

OCALA INTERNATIONAL AIRPORT

MINIMUM STANDARDS FOR COMMERCIAL AERONAUTICAL ACTIVITIES



Revised FEBRUARY 2017

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SECTION 1. INTRODUCTION

The City of Ocala adopted these Minimum Standards to foster, encourage, promote and develop general aviation and related aeronautical activities at the Ocala International Airport, while promoting safety in all activities, enhancing the availability of high quality services for Airport users and promoting the orderly development of Airport property. In promulgating these Minimum Standards, the Airport will provide a fair and reasonable opportunity without creating an exclusive right or unjust economic discrimination to any potential operators to qualify or otherwise compete for available Airport facilities and the furnishing of selected aeronautical activities. These Minimum Standards will be administered by the Airport Director or its designee.

SECTION 2. DEFINITIONS

Terms used in these Minimum Standards are defined below, and, if the context permits, shall have the same meaning set forth therein even if they are not capitalized. Other words relating to aeronautical practices, processes and equipment will be construed according to their general usage in the aviation industry, unless a different meaning is apparent from the context or specifically defined otherwise. All other words will be construed according to their common literal meaning.

- A. Airport: Shall mean the Ocala International Airport.
- B. Agreement: Shall mean a written agreement, including a lease, between an Operator and City, or a written agreement, including a sublease, between an Operator and an FBO. The term shall include all amendments to such agreement, lease or sublease.
- C. Aircraft Maintenance: Shall mean activities necessary for the maintenance, overhaul, repair, inspection or modification of an aircraft or aircraft components, at a facility that is adequately equipped and staffed to handle the such activities and to promptly obtain parts to permit the Operator of such facility to do so.
- D. City: Shall mean the City of Ocala, a Florida municipal corporation.
- E. Commercial Aeronautical Operation (“CAO”): Shall mean a commercial aeronautical operation that involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of aircraft operations, and where the purpose of the operation is to secure earnings, income, compensation, or profit, whether or not objectives are accomplished.
- F. Core Services: Shall mean those services that must be provided to general aviation Airport patrons by an FBO and cannot be subleased to a person. These services are described in Section 5.2.
- G. FAA: Shall mean the Federal Aviation Administration.
- H. FBO: Shall mean a CAO, or an Operator of a CAO, that meets the requirements of these Minimum Standards to qualify as a FBO, including engaging in the retail sale of aviation fuels, Aircraft Maintenance and other Core Services.
- I. Minimum Standards: Shall mean these qualifications or criteria established by the City as the minimum requirements of an Operator engaged in an Airport CAO.
- J. Operator: Shall mean a person engaging in, or proposing to engage in, a CAO.
- K. Person: Shall mean an individual, trustee, partnership, corporation, limited liability company or any legal entity
- L. Specialized Aviation Service Operator (“SASO”): Shall mean a CAO, or an Operator of a CAO, that meets the requirements of these Standards to qualify as a SASO.

SECTION 3. QUALIFICATION REQUIREMENTS

Prospective Operators must submit to the Airport Director the following information prior to entering into an Agreement with the Airport or an FBO:

- A. A detailed business plan that adequately describes the scope of the intended operation and the approach to be utilized in performing the CAO in order to provide high quality service to general aviation patrons and the general public.
- B. A statement from a bank, trust company or other source acceptable to the City evidencing the financial responsibility of the prospective Operator. The City shall be the sole judge of what constitutes adequate financial capacity.
- C. A statement of past experience that establishes that the prospective Operator is qualified to perform the CAO that the Operator proposes to perform.

SECTION 4. GENERAL REQUIREMENTS

4.1 REQUIREMENT OF AN AGREEMENT

Prior to commencing a CAO, the prospective Operator shall enter into an Agreement with the City or an FBO, which will set forth the terms and conditions under which the Operator will operate at the Airport; if the Operator enters into an Agreement with an FBO, it shall provide a copy of such Agreement to City. Such terms and conditions will not be inconsistent with these Minimum Standards.

4.2 ADEQUATE ASSURANCE

The prospective Operator must, upon execution of its Agreement, deliver a performance bond or other adequate assurance in an amount equal to six months of the estimated payments to the Airport, and in any form acceptable to City in its reasonable discretion. If the adequate assurance will expire or no longer be valid during the term of the Agreement (e.g., as would be the case with an official bank check or letter of credit), the Operator shall renew the adequate assurance or take other action to ensure that the adequate assurance remains valid; if the operator fails to do so, the City may recover the amount of the adequate assurance and take other action necessary to protect its rights (including termination of the Operator's Agreement with the City)).

4.3 INSURANCE

The Operator will procure and maintain, during the term of the Agreement, insurance of the types and in the minimum limits determined by the City for the prospective CAO.

4.4 COMPLIANCE WITH LAWS

The prospective Operator will procure and maintain during the term of the Agreement, all licenses, permits and other similar authorizations required for the conduct of business operations.

4.5 MISCELLANEOUS

- A. Where more than one CAO is to be engaged in, the Minimum Standards may vary as to each CAO, but may not necessarily be cumulative.
- B. The applicable Minimum Standards for any Operator will be predicated upon the nature of the CAO. If at a later date, the CAO is expanded to encompass new or additional types of activities, these new or additional activities must meet the established Minimum Standards for them.
- C. CAO shall conduct its operations in an orderly, ethical and commercially reasonable manner. CAO shall control the conduct, demeanor and appearance of its employees, subtenants, invitees and others doing business at the Premises.

SECTION 5. MINIMUM STANDARDS

5.1 MINIMUM STANDARDS

The following criteria are set forth in these Minimum Standards for an Operator engaging in one or more selected CAO at the Airport.

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

Information regarding rentals, fees and charges to the CAO will be made available to the prospective Operator by the Airport Director.

The Airport recognizes that certain Operators are presently conducting business on the Airport at the time of the enactment of these Minimum Standards that may occupy facilities, or be conducting certain operations, not in compliance with these Minimum Standards. Such facilities or operations will be governed by the existing Agreement provisions, and may be continued or extended by agreement at the City's sole discretion. However, in no event may a nonconforming use be transferred through sale or assignment.

The Airport has the option to exercise its proprietary right to provide one or more CAOs on an exclusive basis.

5.2 FBO

Each FBO will be subject to the following requirements and standards:

- A. Core Services. Each FBO shall provide the following CAOs:
 - 1. Tie-down and hangar storage.
 - 2. Sale and into plane dispensing of aviation fuels.
 - 3. Adequate ramp service for general aviation aircraft users, with a qualified attendant available on the ramp for the purpose of providing aircraft guidance, aircraft parking, tie-down and after hour on-call service.
 - 4. Operation of a fuel farm facility for the storage, handling and delivery of aviation fuel products.
 - 5. Emergency service to disabled general aviation aircraft on the Airport, including towing and transporting disabled aircraft at the request of the owner or operator of the aircraft, or the Airport.
 - 6. Flight planning and flight services facilities, local navigation charts, flight planning materials and weather information available during hours of operation for the Airport patron.
 - 7. Courtesy transportation providing passenger transportation service between FBO and reasonable nearby destinations.

- B. Other Service Requirements: Each FBO must:
 - a. Operate either: (1) a Part 145 Repair Station; or (b) a facility that provides Non-145 Aircraft Maintenance; and
 - b. Provide the Core Services, or subcontract for the following CAOs to a minimum total value of 3. (For purposes of calculating the values of the CAOs, an FBO that provides a Part 145 Repair Station may not include any value from any Non-145 Aircraft Maintenance, to achieve the total value requirement.)

Value	Commercial Aeronautical Operation (CAO)	
2	Part 145 Repair Station	Operating a Repair Station that is certified under, and in compliance with, Part 145 of Title 14, CFR, and employing, or subcontracting for, at least two employees currently certified by FAA to perform airframe or power-plant repair. At least one of these employees must be appropriately rated to perform 100-hour and annual / phase inspections. At least one employee must be “on call” during off-duty hours.
1	Non-145 Aircraft Maintenance	Operating a facility that provides aircraft maintenance but is not certified under Part 145 of Title 14, CFR, and employing, or subcontracting for, at least two employees currently certified by FAA to perform airframe or power-plant repair. At least one of these employees must be appropriately rated to perform 100-hour and annual inspections. At least one employee must be “on call” during off-duty ours.
1	Aircraft Charter	Non-scheduled air charter (FAR Part 135) for transporting passengers, cargo, and mail, including air ambulance.
1	Aircraft Paint Shop	Aircraft painting for all types of aircraft.
1	Avionics Repair and Installations	Avionics repair station specializing in general aviation instrumentation and radios.
.5	Aircraft Flight Training	Flight training school with a two certified flight instructors and two airworthy, owned or leased aircraft, including at least one aircraft suitable for instrument flight instruction.
.5	Aircraft Rental	Aircraft rental with two airworthy, owned or leased aircraft, including at least one aircraft suitable for instrument flight operation.
.5	Aircraft Interior Repair	Aircraft interior repairs for all types of aircraft.
.5	Aircraft Sales	Aircraft sales with at least one pilot with ratings appropriate to the types of aircraft to be demonstrated and an on-airport inventory of four aircraft.
.5	Propeller Repair	Propeller repairs for all types of aircraft.
.5	Aircraft Wash and Detailing	Aircraft washing and detailing for all types of aircraft.

C. Prohibited Services

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

D. Land and Facility Requirements.

1. The minimum ground leased for an FBO will be ten (10) acres.
2. The minimum facilities required will be as follows:
 - a. One hangar for aircraft storage with an area not less than 10,000 square feet.
 - b. One maintenance hangar with an area not less than 10,000 square feet and with sufficient parts and shop space adequate to house any aircraft upon which services are being performed.
 - c. Office/terminal building with an area not less than 5,000 square feet and with amenities including office, pilot's lounge, public telephone, flight planning, restaurant or appropriate vending machines, weather reporting equipment, pilot sleep/rest room, and restroom facilities.
 - d. Paved ramp with area not less than four acres (174,240 square feet) and with access to hangar sufficient to unload based or owned aircraft from the hangar onto the Operator's lease area without overflow onto non-leased areas.
 - e. Tie down facilities, equipped with ropes or other aircraft restraining devices, adequate to accommodate 25 aircraft at the Airport.
 - f. Automobile paved parking to adequately park visiting Airport patron's vehicles and meet all jurisdictional agencies code criteria.
 - g. An aviation fuel farm facility with a minimum capacity of 12,000 gallons of aviation gasoline and 12,000 gallons of jet fuel storage, along with at least two (2) metered and filter equipped dispensers, fixed or mobile, for dispensing both AVGAS and JET-A fuels.
 - h. An above ground fuel storage tank with all appurtenant equipment necessary to guarantee 24 hour self-fueling for Airport patrons.

F. Service Hours. Each FBO will be open for business to the public as follows:

1. Core Services and Aircraft Maintenance: Seven days a week, 12 hours a day with emergency "on-call" service provided during off duty hours.
2. All other CAOs: Five days a week, eight hours a day

G. Minimum Management and Staffing Standards.

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

H. Verification of Appropriate Documentation.

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

- I. Each FBO shall have an Agreement with the City, and may not merely have an Agreement (including a sublease) with another FBO.

5.3 SASO

Each SASO will be subject to the following requirements and standards:

- A. A person can operate as a SASO through an Agreement with the City or with an FBO.
- B. Minimum Service, Management and Staffing Standards.
 - 1. Activities permitted under an Agreement by a SASO may include, but will not be limited to, the following CAOs:
 - a. Aircraft maintenance and repair
 - b. Avionics and instrument repair
 - c. Propeller repair
 - d. Aircraft painting
 - e. Aircraft upholstery
 - f. Aircraft accessories
 - g. Flight training school with a certified flight instructor and two airworthy, owned or leased aircraft, including at least one aircraft suitable for instrument flight instruction.
 - h. Aircraft rental with two airworthy, owned or leased aircraft, including at least one aircraft suitable for instrument flight operation.
 - i. Aircraft leasing
 - j. Non-scheduled air charter for transporting passengers, cargo, and mail, including air ambulance.
 - i. All operations will be conducted in accordance with and certificated under FAR Part 135 and amendments thereto and all other applicable rules and regulations.
 - ii. Operators will provide services and equipment for servicing passengers and for handling freight, luggage and ticketing and make available ground transportation for transient patrons.
 - k. Aircraft sales
 - l. Aerial advertising
 - m. Agricultural aerial spraying
 - n. Aerial photography, mapping or survey
 - o. Aerial firefighting
 - p. Power line or pipeline patrols
 - q. Aircraft Management

2. A SASO offering any of the services listed above, will have a minimum of one employee (with ratings appropriate to the work to be performed) on-site during operating hours. At all other times, one person must be available, on call, who will respond onsite, if necessary, to customer inquiries and Airport concerns.
3. A prospective SASO that is not based at the Airport and has a temporary, non-recurring, need to conduct operations at the Airport may operate through an Agreement. Such SASOs include, but are not limited, to the following:
 - a. Aerial advertising
 - b. Air ambulance
 - c. Agricultural aerial spraying
 - d. Aerial photography, mapping or survey
 - e. Aerial firefighting
 - f. Power line or pipeline patrols
 - g. Mobile aircraft detailing
 - h. Mobile aircraft repair and maintenance (reference section 5.4).

C. Prohibited Services.

1. No commercial services or activities will be conducted from any non-commercial hangar facility on the Airport.
2. No commercial services offering tie-down and hangar storage for general aviation aircraft, both itinerant and local.
3. No commercial sale or into plane dispensing of aviation fuels.
4. Other prohibited services may be identified in the Agreement.

D. Land and Facility Requirements Under an Agreement.

1. The minimum ground lease for a SASO will be adequate for the service provided and, in any event, for an area not less than 1/2 acre.
2. The minimum facilities required will be as follows:
 - a. Hangar space adequate for the service provided and, in any event, an area not less than 3,600 square feet of floor space.
 - b. Paved ramp area not less than the total square feet of associated hangar area. Ramp area must be sufficient to unload aircraft from the hangar onto the Operator's lease area without overflow onto non-leased areas.

- c. An office or administration facility will be adequate for the service provided and, in any event, an area not less than 750 square feet.
 - d. All SASO facilities will be required to provide public telephone and public sanitary restroom facilities.
 - e. Automobile paved parking to adequately park visiting Airport patron's vehicles and meet all jurisdictional agencies code criteria.
- E. Public Service Hours. Each SASO shall be open for business to the public as follows: Five days a week, eight hours a day
- F. Verification of Appropriate Documentation.

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

SECTION 5.4. MOBILE AIRCRAFT REPAIR AND MAINTENANCE

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 AIRPORT, have the ability to choose the entity to conduct maintenance on their aircraft.

MINIMUM STANDARDS

1. Land

The Mobile Repair Operator is not required to lease any land from an FBO or the AIRPORT, but must have an executed agreement with an FBO for access to the leasehold where the aircraft is based. As this category is to provide customer service to the based aircraft, all operations under this category shall occur on the FBO where the aircraft is based.

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 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. The Mobile Repair Operator shall be "on-call" with a reasonable response time to OCF.

6. Personnel and Training

- a. The Mobile Repair 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) person currently certified by the FAA with ratings appropriate to the work being performed, and who holds an airframe/power plant and an aircraft inspector rating.
- b. The Mobile Repair 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. 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 AIRPORT and a vendor agreement with an FBO approved by the AIRPORT 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 AIRPORT, insurance, indemnification, environmental requirements and a security deposit or other form of contract security as required in these Standards acceptable to the AIRPORT. The Mobile Repair Operator shall provide the AIRPORT with its vendor agreement with the FBO together with its permit application under this rules.
- c. Each Mobile Repair Operator shall provide the AIRPORT with a signed copy of all agreements or contracts with FBO(s) currently serving the Airport.
- d. Each Mobile Repair Operator shall advise the AIRPORT 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 on an individual basis and incorporated into the permit agreement with the AIRPORT and with the FBO.

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 OCF.

SECTION 6: WAIVER OF MINIMUM STANDARDS PROVISIONS

Waiver of Standards

The City in its sole discretion may waive all or any portion of these standards for the benefit of the Airport:

- A.
 - 1. General Public in time of emergency.
 - 2. Performing public service to the aircraft industry of performing a non-profit emergency medical or rescue service for the general public by means of aircraft.
 - 3. Fire prevention or firefighting operations.
 - 4. Police enforcement or safety operations.

B. Other Waiver Procedure

If a requirement or standard is unreasonable or reasonably anticipated to adversely affect an Operator's business, the Operator may request that the requirement or standard be waived. The request must be in writing and filed through the Airport. Such request shall be reviewed by the Airport Director who shall provide a recommendation to the Airport Advisory Board which shall then provide recommendation to the Ocala City Council. Ocala City Council may consider waiver of any portion of the standards for the benefit of the aviation community or the Airport.

**SECTION 7
RATES AND CHARGES**

The following rates and charges are applicable to the following activities or sales. All amounts are assessed on an annual basis unless specifically noted:

THE FOLLOWING APPLIES TO ALL AIRPORT USERS

FUEL FLOWAGE

AVGAS (100LL) Fuel: \$0.065 per gallon
JET-A Fuel: \$0.065 per gallon

OTHER CAOs NOT SPECIFICALLY LISTED ABOVE:

Annual payment of a minimum of \$500 or \$125 per single, \$150 per twin, \$175 per turboprop, \$200 per jet, \$200 per helicopter (whichever is greater).

LANDING FEE

Aircraft over 100,000lbs MGTOW: \$300.00 per arrival

SPECIAL EVENTS

Special Events: \$50.00 per day

CAR RENTALS

3% Adjusted Gross

LOCATION FEES

Commercial Filming \$300 per hour
Commercial Photography \$100 per hour

T-HANGAR RATES

T- Hangar Sizes	MONTHLY RATE	LEASE DEPOSIT
1,088 sq. ft.	\$225	\$225
1,267 sq. ft.	\$300	\$300
1,309 sq. ft.	\$375	\$375