

Minimum Standards for Commercial  
Airport Aeronautical Activity and Service Providers  
At the  
Collier County Airports



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***Section 1 – Preamble and Policy***

The Federal Aviation Administration (FAA) contends that it is the prerogative of the airport owner (sponsor) to impose Rules and Regulations for the operation and use of its airport and Minimum Standards to establish the threshold entry criteria for those wishing to engage in providing aeronautical services to the public on the airport. Two of the assurances given by the airport sponsor in exchange for Federal funding to assist in developing runways, taxiways, etc. at the airport address the obligation of establishing Minimum Standards. These assurances are:

1. Grant Assurance 22a – The Sponsor will make the airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport; and
2. Grant Assurance 22h – The sponsor may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.

The Collier County Airport Authority (CCAA) being the Owner and in a position of responsibility for the administration of the Collier County Airports (CCA) does hereby establish the following Policy for Minimum Standards:

These Minimum Standards are the threshold entry requirements for those wishing to provide commercial aeronautical services to the public and to insure that those who are currently providing commodities and services as approved, are not exposed to unfair or irresponsible competition. These Minimum Standards were developed taking into consideration the aviation role of the CCA facilities that currently exist, services being offered, the future planned development, and to promote fair competition at CCA. The uniform application of these Minimum Standards, containing the minimum levels of service that must be offered by the commercial aeronautical service providers, relate primarily to the public interest and discourages substandard entrepreneurs, thereby conserving competent aviation and aeronautical activity and protecting the CCA users.

*Special Restrictions on Airport Land and Facility Use.* The Collier County Airport Authority retains the exclusive right to operate as the sole Fixed Base Operator (FBO) at the CCA with the ability to provide aviation fuel for sale and commercial aviation fuel delivery.

No person shall be granted the right to conduct any commercial aeronautical or non-aeronautical activity upon CCA, nor shall any person be permitted to use any land or conduct any commercial aeronautical or non-aeronautical activity or the solicitation of business in connection therewith, unless such activity is conducted in accordance with these standards. The issuance of the proper permits, licenses, and the execution of a valid contract or agreement with the Collier County Airport Authority to conduct such activities will be required.

**These Minimum Standards for Commercial Airport Aeronautical Activity and Service Providers at the Collier County Airports may be amended from time to time by the Collier County Airport Authority.**

All Appendixes to the Minimum Standards shall be reviewed annually and revised and/or updated accordingly.

**Section 2 – Definitions**

The following words, terms and phrases, when used in these Minimum Standards, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

**Aeronautical** means anything which involves, makes possible, or is required for the flight of aircraft, or the storage or presence of aircraft on the airport, or which contributes to, or is required for the safety of aircraft in flight.

**Aeronautical Activity and Service Provider** means any activity or service whether conducted on or off airport property which involves, makes possible, supports, or is required for the operation of aircraft or which contributes to, or is required for, the safety of such operations and shall include, but not limited to, all activities or services commonly conducted on airports, such as: Charter operations, air taxi, pilot training, aircraft rental, sightseeing, aerial photography, crop dusting, aerial applications, flying clubs, aerial advertising, aerial surveying, air carrier operations, aircraft sales and service, sale of aviation petroleum products ( the authority maintains the exclusive rights to the sale of aviation fuel), repair and maintenance of aircraft, sale of aircraft, parts, sale or maintenance of aircraft accessories, radio communication and navigation equipment, and any other activity which, because of its direct relationship to the operation of aircraft, can appropriately be regarded as an aeronautical activity or service.

**Aircraft** means a device that is used or intended to be used for flight in the air and subject to regulation by the Federal Aviation Administration.

**Aircraft Operator** Any person who uses or causes to use or authorizes to use aircraft for the purpose of air navigation, including the piloting of aircraft, with or without the right of legal control (as owner, lessee, or otherwise), physically or remotely.

**Airline** means a commercial operator offering air transportation to passengers to specified destinations at scheduled times, and subject to regulations by the FAA in accordance with FAR Part 119, 121, or 135. For the purposes of this policy, scheduled air cargo flying operations are included in this category.

**Airports** means the real property and all improvements owned or leased by Collier County (as tenant) and/or the Collier County Airport Authority (as sub-lessor and/or tenant) for airport activities in Immokalee, Everglades City, and Marco Island, including the properties and improvements designated for industrial development at the Immokalee Airport, and such other property and improvements that may be subsequently acquired by Collier County and/or the Airport Authority by lease, purchase, gift or by any other means.

**Airport facilities** means airport facilities of all kinds including, but not limited to landing fields, hangars, shops, restaurants and catering facilities, terminals, buildings, airport industrial parks, parking facilities, and all other facilities necessary and desirable for the landing, taking off, operating, servicing, repairing and parking of aircraft; also the handling of mail, express and freight, and the accommodation, convenience and comfort of passengers, together with related transportation facilities, industrial development, all necessary appurtenances, machinery and equipment and all lands, properties, rights, easements and franchises relating thereto and deemed necessary or convenient by the Authority in connection therewith.

***Airport commercial lease*** means the written agreement between a Commercial Operator and the Authority in which the Authority grants a non-exclusive right to conduct Commercial Activity on County-owned property at the Collier County Airports.

***Airport Manager*** means the Airport Manager or his/her designee who has direct supervisory and functional responsibility for the operation and maintenance of the Airport.

***Airport License*** means the license issued to the County by the Florida Department of Transportation Aviation Office (FDOT) authorizing the County to operate the Airport.

***Airside*** means that portion of the Airport meant for taxiing, hover taxiing, air taxiing, takeoff, landing, parking, loading or unloading, or any other aircraft operation, and includes the aircraft parking aprons, taxiways, runways, safety areas and all other aircraft movement areas.

***Authority*** means the Collier County Airport Authority created by Ordinance No. 2004-03.

***ARFF*** means Airport Rescue and Fire Fighting services for aircraft.

***Board*** means the Board of County Commissioners of Collier County, Florida.

***Commercial activity*** means any activity by any person, corporation or entity, the purpose of which is to secure earnings, income, compensation, or profit, whether such objective or objectives are accomplished or not.

***Commercial aircraft*** means any aircraft used in the conduct of any Commercial Activity.

***Commercial aviation operator*** means a person or persons, firm, or corporation engaging in an activity which involves, makes possible, or is required for the operation of aircraft, or which contributes to, or is required for the safety of such aircraft operations, the purpose of such activity being to secure earnings, income, compensation, or profit, whether or not such objective or objectives are accomplished.

***Commercial Aeronautical Activities*** Authorized activities shall be strictly limited to any one, or a combination of the following aeronautical activities and services performed in full compliance with the Collier County Airports Minimum Standards.

- Aircraft Sales (New and/or Used)
- Airframe and Power Plant Repair Facilities
- Aircraft Painting
- Aircraft Rental
- Flight Training
- Line Services (Aircraft Fuels and Oil Dispensing)
- Aerial Spraying
- Aerial Photography
- Air Tour
- Banner Towing
- Sky Diving
- Specialized Aircraft Repair Services (Radios, Propellers, Instruments, and Accessories)
- Aircraft Charter or Air Taxi
- Scheduled and non-scheduled Passenger Air Carrier
- Scheduled and non-scheduled Freight Air Carrier
- Specialized Commercial Flying Services

Commercial Aviation Operators Subleasing from another Commercial Operator on the Airport  
Aviation Fueling  
Off-Site Operators Subleasing from another Commercial Operator  
Miscellaneous Services including by not limited to Car Rentals, Food Services, and Aircraft Detailing  
Any other activities not specifically provided for in the Minimum Standards, will normally be subject to negotiations.

**Non-Profit flying clubs and similar non-profit corporations even though they may provide flight instruction, rental aircraft, and other services for their members only, are not considered a commercial aviation operator for purpose of these standards and would be subject to Section 17.**

*County* means Collier County, Florida.

*Driver* means any person who drives or is in physical control of a motor vehicle.

*Employee* means any individual who is paid for services by another person, either at an hourly rate or by salary, and the employer issues a Form W-2 Wage and Tax Statement, or withholds social security and other withholdings in accordance with state and federal tax laws, consistent with the employer/employee relationship.

*Executive Director* The Airport Authority's Chief Operating Officer. All Executive and administrative responsibilities and power are assigned.

*FAA* means The Federal Aviation Administration.

*FAR* means that portion of the United States Code commonly known as the Federal Aviation Regulations.

*FBO or Fixed Base Operator* Collier County maintains the exclusive rights to operate as the only FBO on the Airport Property.

*Flying Club* means nonprofit entities organized for the express purpose of providing its members with any number of aircraft for their personal use and enjoyment only. Aircraft must be vested in the name of the club or owners on a pro-rata share. The club may not derive greater revenue from the use of the aircraft than the cost to operate, maintain and replace the aircraft. A flying club qualifies as an individual under the grant assurances and, as such, has the right to fuel and maintain the aircraft of its members in accordance with the fueling policy set forth by the CCAA

*HVAC* means Heating, Ventilation and Air Conditioning.

*Improvements* means such replacements, repairs extensions, additions, enlargements, and betterments of or to any airport or airport facility as deemed appropriate to keep the airport and airport facilities in suitable condition for the safe, efficient and economic operation thereof.

*Line Services* means the into-plane delivery of fuels, oils, and other lubricants, the providing of ramp assistance, parking, storage, and tie down of aircraft.

*Member(s)* means one or more of the persons who comprise the governing body of the Airport Authority.

*Motor Vehicle* means any vehicle, other than an aircraft, which is motorized.

*NON-Commercial Aeronautical Activities* Flying Clubs, Not for Profit and non-profit aeronautical activities. EAA, CAP



**NOTAM** means "Notice to Airmen" - a notice containing interim information, which is essential to personnel concerned with flight operations.

**On-demand Flying Services** means commercial flying activities other than Airline activities. Examples include crop dusting, flight instruction, air taxi, and air ambulance.

**Perimeter fence** means the outermost continuous fence of the Airport, including gates and gate ways.

**Perimeter road** means the service road along the perimeter fence.

**Person** means any individual, firm, partnership, corporation (including registered non-profit corporations), company, association, joint-stock association, or governmental entity. It includes trustees, receivers, assignees, employees, or similar representative of any of them.

**ROA/ROI** means Return of Asset/ Return on Investment

**Safety area** means any FAA-designated area abutting the edges of a runway or taxiway intended to reduce the risk of damage to an aircraft.

**Specialized Aviation Service Operations (SASO)** means individual commercial aeronautical services or goods. SASO for the purposes of the Collier County Airport Authority Minimum Standards shall mean person (s) engaged in *commercial support services* as described in Section 5 of these Minimum Standards.

**Tenant** means any person, firm or corporation leasing property at the Collier County Airports for aeronautical purposes. An Airport Tenant may hangar their aircraft on their leased property subject to the terms and conditions of a negotiated lease.

**Through-the-fence-operator** means a person offering commercial goods or services, other than passenger or cargo transportation by aircraft, to customers on the Airport, but who does not maintain their primary place of business at the Airport.

**UNICOM** means an air/ground radio communication station operated in accordance with the Aeronautical Information Manual on the Common Traffic Advisory Frequency assigned for use at the Airport by the FAA and the FCC.

***Section 3– Applications and Qualifications***

Demonstration of intent to conduct a business operation at the Airport shall be by application to the Collier County Airport Authority. The written application shall contain at the minimum the following:

1. The resume of individual(s) proposing business. The proposed nature of the business. A business plan shall be used to express the proposed nature of the business. (See a business plan outline at **APPENDIX 2.**)
2. The signatures and legal names of all parties whose names are being submitted as owning an interest in the business or will appear on leases or other documents as being a partner, director or corporate officer and those who will be managing the business.
3. The name, telephone number and address of the primary contact person.
4. The current financial statement prepared or certified by a Certified Public Accountant or a Registered Public Accountant.
5. A listing of assets owned, or being purchased, or leased which will be used in the business on the Airport.
6. A current credit report for each party owning or having 20 percent or more financial interest in the business and a credit report on the business itself covering all geographical areas in which it has done business in the ten-year period immediately prior to such application.
7. An agreement to provide a bond or suitable guarantee of adequate funds to the Collier County Airport Authority to be used as a security deposit.
8. A written authorization to the Airport Manager and/or the Collier County Airport Authority to release information in their files from the FAA, any aviation or aeronautics commissions, administrators, and departments of all states in which the applicant has engaged in aviation business relating to the applicant or its operation. The applicant will execute such forms, releases, or discharges as may be required by those agencies.
9. Preliminary plans, specifications and dates for any improvements which the applicant intends to make on the airport as part of the activity for which approval is sought.
10. Proof (copy or insurance company letter of intent) of liability coverage for the business operation, flight operations, itinerant aircraft and operators and premises insurance with the Collier County Board of County Commissioners named as additionally insured.
11. The approximate number of persons to be employed including names and qualifications of management or supervisory personnel and whether they are to be full or part time employees.
12. Such other information as the Collier County Airport Authority may require.

***Section 4 – Action on Application***

All applications will be reviewed and acted upon by the Collier County Airport Authority’s Executive Director within 14 days from the receipt of the application. Action on applications may take longer or be denied for one or more of the following reasons:

1. The applicant does not meet qualifications, standards and requirements established by these Minimum Standards.
2. The applicant’s proposed operations or construction will create a safety hazard on the Airport.
3. The granting of the application will require the expenditure of local funds, labor or materials on the facilities described in or related to the application, or the operation will result in a financial loss to the Collier County Airport Authority.
4. There is no appropriate or adequate available space or building on the Airport to accommodate the entire activity of the applicant.
5. The proposed operation, Airport development or construction does not comply with the approved Airport Layout Plan.
6. The development or use of the area requested will result in a congestion of aircraft or buildings, or will result in unduly interfering with the operations of any present business on the Airport, such as problems in connection with aircraft traffic or service, or preventing free access and egress to the existing business area, or will result in depriving, without the proper economic study, an existing SASO or business or portions of its leased area in which it is operating.
7. Any party applying, or having an interest in the business, has supplied false information, or has misrepresented any material fact in the application or in supporting documents, or has failed to make full disclosure on the application.
8. Any party applying, or having an interest in the business, has a record of violating the Rules, or the Rules and Regulations of any other Airport, Civil Air Regulations, CFR’s FARs, or any other Rules and Regulations applicable to this or any other Airport.
9. Any party applying, or having an interest in the business, has defaulted in the performance of any lease or other agreement with the Collier County Airport Authority or any lease or other agreement at any other airport.
10. Any party applying, or having an interest in the business, is not sufficiently credit worthy and responsible in the judgment of the Collier County Airport Authority to provide and maintain the business to which the application relates and to promptly pay amounts due under the lease.
11. The applicant does not have the financial resources, required to operate for a minimum period of six months, to conduct the proposed operation.
12. The party applying or having an interest in the business has failed to make full disclosure in the application or supporting documents.
13. The party applying or having an interest in the business has committed any crime, or violated any local ordinance rule or regulation, which adversely reflects on the applicant’s ability to conduct the operation applied for.

## **Appeal Process**

**The Executive Director's decision on denying an application can be appealed in writing to the Collier County Airport Authority within 30 calendar days. If that appeal decision is not satisfactory to the applicant, the applicant may appeal in writing to the Collier County Board of County Commissioners within 14 days of the CCAA written decision.**

**Section 5 – Minimum Standards for all SASO’s**

The following shall apply to all prospective aeronautical service providers wishing to become SASO’s at the Collier County Airports:

***1. SASO (Specialized Aviation Service Operation) for the purposes of the Collier County Airport Authority Minimum Standards shall mean person(s) engaged in Commercial Aeronautical Support Services as described in this section of the Minimum Standards.***

**a) *Commercial Aeronautical Support Services shall consist of those services generally offered at any airport, excluding the sale of aviation fuel. Such services shall include but not be limited to:***

Providing major and minor airframe, power plant, avionics maintenance service to aircraft and aircraft equipment and accessories required by aircraft operating or based at the airport; flight instruction; charter or rental of aircraft, with or without pilot; air taxi service; sightseeing services; cargo handling; the sale or brokerage of new or used aircraft parts and accessories; aircraft fabrication, painting and upholstery; meteorological services, aerial photography and surveying; the maintenance and servicing, including fueling of aircraft ground servicing equipment of other tenants of the airport; and the sale from vending machines or similar facilities located within the leased premises of convenience foods, amenities, and non-alcoholic beverages, provided that such sales shall be limited to aeronautical customers of lessee, and shall not be made in the form of a restaurant operation, and shall be strictly limited to vending machines or similar facilities for the convenience of other than airline passengers.

The SASO shall lease a sufficient amount of ground space for hangars, building and parking to meet their specialty aeronautical service. The minimum investment in facilities, tools, and equipment to provide Service shall be determined by the Collier County Airport Authority. The SASO shall post the hours of operation, and abide by the posted hours, and/or as per lease agreement.

**b) *Investment.*** A minimum investment in facilities, tools, and equipment excluding aircraft to provide Primary Services at the airport will be determined by the Collier County Airport Authority, part of which may be satisfied by the leasing of existing facilities, the value of which shall be determined by the Collier County Airport Authority.

**c) *Construction.***

- 1) Site Plan. All site, building and facilities location, plans for the area leased must be reviewed and approved by the Executive Director.
- 2) Infrastructure. All proposed utilities, construction, including facility installations, buildings and infrastructure must comply with all appropriate local, state, and federal building, structural, electrical, HVAC, plumbing, mechanical, fire, flood, and health protection codes,

permitting requirements, regulations and standards as applicable and established by the appropriate governmental agencies.

3) Final Approval Authority. All of the proposed construction and improvements will be subject to the final approval of the Airport Authority.

*d) Terms.* Leases shall be for a term to be mutually agreed upon between the parties with due consideration for the financial investment and the need to amortize improvements to the leasehold and in accordance with planned operations on the airport. The Authority will take into consideration the current Master Plan and Airport Layout Plan.

**2. “Insurance Requirements.”** All SASO’s shall demonstrate to the Collier County Airport Authority’ satisfaction, evidence of the their insurance coverage as stipulated for each particular type of operation and name the Collier County Airport Authority as an additional insured. A SASO should make its own analysis to determine if more is needed. However, such policy or policies of insurance shall be maintained in full force and effect during the terms of existing leases, agreements or business licenses or renewals or extensions thereof with a 30-calendar day notice of cancellation to the Collier County Airport Authority. Such policies shall not be for less than the amounts determined by the risk analysis listed in **APPENDIX 2**: however, in all cases, amounts of policies must meet the statutory requirements of applicable governmental agencies and be approved in writing by the Collier County Airport Authority.

**3. Specific Agreement.** The following concessions shall require specific approval by the Executive Director or the Collier County Airport Authority through a waiver, letter of agreement or as a term of a lease agreement:

- a) Ground transportation for hire
- b) Western Union and/or other commercial telecommunications services
- c) Auto rental services
- d) News and sundry sales
- e) Barber, valet and personal sales
- f) Wholesale or retail sale of non-aviation products
- g) Automotive gasoline station
- h) Automotive or marine maintenance and repair service for vehicular or marine equipment of the general public or other tenants of the Airport.
- i) Restaurant.
- j) ATM
- k) Communication towers
- l) Data Services; cable, Internet, etc.
- m) Security Services

***Section 6 – Aviation – Light Manufacturing/Assembly***

Statement of Concept

A business engaged in the production and/or assembly of light aircraft/aircraft parts/components and or accessories.

Minimum Standards

1. The company shall have space available in its leased area for safe loading, unloading, storage and containment of equipment parts and materials necessary for the production and manufacturing of their product as specified in their business plan. A written emergency plan for the handling of hazardous materials will also be required.
2. The hangar, ramp and infrastructure requirements will be determined by FAA airport design standards in relation to the SASO business plan. In any case a minimum of 300 square feet of office space is required for aircraft sales, with a minimum of two (2) tie downs and appropriate ramp area with access to public restrooms. This type of company may be a sublessee of the CCAA with a written agreement approved by the Authority or another SASO.
3. Insurance types and amounts as required for this activity. (See **Appendix 1**)

***Section 7 – Aircraft Storage***

Statement of Concept

A SASO engaged in an aircraft storage business typically leases or rents aircraft hangar space. This could also include ramp or tie down space.

Minimum Standards

1. A SASO or business shall lease space sufficient for hangars, parking, taxiing, restrooms, and any other facilities necessary to be in compliance with all federal, state, and local requirements.
2. A SASO or business shall have its facilities available for the tenant's aircraft removal and storage on a 24-hour basis.
3. The minimum hangar, ramp and infrastructure requirements will be determined by FAA airport design standards in relation to the SASO business plan.
4. The SASO shall provide sufficient personnel trained to meet all requirements for the storage of aircraft with appropriate equipment.
5. Insurance types and amounts as required for this activity. (See **Appendix 1**)
6. A 24-hour contact name and phone number must be posted on the building or facility site in plain view at all times.



***Section 8 – Aircraft Sales***

Statement of Concept

1. New Aircraft Sales: An aircraft sales company is engaged 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 has the ability to provide for repair, services, and parts as necessary to meet any guarantee or warranty on aircraft sold.

2. 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.

Minimum Standards

1. The company engaged in the business of selling new aircraft shall have available a representative example of the product. 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.

2. The company shall have in its employment, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards set forth. The company 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. The company shall also have the ability to provide an individual with the proper certification and qualifications to train and certify pilots for aircraft sold as required.

3. The hangar, ramp and infrastructure requirements will be determined by FAA airport design standards in relation to the SASO business plan. In any case a minimum of 300 square feet of office space is required for aircraft sales, with a minimum of two (2) tie downs and appropriate ramp area with access to public restrooms. This type of company may be a sublessee of the CCAA with a written agreement approved by the Authority or another SASO.

4. Insurance types and amounts as required for this activity. (See **Appendix 1**)

***Section 9 – Aircraft Flight Training***

Statement of Concept

A Flight training SASO engages in instructing pilots in dual and solo flight training, in fixed and/or rotary wing aircraft, and provides such related ground school instruction as is necessary preparatory to taking a written flight examination for the category or categories of pilots' certificates and ratings involved.

Minimum Standards

1. The company shall have available for use in flight training, either owned or the ability to lease under written agreement, properly certificated aircraft, one of which must be a four-place aircraft, and one of which must be equipped for and capable of use in instrument flight instruction.
2. The company shall have at least one flight instructor who has been properly certificated by the FAA to provide the type of training offered.
3. The minimum hangar, ramp and infrastructure requirements will be determined by FAA airport design standards in relation to the SASO business plan. A minimum 300 square feet of office space, two (2) aircraft tie-downs, two (2) vehicle parking spaces, and access to telephone and restrooms is required for this activity.
4. Insurance types and amounts as required for this activity. (See **Appendix 2**)

***Section 10 – Aircraft Charter and Air Taxi***

Statement of Concept

An ON-demand, scheduled air charter or air taxi SASO engages in the business of providing air transportation (persons or property) to the general public for hire, on an unscheduled or scheduled basis under Code of Federal Regulations CFR 14 Part 135 of the Federal Aviation Regulations.

Minimum Standards

1. The company shall provide, either owned or under written lease, the type, class, size and number of aircraft intended to be used by the company. Aircraft must meet all FAA and DOT requirements of the air taxi commercial certificate held by the company.
2. The hangar, ramp and infrastructure requirements will be determined by FAA airport design standards in relation to the SASO business plan. A minimum of 300 square feet of office space, access to telephones, restrooms, aircraft tie-down, and a minimum of two automobile (2) parking spaces or as per county code are required for this activity.
4. Insurance types and amounts as required for this activity. (See **Appendix 2**)

***Section 11 – Specialized Commercial Flying Services***

Statement of Concept

1. A specialized commercial flying service engages in air transportation for hire for the purpose of providing the use of aircraft for the following activities:
  - a. Sightseeing flights.
  - b. Aerial Application.
  - c. Banner towing and aerial advertising.
  - d. Aerial photography or survey.
  - e. Power line or pipe line patrol.
  - f. Fire fighting.
  - g. Medical.
  - h. Any other operation as determined by the CCAA.

Minimum Standards

1. The company shall lease sufficient space to accommodate all activities and operations proposed by the firm. The minimum areas in each instance shall be subject to the approval of the Collier County Airport Authority. In the case of crop dusting or aerial application, the company shall make suitable arrangements and have such space available in its leased area for safe loading and unloading and storage and containment of chemical materials. A written emergency plan for the handling of hazardous materials will also be required. All companies' shall have the availability of aircraft suitably equipped and certified for the particular type of operation they intend to perform.
2. Insurance types and amounts as required for this activity. (See **Appendix 2**)

***Section 12 – Aircraft Lease and Rental***

Statement of Concept

A business engaged in the rental or lease of aircraft and/or ultralights to the public.

Minimum Standards

1. Aircraft:

a) The firm shall have available for rental, either owned or the ability to lease under written agreement to the company, a minimum of two (2) certified and currently airworthy aircraft, one of which must be a four-place aircraft, and one of which must be equipped for and capable of flight under instrument weather conditions. The hangar, ramp and infrastructure requirements will be determined by FAA airport design standards in relation to the SASO business plan. A minimum 300 square feet of office space and two (2) aircraft tie-down spaces are required for this activity.

b) The company shall have in its employment and available during the appropriate business hours, a minimum of one person having a current FAA commercial pilot certificate with appropriate ratings, including instructor rating.

2. Ultralight Vehicles:

a) The company shall have available for rental, either owned or under written lease, one approved ultralight vehicle. The hangar, ramp and infrastructure requirements will be determined by FAA airport design standards in relation to the SASO business plan. A minimum 300 square feet of office space and one (1) aircraft tie-down space, and a minimum of two (2) parking spaces or as required per county code is required for this activity.

b) The company shall have in its employment and on duty during appropriate business hours, a minimum of one person having a current FAA commercial pilot certificate or an Advanced Flight Instructor's (AFI) rating from the United States Ultralight Association (USUA) or as required under 14 CFR Part 103.

3. Insurance types and amounts as required for this activity. (See **Appendix 1**)

***Section 13 – Aircraft Airframe, Engine and Accessory Maintenance and Repair***

Statement of Concept

An aircraft airframe, engine and accessory maintenance and repair Facility provides one or a combination of airframe, engine and accessory overhauls and repair services on aircraft up to and may include business jet aircraft and helicopters. This category shall also include the sale of aircraft parts, accessories and aircraft lubricants.

Minimum Standards

1. The SASO shall have in its employ, on duty, or the ability to provide during the appropriate business hours, trained and certified personnel required to meet the services required for this type of operation, but never less than one 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. The company shall provide sufficient equipment, supplies, manuals and availability of parts equivalent to meet the level of service they provide as specified in their business plan.
2. The hangar, ramp and infrastructure requirements will be determined by FAA airport design standards in relation to the SASO business plan. In any case, a minimum of 300 square feet of office space is required for aircraft sales, with a minimum of two (2) vehicle parking spaces or as required per county code for this activity.
3. Insurance types and amounts as required for this activity. (See **Appendix 2**)

***Section 14 – Avionics, Instruments, Propeller Repair Station***

Statement of Concept

An avionics, instrument, or propeller repair station SASO engages in the business of and provides a shop for the sales and repair of aircraft avionics, propellers, or instruments, and accessories for aircraft. This category may include the sale of new or used aircraft avionics, propellers, instruments, and accessories. The SASO shall hold the appropriate repair station certificates issued by FAA for the types of equipment it plans to service and/or install.

Minimum Standards

1. The SASO shall have in its employment and on duty during the appropriate business hours trained personnel required to meet the operations business in an efficient manner, but never less than one person who is an FAA rated radio, instrument or propeller repairman.
2. The hangar, ramp and infrastructure requirements will be determined by FAA airport design standards in relation to the SASO business plan. A minimum 300 square feet of office space, 3,000 square foot hangar, two (2) parking spaces or as per county code, and access to restrooms and telephone.
3. Insurance types and amounts as required for this activity. (See **Appendix 2**)

***Section 15 – Commercial Skydiving***

Statement of Concept

A Skydiving SASO engages in the transportation of persons for skydiving, instruction in skydiving, and rental and sales of skydiving equipment.

Minimum Standard

1. The company shall have available for skydiving, either owned or under written lease to the company, at least one properly certificated aircraft.
2. The company operation shall meet or exceed the Basic Safety Requirements (BSR) of the United States Parachute Association (USPA), FAR Part 105, and related FAA Advisory Circulars. The jump plane pilot must hold a FAA commercial pilot certificate and be appropriately rated for the aircraft being operated.
3. The hangar, ramp and infrastructure requirements will be determined by FAA airport design standards in relation to the SASO business plan. A minimum 300 square feet of office space, one (1) aircraft tie-down, access to telephones and restrooms, and sufficient area for skydiving staging and preparation.
4. Insurance types and amounts as required for this activity. (See **Appendix 2**)



***Section 16 – Multiple Services***

Statement of Concept

A multiple services commercial aviation business engages in any two or more of the Specialized Aviation Service Operations (SASO's) listed in these Minimum Standards or similar to those listed.

Minimum Standards

1. The SASO shall comply with the aircraft requirements, including the equipment for each aeronautical service to be performed. Multiple uses can be made of all aircraft owned or under lease by the company except aircraft used for crop dusting, aerial application, or other commercial use of chemicals. The company should have individuals certified to provide all services being offered.
2. The company shall provide the facilities, equipment and services required to meet the Minimum Standards as herein provided for all aeronautical services SASO is performing.
3. Insurance types and amounts as required for this activity. (See **Appendix 2**)

***Section 17 – SASO’s Subleasing From Another SASO***

Any subleasing agreement, shall obtain the written approval of the Collier County Airport Authority.

The sub-sublessee SASO shall meet all of the Minimum Standards established by the Collier County Airport Authority for the categories of services to be furnished by the SASO. The Minimum Standards may be met in combination between sublessee and sub-sublessee. The sub-sublease agreement shall specifically define those services to be provided by the sublessee to the sub-sublessee that shall be used to meet the standards.

Insurance types and amounts as required for this activity. (See **Appendix 2**)

***Section 18 – Flying Clubs***

Statement of Concept

*Flying Club* means not-for-profit entities organized for the express purpose of providing its members with any number of aircraft for their personal use and enjoyment only. Aircraft must be vested in the name of the club or owners on a pro-rata share. The club may not derive greater revenue from the use of the aircraft than the cost to operate, maintain and replace the aircraft. A flying club qualifies as an individual under the grant assurances and, as such, has the right to fuel and maintain the aircraft with its members.

The following individual operations are classified as clubs

1. Gyro Copter Clubs
2. Aerobatic Clubs
3. Ultra Light Clubs
4. Aircraft Clubs
5. Any other club not specifically identified in this section that is determine by the Authority to be a “club.”

Minimum Standards

1. All operations shall require the completion of an application (in Section 3) plus a written agreement with the Authority.
2. The company shall have in its employment, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards set forth. The company 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. The company shall also have the ability to provide an individual with the proper certification and qualifications to train and certify pilots for aircraft as required

**Flying Clubs must meet the strict definition of the FAA and provide a list of members to the Airport Authority with an annual update. The Flying Clubs shall provide an emergency contact person and phone number.**

3. Insurance types and amounts as required for this activity. (See **Appendix 2**)

***Section 19 – Environmental***

Any SASO, person, party, firm, subleasee, sub-subleasee, or corporation operating on this airport must comply with all federal, state, and local environmental requirements as they exist and may be amended from time-to-time.

***Section 20 – Security***

Any SASO, person, party, firm, subleasee, sub-subleasee, or corporation operating on this airport must comply with the Collier County Airport Authority Security Plans, Rules and regulations, and all federal, state, and local Security requirements as they exist and may be amended from time-to-time.

***Section 21 - Enforcement of Violations of the Minimum Standards***

Violation of any of the terms, conditions, requirements, standards, or prohibitions of these Minimum Standards by a person or entity that does not have a current airport agreement with the Collier County Airport Authority may be punished in accordance with County, State or Federal Regulations.

Violation of any of the terms, conditions, requirements, standards, or prohibitions of these Minimum Standards by a person or entity that has an existing airport agreement with the Collier County Airport Authority may be grounds for the termination of the non-exclusive right to do business at the Collier County Airports or punished in accordance with County, State or Federal Regulations or as provided for in the provisions of the agreement, or both, cumulatively.

## APPENDIX 1

### Proprietary Exclusive Activities

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As provided for in FAA Airport Compliance Order 5190.6A, the Collier County Airport Authority (herein the “Authority”) has exercised its proprietary right to provide certain aeronautical activities exclusively, including aircraft fueling, aircraft servicing, and property management.

A. **Aircraft Fueling**: The Authority shall be the sole commercial purveyor of aviation petroleum products at the each of its three Airports. While the Authority reserves the exclusive right to sell all aviation fuel products at the Airport, FAA regulations allow an aircraft owner to self-fuel his or her aircraft provided the aircraft owner meets certain specific criteria as established by the FAA and the airport operator. Accordingly, the Authority has adopted a Self-fueling Permit in the interest of preserving each Airport's exclusive fueling rights and to accommodate an owner's aircraft self-fueling activities.

An aircraft owner may self-fuel owned or exclusively leased aircraft providing such operation is conducted in accordance with NFPA 30 and 407, Aircraft Fuel Storage and Servicing, latest adopted edition; Advisory Circular 150/5230-4, Aircraft Fuel Storage, Handling, and Dispensing on Airports; Air Transport Association standards for jet fuel quality control at Airports, as applicable and as may be hereafter amended; the Authority’s Rules or/or Regulations, and the Authority's Hazardous Materials Management Plan, as each of the same may be amended, renumbered or replaced (superseded). Self-fueling shall be conducted only in those geographic areas designated by the Authority from time-to-time. Aircraft owners may only conduct self-fueling operations after first obtaining a site-specific Self-Fueling Permit from the Authority.

A co-op (an organization formed by several aircraft owners for the purpose of self-fueling) is absolutely and in all events prohibited from engaging in self-fueling operations.

B. **Aircraft Servicing**: The Authority shall be the sole provider of aircraft servicing which shall include, but is and shall not be limited to, parking, securing, loading and unloading, fluid level servicing, and other such services that are commonly associated with aircraft arrivals and departures. Aircraft self-servicing, like self-fueling, may also be accomplished by an aircraft owner provided such servicing is accomplished by the aircraft owner, his employees, or the exclusive lessee of an aircraft, using resources supplied by the aircraft owner and provided such operations are conducted in accordance with then applicable established regulations of the Authority.

C. **Property Management**: The Authority shall be the sole sub-lessor (lessor) of airport property and facilities for aeronautical activities at the Airport.

Each individual or entity may provide property management services for non-aeronautical leasing only after entering into an appropriate written agreement with the Authority.

## APPENDIX 1A

# Aircraft Fuel Service

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### Statement of Concept

Collier County Airport Authority is the only authorized provider of aircraft fuel service supporting itinerant aircraft operations and operations of aircraft based on the airport.

### Minimum Standards

No unauthorized Operator shall provide fuel on the airport. Any self-fueling by aircraft owners will be subject to non-commercial aviation fuel flowage usage fees, rules and regulations, the National Fire Protection Association (NFPA), the Uniform Fire Code, all applicable Federal, State, and Collier County Airport Authority requirements for each type of fuel dispensed.

1. All companies, contractors, sub-contractors, suppliers, providers, or other entities delivering any quantity of aviation fuel, AV Gas 100LL, or Jet aviation fuel, or any other type fuel or grade shall provide a duplicate original delivery receipt of type, quantity, and grade of product delivered to the CCA, to the Airport Administration on the date of delivery or mailed within seven days.
  - a) Fuel dispensing equipment, meeting all applicable Federal, State, and Collier County Airport Authority requirements for each type of fuel dispensed.
  - b) The Safe storage and handling of fuel and petroleum products in conformance with all Federal, State, County and City requirements and Fire Codes pertaining to safe storage and handling of fuel and petroleum products.
  - c) The lawful and sanitary handling and timely disposal, away from the Airport, of all solid waste, regulated waste, and other materials including, but not limited to, used oil, solvents, and other regulated waste. The piling and storage of crates, boxes, barrels, and other containers will not be permitted on the leased premises or airport property.
  - d) Adequate bonding wires will be installed, continuously inspected and maintained on all fueling equipment, to reduce the hazards of static electricity.
  - e) An adequate supply of properly located fire extinguishers and other precautions and/or equipment required by applicable fire codes.
  - f) Insurance types and amounts as required for this activity. (See **Appendix 1**)



Only the Collier County Airport Authority is permitted to sell, store, or provide aircraft fuel to or on the airport.

The hangar, ramp and infrastructure requirements will be determined by FAA airport design standards in relation to the SASO business plan.

The company must provide, by means of an office or a telephone, a point of contact for the public desiring to utilize the services provided. A contact name and phone number must be provided to the Airport Management for emergency purposes

**APPENDIX 2**  
**Insurance Requirements**

<b>Type of Insurance</b>	<b>Minimum Limits</b>	<b>When Needed</b>
Workmen’s Compensation	Statutory	Statutory
Airport Liability	\$2 Million General Liability	For all commercial operators and general aviation tenants.
Aircraft Liability	Risk Analysis	To be determined.
Builders Risk	Risk Analysis	Construction projects.
Contractual Liability	Risk Analysis	To be determined.
Property Insurance	Replacement value	Covers physical damage of facilities constructed on airport property.
Automobile Liability	Statutory minimum	Vehicles driven on the airport premises.
Chemical Liability	Statutory minimum	Aerial applicators, etc.
Environmental	Risk Analysis	To be determined.

### **APPENDIX 3**

## **Minimum Requirements for a Business Plan**

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1. All services that will be offered should be listed and confirmation of all required certification provided.
2. Amount of land or building space to comply with the minimum standards set forth in this document.
3. Building space that will be constructed and the site and floor plan proposed.
4. Number and type of aircraft that will be provided for each service being offered.
5. Equipment.
6. Number of persons to be employed.
7. Short resume for each of the owners (20% or more equity) and financial backers.
8. Short resume of the manager of the business including this person's experience and background in managing a business of this nature.
9. Proposed schedule of operations (days and hours).
10. Amounts and types of insurance coverage to be maintained (can be no less than the minimums required by the Collier County Airport Authority Risk Management).
11. A 5-year financial plan to include operational objectives and projections.
12. Proof of adequate resources to realize business objectives.
13. Methods to be used to attract new business (advertising and incentives).
14. Physical amenities to be provided to attract business.
15. Plans for physical expansion, if business should warrant such expansion.

## APPENDIX 4 Rates and Charges (Revised) 20xx

### Federal Aviation Administration Airport Assurances Part V, 24.;

**Fee and Rental Structure.** The Sponsor will maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport, taking into account such factors as the volume of traffic and economy of collection.

**This Appendix 3 Rates and Charges** will be reviewed annually, adjusted as needed and replaced in the Minimum Standards Document.

Rates and Charges shall be justified. The goal is to meet the cost of operating the airport, eliminating subsidies from the County's general tax fund.

In determining rates and charges, cost centers are evaluated. These include runways, taxiways, ramp maintenance, cost of facilities, utilities, and other airport administrative services and maintenance.

The County's legal obligation to the FAA for funding and grant assurances is the useful life of a facility, but no more than 20 years. Pavement useful life was calculated at 10 years.

#### 1. Facility Lease Formulas

- |   |  |  |
|---|--|--|
| <p>a. The square footage lease rate will be the total construction price, divided over the life of the facility; 20 years.</p>                                  | $\frac{\text{Purchase \$}}{20 \text{ years}} = \text{Annual \$}$ $\frac{\text{Annual \$}}{\text{Total Square Footage}} = \text{Base Sq. Ft.}$      |  |
| <p>b. The square footage lease rate will be the total purchase price, divided over the life of the facility; 20 years.</p>                                      | $\frac{\text{Purchase \$}}{20 \text{ years}} = \text{Annual \$}$ $\frac{\text{Annual \$}}{\text{Total Square Footage}} = \text{Base Sq. Ft.}$      |  |
| <p>c. On a building with no associated purchase cost, the square footage lease rate will be the cost estimate to replace the building, divided by 20 years.</p> | $\frac{\text{Replacement Cost}}{20 \text{ years}} = \text{Annual \$}$ $\frac{\text{Annual \$}}{\text{Total Square Footage}} = \text{Base Sq. Ft.}$ |  |

## 2. Pavement Lease Formulas

The cost or replacement cost of the pavement divided by 10 years, then divided by the total square footage.

$$\frac{\text{Cost/Replacement Cost}}{10 \text{ years}} = \text{Annual Rent}$$

$$\frac{\text{Annual Rate}}{\text{Total Square Footage}} = \text{Base Sq. Ft.}$$

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## Rates and Charges (Revised 20xx)

<u>Facility Lease Rate</u>	<u>Per Square Foot Annually</u>	
<b>Calculated as Follows;</b>		
Purchase/Appraised or Replacement Cost	_____	
Utilities Cost	_____	
Maintenance Cost (1.5% -2.5% of appraised value)	_____	
Administrative Cost	_____	
Return on Asset (4% annually)	_____	
<hr/>		
Total Annual Cost	=====	
<hr/>		
<b><u>Ramp Fee</u></b>		
Specialized Aviation Service Operation (SASO) or SASO that leases or uses tiedown	\$0.05/sq.ft.	00.00
<b><u>Vehicle Parking Space Fee as required</u></b>		
SASO One 8 ft x 20ft parking space	\$8.00/per month	
<hr/>		
<b><u>Fuel Flowage Fee</u></b>		
SASO - volume	\$0.06 per gallon	.04
Non-Profit or Private	\$0.04 per gallon	.06
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<b><u>Land Lease Rate</u></b>		
Unimproved land with no taxi lane access within 100ft.	\$0.15 square foot per year	
Improved Land; asphalt, concrete, Taxi lane access;	\$0.20 square foot per year	
Non-aviation Unimproved Land	\$0.35 sq. ft. per year base or minimum	
Non-aviation Improved Land	\$0.20 sq. ft. per year base or minimum	