

MIAMI-DADE COUNTY, FLORIDA



Miami Dade Aviation Department

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<http://www.miami-airport.com>

OPERATIONAL DIRECTIVE NO. 99-01

Last Amended Date: April 15, 2014

Effective: January 02, 2026

**SUBJECT: PERMIT AGREEMENTS TO CONDUCT COMMERCIAL
ACTIVITY AT MIAMI-DADE COUNTY AIRPORTS**

PURPOSE: To establish uniform policy and procedures for the issuance and maintenance of permit agreements to conduct commercial activity at the Miami-Dade County System of Airports, including Miami International Airport and all General Aviation Airports.

I. AUTHORITY:

A. Chapter 21, Article IV, Section 21-29.1(a) of the Miami-Dade County Code states:

"It shall be unlawful for any person, firm, corporation or other legal entity to engage in any private business, commercial activity, or to undertake to provide any service for compensation, or to advertise or display merchandise, or to transact any business for profit, or to solicit business, on any property or facilities owned or operated by Miami-Dade County without first obtaining a permit, concession, lease, or other authorization in writing approved or authorized by the Board of County Commissioners. A County occupational license shall not authorize any person, firm, corporation or other legal entity to engage in any of the prohibited activities on County property or facilities."

B. Chapter 25, Section 25-1.2(a) of the Miami-Dade County Code states:

"Any permission granted a person by the Board, Department or Director, directly or indirectly, expressly or by implication, to enter upon or use an Airport, or any part thereof, is conditioned upon compliance with these rules and regulations and Operational Directives and the payment of any fees or charges established or authorized by the Board, or, if authorized, by the Director, and payable to the County for the use of an Airport or any facility located thereon including any such fees or charges established by the Director and payable to a lessee, management contractor, concessionaire, permittee or franchise holder of the County, or an approved an authorized subcontract thereof, for services rendered to such person; and entry upon or into an Airport by any person shall be deemed to constitute an agreement by such person to comply with such rules and regulations and to pay any such fees and charges."

C. Chapter 25, Section 25-1.2(c) of the Miami-Dade County Code states that:

"The Department, through its Director, may from time to time cause to be issued Operational Directives applicable to any Airport. If any such Operational Directive contains a requirement that fees or charges be paid for any operation on or use of an Airport as defined in the Operational Directive, such fees and charges shall be established in accordance with the provisions of subsection 25-1.2(a) hereof."

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- D. Chapter 10, Section 10-38 of the Miami-Dade County Code provides for the "Debarment of Contractors from County Work"
- E. Miami-Dade County Administrative Order No. 8-5 provides for the procedures relating to Permission to Conduct Private Business on Public Property throughout the County, including the airport system.
- F. Implementing Order No. 4-125, Summary of Rates, Fees, and Charges for the Miami-Dade Aviation Department
- G. Operational Directive No. 99-2, Aviation Department Operational Directives

II. DEFINITIONS:

- A. Access – Admittance to airport properties inclusive of, but not limited to, e-commerce, physical, electronic, mechanical, and other equipment.
- B. Airport – Any Airport under the control of Miami-Dade County's Aviation Department including Miami International Airport, and the General Aviation Airports.
- C. Air Operations Area (AOA) – That part of any Airport identified by the Aviation Department as constituting the AOA under Section 25-1.1 (3) of the Miami-Dade County Code.
- D. Commercial Activity – The exchange, trading, buying, hiring, or selling of commodities, goods, services, or property of any kind at the Airport. "Commercial Activity" excludes the exercise of aeronautical rights pursuant to Federal law.
- E. Debarment – An action taken by a Debarment Committee under Section 10-38 of the Miami-Dade County Code to exclude a permittee from commercial activity at any Miami-Dade Aviation Department facility for a specified period.
- F. MDAD – Miami-Dade Aviation Department
- G. Nonexclusive Basis Permit – A written agreement in the form of a permit executed by the Permittee and approved by the Aviation Director that grants the Permittee the authority to conduct specified commercial activity at the Airport on a nonexclusive basis and potentially in competition with others engaged in the same or similar activity.
- H. Permit – a written agreement executed by the Permittee and approved by the Aviation Director providing the terms and conditions under which the Permittee is allowed to engage in any business and commercial activity at the Airport.

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III. POLICY:

- A. It is the policy of the Department to encourage commercial activity consistent with the safe and efficient operation of Miami-Dade County Airports.
- B. Commercial activities at any of the Airports other than “exempt commercial activities” as defined below shall require a written agreement in the form of (i) a permit issued by the Aviation Director under this Operational Directive, or (ii) a lease, management agreement, or concession agreement approved by the Board of County Commissioners. All access to Airport properties including, but not limited to, the terminal, commercial areas, ramps, pavement, roads, parking lots, and the AOA for commercial purposes shall be limited to individuals and firms holding such valid active commercial Permits or agreements issued by the Aviation Director or by the County. No person shall conduct commercial activities at any Airport without a prior written agreement.
- C. Individuals and firms providing goods and services to Federal, Government Agencies, and General Aviation Airports require a valid permit, payment of the application fee, a security deposit, and the filing of Gross Revenue Reports. However, the opportunity fee is waived.
- D. Vendors performing services to Concessionaires are required to obtain a permit pursuant to Miami-Dade County Administrative Order 8-5, and the Miami-Dade Aviation Department Operational Directive 99-01.
- E. Permittees shall pay all taxes, licenses, certifications, permits, fees, and excises which may be assessed, levied, exacted, or imposed by federal, state, or local law on their commercial operations at the Airport. Permittees shall also provide the Department with all reports, returns, and records required by their permit or other agreement in connection with such operation.
- F. Permits shall be issued on a non-exclusive basis, unless they are (1) specifically designated to be exclusive by the Aviation Director, (2) competitively bid or proposed, or (3) issued through a waiver of the bid process as approved by the Board of County Commissioners.
- G. To the extent required or permitted by Administrative Order 8-5, permits shall be issued for a specific period not to exceed one year in duration, shall be extended at the discretion of the County, and not transferrable, and may be revoked at any time at the discretion of the Aviation Director.
- H. MDAD tenants, management agreement holders, and concessionaires (collectively the “tenants”), by virtue of the provisions of the lease, management, or concession agreement, are not required to have a separate permit agreement to engage in the commercial activity specified in the lease, management, or concession agreement. Commercial activity beyond the scope specified in the lease, management, or concession agreement shall require a separate permit or other suitable agreement.

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- I. All outstanding fees owed by Permit applicants to the Aviation Department or Miami-Dade County are to be paid in full prior to the issuance of a Permit. Further, individuals who were named principals under previously issued permits that had outstanding payments due to the Aviation Department must satisfy those debts before applying for a new Permit. Unpaid debts shall cause the Permit application to be denied by the Aviation Department.
- J. Exempt commercial activities that do not require a permit or other agreement to operate at any Airport include the following:
 - 1. Unscheduled, two days or less per week, food, or bottled water deliveries.
 - 2. Unscheduled business which engages in part-time office personnel, accounting, or administrative staffing services with no more than 200 hours annually.
 - 3. Mail, courier, package delivery and pick-up services (such as FedEx, UPS, DHL, and the like), and messenger services. Pick-up and delivery services that require access to the Air Operations Area (AOA) must be coordinated through the Airside Operations Division and may be subject to other requirements as applicable. This provision does not apply to the delivery of passenger baggage to the Airport.
 - 4. Any other pick-up or delivery services which are unscheduled in nature (no more than three times per calendar year) AOA access shall be requested by the tenant, scheduled, with escorted vehicle(s) by the airport – note this service may require a registration permit and/or a certificate of insurance. This provision does not apply to the delivery of passenger baggage to the Airport.
 - 5. Local contractors providing unscheduled maintenance and repair services for the tenant's leased premises. However, janitorial services require a permit due to the frequency of this activity in the tenant's premises.
 - 6. Companies and contractors delivering goods and services to MIA Terminal concessionaires for general resale to the public.
 - 7. Companies providing routine office equipment maintenance and repair services to computers, copiers, and other office equipment. Companies providing shop equipment services, however, are required to obtain a Permit, as required in Section IV(B).
- K. Permittees shall only provide the services as authorized and described and must fully abide by the terms and conditions stipulated in the permit.
- L. The permitting process, procedures, and requirements are subject to change as directed by the Board of County Commissioners and/or the Aviation Director.

IV. PERMIT CLASSIFICATIONS:

A. Primary Support Permits:

1. **General Aeronautical Services Permit (GASPs):** Allows companies, other than airlines, to provide general aeronautical handling services as well as goods and services consistent with the GASP agreement. Services permitted include, but are not limited to:
 - a. Ticket Counter and Operations Space:
 - Handling of passengers at ticket counters, including the furnishing of linguists
 - Sale and verification of tickets
 - Weighing of baggage
 - b. Passenger Services:
 - Preparing baggage and cargo clearance documents
 - Assistance to disabled passengers
 - Wheelchair services
 - c. Ramp Services:
 - Towing and positioning of aircraft
 - Loading and unloading of passengers, cargo, baggage, and mail to and from aircraft at the Terminal Building area or hardstand positions
 - Cleaning of aircraft, including cabin services
 - Delivery of cargo
 - Guiding aircraft into and out of airport loading and unloading positions
 - d. Porter Assistance Services:
 - Handling and transportation of baggage and other articles of passengers in the public access areas of the Terminal Building, concourses, gates, and the MIA Rental Car Center, using porters and other means
 - e. Dispatching and Communication Services:
 - Providing ground-to-aircraft radio communication services
 - Flight clearances
 - Sending and receiving standard arrival, departure, and flight plan messages
 - f. Meteorological Navigation Services:
 - Weather information

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- End-route aerial navigation as specified in Federal Aviation Administration requirements
- g. Delayed Baggage Services. These services are strictly for the delivery of unwrapped luggage or baggage to the Airport. No permit shall authorize the commercial handling or delivery of wrapped luggage or baggage to the Airport. The commercial handling or delivery of wrapped luggage is prohibited unless authorized via lease or concession agreement.
- h. Janitorial Services
- i. Security Services for Commercial Aircraft Operators and Airlines
- 2. **General Aeronautical Handling Services Permit:** Allows airlines to provide aeronautical handling services to other airlines under the provisions of Board of County Commissioners Resolution R-1440-97. Activities permitted include but are not limited to:
 - a. Ground handling services
- 3. **Fueling Permit:** Allow for the provision of fuel and lubricants. To ensure the safe and efficient operation of the airports, MDAD reserves the right to limit the number of fuel permits issued. Any additional/new customer after the execution of the permit must first be approved by MDAD. Activities permitted include but are not limited to:
 - a. Aviation and jet fuel:
 - Sell, deliver and/or dispense aircraft fuel product and lubricating oil for use in non-commercial aircraft and general aviation aircraft parked on MDAD common use ramps.
 - Only deliver and dispense fuel (into-plane fueling) for use in commercial, non-commercial, and general aviation aircraft at Miami International Airport (MIA), the General Aviation Center facility, common use ramps, and leaseholds.
 - b. Defueling services for any aircraft
 - c. Fueling services of ground support equipment (GSE)

No GASP employees shall provide any services except those directly contracted for by the GASP; GASP employees may not contract directly with any member of the traveling public, and any such contract may result in termination of that employee's badge and may result in action against the GASP, in addition to any other remedy provided herein or within the written agreement. No GASP or GASP employee shall store carts, luggage carts, wheelchairs, or similar equipment in the terminal except within areas leased by the GASP for such purpose. Any such equipment found unattended in the concourse or terminals

may be deemed abandoned property and confiscated, and may result in action against the GASP, in addition to any remedy provided for herein or within the written agreement.

B. Commercial Activity Permits:

These Permits allow the holders to have Airport access to **identified** tenants for the purpose of providing specified commercial activities at the Airport **on a continuing basis** and **may include but not be limited** to the following services:

1. Vendors providing goods and/or services to the tenants, federal agencies, MDAD and Miami-Dade County contractors, and similar Airport occupants for the purpose of maintaining their operational functions including those vendors subcontracting for the GASPs.
2. Vendors providing security services for tenant's operations.
3. Vendors providing services to their customers located outside of the Airport, if the commercial activities or business is made possible by accessing airport grounds, such as security and escort services of high value items and transportation of cargo shipments within the Airport.
4. Vendors providing janitorial services for tenant's operations.
5. Vendors providing aircraft services to include but not be limited to the following:
 - Aircraft in-flight catering services
 - Aircraft line maintenance services – vendor must lease hangar space from MDAD
 - Aircraft maintenance services –must only be provided to tenants with leased hangar space
 - Aircraft in-flight entertainment equipment services
 - Aircraft demolition services
 - Aircraft detailing services
 - Aircraft interior repair services
 - Aircraft part sales and delivery services
 - Aircraft lavatory services
 - Aircraft non-destructive testing services
6. Vendors providing personnel/staffing services required for the tenant to continue conducting and supporting its operations.
7. Vendors providing animal handling or canine services.
8. Vendors providing automated teller machine services, cash conversion machine services, and scanning machine services for airport tenants.
9. Vendors providing automotive part sales, installation, and/or delivery services to airlines.

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10. Vendors providing food and beverage delivery services to tenants on a fixed schedule.
11. Vendors providing uniform services, laundry and linen services for tenants.
12. Vendors providing pest control services for tenants.
13. Vendors providing cargo handling services, and delayed baggage delivery services to airlines. No permit shall authorize the commercial handling or delivery of wrapped luggage or baggage to the Airport. The commercial handling or delivery of wrapped luggage is prohibited unless authorized via lease or concession agreement.
14. Vendors providing vending machine services, and locations must be listed in the permit.
15. Vendors providing waste management services for tenants.
16. Vendors and companies providing equipment, maintenance, delivery, installation, rentals, and repair services.
17. Vendors providing fueling and gas services; oil transportation and/or disposal services.

C. Contractors:

MDAD contractors are authorized to engage in commercial activity with the Airport in accordance with their agreements with the County or MDAD. Such agreements identify the nature of the construction activity that is allowed, and may, in some cases, identify the tenant for whom the work is being performed. Any construction or commercial activity on the Airport not included in the agreements, or the provision of goods or services to any other business entity located on the Airport, requires a separate Contractor permit or agreement with the County and may be subjected to Opportunity Fees. Activities permitted under any such separate Permit may include but are not limited to:

1. Construction and renovation
2. Trades construction work, such as plumbing, electrical, or mechanical

D. Employee Service Permits:

Mobile vendors, including medical, financial, or other service vendors who sell services on an on-demand basis to County or tenant employees on non-secure or landside areas of Miami International Airport. Mobile vendors should obtain Employee Service

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Permits that specify the location(s) at which vendors may sell goods or services, and the Permits shall be denied if the sale of such goods or services will:

1. Cause obstruction to the flow of traffic on any roadway or interference with any Airport operation.
2. Involve the sale of any firearm, alcohol, or tobacco product.
3. Involve the display of any advertising that is not consistent with community standards, or the sale of any product or service that is not consistent with community standards.

In the event the issuance of an Employee Service Permit in the aggregate impacts Department operations in any way, the Director shall have the right to suspend all existing Employee Service Permits and to deny all future Employee Service Permits, without limitations. Employee Service Permittees shall not be required to provide evidence of any contract with an Airport tenant but shall be required to demonstrate sufficient existing demand for the proffered services to warrant commercial access to the facility. Employee Service Permittees shall otherwise comply with all terms and provisions of this Operational Directive.

V. PERMIT FEES:

Permit fees, as referred to herein, shall be established by resolution of the Board of County Commissioners. Permit fees for non-aeronautical services will generally be uniform among similarly situated providers of goods and services, but MDAD reserves the right to impose different Permit fees to providers if circumstances warrant a difference in fees.

A. Miami International Airport

Advance Permit fees include a non-refundable application fee and a refundable security deposit. The amount of the Security Deposit may be amended in accordance with the terms set forth in the Permit Agreement. The application fee, the security deposit, and the opportunity fee are subject to change at the discretion of the Board of County Commissioners. A security deposit will be required based on gross revenues and service categories, as indicated in the adopted Rates and Charges for MDAD and the individual permits. The Permittee is required to submit a percentage opportunity fee of all gross revenues derived from permittee's activities at Miami International Airport to MDAD. The monthly percentage opportunity fee also applies to activities outside of the airport if airport access is essential to the permittee's business activity. The opportunity fee is not applicable to permittees providing goods and services to Government Agencies; however, those permittees are required to have a permit and pay the application and security fees.

B. General Aviation Airports

Advance Permit fees include a non-refundable application fee and a refundable security deposit. Both the application fee and the security deposit are subject to change at the discretion of the Board of the County Commissioners. Pursuant to Dade County Resolution Nos. R-101-01 and R-442-02, **the monthly opportunity fee** of all

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gross revenues established for permittee's activities at Miami International **is not applicable at the General Aviation Airports** except for fuel flowage or other fees currently in effect. Applicable fees will be due to MDAD and payable per permit/contract terms.

The required non-refundable application fee referenced in Sections A and B above, must be paid to MDAD while Permit application is in process. If the applicant fails to complete the Permit application process within 60 days of submitting its application to MDAD, the application fee shall be forfeited to MDAD and shall not be returnable to the applicant, unless MDAD determines good cause is present for extending the application processing deadline for an additional thirty 30 days. If at the conclusion of any such 30-day extension period, the applicant fails to complete the application process, the application fee shall be forfeited to MDAD and shall not be returnable to the applicant.

The required refundable security deposit fee referenced in Sections A and B above must be paid, while the Permit application is being processed. The permit application process will not be completed or executed by MDAD unless said payment is received within 60 days of the application submission.

VI. REGULATION OF PERMITS:

- A. Because the nature of commercial activities at the Airports is so broad, MDAD reserves the right to determine whether an activity on the Airport is a commercial activity that requires a permit or whether the activity is incidental in nature which requires no Permit at that time and under the particular circumstances of the activities involved.
- B. Permits are issued to the applicant solely and are not transferable. Permits are exclusively the property of the Aviation Department. Permits may not be transferred, accessed, sold, traded, conveyed, assigned, assumed, subcontracted, granted, passed as bailment, collateral, be subject to lien, pawned, partitioned, or pledged. Any request or intention by one company to assume or acquire the responsibilities, services, or activities of a permittee will require the company to obtain its own Permit.
- C. Permits are issued for a specified time only. All permits are void upon expiration of the time limit if not extended pursuant to Aviation Department action. There is no stated, implied, or inferred right to renewal.
- D. Permittees shall fully and accurately complete and submit to the Aviation Department an Application for Permit to Conduct Business on County Property in such form and format as MDAD shall specify. Permittees shall, at all times, keep the required information updated to accurately and completely reflect the current status of such information.
- E. As part of the application, permittees shall submit and maintain current copies of all permits, licenses, certificates and other documents required by law for the conduct of business set forth in the application. Thereafter, permittees shall maintain all such items for so long as they are required by the issuing governmental body. The

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responsibility for maintaining the required permits, licenses and certificates to conduct business shall rest with the permittee and not MDAD.

- F. As part of the application, the following shall be included in the submission as part of the application:
1. Permittees shall submit the scope of services of the business activity to be conducted on the Airport.
 2. A copy of the Permittee's Business Tax Receipt.
 3. Contact information, including emergency contact number, a listing of customers or organizations serviced by the business activity at the Airport.
 4. Identify the Airport(s) and locations, where the business activity will be conducted.
 5. A copy of the executed contract with each Airport tenant with whom the applicant will be doing business at the time the Permit is submitted for execution by the County. Vendors providing services to customers located outside of the Airport grounds, such as security and escort services of high valuable items, will be required to provide a copy of the contract with those customers. A letter of agreement verification from each customer may also be required.
 6. The name(s) of all employees of the permittee holding a position of management control, contact phone numbers and e-mail addresses for the permittee for purpose of service of notices. The permittee must always notify MDAD in writing of a change in such name(s) or a change in contact numbers and e-mail addresses.
 7. A Certificate of Insurance in compliance with the required insurance coverages and amounts. MDAD must be named as the Certificate Holder and Miami-Dade County as an additional insured with respect to the Commercial General Liability Coverage.
- G. A Permittee may only provide goods and/or services to the customers identified in the Permit. The Permit holder may not engage additional clients within the scope of its Permit unless the contract between the permittee and new clients is reviewed and specifically approved in writing by MDAD.
- H. The Permit holder may only engage in the scope of activities set forth in the Permit. Commercial activity beyond the scope specified in the Permit, lease, management, or concession agreement, shall require a separate Permit.
- I. The Department reserves the right not to approve the Permit Application and the right not to execute the Permit.

VII. SUSPENSION OR TERMINATION OF THE PERMIT AND DEBARMENT OF A PERMITTEE:

Failure to comply with the provisions of this OD, Chapter 25 of the Miami-Dade County Code, Miami-Dade Administrative Order No. 8-5, Implementing Order No.: 4-125 (Rates, Fees, and Charges), or the terms of the Permit may result in suspension or termination of the Permit. Suspension or termination may occur in accordance with the following procedures:

A. Suspension:

1. In the event the permittee, its agents, or employees violate any terms of the permit, Federal regulations, State Statutes, or County laws, the Aviation Director or their designee may, at their discretion, suspend the permit held by the permittee. This action is in addition to any penalties provided by the county, state, or federal law or regulation.
2. Grounds for Suspension of Permit:
 - a. Cancellation or lapse of insurance coverage.
 - b. Cancellation or lapse of any required licenses.
 - c. Addition of new customers and/or commercial activities beyond the scope of the permit and/or the failure to advise the Aviation Department of such new customers.
 - d. Failure to report revenues and pay fees required under the Permit, and such failure continues for fifteen (15) days after written demand for such payment has been made by the Aviation Department; provided, however, suspension for non-payment shall be held in abeyance for so long as permittee maintains, in good faith, an action in court contesting permittee's liability to pay the fees.
 - e. Any material violation of the Permit or any violation of Federal, State, or County law or requirements.
3. Suspension of a Permit shall be imposed upon MDAD's discovery of any violation(s) of any Permit term. The suspension shall be effective upon the date and time indicated in MDAD's suspension notice. The notice will be given in writing by an MDAD representative to any employee of the permittee in a position of management control for the permittee. As an independent remedy, MDAD specifically reserves the right to suspend a permittee's right to access the AOA, if AOA access is provided for in the Permit, in conjunction with MDAD's suspension or attempted suspension of the Permit itself. The suspension shall continue for so long as the violation continues. If the violation continues for an unreasonable period, i.e. 90 Days, MDAD shall have the right to cancel the permittee's rights to use the Airport and to terminate the Permit.

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4. MDAD shall not be required to use the remedy of suspending the Permit if the grounds that are present justify the termination of the Permit. MDAD shall have the right to determine whether to suspend or terminate a Permit, based on the circumstances of the violation(s).

B. Termination of the Permit:

1. Upon the decision of the Aviation Director or his designee that a violation of the terms of a Permit or a violation of applicable law warrants prompt termination of a Permit without a suspension occurring first, MDAD shall issue a Notice of Termination to the permittee stating the date on which the termination of the Permit shall be effective.
2. The Notice of Termination may be sent by (1) e-mail delivery, (2) written letter, or (3) certified mail, return receipt requested. If notice is sent by e-mail, confirmation of such notice of termination shall be sent by written letter or certified mail; provided, however, that failure to send a confirmation by written letter or certified mail shall not affect the validity of the notice sent by e-mail if the notice is sent to the e-mail address shown on the Permit Application, or to a number or address provided by the permittee that amends the number or address shown on the Permit Application.
3. The following shall be grounds for termination of the Permit:
 - a. Cancellation or lapse of required insurance coverage.
 - b. Cancellation or lapse of any required licenses.
 - c. Loss of authority to do business in Florida or in Miami-Dade County.
 - d. Cessation of business or no reported business activity at Miami-Dade County Airports for 90 days or more. Those companies that have advised the Aviation Department in writing that they provide **reasonable** seasonal business activities will be subject to review.
 - e. Failure to report revenues and pay the fees required under the Permit, and such failure continues for fifteen (15) days after written demand for such payment has been made by the Aviation Department; provided, however, termination for non-payment shall be held in abeyance for so long as the permittee maintains, in good faith, an action in court contesting permittee's liability to pay the fees.
 - f. Loss of all or a material portion of the contract(s) for which the Permit was established.
 - g. Failure to maintain current MDAD ID Badges.

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- h. A material violation of the Permit or any violation of Federal, State, or County law or requirements.

C. Administrative Hearing:

1. If the Permit or applicable law requires that an Administrative Hearing be held prior to any suspension or termination of the Permit, then MDAD shall provide the Permittee with such a hearing in accordance with the procedures set forth in the Permit or applicable law. In the event the Permit or applicable law requires an Administrative Hearing, but does not provide for procedures relating to the holding of an Administrative Hearing, the procedures below shall apply.
2. MDAD shall notify the Permittee in writing of the proposed suspension or termination and, if applicable, that the Permittee is entitled to an Administrative Hearing. The notice shall include a date and time at which a hearing will be held to consider the matter. The hearing may be convened immediately upon verbal notice given to the Permittee or to the person then managing the Permittee's operations under the Permit based on the occurrence of any condition or event which, in the Aviation Department's reasonable determination, presents an urgent condition requiring immediate action. If no such person is available or can be found, MDAD reserves the right to continue the immediate suspension of all rights of the Permittee under the permit, including any right of the Permittee to access the Airport, including the AOA, and to follow up such suspension with a termination of the Permit.
3. The notice may be sent in any of the manners set forth in B(2) above.
4. The hearing will be held in a designated location at MDAD's administrative offices, and will be held before an Aviation Department Business Management Representative or other Aviation Department designee. Any party may be represented by counsel at the hearing, and the Permittee may present witnesses, exhibits, and evidence in the Permittee's defense.
5. At the Administrative Hearing, if MDAD's representative is satisfied the violation has occurred and has not been corrected to the reasonable satisfaction of MDAD, MDAD shall provide the Permittee, through its representative, with either a verbal or written notice of suspension or termination. If MDAD provides only a verbal notice of suspension or termination, MDAD shall promptly confirm such verbal notice with a written notice whose terms and effective date comply with the terms of the Permit or this OD.
6. MDAD shall have no obligation to provide a permittee with an Administrative Hearing unless the permit or applicable law requires a hearing.

D. Miscellaneous:

1. The Aviation Department reserves the right to establish the specific dates of suspension or termination or to waive any condition or event which would otherwise result in a suspension or termination of the Permit when considering the

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safe and the efficient operation of Miami-Dade County Airports. Any such waiver shall not preclude the Aviation Department from subsequently suspending or terminating the permit based on any such condition or event occurring after the waived condition or event.

2. Upon termination of a Permit, the Aviation Department reserves the right to debar a Permittee in accordance with Section 10-38 of the Miami-Dade County Code, "Debarment of Contractors from County Work".
3. The procedures set forth in this Article VII shall apply only to the extent the Permit does not set forth procedures for the suspension or termination of the Permit. The procedures set forth above for an Administrative Hearing shall apply if (a) the Permit or applicable law requires an Administrative Hearing to suspend or terminate the Permit, and (b) the Permit or applicable laws do not provide procedures applicable to the holding of an Administrative Hearing.

VIII. AMENDMENTS:

The Department reserves the right to amend this operating policy at any time based on current law, Miami-Dade County policies and operating needs.

IX. REVOCATION:

Revocations and removal of established Department policies requires written justification by requesting division management for review and concurrence by the Department's Aviation Regulatory Compliance and Audit Division. Upon written concurrence, the revocation request will be submitted, by the Aviation Regulatory Compliance and Audit Division, for approval by the Aviation Director. Should the written directive be an Operational Directive, the authorized revocation justification will be sent to the Clerk of the Board for filing with the original Operational Directive under revocation. All approved revocation justification memoranda shall be posted to the Department's Written Directives Log to identify why the directive has been revoked to maintain ongoing operational accountability.

X. SEVERABILITY:

If any court of competent jurisdiction determines that any provision in this policy is illegal or void, that provision shall be nullified, and the remainder of this policy shall continue in full force and effect. If such court rules that any charge, fee, or security deposit requirement is illegal or void, the Aviation Director is authorized and directed to impose a charge, fee, or security deposit requirement that complies with the court order or applicable provisions of law, which shall become effective on the date of imposition and shall continue until modified by the Miami-Dade County Board of County Commissioners.

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XI. EFFECTIVE DATE:

This operational directive shall become effective 15 days subsequent to its filing with the Clerk of the Circuit Court as Clerk of the County Commission. This operational directive shall remain in effect until revoked or amended.



Ralph Cutié, Aviation Director

Date:

12/18/25