

# CITY OF MELBOURNE AIRPORT AUTHORITY



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MELBOURNE  
INTERNATIONAL  
AIRPORT

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*Serving Florida's Space & Treasure Coasts*

## MELBOURNE INTERNATIONAL AIRPORT

### MINIMUM STANDARD REQUIREMENTS FOR AIRPORT AVIATION SERVICES

JULY 2004

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## **SECTION 1 - DEFINITIONS**

The following terms shall have the following meanings:

**Agreement** – (Agreement, Lease, or Lease Agreement) – the written agreement between the Authority and an Operator specifying the terms and conditions under which the Operator may conduct commercial aviation activities. Such Agreement will recite the terms and conditions under which the activity will be conducted at the Airport including, but not limited to, term of the Agreement; rents, fees and charges to be paid; and the right and obligations of the respective parties.

**Air Charter or Taxi** – the commercial operation of providing air transportation of person(s) or property for hire by either on a charter basis or as an air taxi operator.

**Aircraft** – any device used or designed for navigation or flight in the air including, but not limited to, an airplane, sailplane, glider, helicopter, gyrocopter, ultra-light, balloon or blimp.

**Aircraft Fuel** – all flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for the purpose of effectively and efficiently operating an internal combustion, jet, or turbine engine.

**Aircraft Operation** – an aircraft arrival at, or departure from, the Airport.

**Aircraft Owner** – a person or entity holding legal title to an aircraft, or any person having exclusive possession of an aircraft.

**Aircraft Parking and Storage Areas** – those hangar and apron locations of the Airport designated by the Executive Director for the parking and storage of aircraft.

**Aircraft Rental** – the commercial operation of renting or leasing aircraft to the public for compensation.

**Aircraft Sales** – the sale of new or used aircraft through brokerage, ownership, franchise, distributorship or licensed dealership.

**Airframe and Power Plant Maintenance** – the commercial operation of providing airframe and power plant services, which includes service, the repair, maintenance, inspection, constructing, and making of modifications and alterations to aircraft, aircraft engines, propellers and appliances including the removal of engines for major overhaul as defined in 14 CFR Part 43. This category of service also includes the sale of aircraft parts and accessories.

**Airframe and Power Plant Mechanic (A&P)** – a person who holds an aircraft mechanic certificate with both airframe and power plant ratings as authorized and described in 14 CFR Part 65.

**Airport** – shall mean the Melbourne International Airport, including all real and personal property conveyed by the United States of America to the City of Melbourne for use as an

airport or to be maintained and developed to support an airport, together with all real property acquired by the City of Melbourne or the City of Melbourne Airport Authority for airport purposes, less any real property conveyed to the City of Melbourne for such purposes but thereafter conveyed by the City of Melbourne or the City of Melbourne Airport Authority to third parties.

**Airport Layout Plan or ALP** – the currently FAA approved Airport Layout Plan depicting the physical layout of the Airport and identifying the location and configuration of current runways, taxiways, buildings, roadways, utilities, nav aids, etc.

**Airport Movement Area (AMA)** – the runways, taxiways and other areas of an airport that are utilized for taxiing, air taxiing, take-off and landing of aircraft.

**Airport Operations Area or AOA** – the area of the Airport used for aircraft landing, take-off, or surface maneuvering including the areas around hangars, navigation equipment and communication facilities.

**Airport Reference Codes** – FAA Advisory Circular 150/5300-13 *Airport Design* defines the Airport Reference Code (ARC) as “a coding system used to relate airport design criteria to the operational and physical characteristics of the airplanes intended to use the airport.” The ARC is used to determine design dimensions for the various separation and safety standards, Runway Protection Zones and Object Free Zones dimensions, surface gradients, and threshold siting standards, etc.

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

**Authorized Areas of the Airport** – means a common use area open to the 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 Operator is permitted to operate by the Authority or such tenant, as applicable.

**Aviation Service** – any commercial activity or service conducted at the Airport that involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, air taxi and charter operations, aircraft fueling, aircraft storage, flight training, aircraft rental, aircraft sales, aircraft repair and maintenance, and any other activities, which because of their relationship to the operation of aircraft can appropriately be regarded as an “aviation service”.

**Avionics Sales and Maintenance** – the commercial operation of providing for the repair and service, or installation of aircraft radios, instruments and accessories. Such operation may include the sale of new or used aircraft radios, instruments and accessories.

**Based Aircraft** – an aircraft which the owner physically locates at the Airport for an undetermined period, and whenever absent from the Airport, its owner intends to return the aircraft to the Airport for long-term storage (i.e., more than 30 days).

**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.

**Executive Director** – means the chief executive officer of the Authority, or designee.

**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.

**Federal Aviation Regulations (FAR)** – regulations published by the FAA that governs the operation of aircraft, airways and airmen. Compliance with the FARs is mandatory. In 1996, all references to the FARs were changed to “14 CFR” (Title 14 of the Code of Federal Regulations).

**Fixed Base Operator (FBO) “A”** – is a full service commercial aeronautical business who is authorized to engage in the primary activity of aircraft refueling and a minimum of three (3) of the following secondary activities: airframe and power plant maintenance, flight training, aircraft rental, aircraft charter or air taxi, avionics sales and service, and aircraft storage/hangar rentals.

**Fixed Base Operator (FBO) “B”** – a commercial aviation business that is authorized to offer a single or limited service according to established Minimum Standards. Examples of a FBO “B” include, but are not limited to the following commercial aeronautical activities: flight training, aircraft maintenance, air charter or taxi, aircraft sales, avionics maintenance, aircraft rental and sales, and aircraft storage.

**Flight Training** – the commercial operation of instructing pilots in dual and solo flight, in fixed or rotary wing aircraft, and related ground school instruction as necessary to complete a FAA written pilot’s examination and flight check ride for various categories of pilots licenses and ratings. Flight training shall also include any portion of a flight between two or more airports or other destinations where the primary purpose is to increase or maintain pilot or crew member proficiency.

**Flying Club** – a non-commercial and nonprofit entity organized for the purpose of providing its members with any number of aircraft for their personal use and enjoyment. Aircraft must be vested in the name of the flying club or owners on a pro-rata share, and the club or owners may not derive greater revenue from the use of the aircraft than the cost to operate, maintain and replace the aircraft.

**Fueling or Fuel Handling** – the transportation, sale, delivery, dispensing, storage or draining of fuel or fuel waste products to or from aircraft, vehicles or equipment.

**Fuel Storage Area** – any portion of the Airport designated temporarily or permanently by the Executive Director as an area in which aviation or motor vehicle gasoline or any other type of fuel or fuel additive may be stored or loaded.

**General Aviation** – all phases of aviation other than aircraft manufacturing, military aviation, and scheduled or non-scheduled commercial air carrier operations.

**Hazardous Material** – any substance, waste or material which is toxic, explosive, corrosive, flammable, infectious, radioactive, carcinogenic, mutagenic or otherwise hazardous, and is or becomes regulated as a hazardous material by any governmental authority, agency, department, commission, board or agency.

**Minimum Standards** – the qualifications which are established as the minimum requirements to be met as a condition for the privilege to conduct an Aviation Service 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.

**Non-Movement Area** – specifically designated portions of the AOA that may include aircraft loading ramps and aircraft parking areas.

**Operational Areas:**

1. **Airside** – those areas involved in any aircraft movement or operation, i.e., runways, taxiways, ramps, tie-down areas, hangar areas, etc.
2. **Landside** – those areas not involved in aircraft movement or operation.

**Operator** – a person or persons, firm, company, joint venture, partnership or corporation engaging in any Aeronautical Service on the Airport. An Operator may be classified as either a Fixed Base Operator (FBO) "A" or a Fixed Base Operator (FBO) "B".

**Permit** – administrative approval issued by the Authority to a person or company to conduct a commercial aeronautical activity, and provide such services, to based and transient aircraft, only from facilities and locations where such services are authorized.

**Person** – an individual, corporation, firm, partnership, association, organization and any other group acting as an entity, to conduct business on the Airport. Person includes a trustee, receiver, assignee or similar representative.

**Repair Station** – 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.

**Roadway** – any street or road whether improved or unimproved, within the boundaries of the Airport and designated for use by ground vehicles.

**Self-Handling** – aircraft refueling, repair, preventive maintenance, towing, adjustment, cleaning and general services performed by an aircraft owner or his/her employees on his/her aircraft with resources supplied by the aircraft owner within the leased area.

**SIDA (Security Identification Display Area) Area** – the entire area of the AOA that is posted to prohibit entry of unauthorized persons.

**City of Melbourne Airport Authority (Authority)** – a public body existing under the laws of the State of Florida, or its successor in interest.

**Taxilane** – the portion of the Airport apron area, or any other area, used for access between taxiways and aircraft parking or storage areas.

**Taxiway** – a defined path established for the taxiing of aircraft from one part of the Airport to another.

**UNICOM** – a two-way communication system operated by a non-governmental entity that provides airport advisory information.

**Vehicle Parking Area** – any portion of the Airport designated and made available temporarily or permanently by the Authority for the parking of vehicles.



## **SECTION 2 - GENERAL INFORMATION**

### **PURPOSE**

These regulations prescribe Minimum Standards for Aviation Services at Melbourne International Airport. The purpose of the Minimum Standards is to establish a minimum acceptable level of service and by no means implies a right to provide services.

### **INTRODUCTION**

Prudent and proper administration requires that standards establishing the minimum acceptable qualifications of participants, level and quality of service, and other conditions that will be required of those proposing to provide Aviation Services at the Airport be adopted. The requirement to impose standards on those proposing to provide Aviation Services at Melbourne International Airport is in the public interest. This requirement provides protection from irresponsible, unsafe or inadequate service.

The adoption and enforcement of such standards insures that the Operator is reasonably fit, willing and able to discharge both its service obligations to its customers and its economic obligations to the airport community, and thereby protects the aviation user, the public and the airport community. Therefore, standards established and applied promote economic stability by discouraging unqualified applicants and fostering the level of services desired by the public and the City of Melbourne Airport Authority.

### **CONDUCT OF AN AVIATION SERVICE OPERATOR**

It is the policy of the City of Melbourne Airport Authority to extend the opportunity for providing an Aviation 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. The Melbourne International Airport Master Plan provides the basis for determining whether suitable space is available.

### **APPLICABILITY**

These Standards apply to any person or entity that provides one or more Aviation Services at Melbourne International Airport except that no provision of these Standards shall be deemed to prohibit authorized persons from performing self-handling.

### **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 and law enforcement operations.

## **VIOLATIONS, PENALTIES AND PROCEDURES**

If the Executive Director determines that any of these Minimum Standards have been violated by an entity operating on the Airport, and that he or she cannot resolve the matter satisfactorily by notice to, and discussion with, the offending Operator, then the Executive Director may take formal action against the offending Operator. Such action may include, but not limited to, reprimand, fines, suspension of airport operations by the Operator, or revocation of the Operator's right to conduct business at the Airport. Any Operator contesting any action taken by the Airport, may refer to the Hearing process outlined in the Airport's Rules and Regulations.

## **CATEGORIES OF AVIATION SERVICE OPERATORS**

The following sets forth the categories of Aviation Service Operators at Melbourne International Airport:

1. Fixed Base Operators (FBO) "A" (Provides fueling and any three of the categories listed below in 2a through 2i)
2. Fixed Base Operators (FBO) "B" (Provides any one of the categories below in item a through i)
  - a. Aircraft Airframe, Engine, and Accessory Maintenance and Repair
  - b. Avionics, Instrument, Propeller Repair
  - c. Aircraft Rental
  - d. Flight Training
  - e. Aircraft Sales
  - f. Aircraft Charter and Air Taxi
  - g. Aircraft Storage
  - h. Specialized Commercial Flying Services
  - i. Multiple Services
3. Flying Clubs

## **AMENDMENT TO EXISTING STANDARDS**

These Standards shall for all purposes be deemed to be an amendment and restatement of the Minimum Standards of the City of Melbourne Airport Authority dated July 12, 1973, revised in 1989, which were in effect immediately prior to the adoption of these Standards. On or after the Effective Date of these Standards, any reference in any Authority Agreement to such prior Standards shall be deemed to be a reference to these Minimum Standards.

## **RIGHT TO AMEND STANDARDS**

The City of Melbourne Airport Authority reserves the right to adopt such amendments to these Minimum Standards from time to time as it determines 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.

**EFFECTIVE DATE**

These Standards shall become effective on **July 21, 2004**.

### **SECTION 3 - APPLICATION PROCEDURES**

1. Application to perform Aviation 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 "A".
2. The original application, together with all required documentation, shall be submitted to:

**Executive Director  
City of Melbourne Airport Authority  
One Air Terminal Parkway, #220  
Melbourne, FL 32901**

3. Applicants shall furnish the following supporting documents as evidence of organizational and financial capability to provide the proposed activities:
  - a. Business Plan - a written proposal detailing the nature of the proposed Aviation Service to be provided, space and facility requirements and the proposed location on the Airport (see Appendix B).
  - b. Financial Statement - a current financial statement prepared in accordance with standard accounting principles by a certified public accountant (CPA). Applicant must submit a report from all principals for a corporation or partnership. The Airport shall be entitled to consider the financial statement in evaluating the applicant's financial ability to provide reasonable, safe and adequate Aviation Services to the public. The Executive Director in his sole discretion with respect to a Fixed Base Operator "B" may waive this requirement.
  - c. Credit Report - a current credit report covering all business activities in which the applicant has participated within the past ten years. Applicant must submit a report for all principals for a corporation or partnership.
  - d. Personnel - a listing, with resumes, of key personnel to be assigned to the Melbourne International Airport along with a description of their duties and responsibilities.
  - e. Evidence of Insurance with policy coverage; conditioned on the faithful performance of an agreement that conforms to the requirements of the Airport Authority's Insurance Requirements as outlined in these Minimum Standards (see Appendix C).
  - f. Such other information as the Authority may require.

## **ACTION ON APPLICATION**

**1. The Authority may deny any application, or reject proposal to operate any Aviation Service on the Airport, if, in its opinion, it finds any one or more of the following:**

The applicant does not meet published qualifications, standards and requirements established by these Minimum Standards.

- a. The applicant has supplied the Authority, or any other person, with false or misleading information or has failed to make full disclosure in their application or in the supporting documents.
- b. There is no appropriate, adequate or available space on the Airport to accommodate the applicant at the time of application.
- c. The proposed activity construction/development plans conflict with the Airport's approved Airport Layout Plan, or which will create a safety hazard as determined by the Authority or by the FAA through the review Form 7460-1.
- d. The proposed activity construction/development requires the Authority to spend funds or to supply materials/manpower that the Authority is unwilling to spend or supply.
- e. The proposed activity construction/development 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.
- f. The proposed activity or operations have been or could be detrimental to the Airport.
- g. The applicant has violated any of the Melbourne International Airport 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.
- h. The applicant has defaulted in the performance of any lease or other agreement with the Authority.
- i. The applicant's credit report contains information that would create questions regarding the applicant's abilities to conduct the proposed operation.
- j. The applicant does not have, or appear to have, access to the operating capital necessary to conduct the proposed operation.
- k. The applicant is unable to obtain sufficient insurance, financial sureties or guarantors to protect the interest of the Authority, the FAA or other appropriate governmental entities.

- l. The applicant has been convicted of a crime, that is listed in CFR Title 49, TSA Part 1542, Paragraph 209.
- m. The Authority determines that the proposal is not in the best interest of the health, safety, welfare, necessity or convenience of the public or Airport.

#### **SECTION 4 - GENERAL REQUIREMENTS**

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

- a. A Fixed Base Operator "A" must lease property at the Airport sufficient to comply with the provisions of these Standards directly from the Authority. Each Fixed Base Operator shall lease from the Authority sufficient land to conduct its Aviation Services at the Airport, including, without limitation, sufficient land for hangars, buildings, aircraft and equipment parking and storage, automobile parking for both employees and customers, and pedestrian access to offices and lounges.
- b. Fixed Base Operator "B"s shall lease such land directly from the Authority or facilities from a FBO "A".

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

The Operator shall lease or construct hangar facilities for aircraft storage and lease or construct sufficient buildings to accommodate offices and shops to support their activities on the Airport.

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

The Operator shall lease or construct sufficient paved aircraft parking apron within its leasehold premises to meet the applicable standard for their aeronautical activity. The Operator shall provide any paved taxiways or taxilanes required for access to the Airport's taxiway system.

##### **4. Equipment**

- a. The specific equipment requirements specified in these Standards shall be deemed satisfied if the Operator owns, leases or otherwise has sufficient access to the equipment to provide the applicable Aviation Services promptly on demand without causing any flight delays or other operational impacts on aircraft at the Airport.
- b. If required by the Melbourne International Airport Rules and Regulations all vehicles operating at the Airport shall have required permits and registrations, including permits for operation on the Air Operations Area.
- c. All vehicles operating at the Airport shall be clearly designated with the name of the Operator on the vehicle.

- d. All FBO "A"s will have the capability to remove disabled aircraft off of movement areas at the direction of the Authority. Capability shall include those aircraft normally handled by the FBO "A"s.

## **5. Personnel and Training**

- a. All non-management personnel in the Air Operations Area shall be suitably uniformed, and the uniform shall identify the name of the Operator providing the service.
  1. At all times an adequate number of qualified and, where applicable, licensed employees shall be on duty to provide a level of service consistent with these Standards.
  2. When any Aviation Services are being performed, at least one qualified supervisor shall be on duty.
- 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**

The Operator shall, prior to commencing operations at the Airport, provide Authority with a cash deposit, contract bond, irrevocable letter of credit or other security acceptable to the Authority ("Contract Security") to guarantee the faithful performance by the Operator of its obligations under the Standards and its Operating Agreement with the Authority.

## **7. Insurance Requirements**

The Operator shall procure and maintain continuously in effect throughout the term of its activities upon the Airport at Operator's sole expense, insurance of the types and in at least such minimum amounts as set forth in this document (see Appendix C).

### **a. Policy Change**

All Agreements shall require a minimum of thirty (30) days prior written notice of any adverse material change in Contractor's required insurance coverage.

### **b. Insurer Ratings**

All Operating Agreements shall require Operators to obtain all required insurance coverages from insurance companies that are approved to issue insurance policies in the State of Florida.

### **c. Indemnity**

All Agreements shall contain a hold harmless and indemnity agreement in favor of the Authority.

**d. Additional Insured**

All insurance that the Operator is required by the Authority to carry and keep in force shall include an additional insured endorsement, except Professional Liability and Workers' Compensation Insurance. Any such endorsement shall include as additional insureds, the City of Melbourne Airport Authority (including, without limitation, members of the Authority's Board, officers, agents, and employees).

**e. Evidence of Insurance**

All Agreements that specify a minimum insurance requirement shall require the Operator to provide Evidence of Insurance in the form of a current ACORD Certificate of Insurance or its equivalent executed by the insurer, or its agent or broker, evidencing that a policy of insurance and any endorsements required have been issued, together with a Statement of Agent/Broker form executed by the Agent/Broker.

**f. Automobile Liability Insurance**

- i. Each Operator operating one or more motor vehicles on the Authority's premises in the performance of their work shall purchase and maintain Automobile Liability Insurance in the amounts set forth in these Minimum Standards.
- ii. Operators having unescorted access to the AOA at Melbourne International Airport shall purchase and maintain Automobile Liability Insurance with policy limits of not less than \$3 million Combined Single Limit.

**g. General Liability Insurance**

FBO "A" Operators at Melbourne International Airport shall maintain Commercial General Liability Insurance with policy limits not less than \$5 million Combined Single Limit per occurrence, and FBO "B" Operators at Melbourne International Airport shall maintain Commercial General Liability Insurance with policy limits not less than \$2 million Combined Single Limit per occurrence. The Commercial General Liability Insurance policy for an Operator that operates a hangar facility shall include Hangar Keeper's Legal Liability Insurance.

**h. Umbrella Liability Insurance**

The minimum policy limit requirements under the Authority's policy may be met by a primary Liability Insurance Policy and an Umbrella or Excess Liability Policy.

**i. Waiver of Subrogation**



All contracts requiring Property Insurance shall contain a waiver of subrogation clause in favor of the Authority.

**j. Workers' Compensation and Employers Liability Insurance**

All Operators that have employees working on Authority property shall purchase and maintain Workers' Compensation and Employer's Liability Insurance. Policy limits of Employer's Liability Insurance shall not be less than \$100,000 "each accident," \$500,000 "disease policy limit," and \$100,000 "disease each employee." If the Operator is self-insured, the Operator shall provide proof of self-insurance and authorization to self-insure as required by applicable state laws and regulations. In lieu of Workers' Compensation and Employer's Liability coverage, an Operator may present a valid Certificate of Exemption to the Authority for all employees working on Authority property unless an employee is a member of an excluded class under the Florida Workers Compensation law.

**k. Special Events**

All Special Events to be held on an Airport are required to submit a valid Certificate of Insurance 14 calendar days prior to the event.

**l. Exceptions/Waivers**

As may be necessary or in the best interests of the Authority to increase competition, reduce the Authority's expenses, or as otherwise may be deemed appropriate under the circumstances, the Executive Director or his Designee may waive, reduce, or otherwise modify any of the requirements of the Authority's Insurance Requirements, including, without limitation, reducing policy limit requirements, waiving certain coverage, or authorizing larger self-insured retentions.

**8. Airport Security**

All Operators shall be required to conform to the applicable requirements and procedures of any adopted Security Plans for Melbourne International Airport. The Authority reserves the right to impose additional security measures based on threat vulnerability estimates at any time.

**9. Operating Agreement**

No applicant may provide an Aviation Service at the Airport until entering into a written Agreement with the Authority. The Agreement shall be in a form acceptable to the Authority, shall specify which types of Aviation Services the Operator is authorized to provide, and shall contain, without limitation, provisions for fees payable to the Authority, insurance, indemnification, and a security deposit or other form of contract security as required in these Standards.

**10. Subcontracting**

- a. A Fixed Base Operator "A" shall not subcontract any fueling services. Subject to the prior written approval of the Authority, which may not be unreasonably withheld, an FBO "A" may subcontract any other Fixed Base Operator "B" Services.
- b. Notwithstanding the approval by the Authority, all subcontractors to a Fixed Base Operator must comply with all provisions of these Standards and the FBO shall remain fully responsible to the Authority for ensuring that any subcontracted Aviation Services are performed in accordance with all of the provisions of these Standards.
- c. Fixed Base Operators "B"s may not subcontract any of the services they are authorized to provide.

**11. Required Fees and Payments**

The fees and payments due to the Authority will be levied based upon the current rates and fee schedule of the Authority.

## **SECTION 5 - MINIMUM STANDARDS**

The following Standards have been developed after consideration of the above elements with attention to their applicability at the Melbourne International Airport. 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 Aviation Service.

The Standards set forth herein are the minimum which the Authority will require in Agreements authorizing an entity to provide an Aviation Service at the Airport, and, unless specifically limited herein, do not preclude the applicant from seeking greater operating authority 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 Aviation Service if more than one (1) Aviation Service is to be provided by one (1) entity.

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

## **SECTION 6 - FIXED BASE OPERATOR "A"**

This section sets forth the Minimum Standards for a Fixed Base Operator (FBO) "A" at Melbourne International Airport.

### **STATEMENT OF CONCEPT**

A Fixed Base Operator "A" engages in and furnishes a full range of Aviation Activities and Services to the public, which shall include, as a minimum, the following:

#### **1. General Aviation Fueling and Line Services**

Only Fixed Base Operators "A" shall be permitted to engage in the public business of sales and dispensing of aviation fuels. No other Operator shall be permitted to engage in these specific aviation business activities.

#### **2. Passenger Transportation**

Gratuitous passenger transportation services between the Leased Premises and other places of origin and destination on the Airport for the FBO "A"'s patrons arriving on non-commercial aircraft.

#### **3. Emergency Assistance**

Emergency service to disabled aircraft on the Airport will be provided by the FBO "A" or through a subcontracted service, including towing or transporting of disabled aircraft being handled by the FBO "A" to the Leased Premises, at the request of the owner or operator of the disabled aircraft or the Authority.

#### **4. Collection Agent**

Collection agent when requested by the Authority, with respect to landing fees applicable to any aircraft arriving at the Airport, excluding aircraft owned by or leased to a certificated air carrier holding an Agreement with the Authority for use of the Airport.

#### **5. Other Services**

The FBO "A" must provide at least three (3) of the following specialized services either directly or through an approved sub-contractor:

- a. Aircraft Sales
- b. Aircraft Airframe, Engine, and Accessory Maintenance and Repair

- c. Aircraft Rental
- d. Flight Training
- e. Avionics, Instrument, Propeller Repair
- f. Aircraft Charter and Air Taxi
- g. Aircraft Storage
- h. Specialized Commercial Flying Services

## **MINIMUM STANDARDS**

### **1. Land**

Must lease no less than 10 acres of land to provide adequate space for: hangars and other buildings; paved private auto parking; paved aircraft apron; paved pedestrian walkways; fuel storage facilities; and all storage, servicing utilities and support facilities.

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

- a. Must lease or construct a hangar to provide a minimum of 10,000 square feet for aircraft storage and maintenance.
- b. Must lease or construct 2,000 additional square feet of lounge, offices, flight planning facilities, pilot waiting areas, public restrooms and telephone facilities.

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

The aircraft parking apron must be a minimum of 50,000 square feet.

### **4. Fuel Storage Facilities**

- a. Land for above-ground fuel storage tanks to be constructed and operated in accordance with all applicable environmental requirements, NFPA 407 and FAR Part 139.321 requirements on the FBO's leased premises.
- b. The tank capacities shall be at least 10,000 gallons for each type of fuel being sold to assure an adequate supply at all times. The FBO shall be required to provide both Jet A and 100LL fuels.
- c. The storage system must include adequate fuel spill prevention features and containment capabilities, together with an approved fuel spill containment and countermeasures control plan.
- d. The FBO shall be required to undertake, at its expense, any environmental testing which the Authority may request from time to time, and any remedial actions which the Authority may determine to be necessary or appropriate as a result of such testing.

### **5. Mobile Dispensing Equipment**

- a. The FBO shall provide at least two (2) metered filter-equipped mobile dispensing trucks for dispensing the two (2) types of fuel, with separate dispensing pumps and meters required for each type of fuel.
- b. At least one (1) of the mobile dispensing trucks contain Jet A fuel with a capacity of at least 1000 gallons.
- c. The remaining mobile dispensing truck shall be for aviation gasoline with a capacity of at least 750 gallons to assure adequate service.
- d. All dispensers must have bottom-refilling capabilities and jet fuel dispensers must have single point refueling capabilities.
- e. All equipment shall be maintained and operated in accordance with OSHA, Local, State, and Federal regulations, and FAA regulations, including but not limited to FAR Part 139.321 with metering devices subject to independent inspection.

## **6. Aircraft Service Equipment**

The FBO shall procure and maintain or have available through 3rd party arrangements on the Airport, tools, jacks, tugs, towing equipment, tire repairing equipment, ground power units, emergency starting equipment, portable compressed air tanks, oxygen cart and supplies on request, fire extinguishers, mobile passenger stairs on request, chocks, ropes, tie-down supplies, crew and passenger courtesy transportation vehicles and a "Follow-Me" vehicle, as appropriate and necessary for the servicing of aircraft types normally expected to use the FBO.

## **7. Hours of Operation**

All FBO "A"'s shall provide aircraft fueling and line services from 7:00 a.m. to 10:00 p.m., seven (7) days per week, and twenty-four (24) hours a day on call service, including holidays or such other hours as may be mutually agreed upon in writing by the Authority and the FBO "A", with a 30 minute response time to the Airport.

## **8. Personnel and Training**

- a. Line Service: At least one (1) fully trained and qualified fuel service person and one (1) person to act as a qualified supervisor, customer service representative, ramp attendant, landing/parking fee collector and dispatcher shall be on duty during normal business operating hours.
- b. All fuel service personnel shall be suitably uniformed with the name of the FBO thereon.
- c. All fuel service personnel shall have successfully completed a National Aviation Transportation Association (NATA) approved line technician safety course or similar fuel safety course provided by a major fuel company supplier approved by the Federal Aviation Administration for compliance with FAR Part 139 and be recertified every two (2) years.

- d. Fuel training for FBO "A" operators requires the supervising fueler to be trained in accordance with an FAA approved training program. Such supervising fueler shall train all subordinate fuelers utilizing concepts and requirements learned in the training program. Training records are required to be maintained for inspection by FAA & MLB staff at their request.
  
- e. Maintenance: At least one (1) FAA-licensed aircraft mechanic shall be made available promptly upon request. This requirement can be met by contract with FBO "B" authorized to conduct Aircraft Maintenance at the Airport. Applicable if the FBO "A" chooses to provide FBO "B" Aircraft Maintenance Services.

## **SECTION 7 - FIXED BASE OPERATOR "B" - AIRCRAFT MAINTENANCE AND REPAIR**

### **STATEMENT OF CONCEPT**

An Aircraft Maintenance Operator is a person, firm, corporation or other entity providing maintenance, repair, rebuilding, alteration and/or inspection of an aircraft or any of its component parts. An Aircraft Maintenance Operator must be certified by the Federal Aviation Administration under FAR 43 to perform aircraft maintenance and shall provide only those maintenance and inspection services permitted by its FAA certification. This category shall also include the sale of aircraft parts and accessories, but such is not an exclusive right.

### **MINIMUM STANDARDS**

#### **1. Land**

The Operator shall lease enough land from the Authority or facilities from an FBO "A" to provide space for hangars and other buildings; paved private auto parking; paved aircraft apron; a paved pedestrian walkway; all storage, utilities and support facilities.

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

The Operator shall lease or construct hangar facilities providing at least 4,000 square feet for maintenance and storage of aircraft. In addition to the hangar, the Operator must provide adequate and properly illuminated and conditioned space for offices and shops.

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

The Operator shall lease paved aircraft parking and storage area to support its activities.

#### **4. Aircraft Service Equipment**

- a. The Aircraft Maintenance Operator shall at all times maintain an adequate supply of all necessary parts, equipment and accessories.
- b. One aircraft tug of sufficient power or braking weight to handle any aircraft that the Operator is permitted to service under the Operator's FAA certificate.
- c. All of the tools and equipment required under the Operator's FAA certificate.



**5. Hours of Operation**

- a. Shall have the Lease Premises open and services available at least eight (8) hours a day, five (5) days a week with a twenty-four (24) hour contact telephone number.
- b. The Operator shall provide services during off-hours through an "on-call" system.

**6. Personnel and Training**

- a. The Operator shall have in its employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards set forth in 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 or an aircraft inspector rating, plus one (1) additional person not necessarily rated.
- b. The Operator shall maintain during business hours, a qualified person in charge to supervise its operations on the Airport and with the authorization to represent and act for and on behalf of the Operator.

**SECTION 8 - FIXED BASE OPERATOR "B" -  
AVIONICS, INSTRUMENTS, PROPELLER REPAIR STATION**

**STATEMENT OF CONCEPT**

An Avionics, Instrument or Propeller Repair Station Operator engages in the business of and provides a shop for the repair of aircraft avionics, propellers, instruments, and accessories for aircraft. This category may include the sale of new or used aircraft avionics, propellers, instruments and accessories. The Operator shall hold the appropriate repair station certificates issued by FAA for the types of equipment being serviced and/or installed.

**MINIMUM STANDARDS**

**1. Land**

The Operator shall lease enough land from the Authority or facilities from an FBO "A" to provide space for buildings; paved private auto parking; paved aircraft apron; a paved pedestrian walkway; all storage, utilities and support facilities.

**2. Buildings**

Must lease or construct 4,000 square feet of combined offices, support maintenance and storage areas, public restrooms and telephone facilities.

**3. Aircraft Apron**

The Operator shall lease paved aircraft parking and storage area to support its activities.

**4. Aircraft Service Equipment**

- a. The Operator shall at all times maintain an adequate supply of all necessary parts, equipment and accessories.
- b. One aircraft tug of sufficient power or braking wight to handle any aircraft that the Operator is permitted to service under the Operator's FAA certificate.
- c. All of the tools and equipment required under the operator's FAA certificate.

**5. Hours of Operation**

Shall have the Leased Premises open and services available at least eight (8) hours a day, five (5) days a week.

**6. Personnel and Training**

The Operator shall have in its employ and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category but never less than one (1) person who is an FAA rated radio, instrument or propeller repairman.

**SECTION 9 - FIXED BASE OPERATOR "B" -  
AIRCRAFT RENTAL**

**STATEMENT OF CONCEPT**

An Aircraft Lease or Rental Operator engages in the rental or lease of aircraft to the public.

**MINIMUM STANDARDS**

**1. Land**

The Operator shall lease from the Authority or an FBO "A" enough land or facilities to provide space for buildings, paved private auto parking, paved aircraft aprons, a paved pedestrian walkway, and all storage, utilities and support facilities.

**2. Buildings**

The Operator must provide a minimum of 200 square feet of illuminated and conditioned space for offices and public areas, and restrooms.

**3. Aircraft Equipment**

Aircraft:

The Operator shall have available for rental, either owned or under written lease to the Operator, two (2) certified and currently airworthy aircraft, one of which must be a four-place aircraft, and of which one must be equipped for and capable of flight under instrument weather conditions.

**4. Hours of Operation**

Shall have the Leased Premises open and services available at least eight (8) hours a day, five (5) days a week with a twenty-four (24) hour contact telephone number.

**5. Personnel and Training**

The Operator shall have in its employ and on duty during the appropriate business hours, a minimum of one (1) person have a current FAA commercial pilot certificate with appropriate ratings, including instructor rating.

**SECTION 10 - FIXED BASE OPERATOR "B" -  
FLIGHT TRAINING**

**STATEMENT OF CONCEPT**

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

**MINIMUM STANDARDS**

**1. Land**

The Operator shall lease from the Authority or an FBO "A" enough land or facilities to provide space for buildings, paved private auto parking, paved aircraft apron, a paved pedestrian walkway, and all storage, utilities and support facilities.

**2. Buildings**

The Operator must provide a minimum of 400 square feet of illuminated and conditioned space for offices, classrooms and pilot briefings, and public areas and access to restrooms.

**3. Aircraft Equipment**

Aircraft:

The Operator shall have available for flight training, either owned or under written lease to the Operator, two (2) certified and currently airworthy aircraft, one of which must be a four-place aircraft, and of which one must be equipped for and capable of flight under instrument weather conditions.

**4. Hours of Operation**

Shall have the Leased Premises open and services available at least eight (8) hours a day, five (5) days a week with a twenty-four (24) hour contact telephone number.

**5. Personnel and Training**

The Operator shall have in its employ and on duty during the appropriate business hours, a minimum of one (1) person have a current FAA commercial pilot certificate with appropriate ratings, including instructor rating.

**SECTION 11 - FIXED BASE OPERATOR "B" -  
AIRCRAFT SALES**

**STATEMENT OF CONCEPT**

- A. **New Aircraft Sales:** An Aircraft Sales Operator engages in the sale of new aircraft through franchises or licensed dealerships (if required by local, county or state authority) or distributorship (either on a retail or wholesale basis) of an aircraft manufacturer or used aircraft; and provides such repair, services and parts as necessary to meet any guarantee or warranty on aircraft sold.
- B. **Used Aircraft Sales:** Many companies engage in the purchasing and selling of used aircraft. This is accomplished through various methods including matching potential purchasers with an aircraft (brokering), assisting a customer in the purchase or sale of an aircraft, or purchasing used aircraft and marketing them to potential purchasers. Sometimes these companies' also provide such repair, services and parts as necessary to support the operation of aircraft sold. Some of the requirements may not be appropriate to the sale of used aircraft because of each aircraft's unique operational history.

**MINIMUM STANDARDS**

**1. Land**

The Operator shall lease from the Authority or an FBO "A" enough land or facilities to provide space for buildings, paved private auto parking, paved aircraft apron, a paved pedestrian walkway, and all storage, utilities and support facilities.

**2. Buildings**

The Operator must provide a minimum of 200 square feet of illuminated and conditioned space for offices and public areas.

**3. Aircraft Service Equipment**

The sales entity shall provide necessary and satisfactory arrangements for repair and servicing of aircraft, but only for the duration of any sales guarantee or warranty period and shall provide an adequate inventory of spare parts for the type of new aircraft for which sales privileges are granted. The Operator engaged in the business of selling new aircraft shall have available a representative example of the product.

**4. Hours of Operation**

Shall have the Leased Premises open and services available at least eight (8) hours a day, five (5) days a week.

**5. Personnel and Training**

The company shall have in its employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards set forth in an efficient manner. They shall also maintain, during all business hours, a responsible person in charge to supervise the operations in the leased area with the authorization to represent and act for and on behalf of the firm, and provide the pilot with the proper check ride certification and qualifications for each aircraft sold.

**SECTION 12 - FIXED BASE OPERATOR "B" -  
AIRCRAFT CHARTER AND AIR TAXI**

**STATEMENT OF CONCEPT**

An On Demand, or Scheduled Air Charter or Air Taxi 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. Aircraft charter and Air Taxi operators can self handle.

**MINIMUM STANDARDS**

**1. Land**

The Operator shall lease from the Authority or an FBO "A" enough land or facilities to provide space for buildings, paved private auto parking, paved aircraft apron (if required), a paved pedestrian walkway, and all storage, utilities and support facilities.

**3. Buildings**

Must provide at least 500 square feet of combined offices, and support space, and restrooms and telephone facilities.

**4. Aircraft Equipment**

The Operator shall provide, either owned or under written lease, and have based upon it's lease hold at least one (1) properly certified multi-engine aircraft that meets the requirements of the air taxi commercial certificate held by the Operator. The multi-engine aircraft shall be certified for instrument operations. Only Charter and Air Taxi Aircraft registered with the Authority will qualify under this standard.

**5. Hours of Operation**

Shall have Leased Premises and services available through a twenty-four (24) hour contact telephone number.

**6. Personnel and Training**

The Operator shall have in its employ and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category in an efficient manner but never less than one (1) person who is an



FAA certified commercial pilot and otherwise appropriately rated to permit the flight activity offered by the company.

## **SECTION 13 - FIXED BASE OPERATOR "B" - AIRCRAFT STORAGE**

### **STATEMENT OF CONCEPT**

An Aircraft Storage Operator engages in the rental of conventional multi-aircraft hangars or multiple individual t-hangars.

### **MINIMUM STANDARDS**

#### **1. Land**

The Operator shall lease enough land from the Authority to provide space for buildings; paved private auto parking; paved aircraft apron; a paved pedestrian walkway; all storage, utilities and support facilities.

#### **2. Hangars**

- a. Must lease or construct 16,000 square feet for a conventional multi-aircraft storage hangar,
- b. Must construct or provide access to public restrooms.

#### **3. Aircraft Apron/Taxilanes**

The Operator shall lease or construct paved aircraft parking and access to such facilities to support its activities.

#### **4. Aircraft Services/Equipment**

- a. The Operator shall have his facilities available for the tenant's aircraft removal and storage on a continuous basis.
- b. The Operator shall provide sufficient personnel and equipment to meet all requirements for the storage of aircraft.

#### **5. Hours of Operation**

Shall have the Leased Premises open and services available at least eight (8) hours a day, five (5) days a week or through an "on call" system.

**6. Personnel and Training**

The Operator shall have in its employ and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category in an efficient manner.

**SECTION 14 - FIXED BASE OPERATOR "B" -  
SPECIALIZED COMMERCIAL FLYING SERVICES**

**STATEMENT OF CONCEPT**

A Specialized Commercial Flying Services Operator engages in air transportation for hire for the purpose of providing the use of aircraft for the following activities:

- a. Non-stop sightseeing flights that begin and end at the same airport.
- b. Aerial photography or survey.
- c. Power line or pipe line patrol.
- d. Fire fighting.

**MINIMUM STANDARDS**

**1. Land**

The Operator shall lease from the Authority or an FBO "A" enough land or facilities to provide space for buildings, paved private auto parking, paved aircraft apron, a paved pedestrian walkway, and all storage, utilities and support facilities.

**2. Buildings**

Must lease or construct 200 square feet of combined offices, and support space, and provide access to public restrooms and telephone facilities.

**3. Hours of Operation**

Shall have the Leased Premises open and services available at least eight (8) hours a day, five (5) days a week.

**4. Personnel and Training**

The Operator shall have in its employ, and on duty during appropriate business hours, trained personnel in such numbers as may be required to meet the Minimum Standards herein set forth in an efficient manner.

## **SECTION 15 - FIXED BASE OPERATOR "B" - MULTIPLE SPECIALIZED AVIATION SERVICES**

### **STATEMENT OF CONCEPT**

This section would apply to any Fixed Base Operator "B" that engages in any two (2) or more of the FBO "B" Aviation Services for which Minimum Standards have been developed. The sale of aviation fuels and lubricants are not included in this category. These functions are reserved solely to Fixed Base Operator "A" as set forth in Section 6 of this document.

### **MINIMUM STANDARDS**

#### **1. Land**

The Operator shall lease from the Authority, an area that is equal to the total area required by the sum of the minimum land area required under the individual specialized services the Operator is providing.

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

The 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 minimum hangar size required under the individual specialized services the Operator is providing.

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

The 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 minimum apron area required under the individual specialized services the Operator is providing.

#### **4. Hours of Operation**

The Operator shall adhere to the hours of operation required elsewhere in these Minimum Standards for each FBO "B" Aviation Service being provided.

#### **5. Equipment**

The Operator shall provide the facilities, equipment and services required to meet the Minimum Standards as provided for each FBO "B" Aviation Service the Operator is performing.

**6. Personnel**

The Operator shall have in its employ and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards for each Specialized Aviation Service the Operator is providing. Multiple responsibilities may be assigned to meet the personnel requirements for each Specialized Aviation Service being performed.

**SECTION 16 - FIXED BASE OPERATOR "B" -  
OTHER AVIATION SERVICES**

**STATEMENT OF CONCEPT**

Many types of Aviation Services may exist which are too varied to reasonably permit the establishment of specific Minimum Standards for each. When specific Aviation Services are proposed which do not fall within the categories in this document, Minimum Standards will be developed on a case-by-case basis, taking into consideration the desires of the proponent, the needs of the Authority, and the public demand for such service.

## **SECTION 17 - MINIMUM STANDARDS FOR PRIVATE CORPORATION OWNED NON-COMMERCIAL HANGAR AND AVIATION FUEL DISPENSING FACILITIES**

### **STATEMENT OF CONCEPT**

This section is provided to provide guidance for those Tenants that may desire to lease land directly from the Authority to construct a privately owned hangar and to dispense aviation fuels and oil and provide other related services for its own aircraft. The following minimum operating standards shall apply:

### **MINIMUM STANDARDS**

#### **1. Land**

The leasehold shall contain not less than 43,560 square feet (one acre) of land to provide space for: all buildings; paved aircraft parking apron; paved private employee automobile parking, vehicular driveways and service accessways, minimum building setbacks from edges of the leasehold. If the Tenant desires to maintain its own aviation fuel farm facility, such facility shall be located within the above-described leasehold area, subject to applicable building and fire codes in effect at time of Tenant's intent to construct such fueling facility. 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. Such taxiways provided by Tenant shall be constructed in full conformance with applicable Airport and FAA standards for the largest type of aircraft expected to use the taxiway.

#### **2. Buildings**

A building shall be leased or constructed which will provide a minimum of 5,000 square feet of aircraft storage space, plus properly heated space for workshops, offices, storage, employee lounge area and restroom facilities. If required, the appropriate paved aircraft parking apron shall also be constructed or leased.

#### **3. Personnel**

Properly trained and certificated persons shall be on duty during hours of operation. The Tenant shall submit, to the Authority, certifications of the training in safety procedures received by each person who will conduct aviation fuel dispensing operations on its premises.

#### **4. Services Permitted**

Lessee shall not sell, barter, trade, share, sub-lease or in any other manner provide hangar space, fuel or fueling facilities 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 designated in the Airport Lease Agreement. Lessee shall use the Leased Premises solely for storage, maintenance and servicing of its own aircraft with its own personnel. No commercial activity of any kind shall be permitted on the premises. No Aviation Services of any kind except operation and servicing of its own aircraft shall be permitted on the premises. Commercial activity is herein defined as the operation of any business for the exchange, trading, buying, hiring, selling or bartering of any commodities, goods, services or property of any kind or any other revenue-producing activity, whether or not a profit is produced. Hangar, office, shop or ramp space shall not be shared, sub-leased or used by anyone other than the Lessee of the Premises. Lessee shall not exercise any other rights or privileges reserved to Fixed Base Operator "A"'s or Fixed Based Operator "B"'s at the Airport under these Minimum Standards.

**5. Fuel Facilities**

- a. Lessee shall construct and maintain its facilities at its own expense, and shall conduct self-fueling operations in compliance with all applicable Federal, State, Local laws, ordinances, standards and regulations, whether currently in effect or enacted hereafter. Lessee shall enter into an airport fueling Agreement with the Authority which provides for, among other things, current safety, operational and maintenance requirements for fuel farms; payment of fuel flowage fees; inspection of fuel farms; training and testing of fueling personnel; and current FAA procedures for aircraft fueling operations.
- b. Fuel farm facilities shall contain a minimum of 10,000 gallons capacity each for FAA approved turbine aviation fuels and aviation gasoline fuels. Properly metered and filtered fixed dispensers for above or below-ground fuel storage tanks shall be provided on the premises. No mobile fuel dispensing equipment shall be permitted.

**6. Specific Instructions of Use of Premises**

- a. Only one (1) Tenant shall be permitted to lease, use and occupy a hangar and its related facilities.
- b. No sub-leasing of hangar, office, shop or ramp space shall be permitted.
- c. 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.
- d. All maintenance and service work conducted on the premises and performed on the Tenant's aircraft shall be performed only by direct, full-time permanent employees of the Tenant, or by any FBO "A" or "B" based upon the Airport which have written Agreements with the Authority authorizing such Operators to conduct said activities.

## **SECTION 18 - FLYING CLUBS**

### **STATEMENT OF CONCEPT**

A Flying Club is a non-profit organization organized for the express purpose of providing its members with an aircraft(s) for their personal use and enjoyment only.

### **MINIMUM STANDARDS**

- a. Each club must be registered as a non-profit corporation or partnership.
- b. Each member must be a bona fide co-owner of the aircraft or stockholder in the corporation.
- c. 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.
- d. On an annual basis, the club will file and keep current with the Authority, a complete list of the club's members who have the right to use or access to the Club's hangar at the Melbourne International Airport, and the investment share held by each member.
- e. The club's aircraft will not be used by other than bona fide members and will not be used by anyone for commercial operations.

## **SECTION 19 – OTHER AVIATION ORGANIZATIONS**

### **STATEMENT OF CONCEPT**

An aviation organization is a registered non-profit corporation or organization organized for the express purpose of representing the aviation interests of its membership (i.e., aircraft building, aviation industry support, etc.)

### **MINIMUM STANDARDS**

- a. Each organization must be registered as a non-profit corporation or organization.
- b. The organization may not derive greater revenue from its fund raising events or operations other than the amount necessary for the actual operation in maintaining the organization.



**APPENDIX "A" - APPLICATION FOR COMMERCIAL BUSINESSES AND  
 FLYING CLUBS**

**FIXED BASE OPERATOR/  
 SPECIALIZED FIXED BASE OPERATOR**

**SECTION 1 – COMPANY INFORMATION**

a.	Company Name (As it will appear on the permit. Please specify Corporation, Joint Venture, Sole Proprietorship)	
b.	Corporate Name if (a) is a d/b/a:	
c.	Type of Entity:	
d.	State of Incorporation:	
e.	Date of Incorporation:	
f.	List of corporate officers:	

**SECTION 2 – SERVICE PROPOSAL**

Check below the services that the applicant is requesting to provide Airport Tenants/Users and include a business plan giving details of the proposed Aeronautical Service:

- Fixed Base Operator "A"
- Fixed Base Operator "B"
- Aircraft, Airframe, Engine & Accessory Maintenance Repair
- Aircraft Sales
- Aircraft Rental
- Aircraft Flight Training
- Avionics, Instrument, Propeller Repair Station
- Aircraft Charter and Air Taxi
- Aircraft Storage
-

Multiple Service, Other Specialized Aeronautical Services (Specify in box provided below)

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Flying Clubs

**SECTION 3 – CONTACT INFORMATION**

a.	Corporate Address:	
	Web Site:	
	Contact Person:	
	Title:	
	Phone Number:	
	Facsimile Number:	
	Cell Phone Number:	
	E-mail Address:	

b.	Local Address (if different):	
	Contact Person:	
	Title:	
	Phone Number:	
	Facsimile Number:	
	Cell Phone Number:	
	E-mail Address:	

c.	Authorized Representative:	
	Title:	
	Address:	
	Phone Number:	

	Legal Notice Address:	
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**SECTION 4 – BUSINESS BACKGROUND (NOT REQUIRED FOR FLYING CLUBS)**

a. Number of Years in Business: \_\_\_\_\_

- b. Fixed Base Operator "A" and or Fixed Base Operator "B" Aviation Service Activities engaged in and number of years for each type (e.g. FBO – 10 years, Aircraft Maintenance - 5 years, etc.)

	Type of Activity	Number of Years	Location (Airport)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

**SECTION 5 – 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:		Fax Number:	
Cell Phone:		E-mail address:	

Reference 2

Contact Person:			
Company			

Title:			
Address:			
Phone Number:		Fax Number:	
Cell Phone:		E-mail address:	

**Reference 3**

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

**Reference 4**

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

**SECTION 6 – MANAGEMENT EXPERIENCE (NOT REQUIRED FOR FLYING CLUBS)**

Please submit a resume of the owner or manager who will supervise the activities of the FBO "A" or FBO "B" at the Airport. Please be sure that the experience of such owner or manager, including type of experience, number of years of experience and number of years of experience at particular airports are included in the resume:

**SECTION 7 – SPACE REQUIREMENTS**

Indicate the amount, type and preferred location of space needed to support the activity (administrative, operational and other needs):

	Type of Space	Approximate Size (Square Feet)	Preferred Location On Airport
1.	Office		

2.	Breakroom		
3.	Equipment Parking		
4.	Storage (air-conditioned)		
5.	Storage (no air-conditioning)		
6.	Hangar		
7.	Building		
8.	Other (specify)		
9.			
10.			

**SECTION 8 – ADDITIONAL INFORMATION**

- a. The following items must be on hand prior to start of operations:
- A fully executed Agreement with the City of Melbourne Airport Authority
  - A security deposit
  - Proof of insurance (Insurance Certificate) as required by the type of agreement
  - Copies of all signed contracts between the applicant and airline(s) currently serving Melbourne International Airport, together with the required written statement from the airline(s). (Not required for Flying Clubs)
- b. Return this completed application, along with the items listed below, to the:

Executive Director  
 City of Melbourne Airport Authority  
 One Air Terminal Parkway, #220  
 Melbourne, FL 32901

- All Items Outlined in Section 3 of these Minimum Standards. (Not required for Flying Clubs)

\_\_\_\_\_  
 Signature

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

\_\_\_\_\_  
 Date

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

**APPENDIX “B” – BUSINESS PLAN CRITERIA (NOT REQUIRED FOR FLYING CLUBS)**

1. All services that will be offered should be listed and confirmation of all required certification provided.
2. Amount of land or building space desired to lease.
3. Building space that will be constructed and the site and floor plan proposed or existing structures to be leased within any proposed modifications.
4. Number of aircraft that will be provided for each service being offered.
5. Equipment and special tooling to be provided.
6. Number of persons to be employed.
7. Short resume for each of the owners (5% or more equity) and financial backers and supervisory personnel.
8. Short resume of the manager of the business including this person’s experience and background in managing a business of this nature.
9. Periods (days and hours) of proposed operation including a proposed holiday schedule.
10. Amounts and types of insurance coverage to be maintained.
11. Financial projections for the first year by quarter and the succeeding 4 years annualized.
12. Methods to be used to attract new business (advertising and incentives).
13. Amenities to be provided to attract business.
14. Plans for physical expansion, if business should warrant such expansion.

**APPENDIX "C" – INSURANCE REQUIREMENTS**

<b>Type of Insurance</b>	<b>Minimum Limits</b>	<b>When Needed</b>
<b>Workmen's Compensation</b>	<b>Statutory</b>	<b>Statutory</b>
<b>Aircraft Liability</b>	<b>Risk Analysis</b>	<b>For all owned or lease aircraft General liability</b>
<b>Non-Owned Aircraft</b>	<b>Risk Analysis</b>	<b>Flying non-owned aircraft (such as dual flight instruction, maintenance flights, ferry flights, pilot service, sales demonstrations)</b>
<b>Airport Premises Liability</b>	<b>Risk Analysis</b>	<b>Airport premises are owned or leased by tenant</b>
<b>Products and Completed Ops.</b>	<b>Risk Analysis</b>	<b>Aircraft repair, or services, fuel, and oil sales, aircraft sales, avionics repair, aircraft parts and manufacturing</b>
<b>Builders Risk</b>	<b>Risk Analysis</b>	<b>Construction projects</b>
<b>Contractual Liability</b>	<b>Risk Analysis</b>	<b>Hold Harmless and Indemnification Agreement is included in a lease</b>
<b>Property Insurance</b>	<b>Replacement value</b>	<b>Covers physical damage of lease hold premises, damage to premises leased from the airport.</b>
<b>Automobile Liability</b>	<b>Statutory Minimum</b>	<b>Owned and non-owned licensed vehicles are driven on the airport premises.</b>
<b>Chemical Liability</b>	<b>Usually Statutory</b>	<b>Aerial applicators and fire bombers.</b>
<b>Environmental</b>	<b>Risk Analysis</b>	<b>(Investigate state and federal limits and financial assistance).</b>