minimum Standards for the aeronautical services to be provided. Multiple responsibilities may be assigned to meet the personnel requirements for each individual specialized aeronautical service being performed.

6. **Equipment**

The Multiple Operator shall provide the facilities, equipment and services required to meet the Minimum Standards for the individual specialized aeronautical services provided.

7. **Lease Agreement**

- a. Each Multiple Operator shall execute either a permit agreement with the Authority and sublease with an FBO or a lease agreement or with the Authority all of which shall contain, insurance, indemnification, environmental requirements and a security deposit or other form of contract security as required in these Standards acceptable to the Aviation Authority.
- b. The requirements of 1-3 above may be satisfied by an approved sublease of such space from an FBO to provide the service. Because of operational efficiencies of utilizing an FBO Leasehold (e.g., existing terminal, parking, restrooms, apron, etc.) the sublease may allow for less land, hangars, shop and aircraft apron than if the Multiple Operator were to lease directly from the Authority and construct a new facility.
- c. Each Multiple Operator shall provide the Authority with a signed copy of all agreements or contracts with an FBO currently serving the Airport.
- d. Each Multiple Operator shall advise the Authority within five (5) working days of any changes in their agreement(s) or contract(s) with any FBO(s) by using the form supplied in Appendix "D" of these Standards.

8. **Required Fees and Payments**

The exact fees and payments will be determined based on the adopted rates and charges for the Airport and incorporated into the lease agreement or permit with the Authority or sublease with the FBO.

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9. **Safety Regulations**

The Operator shall conduct all activities in accordance with the National Fire Protection Association and other applicable governmental safety regulations.

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## **SECTION 12**

### **AIR CHARTER OR TAXI**

#### **STATEMENT OF CONCEPT**

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

#### **MINIMUM STANDARDS**

##### **1. Land**

The Charter Operator shall lease at least one-half (.5) acre of Land to provide space for the following:

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

##### **2. Hangars and Other Buildings**

At a minimum, the Charter Operator shall lease or construct contiguous hangar and building improvements based on the size of the operation and the aircraft it is operating. The Charter Operator will also provide sufficient lighted and heated building area for combined offices, support space, pilot lounge, and public lounge with waiting room, pilot briefing room, public restrooms, and public telephones to accommodate its operations. In addition, suitable facilities shall also be provided to support the extent of Charter Operator's self-handling.

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3. **Aircraft Apron**

Paved and lighted aircraft parking apron of an amount equal to the Charter Operator's hangar space shall be provided by the Charter Operator within its leasehold to support aircraft tie down spaces, movement, and parking, exclusively for its charter aircraft. The rental of ramp or tie-down spaces is not approved for this category.

4. **Vehicle Parking**

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

5. **Taxiway Access**

The Charter Operator shall provide at its own expense, paved access from its facilities to the Airport's taxiway system. Such taxiway access shall meet all applicable Airport and FAA standards for the largest aircraft type anticipated to use the Charter Operator's facilities.

6. **Aircraft Equipment**

The Charter Operator shall have based upon its leasehold, either owned or under written lease, at least one (1) properly certified single or multi-engine aircraft that meets the requirements of the air taxi commercial certificate held by the Charter Operator. The aircraft shall be certified for instrument operations.

7. **Lease Agreement**

- a. Each Charter Operator shall execute either a permit agreement with the Authority and sublease with an FBO or a lease agreement with the Authority all of which shall contain, insurance, indemnification, environmental requirements and a security deposit or other form of contract security as required in these Standards acceptable to the Aviation Authority.
- b. The requirements of subparagraphs "1" through "5" above may be satisfied by Charter Operator's sublease of facilities from an FBO. Because of operational efficiencies of utilizing an FBO leasehold (e.g., existing terminal, parking, restrooms, apron, etc.) the sublease may allow for less land, hangars, and aircraft apron than if the Charter Operator were to lease directly from the Authority and construct a new facility.

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- c. Each Charter Operator shall provide the Authority with a signed copy of all agreements or contracts with Commercial customer(s) and FBO(s) currently serving the Airport.
  - d. Each Charter Operator shall advise the Authority within five (5) working days of any changes in their agreement(s) or contract(s) with any Commercial customer and/or FBO(s) by using the form supplied in Appendix "D" of these Standards.

8. **Hours of Operation**

The Charter Operator shall have leased premises and services available through a twenty-four (24) hour contact telephone number, email or website.

9. **Personnel**

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

10. **Safety Regulations**

The Charter Operator shall conduct all activities in accordance with the National Fire Protection Association and other applicable governmental safety regulations.

11. **Required Fees and Payments**

The exact fees and payments will be determined based on the adopted rates and charges for the Airport and incorporated into the lease agreement or permit with the Authority or sublease with the FBO.



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## **SECTION 13**

### **AIRCRAFT SALES**

#### **STATEMENT OF CONCEPT**

An Aircraft Sales business (Aircraft Sales) engages in the sale of new and/or pre-owned aircraft through (either on a rental or wholesale basis) an aircraft manufacturer. Aircraft Sales may also engage in aircraft brokerage services as a permissible Commercial Activity.

#### **MINIMUM STANDARDS**

##### **1. Land**

The Aircraft Sales shall lease an area of land sufficient to provide space for the following:

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

##### **2. Hangars And Buildings**

At a minimum, the Aircraft Sales shall lease or construct contiguous hangar and building improvements sufficient for the size of its operations. The Aircraft Sales will also provide sufficient properly lighted and heated building area for combined offices, support space, and public restrooms.

##### **3. Aircraft Apron**

Paved and lighted aircraft parking apron in an amount required to store aircraft shall be provided by the Aircraft Sales within its leasehold to support aircraft tie down spaces, movement, and parking.

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4. **Vehicle Parking**

Aircraft Sales will provide within its leasehold sufficient paved spaces as approved by the Airport and meeting current local building code. No on-street parking will be permitted. The parking lot shall include security lighting.

5. **Taxiway Access**

The Aircraft Sales shall provide at its own expense, paved access from its facilities to the Airport's taxiway system. Such taxiway access shall meet all applicable Airport and FAA standards for the largest aircraft type anticipated to use the Aircraft Sales' facility.

6. **Lease Agreement**

- a. Each Aircraft Sales operator shall execute either a permit agreement with the Authority and sublease with an FBO or a lease agreement or with the Authority all of which shall contain, insurance, indemnification, environmental requirements and a security deposit or other form of contract security as required in these Standards acceptable to the Aviation Authority.
- b. The requirements of subparagraphs "1" through "5" above may be satisfied by Aircraft Sales' sublease of facilities from an FBO. Because of operational efficiencies of utilizing an FBO leasehold (e.g., existing terminal, parking, restrooms, apron, etc.) the sublease may allow for less land, hangars, and aircraft apron than if the Aircraft Sales were to lease directly from the Authority and construct a new facility.
- c. Each Aircraft Sales shall provide the Authority with a signed copy of all agreements or contracts with Commercial customer(s) and FBO(s) currently serving the Airport.
- d. Each Aircraft Sales shall advise the Authority within five (5) working days of any changes in their agreement(s) or contract(s) with any customer and/or FBO(s) by using the form supplied in Appendix "D" of these Standards.

7. **Hours Of Operation**

The Aircraft Sales shall be available by telephone or electronic means Monday-Friday 8am-5pm.

8. **Personnel**

The Aircraft Sales shall have in its employ, and available during the appropriate business hours, trained personnel in such numbers as required to work in a safe and

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efficient manner. Aircraft Sales further agrees that it will have at least one (1) person available with a current commercial pilot certificate with a rating appropriate for the aircraft to be demonstrated, having a current FAA commercial pilot certificate with appropriate ratings, including instructor rating to provide pilot check rides for aircraft sold. During all business hours, the Aircraft Sales shall maintain a responsible person who is in charge of supervising Aircraft Sales' operations at the Airport and with the authorization to represent and act for and on behalf of the Aircraft Sales.

9. **Services Provided**

Aircraft Sales shall hold all appropriate business licenses to conduct its business.

10. **Licenses And/Or Certification**

All aircraft dealers shall hold applicable licenses or permits that may be required by any law or regulation.

11. **New Aircraft Sales**

A dealer of new aircraft shall have available or on call at least one (1) current model demonstrator of aircraft in its authorized product line.

12. **Safety Regulations**

The Aircraft Sales shall conduct all activities in accordance with applicable Airport Rules and Regulations, National Fire Protection Association, and other applicable governmental safety regulations.

13. **Required Fees and Payments**

The exact fees and payments will be determined based on the adopted rates and charges for the Airport and incorporated into the lease agreement or permit with the Authority or sublease with the FBO.

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## SECTION 14

### AIRCRAFT LEASE AND RENTAL SERVICES

#### STATEMENT OF CONCEPT

An Aircraft Lease and Rental Service Operator (Rental Service), engages in the lease or rental of aircraft to the public with no requirement for membership. A Rental Service may also engage in the fractional ownership sale of shares and management of aircraft as a permissible Commercial Activity.

#### MINIMUM STANDARDS

##### 1. Land

The Rental Service shall lease an area of not less one-half (.5) acres of land to provide space for the following:

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

##### 2. Hangars and Buildings

The Rental Service will also provide properly lighted and heated building area for combined offices, support space, public lounge, and public restrooms commensurate with the size and requirements of its operation.

##### 3. Aircraft Apron

Paved and lighted aircraft parking apron shall be provided by the Rental Service within its leasehold of sufficient size to safely support its own aircraft tie down spaces and movement. The rental of apron or tie-down spaces to third parties or non-owned/operated aircrafts is not approved by this category.

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4. **Vehicle Parking**

Rental Service will provide within its leasehold sufficient paved spaces as approved by the Airport and meeting current local building code. No on-street parking will be permitted. The parking lot shall include security lighting.

5. **Taxiway Access**

The Rental Service shall provide, at its own expense, paved access from its facilities to the Airport's taxiway system. Such taxiway access shall meet all applicable Airport and FAA standards for the largest aircraft type anticipated to use the Rental Service's facility.

6. **Lease Agreement**

- a. Each Rental Service shall execute either a permit agreement with the Authority and sublease with an FBO or a lease agreement or with the Authority all of which shall contain, insurance, indemnification, environmental requirements and a security deposit or other form of contract security as required in these Standards acceptable to the Aviation Authority.
- b. The requirements of subparagraphs "1" through "5" above may be satisfied by Rental Service's sublease of facilities from an FBO. Because of operational efficiencies of utilizing an FBO leasehold (existing terminal, parking, restrooms, apron, etc.) the sublease may allow for less land, hangars, and aircraft apron than if the Rental Service were to lease directly from the Authority and construct a new facility.
- c. Each Rental Service shall provide the Authority with a signed copy of all agreements or contracts with Commercial customer(s) and FBO(s) currently serving the Airport.
- d. Each Rental Service shall advise the Authority within five (5) working days of any changes in their agreement(s) or contract(s) with any Commercial customer and/or FBO(s) by using the form supplied in Appendix "D" of these Standards.

7. **Hours Of Operation**

The Rental Service shall be open and have its services available no less than eight (8) hours daily, five (5) days a week.

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8. **Personnel**

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

9. **Aircraft**

The Rental Service shall have available for rental, either owned or under exclusive written lease to Rental Service, a sufficient number of aircraft to handle the proposed scope of its operation. Copies of any lease agreements for aircraft not owned by the Rental Service shall be kept on file at Rental Service's premises and made available for Authority review.

10. **Safety Regulations**

The Rental Service shall conduct all maintenance and repair operations in accordance with the National Fire Protection Association, and other applicable governmental safety regulations.

11. **Required Fees and Payments**

The exact fees and payments will be determined based on the adopted rates and charges for the Airport and incorporated into the lease agreement or permit with the Authority or sublease with the FBO.

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## **SECTION 15**

### **FLYING CLUBS**

#### **STATEMENT OF CONCEPT**

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

#### **MINIMUM STANDARDS**

1. **Non-Profit Organization**

Each Club must be registered as a non-profit corporation or partnership.

2. **Ownership Of Aircraft**

Each Club member must be a bona fide co-owner of the aircraft or stockholder in the corporation.

3. **Revenue**

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

4. **Membership**

The Club will maintain and keep current a complete list of the Club's membership and investment share held by each member. The Club's membership and investment share list will be made available to the Authority upon request.

5. **Commercial Operations**

The Club's aircraft will only be used by bona fide members and will not be used by anyone for commercial activity.

6. **Non-Members**

Club aircraft shall not be used by non-member(s).

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7. **Member Compensation**

No member of a Club shall receive compensation for services provided for such Club or its members.

8. **Student Instruction**

Flight instruction can be given in Club aircraft to Club members only, provided such instruction is given by an FAA Certified Flight Instructor who is properly insured to conduct flight instruction. All flight instructors working under a Club shall register as a vendor with the Authority, pursuant to Section 25.

9. **Aircraft Maintenance**

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

10. **Safety Regulations**

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

11. **Facilities**

The Club shall lease sufficient space for its operation which may be as small as one tie-down. There is no requirement for hangar space or apron.

12. **Lease Agreement**

- a. Each Club shall execute either a permit agreement with the Authority and sublease with an FBO or a lease agreement or with the Authority all of which shall contain, insurance, indemnification, environmental requirements and a security deposit or other form of contract security as required in these Standards acceptable to the Aviation Authority.
- b. The requirements of subparagraph 11 above may be satisfied by Club sublease of facilities from an FBO. Because of operational efficiencies of utilizing an FBO leasehold (existing terminal, parking, restrooms, apron, etc.) the sublease may allow for less land, hangars and shop and aircraft apron than if the Club were to lease directly from the Authority.



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- c. Each Club shall provide the Authority with a signed copy of all agreements or contracts with FBO(s) at the Airport.
  - d. Each Club shall advise the Authority within five (5) working days of any changes in their agreement(s) or contract(s) with any FBO(s) by using the form supplied in Appendix "D" of these Standards

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## SECTION 16

### FOR PROFIT FLYING CLUBS

#### STATEMENT OF CONCEPT

A For Profit Flying Club (FPFC) is a for profit corporation that offers membership to individuals that provide aircraft rental and instruction to members at set rates.

#### MINIMUM STANDARDS

1. Land

The FPFC shall lease directly from the Authority or from an FBO sufficient land to provide space for the needs of the FPFC based on its size.

2. Hangars

The FPFC may lease hangar space directly from the Authority or from an FBO, but no minimum is required.

3. Hours of Operation

The FPFC's hours of operation shall be appropriate for its activities and members.

4. Personnel

The FPFC shall have in its employ at least one (1) flight instructor who (i) is properly certificated by the FAA to provide flight instruction for the types of aircraft available for use and (ii) registered as a vendor with the Authority. All flight instructors working under a FPFC shall register as a vendor with the Authority, pursuant to Section 25.

5. Ownership of Aircraft

Aircraft may be owned or leased by the FPFC and each operator of an FPFC aircraft must be a member of the FPFC.

6. Membership

The FPFC will maintain and keep current a complete list of the FPFC membership. The FPFC's membership list will be made available to the Authority upon request.

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7. **Student Instruction**

Flight instruction can be given in FPFC aircraft to FPFC members only, provided such instruction is given by an FAA Certified Flight Instructor who is properly insured to conduct flight instruction.

8. **Safety Regulations**

The FPFC shall conduct all maintenance and repair operations in accordance with the National Fire Protection Association, and other applicable governmental safety regulations.

9. **Lease Agreement**

- a. Each FPFC shall execute either a permit agreement with the Authority and sublease with an FBO or a lease agreement or with the Authority all of which shall contain, insurance, indemnification, environmental requirements and a security deposit or other form of contract security as required in these Standards acceptable to the Aviation Authority.
- b. The requirements of subparagraphs "1" through "2" above may be satisfied by FPFC's sublease of facilities from an FBO. Because of operational efficiencies of utilizing an FBO leasehold (existing terminal, parking, restrooms, apron, etc.) the sublease may allow for less land, hangars and shop and aircraft apron than if the FPFC were to lease directly from the Authority.
- c. Each FPFC shall provide the Authority with a signed copy of all agreements or contracts with an FBO(s) currently serving the Airport.
- d. Each FPFC shall advise the Authority within five (5) working days of any changes in their agreement(s) or contract(s) with FBO(s) by using the form supplied in Appendix "D" of these Standards.

10. **Required Fees and Payments**

The exact fees and payments will be determined based on the adopted rates and charges for the Airport and incorporated into the permit agreement with the Authority.

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## **SECTION 17**

### **FLIGHT ACADEMY**

#### **STATEMENT OF CONCEPT**

A Flight Academy (Flight Academy) engages in instructing pilots in dual and solo flight training, in fixed or rotary wing aircraft, exclusively to current students while enrolled in the flight training curriculum at a facility on land leased directly from the Authority. The Flight Academy further provides such related ground school instruction to its currently enrolled students necessary in preparation for taking a written examination and flight check ride for the category or categories of pilot's licenses and ratings involved. The Flight Academy category is meant to apply to large scale flight training operations that are fully self-contained.

#### **MINIMUM STANDARDS**

##### **1. Land**

The Flight Academy shall lease an area of not less than one and one-half (1.5) acres of land to provide space for the following:

- a. Airside security improvements including access control equipment to secure personnel and vehicle access to and from the AOA
- b. All storage, public restrooms, and support facilities
- c. Paved and lighted aircraft apron
- d. Paved and lighted private vehicle parking
- e. Paved pedestrian walkway
- f. Public access to a designated area of the site
- g. Storage and display of aircraft

##### **2. Buildings**

At a minimum, the Flight Academy shall lease or construct 3,000 square feet of total building improvements properly lighted and heated building area for combined offices, support space, classrooms, public restrooms, and public telephones.

##### **3. Hangar**

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The Flight Academy may construct hangar facilities, but it is not required by their Minimum Standards.

4. **Aircraft Apron**

At least 15,000 square feet of paved and lighted aircraft parking apron shall be provided by the Flight Academy within its leasehold to support aircraft tie down spaces, and aircraft movement. The amount of paved and lighted aircraft parking apron shall be adjusted based on this size of the fleet of aircraft to ensure safe and efficient operation of the Airport.

5. **Vehicle Parking**

Within its leasehold, the Flight Academy will provide sufficient paved spaces as approved by the Airport and meeting current local building code. No on-street parking will be permitted. The parking lot shall include security lighting.

6. **Taxiway Access**

The Flight Academy at its own expense shall provide paved access from its facilities to the airport's taxiway system. Such taxiway access shall meet all applicable Airport and FAA standards for the largest aircraft type anticipated to use the Flight Academy's facility.

7. **Lease Agreement**

- a. Each Flight Academy shall execute a lease agreement directly with the Authority, which is in place of a permit agreement, and shall contain, insurance, indemnification, environmental requirements and a security deposit or other form of contract security as required in these Standards acceptable to the Aviation Authority.
- b. The requirements of subparagraphs "1" through "5" above may not be satisfied by a Flight Academy's sublease of facilities from an FBO.
- c. Each Flight Academy shall provide the Authority with a signed copy of all agreements or contracts with commercial customer(s) currently serving the Airport.
- d. Each Flight Academy shall advise the Authority within five (5) working days of any changes in their agreement(s) or contract(s) with any commercial customer by using the form supplied in Appendix "D" of these Standards.

8. **Hours Of Operation**

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

9. **Personnel**

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

10. **Aircraft**

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

11. **Equipment And Facilities**

The Flight Academy shall provide classroom facilities for at least ten (10) students, and be equipped with adequate mock-ups, pictures, or other visual and effective ground school instruction aids. All materials, supplies and training methods must meet FAA requirements for the type of training offered. The Flight Academy shall maintain a current or provisional FAA 141 Certificate.

12. **Safety Regulations**

The Flight Academy shall conduct all maintenance and repair operations in accordance with the National Fire Protection Association, and other applicable governmental safety regulations.

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## **SECTION 18**

### **FLIGHT SCHOOL**

#### **STATEMENT OF CONCEPT**

A Flight School (Flight School) engages in instructing pilots in dual and solo flight training, in fixed or rotary wing aircraft, exclusively to current students on or at a facility on land subleased from an FBO. The Flight School further provides such related ground school instruction to its currently enrolled students necessary in preparation for taking a written examination and flight check ride for the category or categories of pilot's licenses and ratings involved. The Flight School category is meant to apply to small scale flight training operations.

#### **MINIMUM STANDARDS**

1. **Land**

The Flight School shall lease an area of land sufficient to provide space for the following, based on its proposed operation:

- a. Airside security improvements including access control equipment to secure personnel and vehicle access to and from the AOA
- b. All storage, public restrooms, and support facilities
- c. Paved and lighted aircraft apron
- d. Paved and lighted private vehicle parking
- e. Paved pedestrian walkway
- f. Public access to a designated area of the site
- g. Storage and display of aircraft

The above may be provided as part of the existing FBO's facilities.

2. **Buildings**

At a minimum, a Flight School shall lease 2,000 square feet of total building improvements properly lighted and heated building area for combined offices, support space, classrooms, and public restrooms.

3. **Aircraft Apron or Hangar**

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Paved and lighted aircraft parking apron shall be provided by the Flight School to support aircraft tie down spaces and movement commensurate with the size of its operation.

4. **Vehicle Parking**

The Flight School will provide sufficient paved spaces from the FBO.

5. **Taxiway Access**

The Flight School, shall utilize the FBO's paved access from its facilities to the airport's taxiway system. Such taxiway access shall meet all applicable Airport and FAA standards for the largest aircraft type anticipated to use the Flight School's facility.

6. **Lease Agreement**

a. Each Flight School shall execute either a permit agreement with the Authority and sublease with an FBO or a lease agreement with the Authority all of which shall contain, insurance, indemnification, environmental requirements and a security deposit or other form of contract security as required in these Standards acceptable to the Aviation Authority.

b. The requirements of subparagraph 1-5 above may be satisfied by a sublease of facilities from an FBO. Because of operational efficiencies of utilizing an FBO leasehold (existing terminal, parking, restrooms, apron, etc.) the sublease may allow for less land, hangars, shop, and aircraft apron than if the Flight School were to lease directly from the Authority.

c. Each Flight School shall provide the Authority with a signed copy of all agreements or contracts with commercial customer(s) currently serving the Airport.

d. Each Flight School shall advise the Authority within five (5) working days of any changes in their agreement(s) or contract(s) with any commercial customer by using the form supplied in Appendix "D" of these Standards.

7. **Hours of Operation**

The Flight School shall be available via telephone or electronic means no less than eight (8) hours a day, five (5) days a week.



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8. **Personnel**

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

9. **Aircraft**

The Flight School shall have available for use in flight training, either owned or under exclusive written lease to Flight School, not less than two (2) aircraft, fully equipped for flight instruction. One (1) of the required aircraft must be equipped and capable for use in instrument flight instruction. Copies of any lease agreements for aircraft not owned by the Flight School shall be kept on file at Flight School's premises and made available for Authority review.

10. **Equipment And Facilities**

The Flight School shall provide facilities sufficient to meet the training requirements for the type of training offered. The Flight School shall maintain a current or provisional FAA Part 61 Certificate.

11. **Required Fees and Payments**

The exact fees and payments will be determined based on the adopted rates and charges for the Airport and incorporated into the permit agreement with the Authority.

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## **SECTION 19**

### **SCHEDULED COMMERCIAL SERVICE**

#### **STATEMENT OF CONCEPT**

This section provides guidance for those individuals that desire to engage in scheduled commercial service (Schedule Service Operator) at ORL for the transportation through air travel of passengers and cargo. The following minimum operating standards shall apply.

#### **MINIMUM STANDARDS**

1. **Land**

Scheduled Service Operator will not be leased land at ORL for scheduled commercial and specialized aeronautical services. Any Scheduled Service Operator wishing to engage in scheduled commercial and specialized aeronautical services at ORL must first enter into a written agreement for such services with the Authority. If Authority enters into a written agreement for the provision of such services with a Scheduled Service Operation, the Scheduled Service Operator may provide for and coordinate the use of ORL property through a separate agreement with an FBO which shall contain, insurance, indemnification, environmental requirements and a security deposit or other form of contract security as required in these Standards acceptable to the Aviation Authority.

2. **Permitted Uses**

Scheduled Service Operator shall provide scheduled commercial and specialized aeronautical services at ORL in accordance with the terms and conditions of a written agreement with the Authority that provides for such services.

3. **Specific Use of Premises Conditions**

- a. All aircraft used for scheduled commercial and specialized aeronautical services at ORL must have a maximum certified takeoff weight of less than 12,500 pounds and have no more than nine (9) passenger seats.
- b. A Scheduled Service Operator must be a person, individual, firm, company, corporation, partnership, or a joint venture which has a specific legal identity and corporate purpose as registered with the Secretary of State in such Scheduled Service Operator's state of corporate residence.

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## **SECTION 20**

### **BANNER TOWING**

#### **STATEMENT OF CONCEPT**

Banner Towing is the business of advertising through an aircraft pulling a banner supported by a temporary framework attached externally to the aircraft and towed behind the aircraft.

#### **MINIMUM STANDARDS**

##### **1. Pickup and Drop-Off of Banners**

Pickup and drop-off banners must occur at the area marked on the diagram which is attached hereto as Appendix "G," which lies south of the intersection of Runway 7/25 and Taxiway A3, and east of the intersection of Taxiways E and E3.

##### **2. Authority's Reserved Rights**

- a. In the interest of protecting public safety and minimizing the impact of noise cause by banner towing operations, the Authority reserves the right to reasonably specify areas over which persons engaged in banner towing operations may not operate on the airfield.
- b. The Authority reserves the right to suspend the banner towing operations of any person at any time that the Chief Executive Officer of the Authority determines that continued banner towing operations by such person pose an immediate threat to public safety.
- c. It shall be the responsibility of a person permitted to conduct banner towing operations at ORL to coordinate its use of the banner pickup and drop-off area. However, the Authority reserves the right to allocate use of the banner pickup and drop-off area among persons engaged in banner towing operations on a reasonable basis.

##### **3. Banner Towing Route**

- a. All banner towing activities must follow standard airport activity patterns as closely as practical.
- b. Ground crews serving banner towing operations must use the route designated on Appendix "G."

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4. **Banner Pickup and Drop-off Area in 'AS IS" Condition**

The banner pickup and drop-off area shall be used by persons engaged in banner towing on an "AS IS" basis. The Authority shall not be responsible for any damage to any aircraft or equipment used in banner towing operations which is caused by the condition of such area.

5. **Limited Number of Persons in Aircraft**

There shall be no more than one (1) passenger in any aircraft engaged in banner towing and such passenger must be a licensed aircraft pilot.

6. **Airfield Use Agreement**

a. Each Banner Towing Operator shall apply using the application attached hereto as Appendix "E," and if approved execute an Airfield Use Agreement, attached hereto as Exhibit "F," with the Authority and provide the Authority with all the necessary documents and deposits as outlined in the permit agreement.

b. Each Banner Towing Operator shall also enter into a lease directly with the Authority for storage space at the Airport commensurate with the size of its operation or enter into an approved sublease with an FBO to base its aircraft at the Airport.

c. Intentionally Deleted.

d. Intentionally Deleted.

7. **Required Fees and Payments**

The exact fees and payments will be determined based on the adopted rates and charges for the Airport and incorporated into the Airfield Use Agreement with the Authority.

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## **SECTION 21**

### **AIRSHIP OPERATIONS**

#### **STATEMENT OF CONCEPT**

An airship is a controllable, engine driven lighter-than-air aircraft. In the interest of public safety, hot air balloon operations are expressly disallowed.

#### **MINIMUM STANDARDS**

1. **Permitted Uses**

Any person/entity desiring to engage in airship operations at ORL must obtain a permit to do so from the Authority. A copy of the Miscellaneous Facilities Use Agreement is attached hereto as Appendix "H."

2. **Mooring and Takeoff of Airships**

Mooring and takeoff of airships must occur at the area marked on the diagram which is attached hereto as Appendix "I," which lies within the Southeast Quadrant off of Tower Road near the FAA tower.

3. **Authority's Reserved Rights**

- a. In the interest of protecting public safety, the Authority reserves the right to reasonably specify areas over which persons engaged in airship operations may not operate.
- b. The Authority reserves the right to suspend the airship operations of any person at any time that the Chief Executive Officer of the Authority determines that continued airship operations by such person pose an immediate threat to public safety.
- c. It shall be the responsibility of a person permitted to conduct airship operations at ORL to coordinate its use of the airship mooring and takeoff area. However, the Authority reserves the right to allocate use of the airship mooring and takeoff area among persons engaged in airship operations on a reasonable basis.

4. **Airship Route**

- a. All airship activities must follow standard airport activity patterns as closely as practical.

- 
- b. Ground crews serving airship operations must use the area designated on Appendix "I."

5. **Airship Mooring and Takeoff Area in "AS IS" Condition**

The airship mooring and takeoff area shall be used by persons engaged in airship operations on an "AS IS" basis. The Authority shall not be responsible for any damage to any airship or equipment used in airship operations which is caused by the condition of such area.

6. **Agreement**

- a. Each Airship Operator shall execute a Miscellaneous Facility Use Agreement with the Authority, attached hereto as Appendix H, and provide the Authority with all the necessary documents and deposits as outlined in the permit agreement.

7. **Required Fees and Payments**

The exact fees and payments will be determined based on the adopted rates and charges for the Airport and incorporated into the Miscellaneous Facility Use Agreement with the Authority.

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## **SECTION 22**

### **NON-COMMERCIAL HANGAR**

#### **STATEMENT OF CONCEPT**

This section provides guidance for those individuals (Tenant) that desire to lease property directly from the Authority to construct a hangar for the storage of their own aircraft. The lease shall act as the permit agreement for this category. The following minimum operating standards shall apply:

#### **MINIMUM STANDARDS**

1. **Land**

The leasehold shall comprise sufficient land to provide adequate space for all buildings, paved aircraft parking apron, paved automobile parking, vehicular driveways and service access ways, any required minimum building setbacks from edges of the leasehold and any required stormwater ponds. In addition to the minimum leasehold requirement for hangar facilities, the Tenant shall provide, at its own expense, paved taxiway access to the Airport's existing taxiway system. All aircraft pavement proposed by Tenant shall be designed and constructed in full conformance with applicable Authority and FAA standards for the largest type of aircraft approved to use the premises.

2. **Hangar**

A hangar shall be constructed which will provide a minimum of 7,000 square feet of aircraft storage space. Any additional space for offices, storage and restroom facilities must meet all applicable City of Orlando Code requirements. The aircraft parking apron shall be equal in area to the proposed hangar size.

3. **Permitted Uses**

Tenant shall use the leased premises solely for storage and servicing of their own aircraft. No Commercial Activity of any kind shall be permitted on the premises unless authorized in the lease agreement with the Authority. Tenant shall not sell, barter, trade, share or in any other manner provide hangar space to any other airport tenant or user, or to any other aircraft except those aircraft owned or leased for the exclusive use of the tenant unless expressly approved in writing by the Authority. Tenant shall not exercise any other rights or privileges reserved to Fixed Base Operators or Specialized Aeronautical Service Operators at the Airport under these Minimum Standards.

4. **Specific Use of Premises Conditions**

- 
- a. Aircraft based and serviced upon the premises shall be directly owned by, or exclusively leased in writing for a minimum period of six (6) months to the Tenant. No aircraft owned, leased, borrowed, or otherwise used by employees of the Tenant shall be permitted on the premises unless approved in writing by the Authority.
  - b. All maintenance and service work conducted on the premises and performed on the Tenant's aircraft shall be performed only by direct, full-time permanent employees of the Tenant, or by any FBO or SASO based upon the Airport which have written agreements with the Authority authorizing such Operators to conduct said activities.
  - c. A Tenant must be a person, individual, firm, company, corporation, partnership, or a joint venture which has a specific legal identity and corporate purpose as registered with the Secretary of State in such Tenant's state of corporate residence. Said corporate purposes shall not in any way, shape or form be related to the use, ownership, maintenance or operation of aircraft or hangar activities, or to any commercial aviation activity or enterprise. The use and ownership of a Tenant's aircraft must be incidental, and not relative to, the corporate purpose of the Tenant.
  - d. A for hire maintenance operation shall be strictly prohibited within the hangar.
  - e. Fuel transfer may occur in accordance with all Authority, local, state, and federal rules, and regulations.
  - f. The following operations are defined as hazardous and are specifically not allowed on the premises:
    - Welding
    - Torch cutting
    - Torch soldering
    - Doping
    - Painting



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## SECTION 23

### COMMERCIAL HANGAR/TIE DOWNS

#### STATEMENT OF CONCEPT

This section provides guidance for those entities/persons (Commercial Storage Operator) that desire to lease property directly from the Authority to construct hangar(s) or provide tie downs for purpose of leasing said storage to the general public. The following minimum operating standards shall apply:

#### MINIMUM STANDARDS

1. Land

The leasehold shall comprise sufficient land to provide adequate space for all buildings, paved aircraft parking apron, paved automobile parking, vehicular driveways and service access ways, any required minimum building setbacks from edges of the leasehold and any required stormwater ponds associated with the proposed use of hangar, tie downs, or a combination of both. In addition to the minimum leasehold requirement for hangar/tie down facilities, the Commercial Storage Operator shall provide at its own expense, paved taxiway access to the Airport's existing taxiway system. All aircraft pavement proposed by Commercial Storage Operator shall be designed and constructed in full conformance with applicable Authority and FAA standards for the largest type of aircraft approved to use the premises.

2. Hangar

If proposing a hangar, a hangar shall be constructed that will provide a minimum of 7,000 square feet of aircraft storage space. Any additional space for offices, storage and restroom facilities must meet all applicable City of Orlando Code requirements. The aircraft parking apron shall be equal in area to the proposed hangar size.

3. Tie Downs

If proposing tie downs, a ramp with a minimum of 10,000 square feet of aircraft storage shall be constructed by the Commercial Storage Operator or leased from the Authority.

4. Permitted Uses

Tenant shall use the leased premises solely for providing storage of aircraft. The Commercial Storage Operator is prohibited from the selling aviation fuel.

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Commercial Storage Operator shall not exercise any other rights or privileges reserved to Fixed Base Operators or Specialized Aeronautical Service Operators at the Airport under these Minimum Standards.

5. **Specific Use of Premises Conditions**

- a. A for hire maintenance operation shall be strictly prohibited within the hangar. Fuel transfer may occur in accordance with all Authority, local, state, and federal rules, and regulations.
- b. The following operations are defined as hazardous and are specifically not allowed on the premises:
  - Welding
  - Torch cutting
  - Torch soldering
  - Doping
  - Painting

6. Agreement

- a. A Lease Agreement, properly executed by the Authority and the Commercial Storage Operator, is a prerequisite to tenancy on the Airport and the commencement of any operations thereon. The lease shall act as the permit agreement for this category.
- b. Each Commercial Storage Operator shall provide the Authority with a signed copy of all agreements or contracts with commercial subtenants.
- c. Each Commercial Service Operator shall advise the Authority within five (5) working days of any changes in their agreement(s) or contract(s) with any commercial subtenant providing under Subsection B by using the form supplied in Appendix "D" of these Standards.

7. Required Fees and Payments

Information relative to rental fees and charges applicable to the aeronautical services included herein will be made available to the prospective Commercial Storage Operator at the time of application or during lease negotiations.

8. Safety Regulations

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The Commercial Storage Operator shall conduct all activities in accordance with the National Fire Protection Association and other applicable governmental safety regulations that are applicable to airports.

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## SECTION 24

### MOBILE AIRCRAFT REPAIR AND MAINTENANCE SERVICES

#### STATEMENT OF CONCEPT

A mobile Aircraft Repair and Maintenance Services Operator (Mobile Repair Operator) means a person providing one or more of the following services at the aircraft based location: airframe, engine, or accessory overhaul; repair services on aircraft; and sales of aircraft parts and accessories. A Mobile Repair Operator must provide A&P/AI personnel certified by the Federal Aviation Administration under FAR 65 to perform aircraft maintenance and inspection services. This category shall also include the sale of aircraft parts and accessories, but such is not an exclusive right. This category is being included to ensure that customers of the FBO, to the extent approved by the FBO and the Authority, have the ability to choose the entity to conduct maintenance on their aircraft. This category specifically excludes warranty maintenance operations provided by or on behalf of an Original Equipment Manufacturer or Aircraft on Ground situation.

#### MINIMUM STANDARDS

1. **Land**

The Mobile Repair Operator is not required to lease any land from an FBO or the Authority, but must have an executed agreement with an FBO for access to the leasehold where the aircraft is located. All operations under this category shall occur on the premises/leasehold where the aircraft is located.

2. **Hangar and Shops**

The Mobile Repair Operator is not required to lease any hangar space but must have an executed agreement with an FBO for use of hangar space for maintenance purposes.

3. **Aircraft Apron**

The Mobile Repair Operator is not required to lease any aircraft apron but must have an executed agreement with an FBO for use of apron for maintenance purposes to support its activities.

4. **Aircraft Service Equipment**

a. The Mobile Repair Operator shall at all times maintain an adequate supply of all necessary parts, equipment and accessories required to support their

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contract customers. This may be satisfied by a Just in Time Contract with parts supplier.

- b. If the Mobile Repair Operator is involved with moving aircraft, they shall have, or lease, at least one aircraft tug of sufficient power or braking weight to handle any aircraft the Maintenance Operator is permitted to service under the its FAA certificate.

5. **Hours of Operation**

- a. Intentionally deleted.
- b. The Mobile Repair Operator shall be “on-call” with a reasonable response time to ORL.

6. **Personnel and Training**

- a. The Mobile Repair Operator shall have in its employ, and on duty during operating hours, trained personnel in such numbers as are required to meet these Minimum Standards in a safe and efficient manner, but never less than one (1) appropriately certified person with ratings appropriate to the work being performed.
- b. The Mobile Repair Operator shall maintain during operating hours a responsible person in charge to supervise its operations on the Airport and with the authorization to represent and act for and on behalf of the Maintenance Operator. This person may be located off-site.
- c. All employees will be in uniform with the name of the company prominently displayed.

7. **Permit Agreement**

- a. The Mobile Repair Operator shall execute a permit agreement with the Authority and a vendor agreement with an FBO approved by the Authority which shall specify which types of aeronautical services the Mobile Repair Operator is authorized to provide, and shall contain, if applicable, provisions for fees payable to the Authority, insurance, indemnification, environmental requirements and a security deposit or other form of contract security as required in these Standards acceptable to the Authority. The Mobile Repair Operator shall provide the Authority with its vendor agreement with the FBO together with its Permit application under these rules.
- b. Intentionally deleted.

- 
- c. Each Mobile Repair Operator shall provide the Authority with a signed copy of all agreements or contracts with FBO(s) currently serving the Airport.
  - d. Each Mobile Repair Operator shall advise the Authority within five (5) working days of any changes in their agreement(s) or contract(s) with any FBO(s) by using the form supplied in Appendix "D" of these Standards.

8. **Required Fees and Payments**

The exact fees and payments will be determined based on the adopted rates and charges for the Airport and incorporated into the permit agreement with the Authority.

9. **Limitation on Mobile Repair Operator Services**

The following limitations apply to Mobile Repair Operators:

- a. Mobile Repair Operators shall not advertise that they are based at ORL.

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## **SECTION 25**

### **FLIGHT INSTRUCTOR**

#### **STATEMENT OF CONCEPT**

The Flight Instructor Category applies to all Flight Instructors operating on the Airport independently of a Flight School or Flight Academy. A Flight Instructor (Flight Instructor) engages in instructing pilots in dual and solo flight training, in fixed or rotary wing aircraft operating to or from the Airport. The Flight Instructor further provides such related ground school instruction to its students/clients necessary in preparation for taking a written examination and flight check ride for the category or categories of pilot's licenses and ratings involved or currency.

#### **MINIMUM STANDARDS**

##### **1. Vendor Registration**

- a. Each Flight Instructor shall register with the Authority under these Minimum Standards and shall provide the following:
  - i. Name
  - ii. Address
  - iii. Telephone Number
  - iv. Email Address
  - v. Copy of FAA Certificate
  - vi. Where Flight Instruction is occurring on the Airport
  - vii. If Flight Instruction is occurring at an FBO, a copy of its Agreement with the FBO allowing use of its facility.
- b. The vendor registration list will be available at the Authority office at the Airport as well as at each FBO.

##### **2. Personnel**

The Flight Instructor shall be properly certificated by the FAA to provide the type of training requested by a client.

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3. **Required Fees and Payments**

The exact fees and payments will be determined based on the adopted rates and charges for the Airport and incorporated into the permit agreement with the Authority.



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## SECTION 26

### AIRCRAFT CLEANING, WASHING AND DETAILING

#### STATEMENT OF CONCEPT

Aircraft Cleaning, Washing and Detailing (ACWD) is a for profit corporation which provides aircraft cleaning, washing, and detailing at set rates.

#### MINIMUM STANDARDS

1. Land

The ACWD may lease directly from the Authority or from an FBO sufficient land to provide space for the needs of the ACWD based on the size of its operation.

2. Hangars

The ACWD may lease hangar space directly from the Authority or from an FBO, but no minimum is required.

3. Hours of Operation

The ACWD's hours of operation shall be appropriate for its activities and clients.

4. Personnel

The ACWD shall have in its employ at least one (1) manager who is onsite when work is being conducted and who is available via telephone or electronic means during normal business hours.

5. Required Fees and Payments

The exact fees and payments will be determined based on the adopted rates and charges for the Airport and incorporated into the permit agreement with the Authority.

6. Permit Agreement

- a. The ACWD shall execute a permit agreement with the Authority and a vendor agreement with an FBO or Commercial Storage Operator approved by the Authority which shall specify which types of aeronautical services the ACWD is authorized to provide, and shall contain, if applicable, provisions for fees payable to the Authority, insurance, indemnification, environmental requirements and a security deposit or other form of contract

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security as required in these Standards acceptable to the Authority. The ACWD shall provide the Authority with its vendor agreement with the FBO together with its Permit application under these rules.

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## SECTION 27

### OTHER SERVICES

#### STATEMENT OF CONCEPT

The purpose of this section is to address the activities which, by nature of the operation or service, are not directly associated with aeronautical activities, or services that are too specialized to reasonably permit the establishment of specific Minimum Standards for each. When services are proposed which do not fall within the categories in this document, Minimum Standards will be developed on a case-by-case basis if needed, taking into consideration the desires of the proponent, the needs of the Authority, and the need for such service at ORL.

All companies intending to provide services at ORL must have the appropriate insurance coverage and a Permit Agreement from the Authority before they will be allowed to do business on the Airport.



**APPENDIX "B"**

**PERMIT APPLICATION**

**FIXED BASE OPERATOR**

**or**

**SPECIALIZED AERONAUTICAL SERVICES OPERATOR**

**1. COMPANY INFORMATION** – (name and contact information for the company)

Name & Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_  
E-mail \_\_\_\_\_ Other: \_\_\_\_\_

- 1.1 Upload or provide evidence of incorporation in the State of Florida. Flight Instructors upload a copy of FAA certificate.
- 1.2 Upload or provide a list of the names, addresses and telephone numbers of the principal(s) of the business having an interest equal to 51% or more of the assets or earnings of the operations.
- 1.3 Upload or provide resumes for the key personnel.
- 1.4 Provide the proposed commencement date for operations and the proposed term.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. COMPANY 24 HOUR EMERGENCY CONTACT**

Name & Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_  
E-mail \_\_\_\_\_ Other: \_\_\_\_\_

**3. PROPOSED SERVICES**

Place a check in the box provided below for the aeronautical services that the applicant is requesting to provide at Orlando Executive Airport. Applicant must submit all necessary back up information proving it meets the minimum standards for the aeronautical services it is applying to provide.

- Fixed Base Operator
- Aircraft Maintenance Facility
- Air Cargo Services
- Multiple Aeronautical Services
- Air Charter or Taxi
- Aircraft Sales
- Aircraft Lease and Rental Services
- Flying Clubs
- For Profit Flying Clubs
- Flight School
- Flight Academy
- Scheduled Commercial Service
- Non-Commercial Hangar
- Commercial Hangar/Tie Down
- Mobile Aircraft Repair and Maintenance Services
- Flight Instructor
- Aircraft Cleaning, Washing and Detailing
- Other Aeronautical Services (Specify the services to be provided)

**4. COMPANY FINANCIAL BILLING CONTACT(S)**

Name & Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_  
E-mail \_\_\_\_\_ Other: \_\_\_\_\_

**5. COMPANY INSURANCE CONTACT**

Name & Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_  
E-mail \_\_\_\_\_ Other: \_\_\_\_\_

5.1 Upload or provide insurance certificate.

Appendix "B"  
Minimum Standards

## 6. REFERENCES

Please provide the name, address and telephone number of an airport employee who supervised or is otherwise familiar with your activities at each airport where you operated during the past three (3) years (*attach additional sheets as necessary*):

### Reference 1

Contact Person:			
Company			
Title:			
Address:			
Phone Number:		Other:	
Cell Phone:		E-mail address:	

### Reference 2

Contact Person:			
Company			
Title:			
Address:			
Phone Number:		Other:	
Cell Phone:		E-mail address:	

### Reference 3

Contact Person:			
Company			
Title:			
Address:			
Phone Number:		Other:	
Cell Phone:		E-mail address:	

7. Upload or provide a narrative of the detailed services to be offered including evidence of applicants past experience providing similar services at a similar airport, financial capability, and technical ability to perform and/or develop the proposed services and facilities, a statement of projected gross revenues and operating expenses for each of the first five (5) years of the proposed operations at the Airport, the number of persons to be employed along with a description of their duties and responsibilities, and the tools, equipment, and inventory, if any, that applicant will furnish for the proposed

service. The Authority may alter the requested information in this section based upon the proposed service to be provided and the complexity of the proposal.

8. Upload or provide a site plan and other documentation including the amount of land required for the proposed service and any buildings or other facilities proposed to be constructed or facilities required, a detailed site plan for the proposed operations, the estimated cost of any structure or facilities to be constructed or furnished, proposed specifications, and the means and method of financing such construction.
9. Upload or provide any additional documentation required based on your selection in SECTION 3 – PROPOSED SERVICES. For example:
  - a. Banner Tower will require the information requested above as well as Exhibits “E,” “F” and “G”.
  - b. Airship Mooring will require the information requested above as well as Exhibits “H” & “I.”

**ADDITIONAL INFORMATION** (items a & b are not applicable for Flight Instructors)

- a. As a general rule, Permit Agreements for Specialized Aeronautical Service providers will be renewed on an annual basis and shall contain a thirty (30) day cancellation clause by either party to the agreement.
- b. The following items must be on hand prior to start of operations:
  - A fully executed Permit Agreement with the Greater Orlando Aviation Authority
  - A security deposit.
  - Proof of insurance (Insurance Certificate) as required by the type of agreement.
- c. Submit or return this completed application, along with the items listed above, the relevant application fee\* and any additional information or materials requested by the Authority, to:

**Orlando Executive Airport  
Vice President - ORL Operations  
365 Rickenbacker Drive  
Orlando, Florida 32803**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone Number

\*NOTE: Application fee must be submitted by mail or in person to the address provided above.

Appendix “B”  
Minimum Standards

Orlando Executive Airport



# APPENDIX "C"

## APPLICATION FOR NON-AVIATION USE OF HANGAR

GREATER ORLANDO AVIATION AUTHORITY (the "Authority")  
ORLANDO EXECUTIVE AIRPORT (ORL)

The use of a Fixed Base Operator's (FBO) leasehold for non-aviation commercial use is subject to express written approval from the Authority. The Authority shall have five (5) days from receipt of a complete application to review and approve or deny an application in its sole and absolute discretion. In an emergency an application submitted less than five (5) days prior to the proposed use may be considered by the Authority, however in addition to all other requirements contained herein, the applicant shall provide an explanation for the untimely submittal.

Applicant: Sheltair Orlando Air Center, Inc./Atlantic Aviation/Other: \_\_\_\_\_  
Date: \_\_\_\_\_ Contact Person for Applicant: \_\_\_\_\_  
Proposed User(s): \_\_\_\_\_  
Proposed Use(s) \_\_\_\_\_  
Location of Proposed Use(s): \_\_\_\_\_  
Hours for the Proposed Use(s): \_\_\_\_\_  
Person Responsible for Event Charges: \_\_\_\_\_  
Date of Event: \_\_ Set-up Start Time: \_\_\_\_\_ (a.m.)(p.m.) Breakdown End Time: \_\_\_\_\_ (a.m.)(p.m.)  
Event Start Time: \_\_\_\_\_ (a.m.)(p.m.) Event End Time: \_\_\_\_\_ (a.m.)(p.m.)  
Proposed use  Private  Private Limited Tickets  Public Tickets (unlimited)  
Estimated Number of Participants (not including spectators): \_\_\_\_\_  
Estimated Number of Spectators Attending Event: \_\_\_\_\_

Executed Agreement with FBO conditioned upon approval by the Authority  Yes  No  
 Attached

Insurance Certificates which meet the Authority requirements  Yes  No  
 Attached

Parking Agreement between FBO and the Authority required  Yes  No

Parking Agreement executed by FBO and attached  Yes  No  
 Attached

City Fire Marshall Standards Provided [Fire watch/Doors to Hangar Open]  Yes  No

Is Event Sponsored by:  FBO  Government  Non-Profit Entity  For Profit Entity

Do you intend to dispense, sell, or permit any alcoholic beverages:  Yes  No  
(If yes, explain which ones: \_\_\_\_\_)

Do you intend to serve or sell any food, goods, or services:  Yes  No  
(If yes, explain which ones: \_\_\_\_\_)

Are fireworks or other pyrotechnics going to be used:  Yes  No  
(If yes, explain: \_\_\_\_\_)

Will any tent(s), stages, or other structures be used:  Yes  No  
(If yes, explain which ones: \_\_\_\_\_)

Will there be any amplified sound equipment be used:  Yes  No  
(If yes, explain what type \_\_\_\_\_ Decibel level \_\_\_\_\_ How/where will power source be accessed \_\_\_\_\_)

Who will provide other clean-up (trash, etc.) after the event: \_\_\_\_\_

Give a description of ALL event activities: \_\_\_\_\_

Appendix "C"  
Minimum Standards

Orlando Executive Airport

A completed application must include this form fully completed, the proposed or executed facility use agreement, a parking agreement form executed by the FBO ready for GOAA to execute and proof of insurance for both the airport lessee and GOAA.

**CERTIFICATION BY APPLICANT:** I CERTIFIED THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT, I UNDERSTAND THE EVENT MAY BE CANCELLED BY THE CHIEF EXECUTIVE OFFICER OF THE AUTHORITY, FIRE MARSHALL OR THE CHIEF OF POLICE SHOULD ANY CONDITIONS/STIPULATIONS OF THE AGREEMENT, ANY PERMIT OR CITY ORDINANCE OR STATE STATUTE BE VIOLATED. I CERTIFY THAT I AM AUTHORIZED BY THE ORGANIZATION NAMED HEREIN TO ACT AS ITS AGENT FOR THE HEREIN DESCRIBED ACTIVITY. I ALSO HAVE RECEIVED THE NOTICE INFORMING ME OF MY RESPONSIBILITIES AND OBLIGATIONS SHOULD I CANCEL THE EVENT.

BY FILING THIS APPLICATION, I, AND THE ORGANIZATION ON WHOSE BEHALF I MAKE THIS APPLICATION, CONTRACT AND AGREE THAT WE WILL JOINTLY AND SEVERALLY INDEMNIFY AND HOLD THE AUTHORITY HARMLESS AGAINST LIABILITY, INCLUDING COURT COSTS AND ATTORNEYS' FEES FOR TRIAL AND ON APPEAL, FOR ANY AND ALL CLAIMS FOR DAMAGE TO PROPERTY OR INJURY TO, OR DEATH OR PERSONS ARISING OUT OF OR RESULTING FROM THE ISSUANCE OF THE PERMIT OR THE CONDUCT OF THE ACTIVITY OR ANY OF ITS PARTICIPANTS.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print name

Atlantic      Sheltair      Other

\_\_\_\_\_  
Signature of Proposed User

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Entity

Reviewed by: Vice President - ORL Operations (or Designee)  
Recommend Approval    Denial

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Appendix "C"  
Minimum Standards

Orlando Executive Airport

**APPENDIX "D"**

**Notification of Addition or Cancellation of a Contract**

Date: \_\_\_\_\_

**Orlando Executive Airport  
Vice President – ORL Operations  
365 Rickenbacker Drive  
Orlando, Florida 32803**

**Company Name:** \_\_\_\_\_,  
hereby notifies the Greater Orlando Aviation Authority of the following:

**Has a New Contract with:**

<u>Tenant</u>	<u>Effective Date</u>	<u>Type of Service</u>

**Has Terminated Contract with:**

<u>Tenant</u>	<u>Effective Date</u>	<u>Type of Service that was Provided</u>

Sincerely,

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Please email to the Orlando Executive Airport at [OEAMINSTDS@GOAA.ORG](mailto:OEAMINSTDS@GOAA.ORG).

## **APPENDIX "E"**

### **Banner Towing Application**

#### **APPLICATION FOR BANNER TOWING PERMIT AT ORLANDO EXECUTIVE AIRPORT**

(Company Name)

Date:

**Applicant's Name**

**Contact:**

**Applicant's Address:**

**Applicant's Telephone**

**Applicant's Fax:**

1. Please attach a list of all aircraft to be used in banner towing operations, including make, model and registration number.
2. Please attach a list of all pilots employed by Applicant in banner towing operations, specifying pilot ratings, hours of experience of such pilots in banner towing operations, and past safety record (including any accidents and any violations of Federal Aviation Administration Certificate of Waiver (Certificate of Waiver).
3. Proposed hours, nature and scope of banner towing operations.
4. Please attach a copy of Certificate of Waiver.
5. Applicant shall execute the Airfield Use Agreement attached hereto as Exhibit "F."
6. Applicant agrees that, if it is granted a banner towing permit by the Greater Orlando Aviation Authority (Authority), it will comply with the indemnity and insurance provisions required by Authority. Please attach copies of required insurance policies or Certificates of Insurance.
7. Applicant acknowledges receipt of the Authority's Rules Governing Banner Towing (Rules) and agrees that if it is granted a banner towing permit by the Authority, it will comply with the terms of such Rules.

Appendix "E"  
Minimum Standards

Orlando Executive Airport

8. Applicant agrees to inform Authority immediately of any changes in any of the information provided herein which occur after the date of submission of this application.

**Company Name**

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**For Authority Use Only**

Permit Denied       Permit Granted      Date: \_\_\_\_\_

**GREATER ORLANDO AVIATION AUTHORITY**

By: \_\_\_\_\_  
Kevin J. Thibault, P.E., F.ASCE, Chief  
Executive Officer

Date Permit Expires:

Permit subject to the following conditions:

Applicant agrees to comply with terms of any future amendments to the Authority's rules governing banner towing.

# Appendix "F"

## Banner Towing Airfield Use Agreement

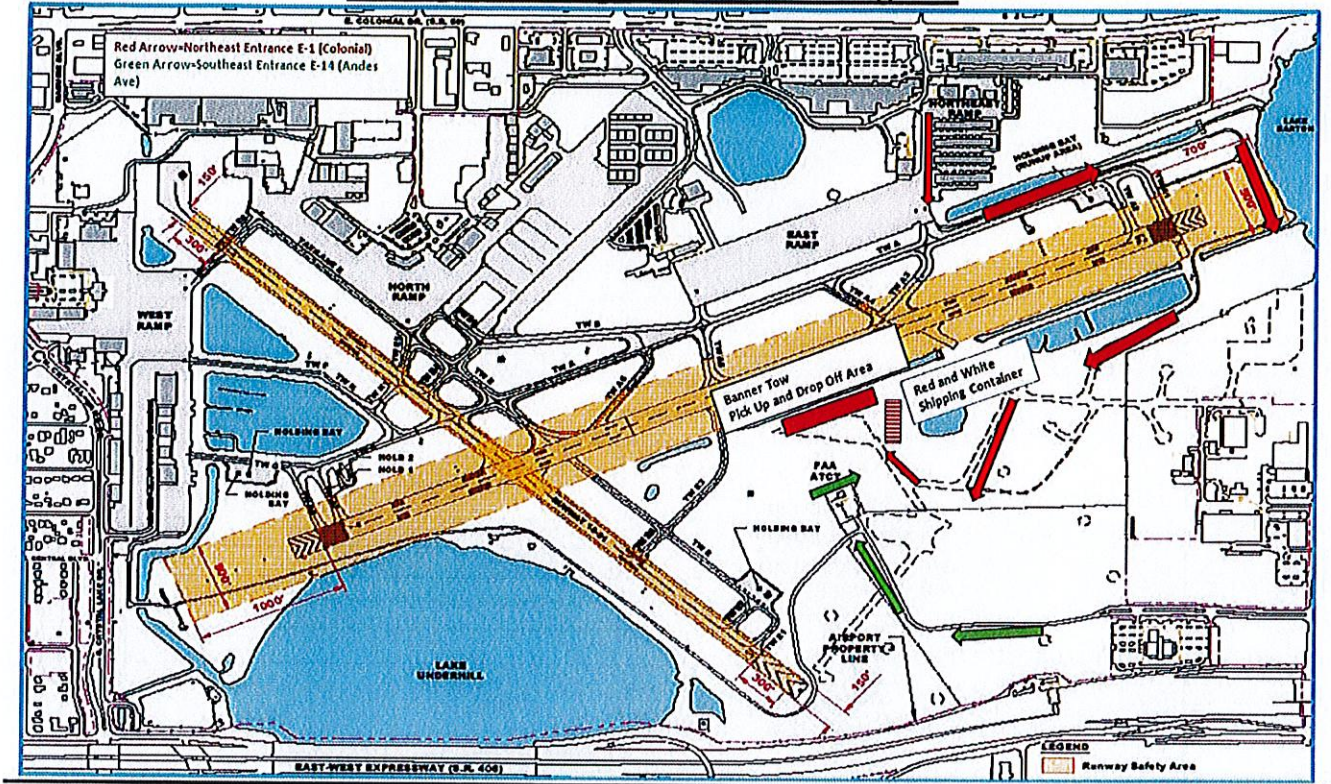
GREATER ORLANDO AVIATION AUTHORITY ORLANDO EXECUTIVE AIRPORT AIRFIELD USE AGREEMENT							
Orlando Executive Airport 365 Rickenbacker Dr., Orlando, FL. 32803 Ph: 407-825-1676 Fx: 407-825-1675							
DATE SUBMITTED	_____						
ORGANIZATION	_____						
ADDRESS	_____						
CONTACT NAME (s)	EMAIL: _____						
CONTACT NUMBER (s)	FAX: _____						
COMPANY RISK MANAGEMENT CONTACT _____							
CLASSIFICATION	<table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">AVIATION</td> <td style="text-align: center;">X</td> <td style="text-align: center;">NON-AVIATION</td> </tr> <tr> <td style="text-align: center;">NON-PROFIT</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">GOVERNMENT</td> </tr> </table>	AVIATION	X	NON-AVIATION	NON-PROFIT	_____	GOVERNMENT
AVIATION	X	NON-AVIATION					
NON-PROFIT	_____	GOVERNMENT					
SPACE(S) REQUESTED	Paved area west of Lake Claudette (see attached)						
SERVICES/EQUIPMENT REQUESTED	NA						
DATE(S) OF USE REQUESTED	October 1, 2022 - September 30, 2023						
REQUESTED START / END TIME(S)	Various						
ESTIMATED NUMBER OF PERSONS	1						
(attach extra page if need) DETAILED PURPOSE	Banner Storage						
ALCOHOL SERVED	YES _____ NO <u>X</u> _____						
FOOD SERVED	YES _____ NO <u>X</u> _____						
Crowd Control required for this event (inc. comfort stations)	NA						
<b><u>PAYMENT DUE PRIOR TO EVENT</u></b>							
<b>FEES/TERMS</b>	Annual Fee = \$500 + 6% Sales Tax. TOTAL DUE: \$530.00 NET 30						
<b>PLEASE MAKE CHECK/MONEY ORDER PAYABLE TO "GREATER ORLANDO AVIATION AUTHORITY"</b>							
<p><i>By its signature below, the undersigned, on behalf of the above named person or organization, releases the Greater Orlando Aviation Authority and the City of Orlando, and the members, officers, employees and agents of each, of all liability arising out of the use of the above services/equipment and/or space, and agrees to indemnify each such party against all damages, costs, and expenses (including attorneys' fees) resulting therefrom.</i></p> <p><i>Organization or responsible person entering into this agreement agrees to carry Commercial General Liability, which shall not exclude any activities planned in relation to this agreement, in an amount not less than \$1,000,000 each occurrence, which shall name Greater Orlando Aviation Authority and City of Orlando as additional Insureds. Organization and responsible person entering into this agreement acknowledges that other Insurance coverages and/or higher limits may be required, depending on the activities planned. Such change in Insurance requirement will be provided in writing and considered amendment to this Agreement. A Certificate of Insurance evidencing insurance will be provided prior to the date of use.</i></p>							
<p><b>Cancellation Policy:</b> Dates may be held as a courtesy, based on availability; however events will NOT be confirmed until a contract is executed. All signed contracts must be accompanied with a NON-REFUNDABLE deposit of 25% of the rental fee in order for the space to be considered fully executed. The remaining balance, which includes additional rental equipment is due on the day of the event. If said event is a multiple day activity, balance is due on the first day of the event. Events cancelled within 30 days of the event will result in total forfeiture of the deposit. Events cancelled outside of 30 days of the event will result in a 50% forfeiture of the deposit. Clients/Organization will be given the opportunity to reschedule the event within a 6-month period of the original event date, where the remaining 50% of the original deposit may be forwarded as partial deposit on the new date. The additional 50% deposit on the new date must be received with a new contract to be considered fully executed. All charges will be subject to applicable state sales tax. Tax Exempt organizations will need to present sales tax certificate prior to the event date in order NOT to be charged sales tax.</p>							
PRINT NAME	_____						
AUTHORIZED SIGNATURE	_____						
RISK MANAGEMENT REVIEW _____ APPROVED _____	DATE _____						
Greater Orlando Aviation Authority							

Credit GL Banner Tow Permits: 901.000.830.3393002.000.000000

## Appendix "F" Minimum Standards

Orlando Executive Airport

**APPENDIX "G"**  
**Pickup and Drop-off Banners Diagram**



Appendix "G"  
Minimum Standards

Orlando Executive Airport

# APPENDIX "H"

## Airship Operations Miscellaneous Facilities Use Agreement

GREATER ORLANDO AVIATION AUTHORITY ORLANDO EXECUTIVE AIRPORT MISCELLANEOUS FACILITIES USE AGREEMENT		Orlando Executive Airport 365 Rickenbacker Dr., Orlando, FL. 32803 Ph: 407-825-1676 Fx: 407-825-1675				
DATE SUBMITTED	_____					
ORGANIZATION	_____					
ADDRESS	_____					
CONTACT NAME (s)	EMAIL:	_____				
CONTACT NUMBER (s)	FAX:	_____				
COMPANY RISK MANAGEMENT CONTACT						
CLASSIFICATION	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">AVIATION</td> <td style="width: 50%; text-align: center;">NON-AVIATION</td> </tr> <tr> <td style="text-align: center;">NON-PROFIT</td> <td style="text-align: center;">GOVERNMENT</td> </tr> </table>	AVIATION	NON-AVIATION	NON-PROFIT	GOVERNMENT	_____
AVIATION	NON-AVIATION					
NON-PROFIT	GOVERNMENT					
SPACE(S) REQUESTED	_____					
SERVICES/EQUIPMENT REQUESTED	_____					
DATE(S) OF USE REQUESTED	_____					
REQUESTED START / END TIME(S)	_____					
ESTIMATED NUMBER OF PERSONS	_____					
(attach extra page if need)	DETAILED PURPOSE _____					
	ALCOHOL SERVED	YES _____ NO _____				
	FOOD SERVED	YES _____ NO _____				
Crowd Control required for this event (inc. comfort stations) _____						
<b><u>PAYMENT DUE PRIOR TO EVENT</u></b>						
<b>FEES</b>	\$75.00 per day for first four days, \$35.00 per day thereafter, plus applicable sales tax					
<b>PLEASE MAKE MONEY ORDER PAYABLE TO "GREATER ORLANDO AVIATION AUTHORITY"</b>						
<p><i>By its signature below, the undersigned, on behalf of the above named person or organization, releases the Greater Orlando Aviation Authority and the City of Orlando, and the members, officers, employees and agents of each, of all liability arising out of the use of the above services/equipment and/or space, and agrees to indemnify each such party against all damages, costs, and expenses (including attorneys' fees) resulting therefrom.</i></p> <p><i>Organization or responsible person entering into this agreement agrees to carry Commercial General Liability, which shall not exclude any activities planned in relation to this agreement, in an amount not less than \$1,000,000 each occurrence, which shall name Greater Orlando Aviation Authority and City of Orlando as additional insureds. Organization and responsible person entering into this agreement acknowledges that other insurance coverages and/or higher limits may be required, depending on the activities planned. Such change in insurance requirement will be provided in writing and considered amendment to this Agreement. A Certificate of Insurance evidencing insurance will be provided prior to the date of use.</i></p> <p><b>Cancellation Policy:</b>                  Dates may be held as a courtesy, based on availability, however events will NOT be confirmed until a contract is executed. All signed contracts must be accompanied with a NON-REFUNDABLE deposit of 25% of the rental fee in order for the space to be considered fully executed. The remaining balance, which includes additional rental equipment is due on the day of the event. If said event is a multiple day activity, balance is due on the first day of the event. Events cancelled within 30 days of the event will result in total forfeiture of the deposit. Events cancelled outside of 30 days of the event will result in a 50% forfeiture of the deposit. Clients/Organization will be given the opportunity to reschedule the event within a 6-month period of the original event date, where the remaining 50% of the original deposit may be forwarded as partial deposit on the new date. The additional 50% deposit on the new date must be received with a new contract to be considered fully executed. All charges will be subject to applicable state sales tax. Tax Exempt organizations will need to present sales tax certificate prior to the event date in order NOT to be charged sales tax.</p>						
	PRINT NAME	_____				
	AUTHORIZED SIGNATURE	_____				
RISK MANAGEMENT REVIEW _____	APPROVED	DATE _____				
Greater Orlando Aviation Authority						
<b>GOAA ORL OPERATION USE ONLY</b>						
	START DATE AND TIME:	_____				
	END DATE AND TIME:	_____				

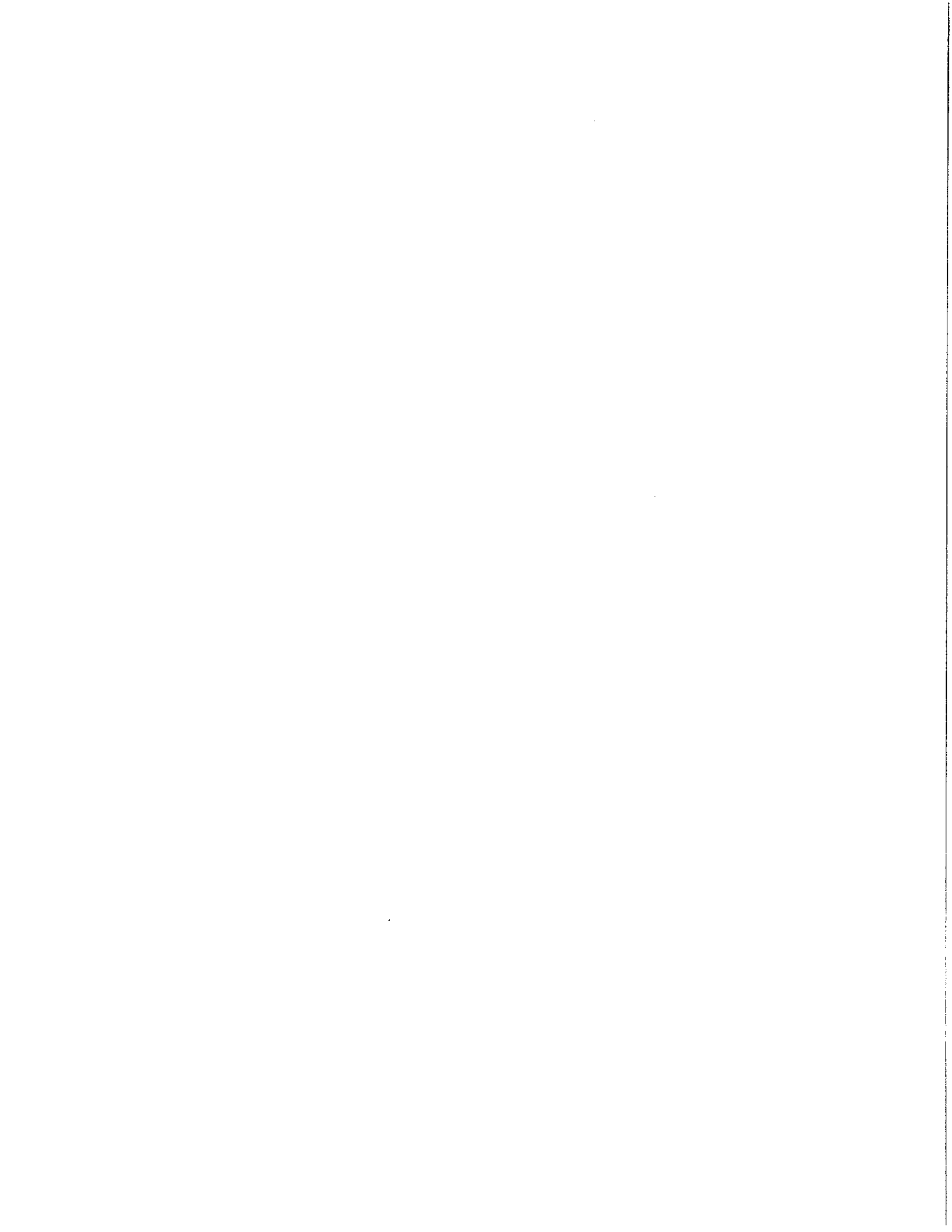
For GOAA Finance Use Only: OEA AIRFIELD BLIMP MOORING - 901.000.810.3120901.000.000000

### Appendix "H" Minimum Standards

Orlando Executive Airport



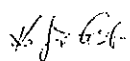




**ORLANDO EXECUTIVE AIRPORT RATES AND CHARGES  
EFFECTIVE MARCH 23, 2023**

Airship Operator	Applies to all airship operators.	\$75.00 per day for first four (4) days, \$35.00 per day thereafter, plus sales tax.
Annual Access Fee	Applicable to all permit holders without a lease with the Authority or approved sublease with a Fixed Base Operator ("FBO") that meets the OEA Minimum Standards or any aeronautical service category that does not require a percentage of gross receipts payment.	\$1,200.00
Customs and Border Protection (CBP) After-Hours Fee	Applies to all CBP services provided to flights accepted after 1630, Mon – Fri, and any flight on a weekend or federal holiday, <u>except</u> MEDEVAC	<u>Sundays/Federal Holidays:</u> \$350 per flight (1000 – 1330). \$700 per flight accepted outside of these hours <u>Weekdays:</u> \$700 per flight accepted after 1630 Mon – Fri
Exemption from Gross Receipts	Aircraft Washing and Detailing Banner Towing Airship Operations Flight Instructor	
Flight Instructor	All flight instructors operating at Orlando Executive Airport shall register and pay a registration fee. Flight instructors shall not be required to pay an application fee or Annual Access Fee.	\$100.00 one-time registration fee.
Percentage of Gross Receipts	Applicable to all permit holders without a lease with the Authority, approved Sublease with an FBO that meets the OEA Minimum Standards or in an exempt category. Notwithstanding the above, any category that does not require a minimum amount of land or hangar space requirement shall pay gross receipts.	5.5% of Gross Receipts
Permit Application Fee	Required with submittal of an application under the OEA Minimum Standards.	One Time \$250.00 non-refundable application fee per aeronautical activity.

The Rates and Charges are subject to revision by the Greater Orlando Aviation Authority as it determines such changes are necessary or desirable to reflect current trends of commercial airport activity.



Kevin Thibault  
Chief Executive Officer  
Mar 24 2023 4:33 PM  
DocuSign

Kevin J. Thibault, P.E., F.ASCE  
Chief Executive Officer

\_\_\_\_\_ Date