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OPERATIONAL DIRECTIVE NO. 16 - 01
Effective: March 26, 2016

SUBJECT: ASSUMPTION BY THE AVIATION DEPARTMENT OF MAINTENANCE AND REPAIR ACTIVITIES ASSOCIATED WITH AIRSIDE ACCESS GATES AT THE GENERAL AVIATION AIRPORTS

PURPOSE: To establish a Departmental policy and procedures for the operation and maintenance of all motorized tenant vehicle and pedestrian access gates leading to the Air Operations Area (AOA) at the General Aviation Airports (GAA).

I. AUTHORITY:

- A. Miami-Dade County Code, Chapter 25-7.5, Miami-Dade Aviation Department Rules and Regulations.
- B. Miami-Dade Aviation Department, Operational Directive 99-02.
- C. Miami-Dade Aviation Department, Operational Directive 99-03.
- D. Miami-Dade Aviation Department Standard Lease – Lease provisions impose liability on respective tenants for maintenance of the premises and security systems, including the security gates at the GAAs.
- E. Transportation Security Administration (TSA) Security Guidelines for General Aviation Airports.

II. DEFINITIONS:

- A. Air Operations Area (AOA): That part of any Airport identified by the Aviation Department as constituting the AOA under Section 25-1.1(3) of the Miami-Dade County Code.
- B. General Aviation Airport (GAA): The following non-commercial airports under the control of the Miami-Dade Aviation Department: Miami Opa-Locka Executive Airport (OPF), Miami Executive Airport (TMB), and Homestead General Aviation Airport (X51).
- C. Miami-Dade Aviation Department (MDAD): the County Department responsible for operating all airports within the County's Airport System.

- D. Tenant: A company and/or person who leases real property on the airport from the County for airport-related functions and whose premises have access to the airport. For the purpose of this Operational Directive, "Tenant" shall include sub-tenants and other persons who occupy a Tenant's premises with the consent of the Tenant, as a result of which the Tenant is responsible for their actions.

III. BACKGROUND:

Under the terms of the lease agreements for tenants at General Aviation Airports, the tenants, not MDAD, have the responsibility for maintaining all AOA gates affecting a tenant's premises. However, tenants have historically not provided a uniform system of gate maintenance and repair thereby failing to comply with AOA security requirements at the General Aviation Airports, particularly OPF and TMB. Therefore, it was determined to be in the best interest of the GAAs to have MDAD assume the maintenance and repair of all AOA access gates (both vehicular and pedestrian), corresponding peripherals and locks.

IV. POLICY:

Effective 12:01 A.M. on October 1, 2016, MDAD will assume maintenance and repair services of all AOA access gates (both vehicular and pedestrian) and corresponding card reader mechanisms and cipher locks.

V. EFFECTUATION:

After October 1, 2016, Tenants should not engage in any maintenance or repair activities for their AOA gates and should not enter into maintenance and repair contracts with service dates beyond October 1, 2016.

MDAD reserves the right to assume such functions earlier than October 1, 2016 and will advise Tenants if MDAD will be doing so prior to that date. However, Tenants must continue providing maintenance and repair services on their respective AOA gate mechanisms and cipher locks through September 30, 2016.

If MDAD determines to delay the assumption of maintenance and repair services beyond October 1, 2016, whether for all GAA facilities or just a designated airport, MDAD shall notify all Tenants of the affected airport of the new assumption date.

All security gates that are malfunctioning, whether prior to or after October 1, 2016 and whether due to a card reader, cipher lock or otherwise, will be immediately secured and locked by the Airport's Ramp Control Unit, with a chain and padlock, and a red tag, installed until such time as the gate is fully repaired. If a Tenant requests MDAD to allow use of a malfunctioning

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gate, the Tenant shall provide a security guard at the gate during the time the Tenant desires to access the AOA as well as during the time the repairs are being made. The security guard must maintain a log to record the date, time, person(s) and vehicle accessing the AOA. The tenant should forward a copy of this log to the Airport Manager for record keeping.

If a Tenant's employee, agent, or invitee damages a gate, card reader mechanism, or cipher lock, MDAD shall hold the Tenant financially responsible for the cost of all repairs to the damaged gate, card reader mechanism or cipher lock whether prior to or after MDAD's assumption of maintenance and repairs services for such items.

Use of Approved Service and Maintenance Contractors by Tenant:

MDAD may allow an exception to this policy for Tenants who desire to maintain the gates and cipher locks at their expense with an approved maintenance company whose competence and willingness to coordinate its activities with maintenance services provided by MDAD have been shown.

If a Tenant chooses to provide maintenance and repair service on specific gates, such requests must be made to the Airport Manager in writing. MDAD will review the agreement with the fencing and gate contractor and authorize use of services by the Tenant under the following conditions:

- A. The agreement must require the contractor to provide routine maintenance and repair services on the gates on a periodic basis, but not less than quarterly.
- B. The agreement must also require the contractor respond to failures of the gates within three (3) hours after the condition has been reported to the contractor.

If at any time MDAD determines that an approved contractor has failed to provide periodic services or timely emergency services, MDAD shall immediately assume control of the maintenance and repair services and the Tenant shall direct its contractor to stop providing such services.

VI. REVOCATION:

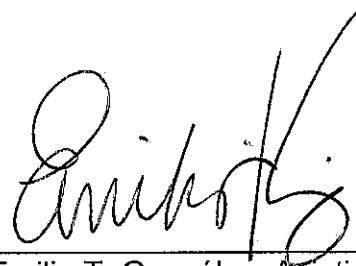
None

VII. EFFECTIVE DATE:

This OD shall become effective 15 days after having been recorded with the Clerk of the Circuit Court as Clerk of the County Commission. The OD shall remain in effect until revoked or modified.

VIII. SEVERABILITY:

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



Emilio T. González, Aviation Director

Date: 3/3/16