



Commercial Airport:
Miami International Airport

General Aviation Airports:
Dade-Collier Training & Transition
Homestead General
Kendall-Tamiami Executive
Opa-locka
Opa-locka West

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DADE COUNTY, FLA.
#1

OPERATIONAL DIRECTIVE NO. 09-01
Effective Date: Sept. 11, 2009

SUBJECT: Minimum Standards for Conducting Commercial Aeronautical Activities at the Miami-Dade County General Aviation Airports.

PURPOSE AND SCOPE: To protect the level and quality of certain commercial aeronautical services offered to the public and users of the County's General Aviation Airports (GAAs); promote safety; maintain efficiency and the economic health of the GAAs and the County; and promote the orderly development of aviation-related aeronautical activities at the GAAs.

I. BACKGROUND:

- A. Miami-Dade County, through its Miami-Dade Aviation Department (MDAD), owns and operates the GAAs known as Opa-Locka Executive Airport (OPF), Kendall-Tamiami Executive Airport (TMB), and Homestead General Aviation Airport (X51).
- B. It is a requirement of federal law and it is a recommendation of the American Association of Airport Executives (AAAE), the Aircraft Owners and Pilots Association (AOPA), and the National Air Transportation Association (NATA), that the owners of public airports make the airports' facilities and services available to the public on fair and reasonable terms. In support of this federal requirement, the Federal Aviation Administration (FAA) has recommended in Advisory Circular No. 150/5190-7 that minimum standards for commercial aeronautical activities be adopted as a means of minimizing the potential for violations of Federal obligations at federally obligated airports.
- C. A public airport owner is authorized to develop standards to govern the quality and level of services to be offered to the public.
- D. The airport user will be required to meet the standards established by the airport owner in return for the privilege of conducting commercial aeronautical activities on a publicly-owned airport.

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II. AUTHORITY AND REFERENCES:

- A. FAA Advisory Circular 150/5190-7 (and subsequent revisions). "Minimum Standards for Commercial Aeronautical Activities."
- B. FAA Advisory Circular 150/5190-6 (and subsequent revisions). "Exclusive Rights at Federally-Obligated Airports."
- C. FAA Advisory Circulars 43-12A and 43-12A Chg 1 (and subsequent revisions). "Preventive Maintenance."
- D. FAA Advisory Circular 00-34A (and subsequent revisions). "Aircraft Ground Handling and Servicing."
- E. NFPA 407, "Standard for Aircraft Fuel Servicing,"
- F. NFPA 409, "Standard on Aircraft Hangars,"
- G. Florida Fire Prevention Code,
[http://www.fldfs.com/SFM/florida fire code 2004.htm](http://www.fldfs.com/SFM/florida%20fire%20code%202004.htm)
- H. 14 CFR Part 139.321, "Handling and Storing of Hazardous Substances and Materials."
- I. 40 CFR Part 112, "Spill Prevention Control and Countermeasures Plan (SPCC)."
- J. Chapter 24 – Code of Miami-Dade County. "Environmental Resources Management (DERM)" – All Sections.
- K. Chapter 25 – Code of Miami-Dade County, "Aviation Department Rules and Regulations." – All Sections.
- L. Chapter 8CC, Code Enforcement – including Sections 8CC-3 and 8CC-4, to the extent violations of Chapter 25 are included therein.

III. DEFINITIONS:

- A. *Aeronautical Activity.* As provided in the FAA's AC 150/5190-7, Appendix 1. Definitions: "Any activity that involves, makes possible, or is required for the operation of aircraft or that contributes to or is required for the safety of such operations. Activities within this definition, commonly conducted on airports, include but are not limited to, the following: general and corporate aviation, air taxi and charter operations, scheduled and nonscheduled air carrier operations, pilot training, aircraft rental and sightseeing, aerial photography, crop

dusting, aerial advertising and surveying, aircraft sales and services, aircraft storage, sale of aviation petroleum products, repair and maintenance of aircraft, sale of aircraft parts, parachute or ultralight activities, and any other activities that, because of their direct relationship to the operation of aircraft, can appropriately be regarded as aeronautical activities. Activities, such as model aircraft and model rocket operations, are not aeronautical activities.”

- B. *Fixed Base Operator (FBO)*. A commercial business that is granted the non-exclusive right to operate on a Miami-Dade County General Aviation Airport with the obligation to provide at a minimum the following multiple aeronautical services: the sale of Aviation fuels and lubricants such as jet fuel, aviation gasoline (AVGAS), and aircraft lubricants; passenger, crew, and aircraft ground services, support, and amenities; aircraft maintenance; and tie down, hangar, aircraft parking, office, and aircraft maintenance shop facilities.
- C. *MDAD*. The Miami-Dade Aviation Department or the Aviation Department.
- D. *Minimum Standards*. The qualifications that may be established by the airport owner as the minimum requirements to be met as a condition for the right, privilege, and obligation to conduct an aeronautical activity on the airport.
- E. *Specialized Aircraft Service Operations (SASO)*. A commercial business that is granted the non-exclusive right to operate on a Miami-Dade County General Aviation Airport to provide limited aeronautical services which may include but not be limited to: Avionics Repair, Aircraft Storage, and Aircraft Rental. SASOs shall not be allowed to deliver, dispense, provide, or sell aviation fuel and lubricants.

IV. POLICY:

- A. This Operational Directive and the Minimum Standards promulgated hereunder apply only to aeronautical commercial activities at GAAs. Non-aeronautical or non-aviation commercial activities are not subject to this Operational Directive and are typically covered by an agreement between the County and the activity provider, such as through a lease, license, or permit. The non-aeronautical activities may also be subject to concession or opportunity fees as deemed applicable by MDAD and as established by the Miami-Dade Board of County Commissioners. Such activities may require all non-aeronautical commercial activity providers under leases, (or subleases), licenses, or permits, to report to MDAD on a periodic basis their gross revenues stemming from said

activities as well as to comply with the performance of annual audits at the end of each fiscal year and at lease termination.

- B. Any person or entity engaging in aeronautical activities or aviation operations at a GAA must comply with all applicable federal, state, and local laws, ordinances, codes, and policies. In addition, several Departments of the County have jurisdiction over commercial activities at GAAs, including but not limited to MDAD, the Department of Environmental Resources Management (DERM), Fire and Rescue, and the Building Department. All aeronautical and aviation commercial activities must be in full compliance with the applicable requirements and provisions of those County Departments.
- C. Existing tenants having long term written leases, licenses, or permits to provide aeronautical commercial activities in effect as of the effective date of this Operational Directive, may continue to conduct their commercial activities under the terms of their existing leases, licenses, or permits provided that the activities are not in violation of Federal, State, or local laws, rules, regulations, or applicable policies. Those activities that are mandated under Federal Regulations, Miami-Dade County code, or any other Federal, State, or County Law, must be complied with immediately upon the effective date of this OD.

Such laws will include all Ordinances of the County, including applicable Rules and Regulations contained in Chapters 24 and 25 of the Code of Miami-Dade County, all additional laws, statutes, ordinances, regulations, rules and requirements of Federal, State, and County Governments, Federal air and safety laws and regulations as well as Federal, State, and County environmental hazardous waste and materials, and natural resources, laws, regulations, and permits, any and all orders, policies, plans and programs developed in compliance with the foregoing Federal, State, and local laws, and Operational Directives, Administrative Orders, and Resolutions of the Board of County Commissioners as they may be amended from time to time.

Upon termination of existing leases, licenses, or permits, the entity or person desiring to renew any such lease, license, or permit or otherwise continue to provide aviation commercial services on a GAA must comply with all of the Minimum Standards then in effect.

- D. All aviation commercial businesses, whether Fixed Base Operators (FBOs), Specialized Aviation Service Operations (SASOs), or otherwise, are required to meet, at a minimum, those Minimum Standards applicable to their operations as set forth in the Annex to this OD, except to the limited extent such businesses are permitted to continue activities in conflict with the Minimum Standards as discussed

OD 09-01 – GAA Minimum Standards

above in Section IV. C. Compliance with these Minimum Standards will strengthen public confidence in the safety and efficiency of the County's airports, elevate the level of customer service, improve the condition of GAA facilities, and ultimately serve to enhance the economic vitality of the GAA on which the aviation commercial activities occur as well as the entire County.

V. MINIMUM STANDARDS FOR FBOs:

- A. An approved FBO has the nonexclusive privilege to provide a full range of aircraft services.
- B. The privilege to conduct an FBO operation is granted only if the character of the facilities operated and services furnished are consistent with the high quality of facilities and services required by County standards.
- C. FBOs must have available the facilities and equipment as outlined in the Annex to this OD.

VI. MINIMUM STANDARDS FOR SASOs:

- A. An approved SASO has the nonexclusive privilege to provide a limited range of aircraft services.
- B. The privilege to conduct a SASO operation is granted only if the character of the facilities operated and services furnished are consistent with the high quality of facilities and services required by County standards.
- C. SASOs must have available the facilities and equipment as outlined in the annex to this OD.

VII. ENFORCEMENT

If a person or entity has failed to comply with any applicable portion of these Minimum Standards, and the lease or other contract document under which such person or entity is providing commercial aeronautical services is subject to the Minimum Standards, the person or entity shall be provided a written notice of default identifying the portion of the Minimum Standards with which the person or entity has failed to comply, along with a reasonable time period in which to cure the non-compliance. If the person or entity thereafter fails to cure the non-compliance within the stated period of time, or has failed to diligently commence the cure within such stated period of time for a cure that cannot be completed in its entirety within the time period, then the Aviation

Department may take appropriate action, including but not limited to terminating the lease or other contract document. In addition, the Board of County Commissioners reserves the right to provide for monetary fines to be imposed for violations of the Minimum Standards, and that such fines may be enforced either as provided in Section 25-1.7 of the Code of Miami-Dade County or as a civil offense to the extent provided under the provisions of Chapter 8CC of such Code, or both

VIII. PROHIBITED ACTIVITIES:

- A. As provided in Section 25-10.24(a) of the Code of Miami-Dade County (the "Code"), no person shall park or store any non-operating aircraft on airport property, including leased premises, for a period in excess of 60 calendar days, without written authorization from MDAD. The 60 day period commences on the date the aircraft lands on the airport.
- B. As Provided in Section 25-10.24(b) of the Code, no person shall store or retain aircraft parts or components being held as inventory anywhere on the airport other than in an enclosed, authorized facility or in a manner otherwise approved in writing by MDAD.
- C. Preventive maintenance is permitted only where such activities are not in conflict with applicable building, fire, life safety and environmental codes and must be in compliance with the provisions of the FAA's AC 43-12A and AC 43-12A Change 1, Preventive Maintenance, and subsequent revisions.
- D. Consistent with Section 25-10.10(a) of the Code, preventive maintenance is prohibited in T-hangars and shade hangars leased for aircraft storage only.
- E. As provided in Section 25-3.5(a) of the Code, the storage of items such as non-approved machinery, personal effects, home furnishings, abandoned vehicles, boats, etc., is prohibited in hangars and T-hangars and on other airport premises without the prior written permission of MDAD. If such areas are utilized for storage without first obtaining permission, the Department shall have the right to have the property removed and stored at the expense of the owner, FBO, SASO, or tenant.
- F. Consistent with Section 25-7.3, only aeronautical business activities will be conducted at the GAAs unless MDAD specifically authorizes another type of activity under a written lease, license, permit, or other authorized document.

IX. EFFECTIVE DATE:

This O.D. shall become effective 15 days subsequent to filing with the Clerk of the Circuit Court as required by Section 2-3 and 2-4 of the County Code.

X. RESERVATION OF RIGHTS:


- A. MDAD reserves the right to deviate from these standards in an emergency or on a case-by-case basis where such deviation is deemed in the best interest of the airport(s) or the County. Notification of any standards deviation will be provided to all affected parties.
- B. MDAD also reserves the right to amend this O.D. at any time and from time to time. Amendments shall become effective 15 days subsequent to filing with the Office of the Clerk of the Circuit Court as required by Sections 2-3 and 2-4 of the County Code.

XI. SEVERABILITY:

If any court of competent jurisdiction determines that any provision in this O.D. is illegal or void, the remainder shall continue in full force and effect.

REVOCATION: None. This is the initial Operational Directive applicable to Minimum Standards.

CROSS REFERENCE: See Article II, Authority and References.



José Abreu, Aviation Director

Date: 8-19-09

ANNEX – Minimum Standards

MINIMUM STANDARDS FOR FIXED BASE OPERATORS,
SPECIALIZED AVIATION SERVICE OPERATIONS,
AND
OTHER AERONAUTICAL ACTIVITIES
AT THE GENERAL AVIATION AIRPORTS
OPERATED BY THE MIAMI-DADE COUNTY AVIATION DEPARTMENT

TABLE OF CONTENTS

GENERAL CONDITIONS.....	5
DEFINITIONS	10
ARTICLE 1. FIXED BASE OPERATORS	13
Section 1.1 Introduction	13
Section 1.2 Minimum Standards	13
Section 1.3 Aircraft Maintenance	15
Section 1.4 Reserved	15
Section 1.5 Leased Premises	15
Section 1.6 Corporate Security Plan	17
Section 1.7 Personnel Security Identification System	17
Section 1.8 Fuel Storage	17
Section 1.9 Fueling Equipment	18
Section 1.10 Fuel Transfer	19
Section 1.11 GSE and Miscellaneous Equipment	19
Section 1.12 Pollution Prevention, Spills, and Emergency Response Plans	20
Section 1.13 SOPs and BMPs	21
Section 1.14 Personnel	22
Section 1.15 Hours of Activity	22
Section 1.16 Aircraft Removal(s)	23
ARTICLE 2. SPECIALIZED AIRCRAFT SERVICE OPERATIONS (SASOs)	24
Section 2.1 Introduction	24
Section 2.2 General Minimum Standards	24
Section 2.3 Leased Premises	25
Section 2.4 Corporate Security Plan	26
Section 2.5 Personnel Security Identification System	26
Section 2.6 Hours of Activity	26
ARTICLE 2a. AIRFRAME, ENGINE AND ACCESSORY OVERHAUL AND REPAIR SERVICES	27
Section 2a.1 Introduction	27
Section 2a.2 Minimum Standards	27
Section 2a.3 Leased Premises	27
Section 2a.4 Licenses and Certifications	28

ARTICLE 2b. AVIONICS, COMPONENTS, OR INSTRUMENT REPAIR STATIONS ...	29
Section 2b.1 Introduction	29
Section 2b.2 Minimum Standards	29
Section 2b.3 Leased Premises	29
Section 2b.4 Licenses and Certifications	29
Section 2b.5 Personnel	30
ARTICLE 2c. AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATORS	31
Section 2c.1 Introduction	31
Section 2c.2 Minimum Standards	31
Section 2c.3 Leased Premises	31
Section 2c.4 Hours of Activity	31
Section 2c.5 Equipment	32
Section 2c.6 Personnel	32
ARTICLE 2d. AIRCRAFT CHARTER, MANAGEMENT, AND SALES OPERATORS ...	33
Section 2d.1 Introduction	33
Section 2d.2 Leased Premises	33
Section 2d.3 Personnel	33
Section 2d.4 Licenses and Certifications	34
Section 2d.5 Aircraft	34
Section 2d.6 Hours of Activity	34
ARTICLE 2e. AIRCRAFT STORAGE OPERATORS	35
Section 2e.1 Introduction	35
Section 2e.2 Minimum Standards	35
Section 2e.3 Leased Premises	35
ARTICLE 2f. NON-COMMERCIAL HANGAR OPERATORS	36
Section 2f.1 Introduction	36
Section 2f.2 Scope of Activity	36
Section 2f.3 Ownership Structure	36
ARTICLE 2g. HELICOPTER AIRFRAME, ENGINE AND ACCESSORY MAINTENANCE AND REPAIR OPERATORS	38
Section 2g.1 Introduction	38
Section 2g.2 Minimum Standards	38
Section 2g.3 Leased Premises	38
Section 2g.4 Hours of Activity	39
Section 2g.5 Licenses and Certifications	39
ARTICLE 2h. SPECIALIZED SKYDIVE SERVICE OPERATORS	40
Section 2h.1 Introduction	40
Section 2h.2 Minimum Standards	40
Section 2h.3 Leased Premises	40
Section 2h.4 Hours of Activity	41

Section 2h.5 Licenses and Certifications	41
ARTICLE 2i. SECIALIZED FLYING OPERATORS	42
Section 2i.1 Introduction	42
Section 2i.2 Minimum Standards	42
Section 2i.3 Hours of Activity	43
ARTICLE 2j. FLYING CLUBS	44
Section 2j.1 Introduction	44
Section 2j.2 Minimum Standards	44
Section 2j.3 Facilities	44
ARTICLE 2k. SPECIALIZED GLIDER MAINTENANCE OPERATORS	45
Section 2k.1 Introduction	45
Section 2k.2 Minimum Standards	45
Section 2k.3 Leased Premises	45
Section 2k.4 Hours of Activity	45
ARTICLE 2l. SPECIALIZED QUALIFIED ENTITIES	46
Section 2l.1 Introductions	46
Section 2l.2 Scope of Activity	46
Section 2l.3 Licenses and Certifications	46
ARTICLE 3. EMERGENCY PUBLIC SERVICE	47
ARTICLE 4. SELF-SERVICE FUELING PERMITTEES	48
Section 4.1 Introduction	48
Section 4.2 Permit/Approval	48
Section 4.3 Reporting	48
Section 4.4 Fuel Storage	49
Section 4.5 Fueling Equipment	49
Section 4.6 Standard Operating Procedure (SOP)	50
Section 4.7 Limitations	50
ARTICLE 5. COMMERCIAL ACTIVITIES AND THROUGH-THE-FENCE OPERATORS	51
Section 5.1 General Information	51
Section 5.2 Requirement to Follow Permit Procedures	51
ARTICLE 6. DISMANTLING AND DEMOLISHING AIRCRAFT	52
Section 6.1 General Information	52
Section 6.2 Minimum Standards	52
ARTICLE 7. HAZARDOUS OPERATIONS – AIRCRAFT SPRAY PAINTING, STRIPPING, DOPING, WELDING, TORCH SOLDERING, AND TORCH CUTTING	54

Section 7.1	Minimum Standards	54
ARTICLE 8. REQUIREMENTS FOR AIRPORT DEVELOPMENT, LAND LEASING, AND GENERAL CONSTRUCTION/RENOVATION AT THE MIAMI-DADE COUNTY GENERAL AVIATION AIRPORTS		
Section 8.1	Applications	55
Section 8.2	Application Review	55
Section 8.3	General Conditions	56

GENERAL CONDITIONS

Purpose – In adopting these Minimum Standards, it is Miami-Dade County's intent to benefit the public, promote aviation, and aeronautical services/activities while complying with the Miami-Dade County General Aviation Airports' Rules and Regulations and that of all Federal and State Agencies. Compliance with these standards will strengthen the level of quality and service at the airports, ensure that all operators and potential operators are treated in a fair and nondiscriminatory manner, and promote the safety and welfare of the Airports' users. All services provided under these Standards shall be on a non-exclusive basis.

Effective Date of Minimum Standards – These Standards shall become effective upon execution by the Aviation Director and within fifteen (15) days after filing with the Miami-Dade Clerk of the Court.

Compliance With Minimum Standards – Existing tenants having long term written leases, licenses, or permits to provide aeronautical commercial activities in effect as of the effective date of this Operational Directive may continue to conduct such commercial activities under the terms of their existing leases, licenses, or permits provided that the activities are not in violation of Federal, State, or local laws, rules, regulations, or applicable policies. Those activities that are mandated under Federal Regulations, Miami-Dade County Code, or any other Federal, State, or County Law, must be complied with immediately upon the effective date of this OD.

Such laws will include all Ordinances of the County, including applicable Rules and Regulations contained in Chapters 24 and 25 of the Code of Miami-Dade County, all additional Operational Directives, laws, statutes, ordinances, regulations, rules and requirements of Federal, State, and County Governments, Federal air and safety laws and regulations as well as Federal, State, and County environmental hazardous waste and materials, and natural resources, laws, regulations, and permits, any and all orders, policies, plans and programs developed in compliance with the foregoing Federal, State, and local laws, and Operational Directives, Administrative Orders, and Resolutions of the Board of County Commissioners as they may be amended from time to time.

Upon termination of the lease, license, or permit, the entity or person desiring to renew such lease, license, or permit or otherwise continue to provide aviation commercial services on a GAA must comply with the Minimum Standards then in effect.

AUTHORITY AND REFERENCES

The following Federal Regulations, Miami-Dade County Code Sections, and other County and State Laws are in effect, are mandatory, and supersede any conflicting provision in a pre-existing lease, license, or permit. They must be complied with by all Users of a GAA within Miami-Dade County's System of Airports.

- A. **FAA Advisory Circular (AC) 150/5190-7 (and subsequent revisions)** – "Minimum Standards for Commercial Aeronautical Activities." This AC provides the FAA's recommendations and guidance for the development of commercial minimum standards.

Among the obligations for a commercial airport are that it make its facilities available for public use and that its services be reasonable and non discriminatory

- B. **FAA Advisory Circular (AC) 150/5190-6 (and subsequent revisions)** – “Exclusive Rights at Federally-Obligated Airports.” This AC provides guidance on how an airport can comply with the statutory prohibition on the granting of exclusive rights. An example of this prohibition would be the granting of a right to a single tenant for the provision of an aeronautical activity to the exclusion of others.
- C. **FAA Advisory Circulars (ACs) 43-12A and 43-12A Chg 1 (and subsequent revisions)** – “Preventive Maintenance.” These ACs define what is considered aircraft preventive maintenance items and who may perform these tasks.
- D. **FAA Advisory Circular 00-34A (AC) (and subsequent revisions)** – “Aircraft Ground Handling and Servicing.” The AC provides guidance with regards to aircraft ground handling operations. Many of the procedures outlined are general in nature and were written that way in order to remain flexible.
- E. **National Fire Protection Agency (NFPA) 407** – “Standard for Aircraft Fuel Servicing.” This Standard applies to the fuel servicing of all types of aircraft using liquid petroleum fuel.
- F. **National Fire Protection Agency (NFPA) 409** – “Standard on Aircraft Hangars.” This Standard provides a reasonable degree of fire protection for life and property in aircraft hangars, based on sound engineering principles, test data, and field experience.
- G. **Florida Fire Prevention Code** – The Florida Fire Prevention Code contains or incorporates by reference all fire safety laws and regulations applicable to the design, construction, operation, alteration or repair of all public and private buildings, structures, and facilities. It is adopted pursuant to Florida Statutes §633.0215. The main documents comprising the Florida Fire Prevention code are NFPA 1, “Uniform Fire Code”, and NFPA 101, “Life Safety Code”. Numerous other NFPA documents are adopted by reference. The currently adopted Florida Fire Prevention Code can be accessed on-line at: <http://www.fldfs.com/SFM/florida fire code 2007.htm>
- H. **14 CFR Part 139.321** – “Handling and Storing of Hazardous Substances and Materials.” This Rule covers facilities, procedures, and personnel training for the protection against fire and explosions in the storing, dispensing, and handling of fuel.
- I. **40 CFR Part 112** – “Spill Prevention Control and Counter Measures (SPCC) Plan.” This Rule establishes procedures, methods, and equipment requirements to prevent oil from reaching navigable waters and adjoining shorelines as well as to contain discharges of oil from specific facilities.

J. Chapter 24 – Code of Miami-Dade County, “Environmental Resources Management (DERM).” The intent and purpose of this Chapter of the Code is to provide standards which will ensure the purity of all waters consistent with public health and public enjoyment thereof, the propagation and protection of wildlife, birds, game, fish, and other aquatic life, and atmospheric purity and freedom of the air from contaminants of synergistic agents injurious to human, plant, or animal life, or property, or which unreasonably interfere with the comfortable enjoyment of life or property, or the conduct of business.

K. Chapter 25 – Code of Miami-Dade County, “Aviation Department Rules and Regulations.” The intent and purpose of this Chapter of the Code is to provide the rules and regulations applicable to lessees and users of both Miami International and the GAAs to operate at the Miami-Dade County Aviation Department’s system of airports. Among pertinent sections are the following:

- **25-1.2(c)** – Authorizing the Aviation Department to issue Operational Directives
- **25-3.1** – Prohibiting the conduct of non-aeronautical business activities at the GAAs unless authorized by MDAD.
- **25-3.5** – Prohibiting the storage of non-approved items such as personal effects, abandoned vehicles, etc. in hangars and t-hangars.
- **25-6.18** – Prohibiting maintenance in an area other than that which is leased for such purpose. This includes maintenance in hangars leased for aircraft storage.
- **25-10.24** – Prohibiting the storage of non-operating aircraft or aircraft parts and components on airport property without written authorization from MDAD.

L. Chapter 8CC – Code of Miami-Dade County, “Sections 8CC-3 (Enforcement) and 8CC-4 (Civil Penalties).” The intent and purpose of these Sections of this Chapter of the Code is the enforcement of violations to the extent such enforcement is authorized by Miami-Dade’s Board of County Commissioners.

Enforcement - The Board of County Commissioners has determined that, if a person or entity has failed to comply with any portion of these Minimum Standards, the person or entity shall be provided a written statement identifying the portion of the Minimum Standards with which the person or entity has failed to comply, along with a reasonable time period in which to cure the non-compliance. If the person or entity thereafter fails to cure the non-compliance within the stated period of time, or has failed to diligently commence the cure within such stated period of time for a cure that cannot be completed in its entirety within the time period, then a fine as may be determined from time to time by the Board of County Commissioners may be imposed. The fine, if imposed, may be collected in any manner permitted by law, including an action to enforce a civil offense under Chapter 8CC of the Code of Miami-Dade County.

Environmental Requirements – All tenants/companies providing services at MDAD airports must comply with Chapter 25 and all applicable local, state, and federal environmental regulations. Fueling operations, in particular, are addressed in Section 25-6.23 (“Fueling and Defueling”) of Chapter 25 of the Miami-Dade County Code.

Any maintenance and/or repair activities associated with aircraft, vehicles, and/or motorized/non-motorized equipment of airport users shall be conducted only in areas designated by MDAD for those activities and operations and shall be properly permitted by DERM pursuant to Chapter 24 of the Miami-Dade County Code.

Insurance – In addition to all insurance as may be required by law, all lessees, permittees, commercial and/or general aviation service providers or operators shall maintain in full force and effect without lapse or material change for so long as they shall occupy the premises, the insurance coverage specifically required in their agreements with the County or as required in these Minimum Standards, whichever provides the greater coverage. All tenants/companies must have environmental insurance to cover any damages resulting from their activities and operations as may be required by MDAD Risk Management.

Personnel Security Identification System – The Aviation Department reserves the right to require that all Lessees, Permittees, Independent Operators, and other users of the GAAs wear on the outer garment of each, in plain view above the waist, an airport identification badge issued or approved by MDAD.

Pollution Prevention Spills, and Emergency Response Plans – These plans must address how the tenants/users intend to protect the environment at the GAAs, how they will handle all spills, leaks, discharges, releases, and other emissions resulting from their operations and/or ground support equipment. Although the majority of the incidents relate to fuel and other mechanical equipment fluids, some incidents could involve toxic gases and/or radioactive materials. NOTE: While MDAD does not require the submittal of a full-fledged Spill Prevention Control and Countermeasures Plan (SPCC) pursuant to Federal Regulations (40 CFR 112) unless the operations of tenants/users require it, tenants/users may want to adapt their existing SPCC plans from other locations to operate at MDAD Airports. Of major importance is the type of employee training given to cover these types of incidents, the maintenance of employee training records/affidavits, and the availability of these records/affidavits and/or other supporting documentation to MDAD pursuant to the agreements in place with MDAD.

Any plans submitted should indicate what type of cleanup equipment (spill cart/station, etc.) will be located on the Airports and how specific incidents will be handled. Each tenant or user who is required to submit such plans must also identify a Designated Emergency Response Provider (DERP) who shall have local response capabilities on behalf of the tenant/user and must have access to the GAA where the tenant/user is located before the tenant/user will be allowed to start operations. If tenant/user does not have a DERP, the tenant/user must submit an affidavit, prior to the start of operations, authorizing MDAD to back-charge the tenant/user for any expenditure incurred by MDAD as the result of an incident caused by the tenant/user.

Storage – The storage of items such as non-approved machinery, personal effects, home furnishings, abandoned vehicles, boats, etc., is prohibited in hangars and t-hangars and on other airport premises without the prior written permission of MDAD. If such areas are utilized for storage without first obtaining permission, the Department shall have the right to have the property removed and stored at the owner's or FBO's/SASO's expense.

DEFINITIONS

Aeronautical Activity – shall mean any activity that involves, makes possible, or is required for the operation of aircraft or that contributes to or is required for the safety of such operations. Activities within this definition, commonly conducted on airports, include but are not limited to the following: general and corporate aviation, air taxi and charter operations, schedule and nonscheduled air carrier operations, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, aircraft sales and services, aircraft storage, sale of aviation petroleum products, repair and maintenance of aircraft, sale of aircraft parts, parachute or ultra light activities, and any other activities that because of their direct relationship to the operation of aircraft, can appropriately be regarded as aeronautical activities. Activities, such as model aircraft and model rocket operations, are not aeronautical activities.

Agreement, Lease, Permit — shall mean a contractual agreement between Miami-Dade County and a commercial company or a person who is granted a privilege, concession or otherwise authorized to conduct certain aeronautical activities at one of the GAA Airports which is in writing and enforceable by law.

Aircraft – shall mean a device that is used or intended to be used for flight in the air.

Aircraft Operating Area (AOA) – shall mean the area on the Airport that includes taxiways and runways for which the Air Traffic Control Tower is responsible for providing services and for which clearance from the Tower is required to enter.

Airport – shall mean Opa-locka Executive Airport (OPF), Opa-locka, Florida, Kendall-Tamiami Executive Airport (TMB), Miami, Florida, and Homestead General Aviation Airport (X51), Homestead, Florida.

Airport Layout Plan (ALP) - shall mean the currently approved plan depicting the physical layout of the Airport and identifying the location and configuration of current and proposed runways, taxiways, roadways, utilities, hangars, buildings, nav aids, etc.

Airport Manager – shall mean the person employed by Miami-Dade County to manage and supervise the operation of the Airport, or his or her designated representative.

Airport Tenant – shall mean a person or commercial company that leases or makes use of property or space at any MDAD Airport.

Based Aircraft – shall mean an aircraft: (1) which the owner physically locates at the Airport with no present intention of definite and early removal and with the purpose to remain for an undetermined period; (2) which, whenever absent from the Airport, its owner intends to return to the Airport for permanent hangaring or tie-down; and (3) whose presence at the Airport is something other than merely transitory in nature.

Chapter 25 – shall mean that portion of the Miami-Dade County Code that applies to the Aviation Department and its Rules and Regulations.

Commercial Activity – shall mean the exchange, trading, buying, hiring, or selling of commodities, goods services, or property of any kind on the Airports.

Commission - shall mean the Board of County Commissioners (BCC) of Miami-Dade County Florida.

County - shall mean Miami-Dade County, Florida.

DERM – shall mean the County's Department of Environmental Resources Management.

DERP – shall mean the Designated Emergency Response Provider utilized by tenants/users that shall have pre-cleared access to the airports and shall clean up any environmental incidents such as fuel spills, toxic gas leakage, etc., caused by the tenants/users.

Entity – shall mean a person, persons, firm, partnership, Limited Liability Company, corporation, unincorporated proprietorship, association, or group other than the County.

F.A.A. – shall mean the Federal Aviation Administration of the United States government, and any federal agency succeeding to its jurisdiction.

FAR – shall mean the Federal Aviation Regulations (Title 14 CFR) of the United States

Flying Club – shall mean a nonprofit organized Entity 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. Club Charter must be reviewed and approved by the Airport Manager. A current list of members and a certificate of insurance shall be on file with the Airport Manager. Required insurance minimums for flying clubs are outlined in Appendix A.

Fixed Base Operator (FBO) – shall mean a commercial business that is granted the non-exclusive right to operate on a Miami-Dade Aviation Department General Aviation Airport and provide the minimum following multiple aeronautical services: the sale of aviation fuels and lubricants such as jet fuel, aviation gasoline (AVGAS), and aircraft lubricants; passenger, crew and aircraft ground services, support, and amenities; aircraft maintenance; and tie down, hangar, aircraft parking, office, and aircraft maintenance shop facilities.

Lessee – shall mean the entity having a contractual relationship with Miami-Dade County as a tenant.

MDAD – shall mean the Miami-Dade Aviation Department or the Aviation Department.

MDFRD – shall mean the Miami-Dade Fire Rescue Department.

Permittee – shall mean an entity having a permit with MDAD and that engages in any activity for which the Permit is written including the self-fueling of aircraft owned by the Permittee or under exclusive written lease to it.

Ramp or Apron – shall mean a defined area on an airport intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, fueling, parking, or maintenance. Maintenance shall only be allowed pursuant to FAA definitions. Heavy aircraft maintenance shall not be performed on ramps or aprons.

Self-Fueling or Servicing – shall mean the fueling or servicing of an aircraft by the owner with fuel obtained from a source of his/her preference, with his/her own employees and using his/her own equipment. Self-fueling and other services performed by an owner on his/her equipment are not considered commercial services by the FAA.

Self-Service Fueling – shall mean the availability to a pilot of fueling an aircraft from a commercial pump installed for that use on a GAA by an FBO or Airport owner. The Self-Service Fueling facility may or may not be attended. Self-service fueling is considered a commercial activity by the FAA and subject to these minimum standards.

Specialized Aircraft Service Operations (SASOs) – shall mean a commercial business that is granted the non-exclusive right to operate on a GAA to provide limited aeronautical services which may include but not be limited to: Avionics Repair, Aircraft Storage, and Aircraft Rental. SASOs shall not be allowed to deliver, dispense, provide or sell Aviation Fuel and Lubricants.

SOPs (Standard Operating Practices) and BMPs (Best Management Practices) – shall mean the procedures utilized/implemented by the tenants/users to protect the surrounding environment from their operating activities; and/or generally accepted guidelines as to appropriate operating and management practices that should be followed in regard to the tenants/users' operations, or in regard to the protection of the environment during tenants/users operating activities, as developed by recognized trade/aviation groups, and/or required through MDAD Operating Directives/Requirements.

SPCC – shall mean the Lessee's or Permittee's Spill Prevention Control and Countermeasures Plan.

Through-the-Fence Operations – shall mean those activities permitted by an airport owner through an agreement that permits access to the public landing area by independent entities or operators offering an aeronautical activity or to owners of aircraft based on land adjacent to, but not a part of, the airport property. The obligation to make an airport available for the use and benefit of the public does not impose any requirement for the airport owner to permit ground access from adjacent property.

Tie-down – shall indicate a means by which an aircraft is secured to the ground at three points by ropes, chains, or cables and that is capable of holding an aircraft in wind gusts of not less than 50 knots.

ARTICLE 1. FIXED BASE OPERATORS (FBOs)

Section 1.1 Introduction

- (a) An FBO is a commercial operator that has the non-exclusive privilege to engage in the sale or provision of products, services, and facilities to aircraft operators at an airport including, at a minimum, the following: Aviation fuels and lubricants such as jet fuel, aviation gasoline (AVGAS), and aircraft lubricants; passenger, crew, and aircraft ground services, support, and amenities; aircraft maintenance; and tie down, hangar, aircraft parking, office, and aircraft maintenance shop facilities.
- (b) Any person, company or entity on a General Aviation Airport (GAA) that provides services such as the dispensing of aviation fuel into aircraft not owned or operated by such person, company or entity is classified as an FBO and must comply with all the Minimum Standards (Standards) applicable to an FBO as set forth below.
- (c) Any person, company or entity conducting commercial activity at the GAAs must have a permit to operate. Applications for permits are obtained from the GAA Property Manager.
- (d) The following describes the Standards for FBOs to operate at any of the GAAs. FBOs are reminded that the County reserves the right in its governmental capacity to impose, from time to time, regulations and policies on users of the Airports that do or may affect FBOs in their operations or use of the Airport's facilities. Nothing in these Standards is intended to waive the County's rights in this regard, or to release any FBO from any such regulations or policies.
- (e) Existing tenants having long term written leases, licenses, or permits to provide aeronautical commercial activities in effect as of the effective date of this Operational Directive may continue to conduct such commercial activities under the terms of the lease, license, or permit to the extent such terms are not in violation of Federal, State, or local laws, rules, regulations, or applicable policies. Those activities that are mandated under Federal Regulations, Miami-Dade County Code, or any other Federal, State, or County Law must be complied with immediately upon the effective date of this OD.

Section 1.2 Minimum Standards

- (a) Unless otherwise stated in this document, all required products and services of an FBO must be provided only by the FBO's employees using the FBO's owned or leased vehicles and equipment, an approved subtenant of the

FBO, or a contractor of the FBO holding a valid permit with MDAD for such services.

- (b) Notwithstanding an approved sublease or permitted contractor for FBO services, the FBO remains fully liable for ensuring that any activity conducted from its leasehold is in compliance with all Federal, State, Miami-Dade County, and MDAD laws, statutes, regulations, ordinances, administrative orders, and operational directives as well as the actions of any person who comes onto the FBO's leasehold. FBOs must ensure that all service providers who they engage secure the required MDAD permit/s and pay the applicable fees/s. Any FBOs who fail to follow this procedure, will be subject to the applicable fee/s.
- (c) An FBO's products and services shall include the following:
 - (1) Aviation fuels and lubricants (jet fuel, AVGAS, and aircraft lubricants).
 - (2) FBOs shall be capable of delivering and dispensing jet fuel, AVGAS, and aircraft lubricants into all general aviation aircraft normally frequenting the airport.
 - (3) FBOs shall provide a response time of no more than 30 minutes for fueling activities during business hours (except in situations beyond the control of the FBO).
- (d) Passenger, crew, and aircraft ground services, support, and amenities:
 - (1) Aircraft marshalling and towing.
 - (2) Oxygen, nitrogen, and compressed air services. Such services shall be provided at Homestead upon twenty-four (24) hours advance request.
 - (3) Aircraft lavatory services – The FBO shall have sufficient equipment and personnel to service and dispose of aircraft lavatory waste within six hours of the request (at Homestead service will be provided upon twenty-four (24) hours advance request).
 - (4) Aircraft ground power.
 - (5) Courtesy ground transportation (FBO's vehicles).
 - (6) Ground transportation arrangements (limousine, shuttle, and rental car). Note: A permit to provide these services must be obtained from MDAD's Properties Division and the current opportunity fee must be paid to MDAD.

- (7) Aircraft catering arrangements. (At Homestead service will be provided upon 24 hours advance request.)
- (8) Two-way aviation-band radios fully functional during the FBO's hours of operation.
- (9) FBOs must maintain a licensed aeronautical radio station on an FCC assigned frequency for their business use.
- (10) Concession services such as restaurants, taxicabs, car washing and others may be offered. Note: A permit to provide these services must be obtained from MDAD's Properties Division and the current opportunity fee must be paid to MDAD.

Section 1.3 Aircraft Maintenance

- (a) FBOs shall be able to provide aircraft maintenance on the airframe, power plants, line maintenance, and associated systems of general aviation aircraft.
- (b) FBOs can meet these Standards for the provision of aircraft maintenance by and through (i) the FBO's full-time, licensed employees, (ii) an authorized subtenant who meets the minimum standards for an aircraft maintenance operator and operates from the FBO's leased premises, or (iii) a licensed mechanic that operates on the FBO's premises on a contract basis and has a valid permit for such services with MDAD and pays the current opportunity fee to MDAD.
- (c) Aircraft Maintenance shall be conducted in accordance with all applicable environmental regulations. An Industrial Waste Operating Permit is required by the Department of Environmental Resources Management (DERM) for aircraft maintenance.

Section 1.4 Reserved

Section 1.5 Leased Premises

FBOs shall have total minimum contiguous acreage upon which all improvements shall be located including land, apron, paved tie-down facilities, hangars, terminal, maintenance, fuel storage, and vehicle parking to accommodate all FBO activities and all approved sub-FBOs, but no less than the following:

- (a) Total minimum contiguous acreage:
 - Opa-locka Executive - 7 acres (304,920 SF)
 - Kendall-Tamiami Executive – 5 acres (217,800 SF)
 - Homestead General - 3 acres (130,680 SF)

- (b) Apron with sufficient weight-bearing capacity:
 Opa-Locka Executive - 3.5 acres (152,460 SF)
 Kendall-Tamiami Executive – 2.5 acres (108,900 SF)
 Homestead General - 1.5 acres (65,340 SF)
- (c) Paved tie-down spaces adequate to accommodate the number, type, and size of aircraft requiring tie-down space at the operator's leased premises.
 Opa-Locka Executive – 15 spaces
 Kendall-Tamiami Executive - 15 spaces
 Homestead General - 10 spaces
- (d) Customer and administrative space:
 Opa-Locka Executive – 2,000 SF
 Kendall-Tamiami Executive - 2,000 SF
 Homestead General - 500 SF
 - (1) Customer area shall include adequate space for crew and passenger lounge(s), flight planning area, conference area, public use telephones, and restrooms.
 - (2) Administrative area shall include adequate space for employee offices, work areas, and storage.
- (e) Cumulative hangar space and maintenance areas:
 Opa-Locka Executive – 40,000 SF
 Kendall-Tamiami Executive - 25,000 SF
 Homestead General - 13,000 SF
 At least one hangar shall have a minimum of:
 Opa-Locka Executive – 15,000 SF
 Kendall-Tamiami Executive - 10,000 SF
 Homestead General – 5,000 SF
- (f) Landside parking facilities sufficient to comply with the Florida Building Code.
- (g) Unless provided for in the lease, the storage of items such as non-aeronautical machinery, personal effects, home furnishings, abandoned vehicles, boats, etc., is prohibited in hangars and t-hangars and on other airport premises without the prior written permission of MDAD. If such areas are utilized for storage without first obtaining permission, the

Department shall have the right to have the property removed and stored at the owner's or FBO's expense.

Section 1.6 Corporate Security Plan

MDAD reserves the right to require each FBO to develop and maintain a Corporate Security Plan that meets the then-current requirements of the Federal Transportation Security Administration and MDAD.

Section 1.7 Personnel Security Identification System

MDAD reserves the right to require that all FBOs and their employees, as well as their sub-lessees and their employees wear on the outer garment, in plain view above the waist, an airport identification badge issued or approved by MDAD.

Section 1.8 Fuel Storage

- (a) Each FBO dispensing aviation fuel shall construct or install and maintain an on-airport aboveground fuel storage facility at the Airport, unless otherwise authorized or required, in a location consistent with the Airport Layout Plan and approved by the Department Director or designee. At the Department's discretion, the fuel storage facility may be located on the leased premises.
- (b) The fuel storage facility for an FBO entering into a lease directly with the Aviation Department shall have fuel tanks for both Jet Fuel and Avgas whose capacities shall not be less than:
 - (1) Jet fuel:
 - Opa-Locka Executive – 20,000 gal.
 - Kendall-Tamiami Executive - 10,000 gal.
 - Homestead General - 2,000 gal.
 - (2) AVGAS:
 - Opa-Locka Executive – 10,000 gal.
 - Kendall-Tamiami Executive - 10,000 gal.
 - Homestead General - 2,000 gal.
- (c) For an FBO entering into a lease with a developer that has or will, within a one-year period, have multiple FBO sub-tenants, the developer shall be entitled to permit an FBO to provide either Jet Fuel or Avgas, but not both, unless the developer and the FBO agree that both shall be made available; provided, however, the developer shall be required to assure that Jet Fuel is available from at least one of its FBOs and Avgas is available from at least one of its FBOs.

- (d) FBOs shall, at their sole expense, maintain their fuel storage facility, all improvements thereon, and all appurtenances thereto, in a presentable condition consistent with good business practice and in accordance with all applicable Air Transport Association 103 standards, NFPA, FAA and other governing agencies, policies or procedures as required. In appearance and character, the fuel storage facility shall be equal to or better than other similar improvements on the airport, and shall comply with all environmental, building, and fire code requirements.
- (e) FBOs must obtain and maintain all applicable local, State, and Federal Permits and Licenses at all times for their fuel storage facilities.
- (f) FBOs shall demonstrate that arrangements have been made with a permitted aviation petroleum supplier/distributor for the delivery of aviation fuel in the quantities and in accordance with ASTM specifications for Jet Fuel and Avgas necessary to meet the requirements set forth herein.
- (g) FBOs shall purchase aviation petroleum products only through a supplier or distributor possessing a current MDAD fueling permit or from a non-permittee specifically authorized by the Airport Manager.

Section 1.9 Fueling Equipment

- (a) Except for an FBO permitted to provide only Avgas under Section 1.8(c), FBOs shall have two mobile jet fuel refueling vehicles with one having a capacity of at least 3,000 gallons and one having a capacity of at least 2,000 gallons. One refueling vehicle dispensing jet fuel shall have over-the-wing and single-point aircraft servicing capability.
- (b) Except for an FBO permitted to provide only jet fuel under Section 1.8(c), FBOs shall have at least one AVGAS refueling vehicle with a minimum capacity of:
 - Opa-Locka Executive – 750 gal.
 - Kendall-Tamiami Executive - 750 gal.
 - Homestead General - 750 gal.
- (c) A fixed AVGAS refueling (self-service fueling) system constructed or installed and maintained by an FBO for public commercial use shall be limited to a maximum capacity of 10,000 gallons in an above-ground location specified by MDAD.
- (d) Aircraft refueling vehicles shall be equipped with metering devices that meet all applicable federal, state, and local regulatory requirements.

- (e) All fueling vehicles shall be required to have an initial and quarterly Fire Safety Inspections performed by the Miami-Dade Fire Rescue Safety Office. All tank farms shall have a quarterly Fire Safety Inspection performed by Miami-Dade Fire Rescue Safety Office.

Section 1.10 Fuel Transfer

Minimum requirements to conduct fuel transfer (truck-to-truck fueling activities) on non-AOA areas at a GAA are as follows:

- (a) Fueling area/s must be designated by MDAD and all fueling must be done on the FBO's leasehold.
- (b) Fueling area/s must be self-contained (bermed, drive through pits, etc.) and impervious to spills. No discharges are allowed from the containment area/s unless oil/water separators are incorporated into the design of those areas.
- (c) Site location/s and proposed operations must be approved and permitted by MDFR.
- (d) Fuelers must be able to handle spills with spill recovery equipment and supplies either towed in a spill cart or carried in their vehicles; or must be able to deploy such spill cart/s.
- (e) Fuelers must have a designated Emergency Response Contractor approved to handle large spills prior to the start of operations.
- (f) No truck-to-truck transfer of fuel (tankering) will be permitted within the AOA except in emergency conditions and only under the standby watch of Miami-Dade Fire Rescue and at a location or in special areas which MDAD may so designate.

Section 1.11 GSE and Miscellaneous Equipment

FBOs shall have the following:

- (a) Equipment for recharging or energizing discharged aircraft batteries.
- (b) One courtesy vehicle to provide transportation of passengers, crews, and baggage to and from destinations on the Airport.
- (c) Two aircraft tow vehicles (and tow bars) with at least one having a rated draw bar capacity sufficient to meet the towing requirement of the heaviest General Aviation aircraft normally frequenting the Airport or access to a

contractor capable of providing such services within one hour of telephone contact.

- (d) Fuel recovery spill kits containing no less than the following recovery equipment and supplies:
 - (1) Six absorbent berms to contain the spill (varying lengths).
 - (2) Absorbent material (such as Oil Dry) to absorb the spill within the containment berm.
 - (3) Equipment to handle the absorbent berms and a drum for disposal.
 - (4) Traffic cones and danger tape to keep people away from the area.
 - (5) Emergency telephone numbers of company managers, the emergency cleanup company, and the Fire Department in case the spill is large and cannot be controlled by the kit. If the spill impacts open ground or a storm drain, DERM's 24-hour Complaints Hotline at 305-372-6955 or 305-372-6789 must be notified.
- (e) An adequate number of approved and regularly inspected dry chemical fire extinguisher units within all hangars, on apron areas, at fuel storage facilities, and on all ground handling and refueling vehicles as required by the Florida Building code. The number of dry chemical fire extinguishers will depend on the size of the area and whether they are to be used for AVGAS or jet fuel.
- (f) All equipment reasonably necessary for the proper performance of aircraft maintenance in accordance with applicable FAA regulations and manufacturers' specifications.

Section 1.12 Pollution Prevention, Spills, and Emergency Response Plans

- (a) Prior to transporting fuel onto the Airport, each FBO and its Permittee shall provide the Department with a Spill Prevention Control and Countermeasures Plan (SPCC) that meets regulatory requirements for above-ground fuel storage facilities and delivery of fuel into such facilities. These plans need to address how all spills, leaks, discharges, releases, and other emissions resulting from tenants/users operations and/or ground support equipment will be handled. Although the majority of the incidents relate to fuel and other mechanical equipment fluids, some incidents could involve toxic gases and/or radioactive materials. NOTE: While MDAD does not require the submittal of a full-fledged SPCC plan pursuant to Federal Regulations (40 CFR 112), unless the operations of tenants/users require it,

tenants/users may want to adapt their existing SPCC plans from other locations to operate at MDAD Airports.

- (b) An updated copy of such SPCC Plan shall be filed with the Aviation Department at least ten business days prior to actual implementation. The plan shall include:
 - (1) A detailed description of the methods the FBO or Permittee will use to clean up a potentially hazardous fuel spills and/or leaks, if any occurs, and what methods the FBO or Permittee will use to avoid the spill from recurring.
 - (2) The equipment to be used for cleanup activities.
 - (3) Emergency contact personnel and their telephone numbers.
 - (4) Instructions to notify DERM's 24-hour Complaints Hotline at 305-372-6955 or 305-372-6789 if the spill impacts open ground or a storm drain.

Section 1.13 Standard Operating Procedures (SOPs) and Best Management Practices (BMPs)

FBOs shall develop and maintain SOPs and BMPs for their activities such as fueling, ground support, etc., in accordance with all regulatory measures and appropriate industry practices. The SOPs must also be in full compliance with the applicable standards set forth in FAA Advisory Circular 00-34A "Aircraft Ground Handling and Servicing" as amended from time to time.

The FBOs', SOPs and BMPs shall:

- (a) Include an employee training plan incorporating fuel quality assurance procedures, record keeping, and response procedures for fuel fires and spills under all normal and emergency operations. Lessees and Permittees shall maintain all employee training records in relation to their operational activities for a period of at least three years. The training records, et al, must be available to MDAD during tenant audits.
- (b) Address the subjects of bonding, fire protection, public protection, control of access to fuel storage facilities, marking and labeling of fuel storage tanks and refueling vehicles.
- (c) Be submitted to the Airport no later than 30 days before the FBO commences activities at the Airport.

Section 1.14 Personnel

- (a) Personnel, while on duty, shall be clean, neat in appearance, courteous, and at all times properly uniformed except management and administrative personnel who may wear professional attire.
- (b) Personnel uniforms shall identify the name of the FBO and that of the employee.
- (c) FBOs shall have at least one properly trained and qualified employee, on each shift, to provide aircraft fueling, parking, as well as customer and ground services and support.
- (d) One supervisory employee shall have been trained in an FAA approved Fire Safety Training Program (14 CFR Part 139.321) as amended from time to time. A current list of properly trained personnel must be on file with the Airport Manager and Miami-Dade Fire Rescue Safety Office.
- (e) Each FBO shall have an FAA licensed airframe and power plant mechanic available to the FBO as provided in Section 1.3 above who is properly trained and qualified to perform aircraft maintenance on aircraft normally frequenting the Airport.
- (f) To the extent required by the State of Florida, all fuel tanker truck operators are required to have and maintain the proper Commercial Driver's License (CDL) with the proper Haz-Mat endorsements.

Section 1.15 Hours of Activity

- (a) Aircraft fueling as well as passenger, crew, and aircraft ground handling services, support and amenities shall be continuously offered and available to meet reasonable demands of the public for this activity, which unless specifically authorized otherwise by the Airport Manager, shall be available at no less than the following times:
 - (1) Opa-Locka Executive and Kendall-Tamiami Executive - seven days a week, 14 hours a day (balance on-call with response time not to exceed 60 minutes).
 - (2) Homestead - seven days a week, eight hours a day (balance on-call with response time not to exceed 60 minutes).
- (b) Aircraft maintenance service shall be offered during the following hours: Opa-Locka Executive, Kendall-Tamiami Executive, and Homestead General - five days a week, eight hours a day, (balance on-call service with response time not to exceed 60 minutes after hours, on weekends, and holidays).

Section 1.16 Aircraft Removal(s)

Recognizing that disabled aircraft removal is the responsibility of the aircraft owner/operator, the FBO shall be prepared to lend assistance during business hours, within 60 minutes upon request, and available after hours, on-call, with response time not to exceed 60 minutes, to remove disabled aircraft from active areas of the airport in order to maintain the airport's operational readiness. FBOs shall prepare an aircraft removal plan and possess the ability to have the resources necessary to remove the general aviation aircraft normally frequenting the airport readily available.

ARTICLE 2. SPECIALIZED AIRCRAFT SERVICE OPERATIONS (SASOs)

Section 2.1 Introduction

A SASO is an aeronautical business that has the non-exclusive privilege to offer limited services. Examples of these specialized services may include, but are not limited to:

- Airframe, Engine, and Accessory Overhaul and Repair Services.
- Avionics, components, or Instrument Repair Stations.
- Aircraft Rental or Flight Training Operators.
- Aircraft Charter, Management and Sales Operators.
- Aircraft Storage Operators.
- Non-Commercial Hangar Operators.
- Helicopter Airframe, Engine and Accessory Maintenance and Repair Stations.
- Specialized Skydive Service Operators.
- Specialized Commercial Flying Operators.
- Flying Clubs.
- Specialized Glider Service Operators.
- Specialized Qualified Entities.

This Article describes the Minimum Standards (Standards) applicable to SASOs at the County's GAAs. SASOs are reminded that the County reserves the right in its governmental capacity to impose on users of the Airports, from time to time, regulations and policies that do or may affect SASOs in their operations or use of the Airports' facilities. Nothing in these Standards is intended to waive the County's rights in this regard, or to release any SASO from any such regulations or policies.

Section 2.2 General Minimum Standards

Some of the above listed types of SASOs may have different Standards and requirements. These appear in the following pages under the appropriate SASO subsection.

- (a) Each SASO shall have available at its facilities sufficient equipment, supplies, manuals and availability of parts equivalent to that required for certification by the FAA.
- (b) Each SASO shall have in its employ and on duty trained personnel in such numbers as are required to meet the Standards set forth in this category of services in an efficient manner, but never less than one person per shift at Opa-Locka Executive Airport, Kendall-Tamiami Executive Airport, and Homestead General Aviation Airport. All SASO personnel must be currently certified by the FAA with ratings appropriate to the work being performed.

- (c) Aircraft maintenance activities shall only be performed in approved maintenance hangars facilities or outside in approved maintenance areas within leased areas. A DERM Industrial Waste Operating Permit is required for SASO aircraft maintenance.
- (d) Any engine test facility must meet more stringent requirements as to the site and environmental compatibility as then provided by law. Each request will be considered on a case-by-case basis.
- (e) A SASO is not permitted to dispense fuel into an aircraft or vehicle unless the SASO owns or leases the equipment as well as the aircraft or vehicle, and the fuel is dispensed for its own use from the SASO's fuel tank or fuel tanker that meets the requirements of MDAD.

Section 2.3 Leased Premises

Space requirements may vary for some SASOs. Differences appear in the following pages under the particular SASO subsection. As a general rule:

- (a) SASOs shall lease from the Airport sufficient land to lease or construct the following facilities where such facilities are required in subcategories 2a through 2l.
 - (1) A building which will provide at minimum, 2,000 SF at OPF and at TMB and 1,000 SF at X51. In addition, 4,000 SF of properly lighted and climate controlled space to perform work and to provide storage, office space, a public waiting area where required for the sale of parts and accessories, access to a sanitary restroom and a public telephone.
 - (2) A minimum hangar space and maintenance area of 5,000 SF.
 - (3) A paved apron sufficient to tie down, park, and maneuver a minimum of five small aircraft or 10,000 SF, whichever is greater.
 - (4) A paved parking area sufficient to park and maneuver at minimum five vehicles for customer and employee parking.
 - (5) The storage of items such as non-approved machinery, personal effects, home furnishings, abandoned vehicles, boats, etc., is prohibited in hangars and t-hangars and on other airport premises without the prior written permission of MDAD. If such areas are utilized for storage without first obtaining permission, the Department shall have the right to have the property removed and stored at the owner's or SASO's expense.

Section 2.4 Corporate Security Plan

MDAD reserves the right to require each SASO to develop and maintain a Corporate Security Plan that meets the then-current requirements of the federal Transportation Security Administration (TSA) and the MDAD Safety and Security Division as a condition to receiving a lease or a permit to operate at any of the GAAs.

Section 2.5 Personal Security Identification System

MDAD reserves the right to require that all SASOs, Independent Operators, and all other individuals performing commercial activities at any of the GAAs to wear on the outer garment, in plain view above the waist, an airport identification badge issued or approved by MDAD.

Section 2.6 Hours of Activity

SASOs shall be open and services shall be available to meet the reasonable demands of the public for these activities five days a week, eight hours a day, unless otherwise noted in the SASO subcategories appearing on the following pages.

ARTICLE 2a. AIRFRAME, ENGINE AND ACCESSORY OVERHAUL AND REPAIR SERVICES**Section 2a.1 Introduction**

This type of SASO provides one or a combination of airframe, engine and accessory overhauls and repair services on aircraft. This category shall also include the sale of aircraft parts and accessories.

Section 2a.2 Minimum Standards

- (a) These SASOs shall have available at their facilities sufficient equipment, supplies, manuals and availability of parts equivalent to that required for certification by the FAA.
- (b) These SASOs shall also have in their employ and on duty, trained personnel in such numbers as are required to meet the Standards set forth in this category of services in an efficient manner, but never less than at least one person at each airport per shift. SASOs' personnel must be currently certified by the FAA with ratings appropriate to the work being performed and who hold an airframe, power plant or an aircraft inspector rating.
- (c) Aircraft maintenance activities shall only be performed in approved maintenance hangar facilities or outside in approved maintenance areas within leased premises. A DERM Industrial Waste Operating Permit is required for aircraft maintenance.
- (d) The engine test facility must meet more stringent requirements as to the site and environmental compatibility. Each request will be considered on a case-by-case basis.

Section 2a.3 Leased Premises

SASOs shall lease from the Airport sufficient land to lease or construct the following facilities:

- (a) A building which will provide at minimum, 2,000 SF OPF and at TMB as well as a minimum 1000 SF at X51 of properly lighted and climate controlled space to perform work and to provide storage, office space, a public waiting area where required for the sale of parts and accessories, access to a sanitary restroom and a public telephone.
- (b) A minimum hangar space and maintenance facility of 5,000 SF.
- (c) A paved apron sufficient to tie down, park, and maneuver a minimum of five small aircraft or 10,000 SF, whichever is greater.

- (d) A paved parking area sufficient to park and maneuver at minimum five vehicles for customer and employee parking.

Section 2a.4 Licenses and Certifications

- (a) SASOs conducting turboprop or turbojet aircraft maintenance shall be properly certified as an FAA Repair Station.
- (b) SASO personnel shall hold a current certification from the FAA, and hold the appropriate ratings for the work being performed.

ARTICLE 2b. AVIONICS, COMPONENTS, OR INSTRUMENT REPAIR STATIONS**Section 2b.1 Introduction**

Avionics, Components, or Instrument Repair Stations are SASOs that engage in the business of and provide a shop for the repair of aircraft avionics, instruments, and accessories for general aviation aircraft. This category may also include the sale of new or used aircraft avionics, instruments and accessories. The Operator shall hold the appropriate repair station certificates issued by the FAA for the types of equipment intended to be serviced or installed.

Section 2b.2 Minimum Standards

- (a) Avionics, Components, or Instrument Repair Stations shall have available at their facilities sufficient equipment, supplies, manuals and availability of parts equivalent to that required for certification by the FAA.
- (b) Avionics, Components, or Instrument Repair Stations shall have, in their employ and on duty, during the appropriate business hours, trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category in an efficient manner, but never less than one person per shift who is an FAA rated radio, instrument service representative.

Section 2b.3 Leased Premises

Avionics, Components, or Instrument Repair Stations shall lease from the Airport sufficient land to lease or construct the following facilities:

- (a) A building which will provide a minimum of 2,000 SF at OPF and at TMB and 1,000 SF at X51 with 2,000 SF of properly lighted and climate controlled space to perform work and to provide storage, office space, and a public waiting area which includes access to a sanitary restroom and a public telephone.
- (b) A paved apron sufficient to tie down, park, and maneuver a minimum of five small aircraft or 10,000 SF, whichever is greater.
- (c) A paved parking area sufficient to park and maneuver five vehicles for customer and employee parking.

Section 2b.4 Licenses and Certifications

- (a) Avionics, Components, or Instrument Repair Stations shall be properly certified by the FAA as an FAA Repair Station and by the FCC.

- (b) Other personnel shall also be currently certified by the FAA and the FCC, and hold the appropriate ratings for the work being performed.

Section 2b.5 Personnel

Avionics, Components, or Instrument Repair Stations shall:

- (a) Provide at least one person per shift to adequately and safely carry out the activities in a prompt and efficient manner adequate to meet the reasonable demands of the public seeking such services.
- (b) Employ one technician and one customer service representative per shift. The technician may fulfill the responsibilities of the customer service representative.

ARTICLE 2c. AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATORS

Section 2c.1 Introduction

- (a) An Aircraft Rental Operator is a SASO engaged in the rental of aircraft to the general public.
- (b) A Flight Training Operator is also a SASO engaged in providing flight instruction to the general public and/or providing such related ground school instruction as may be necessary to take the written examination and flight check for the category or categories of pilots' licenses and ratings involved.

Section 2c.2 Minimum Standards

Aircraft Rental or Flight Training Operators must meet the required hours of activity, hold the necessary licenses, own or lease the airworthy aircraft and have in their employ the required personnel.

Section 2c.3 Leased Premises

Aircraft Rental or Flight Training Operators shall lease from the Airport sufficient land to lease or construct the following facilities:

- (a) For an owned/operated stand alone lessee, 2,500 SF and for a sub-lessee, 600 SF of properly lighted and climate-controlled space to perform work and to provide storage, office space, and a public waiting area which includes a sanitary restroom and a public telephone.
- (b) A paved apron large enough to tie down, park, and maneuver a minimum of five small aircraft or 10,000 SF, whichever is greater. Maintenance hangar areas are required if the operator is conducting aircraft maintenance on aircraft owned and/or operated (with exclusive control) by the operator.
- (c) A paved parking area large enough to park and maneuver ten vehicles for customer and employee parking.

Section 2c.4 Hours of Activity

Aircraft Rental or Flight Training Operators shall be on the premises to provide services for this activity and meet the reasonable demands of the public six days a week, eight hours a day at Opa-Locka Executive and Kendall-Tamiami Executive Airports and five days a week, eight hours a day at Homestead General Aviation Airports.

Section 2c.5 Equipment

A minimum of three single- and/or multi-engine certified and currently airworthy aircraft, either owned by or under written lease with the Aircraft Rental Operator, and a Flight Training Operator shall be available at Opa-Locka Executive and Kendall-Tamiami Executive Airports and one aircraft for Homestead General Aviation Airport.

Section 2c.6 Personnel

The operator shall provide at least one person per shift to adequately and safely carry out aircraft rental and/or flight training in a prompt and efficient manner adequate to meet the reasonable demands of the public/members seeking such services.

ARTICLE 2d. AIRCRAFT CHARTER, MANAGEMENT, AND SALES OPERATORS**Section 2d.1 Introduction**

- (a) Aircraft Charter Operators are SASOs engaged in on-demand common carriage for persons or property as defined in 14 CFR Part 135 or operating in private carriage under 14 CFR Part 125.
- (b) These SASOs engage in the business of providing aircraft management including, but not limited to, flight dispatch, flight crews, or aircraft maintenance coordination to the general public.
- (c) These SASOs engage in the purchase and sale of new and/or used aircraft through various methods including matching potential customers with an aircraft (brokering), assisting customers in the purchase or sale of aircraft, and/or purchasing used aircraft and marketing them to potential purchasers.

Section 2d.2 Leased Premises

Facilities shall include customer and administrative areas. Maintenance and hangar areas are required if the Operator is conducting aircraft maintenance on aircraft owned and/or operated (with exclusive control) by the Operator.

The Aircraft Charter, Manager, or Sales Operator shall lease from the Airport sufficient land to lease or construct the following facilities:

- (a) A building which will provide a minimum of 1,000 SF at Homestead General Aviation Airport, and 2,000 SF each at Opa-Locka Executive and Kendall-Tamiami Executive Airports. This facility shall be a properly lighted and climate controlled space in which to perform work and to provide storage, office space, and a public waiting area with access to a sanitary restroom and a public telephone.
- (b) A paved apron sufficient to tie down, park, and maneuver a minimum of five small aircraft or 10,000 SF, whichever is greater.
- (c) A paved parking area sufficient to park and maneuver five vehicles for customer and employee parking.

Section 2d.3 Personnel

- (a) Aircraft Charter, Manager, and Sales Operators shall provide at least one person per shift to adequately and safely carry out activities in a prompt and efficient manner to meet the reasonable demands of the public seeking such services.

- (b) The Aircraft Charter Operator shall employ one Chief Pilot and a Customer Service Representative per shift. Managers and Sales Operators shall employ one Customer Service Representative per shift.

Section 2d.4 Licenses and Certifications

Aircraft Charter Operators shall possess and provide to the Airport Operator copies of all appropriate certifications and approvals.

Section 2d.5 Aircraft

The Aircraft Charter Operator shall provide, either owned or under written lease to the Aircraft Charter Operator, and under the exclusive control of Aircraft Charter Operator, a minimum of one certified and continuously airworthy aircraft.

Section 2d.6 Hours of Activity

Aircraft Charter, Manager, and Sales Operators shall be open and services shall be available to meet the reasonable demands of the public for these activities five days a week, eight hours a day. After hours, on-call response time to customer inquiries shall not exceed 60 minutes.

ARTICLE 2e. AIRCRAFT STORAGE OPERATORS

Section 2e.1 Introduction

Aircraft Storage Operators engage in the rental of conventional hangars or T-hangars.

Section 2e.2 Minimum Standards

Aircraft Storage Operators shall:

- (a) Have their facilities available for the tenant's aircraft removal and storage on a basis known and reasonably agreeable to the tenant.
- (b) Demonstrate that they can provide sufficient trained personnel to meet all requirements for the storage of aircraft.
- (c) Provide the appropriate equipment including tugs and tow bars to allow aircraft handling as appropriate.

Section 2e.3 Leased Premises

Aircraft Storage Operators shall lease from the Airport sufficient land on which to lease or construct the following facilities:

- (a) A building that will provide a minimum of 800 SF of properly lighted- and climate-controlled space to perform work and to provide storage, office space, access to a sanitary restroom and a public telephone.
- (b) A conventional hangar at least 5,000 SF and/or a T-hangar with a minimum of 5,000 SF.
- (c) A paved apron sufficient to tie down, park, and maneuver a minimum of five small aircraft or 10,000 SF, whichever is greater.
- (d) A paved parking area sufficient to park and maneuver five vehicles for customer and employee parking.

ARTICLE 2f. NON-COMMERCIAL HANGAR OPERATORS

Section 2f.1 Introduction

Non-Commercial Hangar Operators are comprised of individuals or associations that develop/construct and own one or more hangar structures for the primary purpose of storing aircraft used for individual entities.

Section 2f.2 Scope of Activity

Non-Commercial Hangar Operators shall:

- (a) Use the leased premises for aircraft owned or leased and operated by and under the full and exclusive control of the SASO for non-commercial purposes only.
- (b) Lease a minimum of 5,000 SF of hangar space, 3,000 SF of apron, and 10,000 SF of land to accommodate all other activities of the SASO.
- (c) Lease sufficient paved parking area to park and maneuver three vehicles.
- (d) Not be permitted to sublease any land or improvements on the leased premises for any purpose without the express written approval of the Aviation Department

Section 2f.3 Ownership Structure

- (a) Hangar development may be accomplished by any entity, including associations.
- (b) Association membership shall be contingent upon ownership interest of a proportionate share of the non-commercial hangar facility. The non-commercial hangar facility shall consist of no less than one individual hangar or of an equal portion of the common hangar area consistent with the total number of members/shareholders (such area not to be less than 3,000 total square feet.)
- (c) All members/shareholders of the Association shall be declared to the County at the time the application for development and activity is submitted. Thereafter, the Association and/or each member and/or shareholder of the Association shall be required to demonstrate ownership (as required herein) as requested by the Department from time to time. The Association shall appoint one individual as a representative.

- (d) The hangar facilities developed and utilized by the Association shall be exclusively for storage of aircraft owned by the member(s) and shareholder(s) of the Association.
- (e) The Association may not utilize nor cause the leased premises to be utilized for speculative development of either the leased premises or the improvements located thereupon.
- (f) Each member/shareholder of the Association shall be responsible and jointly and severally liable with all other members/shareholders for the Association's compliance with the Standards, and each member/shareholder of the Association shall, upon written request, provide appropriate written confirmation of membership status or share ownership. All Association members/shareholders declared to the Department in accordance herewith shall remain jointly and severally liable to the Airport for the Association's compliance with the Standards, regardless of whether the membership or ownership of the Association changes, unless a release of the liability of a former Association member is approved in writing by the County.

ARTICLE 2g. HELICOPTER AIRFRAME, ENGINE AND ACCESSORY MAINTENANCE AND REPAIR OPERATORS**Section 2g.1 Introduction**

A Helicopter Airframe, Engine and Accessory Maintenance and Repair Operator is a SASO that provides one or a combination of airframe, engine and accessory overhauls and repair services on helicopters. This category shall also include the sale of rotor wing aircraft parts and accessories.

Section 2g.2 Minimum Standards

- (a) The Helicopter Airframe, Engine and Accessory Maintenance and Repair Station Operator shall:
 - (1) Provide sufficient equipment, supplies, manuals and availability of parts equivalent to that required for certification by the FAA.
 - (2) Have in its employ, and on duty, trained personnel in such numbers as are required to meet the Minimum Standards set forth in this category of services in an efficient manner, but never less than one person at each Airport currently certified by the FAA with ratings appropriate to the work being performed and who hold an Airframe, Power Plant or Aircraft Inspector rating.
- (b) Aircraft maintenance activities shall only be performed in approved maintenance hangar facilities or outside in approved maintenance areas. A DERM Industrial Waste Operating Permit is required for aircraft maintenance.

Section 2g.3 Leased Premises

Helicopter Airframe, Engine and Accessory Maintenance and Repair Operators shall lease from the Airport sufficient land to lease or construct the following facilities:

- (a) A building which will provide a minimum of 1,000 SF at Homestead General Aviation Airport, 2,500 SF at Kendall-Tamiami Executive Airport, and 4,000 SF at Opa-Locka Executive Airport of properly lighted and climate controlled space to perform work and to provide storage, office space, and a public waiting area which includes access to a sanitary restroom and a public telephone.
- (b) A paved apron sufficient to tie down, park, and maneuver a minimum of five small aircraft or 10,000 SF, whichever is greater.

- (c) A paved parking area sufficient to park and maneuver five vehicles for customer and employee parking.

Section 2g.4 Hours of Activity

Helicopter Airframe, Engine and Accessory Maintenance and Repair Operators shall be open and services shall be available to meet the reasonable demands of the public for these activities five days a week, eight hours a day.

Section 2g.5 Licenses and Certifications

A Helicopter Airframe, Engine and Accessory Maintenance and FAA Repair Station conducting turbine aircraft maintenance shall be properly certified as an FAA Repair Operator. In addition, Operators' personnel shall hold a current certification from the FAA, and hold the appropriate ratings for the work being performed.

ARTICLE 2h. SPECIALIZED SKYDIVE SERVICE OPERATORS

Section 2h.1 Introduction

- (a) A Specialized Skydive Service Operator is a SASO that provides one or a combination of instructional services such as aircraft rides for the purpose of parachuting, as well as the sale of parachuting equipment, accessories, and services at Homestead General Aviation Airport.
- (b) This type of SASO may also provide flight or related ground school instruction to the general public as may be necessary.

Section 2h.2 Minimum Standards

- (a) The Specialized Skydive Service Operator shall provide sufficient equipment, supplies, manuals and availability of parts equivalent to that required for certification by the FAA and/or the United States Parachute Association (USPA).
- (b) This type of SASO shall have in its employ, and on duty, trained personnel in such numbers as are required to meet the Standards set forth in this category of services in an efficient manner, but never less than one person per shift at Homestead General Aviation Airport, currently certified by the FAA with ratings appropriate to the work being performed.
- (c) The SASO may perform maintenance activities on its own aircraft to the extent permitted by the FAA.
- (d) Aircraft maintenance activities shall only be performed in approved maintenance hangar facilities or outside in approved maintenance areas within leased premises. A DERM Industrial Waste Operating Permit is required to perform aircraft maintenance.

Section 2h.3 Leased Premises

Specialized Skydive Service Operators shall lease from the Airport sufficient land to lease or construct the following facilities:

- (a) A building which will provide a minimum of 3,000 SF of properly lighted and climate controlled space to perform work and to provide storage, office space, and a public waiting area which includes access to a sanitary restroom and a public telephone.
- (b) A paved apron sufficient to tie down, park, and maneuver a minimum of five small aircraft or 10,000 SF, whichever is greater.

- (c) A paved parking area sufficient to park and maneuver fifteen vehicles for customer and employee parking.

Section 2h.4 Hours of Activity

- (a) Specialized Skydive Service Operators shall be open and services shall be available to meet the reasonable demands of the public for these activities five days a week, eight hours a day.
- (b) Skydiving or parachuting into the Airport-owned drop zone area is limited to daylight hours only, unless prior approval has been obtained from the Airport Manager.

Section 2h.5 Licenses and Certifications

All Specialized Skydive Service Operators' personnel shall hold a current certification from the FAA and hold the appropriate ratings for the work being performed.

ARTICLE 2i. SPECIALIZED COMMERCIAL FLYING OPERATORS

Section 2i.1 Introduction

Specialized Commercial Flying Service Operators are SASOs that engage in air transportation for hire for the purpose of providing the use of Aircraft including, but not limited to the following:

- (a) Non-stop sightseeing flights that begin and end at the Airport.
- (b) Banner towing or aerial advertising.
- (c) Aerial photography or survey.
- (d) Power line or pipeline patrol.
- (e) Fire fighting.
- (f) Hot air balloon or blimp operations.
- (g) Cargo flights by non-tenants.
- (h) Courier services.
- (i) Agricultural application.
- (j) Charter Flights (FAR 135)

Section 2i.2 Minimum Standards

- (a) Operators providing services under this subsection shall occupy space on the Airport, either leased from the Airport or as a customer of an FBO or SASO.
- (b) A Permit or other form of written authorization from MDAD is required for specialized commercial flying operations and the then current opportunity fee percentage is payable to the Aviation Department. *See the Airport Manager for application procedures.*
- (c) In addition to such insurance as may be required by law, Operators shall maintain, without lapse or material change, for so long as they occupy the premises, the insurance coverage specifically required in their agreements with the County.

Section 2i.3 Hours of Activity

Maintain sufficient hours of operations to meet public demand.

ARTICLE 2j. FLYING CLUBS

Section 2j.1 Introduction

- (a) A Flying Club is comprised of a group of individuals who join to form a non-profit organization with the State of Florida to own a minimum of one single- and/or multi-engine aircraft certified, currently airworthy, and properly equipped.
- (b) While a Flying Club may provide its members many of the same services as a Flight Training Provider, it exists only to serve its members.

Section 2j.2 Minimum Standards

- (a) Flying Clubs shall not be required to meet the Standards for aircraft rental or flight training as long as the Flying Club's membership list is not made available to the general public.
- (b) Each Club member must have an ownership interest in a Club aircraft.
- (c) The Flying Club aircraft shall only be used by bona fide members for rental and by no one for commercial purposes.
- (d) No Flying Club member shall receive compensation for the provision of services to the Club or other Club members unless such member (owner) is an authorized Operator with Miami-Dade County.
- (e) Flying Clubs shall file and keep current with the Department Director a complete Club membership list as well as their individual investment shares.

Section 2j.3 Facilities

Apron/paved tie-downs shall be adequate to accommodate five aircraft having a minimum wingspan of 40 feet. If the Operator utilizes a hangar for the storage of its fleet at the Airport, no paved tie-downs will be required. The operator must also comply with all Rules and Regulations of the General Aviation Airports.

ARTICLE 2k. SPECIALIZED GLIDER MAINTENANCE OPERATORS

Section 2k.1 Introduction

A Specialized Glider Maintenance Operator (SASO) provides one or a combination of airframe, and accessory overhauls and repair services on glider aircraft at Homestead General Aviation Airport. This category shall also include the sale of glider aircraft parts and accessories.

Section 2k.2 Minimum Standards

- (a) The Specialized Glider Maintenance Operator shall provide sufficient equipment, supplies, manuals and availability of parts equivalent to that required for certification by the FAA.
- (b) The Specialized Glider Service Operator shall have in its employ, and on duty, trained personnel as are required to meet the Standards set forth in this category of services in an efficient manner, but never less than one person per shift, currently certified by the FAA with ratings appropriate to the work being performed.
- (c) Aircraft maintenance activities shall only be performed in approved maintenance hangar facilities or outside in approved maintenance areas.

Section 2k.3 Leased Premises

Specialized Glider Maintenance Operators shall lease from Homestead General Aviation Airport sufficient land to lease or construct the following facilities:

- (a) A building that provides a minimum of 1,000 SF of properly lighted and climate controlled space to perform work and to provide storage, office space, and a public waiting area that includes access to a sanitary restroom and a public telephone.
- (b) A paved apron sufficient to tie down, park, and maneuver a minimum of five small gliders or 10,000 SF, whichever is greater.
- (c) A area sufficient to park and maneuver five vehicles for customer and employee parking.

Section 2k.4 Hours of Activity

A Specialized Glider Maintenance Operator shall be open and services shall be available to meet the reasonable demands of the public for these activities.

ARTICLE 2I. SPECIALIZED QUALIFIED ENTITIES

Section 2I.1 Introduction

The County recognizes that a FBO or SASO using the Airport may require specialized assistance with the maintenance of its aircraft and/or flight training of its pilots. When assistance is not available on the Airport through an existing FBO or SASO, due to either the specialized nature of the maintenance and/or flight training requirements, the County may allow the FBO or SASO to solicit and utilize the services of a Qualified Entity to provide said services.

Section 2I.2 Scope of Activity

- (a) The Qualified Entity shall conduct its activities on and from an existing tenant's leasehold premises in a first-class manner consistent with the degree of care and skill exercised by experienced FBOs or SASOs providing comparable products and services and engaging in similar activities.
- (b) The Qualified Entity shall obtain a temporary Permit (issued by the Aviation Department) and pay the current percentage opportunity fee to Miami-Dade County prior to engaging in any activity on the Airport.
- (c) Renewal shall be subject to the Qualified Entity's compliance with all terms of the temporary Permit.
- (d) The Qualified Entity shall limit its services to those strictly stated on the temporary Permit.
- (e) The FBO or SASO is responsible for assuring compliance of all Airport regulatory measures by the temporary Qualified Entity while on the Airport.
- (f) All FBOs or SASOs must ensure that all service providers who they engage secure the required MDAD permits and pay the applicable fees. Any FBOs or SASOs who fail to follow this procedure will be subject to the applicable fees.

Section 2I.3 Licenses and Certifications

The Qualified Entity shall have and provide to the Airport evidence of compliance with all required federal, state, and local licenses and certificates.

ARTICLE 3. EMERGENCY PUBLIC SERVICE

- (a) Entities providing emergency public services during a disaster are not required to meet the Standards required of FBOs or SASOs unless fuel is being delivered to aircraft by refueling vehicles.
- (b) The Department must approve, in advance, the storage and delivery of fuel for aircraft operated by emergency public service entities.

ARTICLE 4. SELF-SERVICE FUELING PERMITTEES

Section 4.1 Introduction

- (a) All entities desirous of self-service fueling their own aircraft shall be accorded a reasonable opportunity to qualify and receive a Self-Service Fueling Permit without unlawful discrimination.
- (b) Those entities that have a Permit or other form of written authorization from MDAD granting them the rights to perform commercial fueling as an FBO are not required to apply for a Self-Service Fueling Permit.

Section 4.2 Permit/Approval

- (a) No entity shall engage in self-service fueling activities unless a valid Self-Service Fueling Permit authorizing such activity has been obtained from the Department. Such entities shall herein be referred to as "Permittees".
- (b) The Permit shall not reduce or limit the Self-Service Fueling Permittee's obligations with respect to the Self-Service Fueling Standards, which shall be included in the Permit by reference.
- (c) Prior to Permit issuance and subsequently upon request by the Department, the Self-Service Fueling Permittee shall provide evidence of ownership or lease of any aircraft, under its full and exclusive control of at least six months duration, being operated or fueled by the Permittee.
- (d) The Aviation Department, in conjunction with the FAA, will determine if an aircraft lease is of the type that qualifies a party as the operator of that aircraft for self-fueling purposes.
- (e) The Self-Service Fueling Permittee shall demonstrate that satisfactory arrangements have been made with a permitted aviation petroleum supplier/distributor for the delivery of aviation fuel in the quantities that are necessary to meet the requirements set forth herein.
- (f) Self-Service Fueling Permittees shall purchase aviation petroleum products only through a supplier or distributor possessing a current MDAD fueling permit or from a non-Permittee specifically authorized by the Airport Manager.

Section 4.3 Reporting

- (a) Self-Service Fueling Permittees shall report all fuel delivered to the approved Permittee's fuel storage facility during each calendar month and

submit a summary report along with appropriate fee as revised from time to time by the Miami-Dade County Board of County Commissioners. This fee is currently eight cents (\$.08) per U. S. gallon of fuel product delivered to the airport and charges are due the County on or before the 10th day of the subsequent month.

- (b) Self-Service Fueling Permittees shall maintain records identifying the total number of aviation fuel gallons purchased and delivered during the term of the Permit and for three years thereafter. Records and fuel flow meters shall be made available to the Department or representatives of the Department for audit purposes. In the case of a discrepancy, the Permittee shall promptly pay, in cash, all additional rates, fees, and charges due to the County, plus annual interest on the unpaid balance at the lesser of 18 percent or the maximum rate allowable by law from the date originally due.

Section 4.4 Fuel Storage

- (a) The Self-Service Fueling Permittee shall arrange and demonstrate that satisfactory arrangements have been made for the storage of fuel, as follows:
 - (1) Through either an authorized FBO at the Airport; or
 - (2) In a centrally located fuel storage area approved by the Department Director or designee; or
 - (3) In an approved location upon the Operator's leased airport land.
- (b) In no event shall the total storage capacity be less than 2,000 gallons.
- (c) The Self-Service Fueling Permittee shall be liable and indemnify the County for all leaks, spills, or other damage that may result through the handling and dispensing of fuel.
- (d) Fuel delivered shall be clean, bright, pure, and free of microscopic organisms, water, or other contaminants. Ensuring the quality of the fuel is the responsibility of Self-Service Fueling Permittee.

Section 4.5 Fueling Equipment

- (a) The Self-Service Fueling Permittee shall not utilize a refueling vehicle.
- (b) Prior to transporting fuel onto the Airport, the Self-Service Fueling Permittee shall provide the Department with a Spill Prevention Contingency and Control Plan (SPCC) that meets regulatory requirements for above-ground fuel storage facilities.

- (c) An updated copy of such SPCC Plan shall be filed with the Department at least ten business days prior to actual implementation. The plan shall include:
 - (1) A detailed description of the methods the Self-Service Fueling Permittee will use to clean up potentially hazardous fuel spills and, if any occurs, what methods the Self-Service Fueling Permittee will use to avoid the spill from recurring.
 - (2) Equipment to be used.
 - (3) Emergency contact personnel and their telephone numbers. If the spill impacts open ground or a storm drain, notify DERM's 24-hour Complaints Hotline at **305-372-6955 or 305-372-6789..**

Section 4.6 Standard Operating Practices (SOP)

In accordance with all applicable regulatory measures and appropriate industry practices, the Self-Service Fueling Permittee shall develop and maintain an SOP in full compliance with the standards set forth in FAA Advisory Circular 00-34A, entitled "Aircraft Ground Handling and Servicing". The SOP shall:

- (a) Include a training plan, fuel quality assurance procedures, record keeping, and emergency response procedures for fuel spills and fires.
- (b) Address bonding fire protection; public protection; and control of access to refueling vehicle storage areas.
- (c) Be submitted to the Department no later than ten business days before the Self-Service Fueling Permittee commences self-fueling at the Airport.

Section 4.7 Limitations

- (a) Self-Service Fueling Permittees shall not sell, barter, and/or dispense fuels to base or transient aircraft that are not owned by or under the exclusive control of the Self-Service Fueling Permittee. Any such selling, bartering, or dispensing shall be grounds for revocation of the Permit by the Department Director.
- (b) Revocation upon first violation will be for a period of one year.
- (c) Revocation upon a second violation shall be permanent.

ARTICLE 5. COMMERCIAL ACTIVITIES AND THROUGH-THE-FENCE OPERATORS**Section 5.1 General Information**

- (a) According to the Miami-Dade County Code, Chapter 25, Section 25-3, Commercial Activity, no person, unless duly authorized in writing by the Board of County Commissioners, the County Manager or MDAD, and unless payment of any fees or charges as established from time to time for such activity, shall be paid by such person, shall enter into or upon any area of Miami-Dade County's System of Airports to:
 - (1) Engage in any business or commercial activity.
 - (2) Sell, or offer for sale, any merchandise, food, beverage, or service.
 - (3) Solicit any business or trade, including the transportation of persons, baggage or goods, etc.
 - (4) Install or place any coin, currency or debit or credit card operated machine for the sale or provision of any merchandise, food, beverage or service of any type or kind, without the prior written approval of the Aviation Department.
- (b) The County may, at time, enter into an agreement that permits access to the public landing area by independent operators offering an aeronautical activity or by aircraft based on land adjacent to, but not a part of, the airport property.
- (c) The obligation to make an airport available for the use and benefit of the public does not impose any requirement to permit access by an aircraft from adjacent property.

Section 5.2 Requirement to Follow Permitting Procedures

All lessees, licensees, or permittees must ensure that all service providers who they engage secure the required MDAD permit/s and pay the applicable fee/s. Any lessees, licensees, or permittees who fail to follow this procedure will be subject to paying the applicable fee/s.

ARTICLE 6. DISMANTLING AND DEMOLISHING AIRCRAFT

Section 6.1 General Information

Non-operating aircraft and component parts pose a danger to the life and safety of users of the airport and their property as a result of the possibility of the aircraft components (i) being blown about in storms, (ii) becoming fire hazards, (iii) being subjected to vandalism, (iv) interfering with orderly and rapid emergency response efforts of firefighters, police, and ambulance services, and (v) causing environmental damage.

Section 6.2 Minimum Standards

- (a) Unless a tenant has a lease from the Aviation Department for dismantling and demolishing aircraft in place as of the date of these Minimum Standards, all tenants interested in dismantling or demolishing aircraft at a GAA must have the written permission of the Aviation Department in the form of a license or permit. A new permit or license is required for each request to demolish aircraft. The following must be complied with:
 - (1) The prospective permittee must present the company's credentials to the relevant Airport Manager at least thirty (30) days before each aircraft arrival. Credentials must include detailed experience, proper licenses, insurance, activity plan indicating how the operation will be conducted, measures to protect against spills, and arrangements for debris removal.
 - (2) Upon approval of the credentials, the Airport Manager will assign a demolition area if the work is not to be done on a leasehold approved for this purpose.
 - (3) The prospective permittee must take the approval from the Airport Manager and a sketch depicting the assigned site to the MDAD Properties Division and complete an application for a Demolition Permit. The Demolition Permit allows the prospective permittee to proceed with the landing of the aircraft, followed by the "parting out" and/or dismantling of vital parts, assemblies, electronics, and materials from the airframe. The applicable opportunity fee must be paid on the permit.
 - (4) Following the parting out, the aircraft shall be relocated to an area designated by the Airport Manager for the shredding of the airframe, unless such area is already designated in the lease, license, or permit. Environmental and property damage concerns are primary factors in the selection and approval of these designated areas on each airport.

- (5) Prior to the arrival of the aircraft, the permittee must obtain all applicable Certificates of Use from the Miami-Dade Planning and Zoning Department and an Industrial Waste Operating Permit from the Department of Environmental Resources Management.
- (b) Aircraft parts or components can only be stored or retained in inventory in an authorized, enclosed facility or in a manner approved by MDAD in writing.
- (c) Parking or storing non-operating aircraft on airport property, including leased premises, for more than 60 calendar days without written authorization from MDAD is strictly prohibited. The 60 day period commences on the date the aircraft lands on the airport.

ARTICLE 7. HAZARDOUS OPERATIONS - AIRCRAFT SPRAY PAINTING, STRIPPING, DOPING, WELDING, TORCH SOLDERING, AND TORCH CUTTING

Section 7.1 Minimum Standards

- (a) Operators shall include adequate space availability for the safe performance of all activities covered under this Section in their lease agreement with the County.
- (b) Operators must have the proper licenses.
- (c) Painting, stripping, doping, welding, soldering, and torching shall be conducted in accordance with all applicable environmental regulations and pertinent Permits/Licenses must be obtained prior to commencement of such activities. Airport Managers and primary leaseholders will coordinate letters authorizing the applicant to obtain County Planning and Zoning Certificates of Use and DERM permits at authorized airport locations prior to the commencement of such activities.
- (d) Operators shall not engage in any activity or manner of conduct, including but not limited to the use, treatment, generation, transportation, processing, handling, disposal, production or storage of hazardous substances, whether gaseous, solid or liquid, of the use of solvents, lubricants, petroleum, degreasers, or other compounds, in such a manner as to risk contamination of the soil or ground or open waters, or the emission of vapors or gases which constitute atmospheric pollutants, which create or may create an unlawful, dangerous, injurious, noxious, or otherwise objectionable environmental condition.

ARTICLE 8. REQUIREMENTS FOR AIRPORT DEVELOPMENT, LAND LEASING, AND BUILDING CONSTRUCTION/RENOVATION AT THE MIAMI-DADE COUNTY GENERAL AVIATION AIRPORTS

Section 8.1 Applications

All parties applying to conduct long term development, land leasing, building construction/renovation, and commercial aviation services at the Airports shall provide, via an application to MDAD, a demonstration of intent to conduct business operations at the Airports. The application must include the following:

- (a) The names, addresses, and signatures of all parties who own an interest in the business or will appear on the development lease or other documents as being a partner, director, corporate officer, and those who will manage the business.
- (b) Preliminary plans, specifications, and dates for any planned improvements.
- (c) Willingness to comply with all appropriate review procedures and Airport requirements.
- (d) The submittal of original certificates of insurance or an insurance company letter-of-intent of coverage for the business operation as well as for any construction/renovation.
- (e) The supplying of any other information which may be required by MDAD, the BCC or any other State or Federal Agency.

Section 8.2 Application Review:

Applications may be denied for one or more of the following reasons:

- (a) The applicant does not meet the qualifications, standards, and requirements established by the Miami-Dade County Minimum Standards at the General Aviation Airports.
- (b) The applicant's proposed operations or construction would create a safety hazard on the Airports.
- (c) The granting of the application would require the expenditure of airport 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 Airports.
- (d) There is a lack of appropriate, available space or building/s on the Airports to accommodate the entire activity of the applicant.

- (e) The proposed operation, airport development, or construction does not comply with the approved Airport Layout Plan and MDAD policies.
- (f) The application shows that the applicant does not intend or does not have the capital to invest the minimum amount necessary for the term of the lease and the acreage desired by the applicant.
- (g) Any applicant applying for, or interested in business, who 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.
- (h) Any applicant having an interest in the proposed business who has a record of violating the rules and regulation of any other airport, Civil Air Regulations, Federal Aviation Regulations, or any other rules and regulations applicable to this or any other airport.
- (i) Any applicant having an interest in the proposed business who has defaulted in the performance of any lease or other agreement with Miami-Dade County.
- (j) Any applicant who does not have the financing necessary to conduct the proposed business for a period of one (1) year.
- (k) Any applicant who has committed any felonious crime of which he/she has been proven guilty, and/or has violated any local, Federal, State ordinance rule or regulation.

Section 8.3 General Conditions

- (a) The following general conditions apply to all applicants for prime leases and Commercial Aviation Services:
 - (1) Local Business Tax Receipt – No applicant shall conduct Commercial Aviation Services unless he/she has made application to MDAD. Once MDAD has approved the application, an approval letter will be issued to the applicant and a Local Business Tax Receipt (formerly Occupational License) must be obtained from the County.
 - (2) Compliance with Laws and Rules and Regulations – By making application to do business on Airport property, all applicants agree to abide by and conform to all present and future rules, regulations, and ordinances of the Federal Government, State of Florida, Miami-Dade County, and the Aviation Department as well as having responsibility for the actions of any person who comes onto the Applicant's leasehold.

- (3) Licenses, Permits, and Certifications – All applicants shall obtain, at their expense, all licenses, permits and certifications necessary for the conduct of activities at the Airports. No operations shall commence prior to obtaining the required certifications. Applicants are fully liable for the actions of any person who comes onto the applicant's site. Applicants must ensure that all service providers who they engage secure the required MDAD permit/s and pay the applicable fee/s. Any applicants who fail to follow this procedure will be subject to the applicable fee/s.
- (4) Current in the Payment of Rents and Fees – No applicant shall be permitted to conduct Commercial Aviation Services unless current in the payment of all rentals, fees, and charges owed to Miami-Dade County.
- (5) Land and Hangar Use - Unless prior written approval in writing is given by the Aviation Department (or by the appropriate department of the County if an ordinance or resolution so requires), all land that is designated for aeronautical purposes shall be developed and used only for aeronautical activities.
- (6) Signage – No signage shall be erected, displayed, or maintained on leasehold premises or elsewhere on the Airports without the prior written consent of the Aviation Department. The Airport Manager may approve temporary signs for periods not to exceed one month in duration.

(b) Federal Grant Assurances

The applicant shall comply with the provisions set forth within the Assurances required by the Federal Aviation Administration.

(c) Waivers

The Aviation Director may, at his sole discretion, waive all or any portion of the Minimum Standards set forth herein for the benefit of any governmental agency performing non-profit services to the aircraft industry, or performing public services to the aircraft industry, or performing emergency medical or rescue services to the public by means of aircraft, or performing fire prevention or fire-fighting operations. The County may further temporarily waive any of the Minimum Standards for non-governmental Operators where MDAD, in its sole discretion, deems such waiver to be in the best interest or welfare of the Airports' operation; however, the County shall provide to Operators 30-days written advance notice of any waiver of minimum standards for non-governmental Operators.

(d) Site Development

No construction of any kind shall commence at any of the Airports without prior written approval from MDAD and any other County Department having jurisdiction. All necessary information shall be provided to MDAD for submittal to the FAA for its review and approval. The applicant must comply with any changes or restrictions that are required by the FAA. MDAD will act as liaison to assist in securing approval for any such construction; however, the County and MDAD do not warrant or guarantee that any such construction will be approved or authorized. The Airports and the County are under no obligation to provide a taxiway from the leasehold to existing Airport taxiways and/or runways. If it becomes necessary for the applicant to construct a connector to the taxiway and runway system, the applicant shall comply with all current FAA Advisory Circulars for the type and size of aircraft to be served.

(e) Vehicle and Aircraft Parking

All aircraft and vehicles shall be parked on paved surfaces and contained within the applicant's leasehold property boundaries and comply with County and Airport parking requirements. If an applicant wishes to park aircraft upon unpaved leased property, the applicant shall make written request to MDAD who shall determine whether to approve or deny the request.

(f) Safety and Security

All applicants must comply with all Federal, State, and county rules and regulations pertaining to safety and security at the Airports. It shall be the responsibility of all applicants to properly secure the development property to prevent unauthorized access to the AOA. The applicant shall provide wiring, conduits, and space in telecommunications closets as necessary within the development leasehold area for the operation of any security devices that the Aviation Department deems necessary. The applicant shall also be responsible for providing power from an electrical panel, with circuit breaker protection, for any security device included but not limited to access controls, gates, and cameras. Energy to operate any such equipment shall be provided by the applicant at no cost to the airports. The applicant shall be responsible for anyone who comes onto the applicant's leasehold.

(g) Runway and Taxiway Access

All commercial aviation services operators who have an operational need to drive a tug or fuel truck within the AOA must have an original certificate of insurance on file with MDAD's Risk Management Division that meets the minimum requirements set forth in the development lease and/or long term

lease with the County. The Airports' Managers shall assign radio call signs for all radio equipped vehicles and equipment.

(h) Temporary Structures

No temporary, mobile, cargo/storage containers, or other modular structures shall be allowed on leased property except for those approved and used in conjunction with the site development/improvements/long term development and which are properly permitted by the County. Such structures shall be removed from the property as soon as a Certificate of Occupancy is issued for the structures being built.

(i) Property Maintenance

The applicant shall be responsible for keeping the leased property neat, clean, and orderly. The applicant shall also be responsible for grass cutting, landscaping, cleaning of paved areas, facilities, buildings, and hangars as well as trash removal and any other services necessary to maintain the facilities in good condition. Such maintenance shall be at applicant expense and subject to general monitoring by the County to ensure that a high quality appearance of the leasehold is maintained.

(j) Fueling

Only an FBO shall be allowed to sell fuel and must comply with the requirements as described in the Minimum Standards. One fuel facility shall be allowed per individual leasehold. If more than one grade of aviation fuel is dispensed, it shall be done from one tank farm system located in one area of the leasehold property.