

MINIMUM STANDARDS FOR FIXED BASE OPERATORS AT THE SEBRING AIRPORT

SEBRING, FLORIDA

REVISED:

McHUGH & ASSOCIATES
Vienna, Virginia
(703) 242 9207

EFFECTIVE JUNE, 1998, REVISED

PURPOSE

Minimum standards as outlined in this document are intended to provide the threshold entry requirements for those wishing to provide aeronautical services to the public at the Sebring Airport, and to do so in such manner as to insure the safety of its users and allow fair competition for those who choose to operate aeronautical activities on the premises. These minimum standards are intended to be reasonable, non arbitrary and non discriminatory, and therefore apply equally to everyone making application to the Authority to provide aeronautical services on the airport.

POLICY REGARDING THE CONDUCT OF AERONAUTICAL ACTIVITIES

It is the policy of the Authority to extend the opportunity to engage in aeronautical activities to any entity meeting these minimum standards for that activity, subject to availability of suitable space at the Airport to conduct such activities. The Airport's Master Plan and Development Program provide the basis for determining whether suitable space is available.

Definitions

1. Aeronautical Activity means any activity commonly conducted at airports which involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, air taxi and charter operations, pilot training, aircraft renting, sightseeing, aerial photography, crop dusting, aerial advertising, aerial surveying, air carrier operations, skydiving, ultralight operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, or sale of aircraft parts and aircraft storage.
2. Aeronautical Service means any service which involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for the safety of aircraft operations commonly conducted on the Airport by a person who has a lease from the Authority to provide such service.
3. Whenever the term "Authority" is used herein it shall be considered as referring to the Sebring Airport Authority (SAA), a Corporate Public Instrumentality of the State of Florida. In this regard, Fixed Base Operators should be aware that the Authority operates and controls the entire area of the Airport.
4. Fixed Base Operator (FBO). An individual, firm or corporation leasing space and operating at the airport

and providing one or more general aircraft services to the public, such as maintenance, storage, ground and flight instructions, etc.

5. Adequate. Adequate as used in these minimum standards when referring to facilities or arrangements for storage, aircraft parking, customer and employee parking is to be negotiated based upon the requirements of the proposed lessee and the type of operations that are proposed.

6. Shall means that the word "shall" is always mandatory and not merely directory.

General Fixed Base Operation Conditions

1. All Fixed Base Operations at the Sebring Airport shall be conducted for the benefit of the public so as to promote aviation and aeronautical activities on the Airport.
2. All Fixed Base Operators shall protect the general public, the customers or clients of such Fixed Base Operators, and the Authority, from any and all lawful amages, claims, or liability. All Fixed Base Operators shall obtain insurance from responsible insurance companies of recognized standing which are authorized to do business within the State of Florida. The insurance companies shall have a Best's Rating of at least "B+" and a financial size of "Class VII," or better, in the latest edition of Best's Insurance Reports. The FBO shall provide a comprehensive general liability insurance policy with minimum combined single limits of \$1,000,000 per occurrence for Bodily Injury and Property Damage, and \$5,000 Medical Payment limit (any one person). All Fixed Base Operators (Categories A, B, C, D, E, F, & H,) shall carry Hangar-Keepers Liability insurance in the amount of not less than \$100,000 per aircraft and \$300,000 aggregate or more to cover all aircraft stored in the hangar. Fixed Base Operators will maintain Aircraft Liability Insurance for the appropriate aircraft use and operation with limits of not less than \$1,000,000 combined single limit, Bodily Injury and Property Damage, including Passenger Liability of \$100,000 per passenger. In each instance the Sebring Airport Authority must be named as an additional insured, such policies to be approved by the Sebring Airport Authority, and a certificate of insurance thereof furnished to the Authority. It is further understood that as circumstances in the future dictate, the Authority may require an increase in bodily injury and property damage insurance. All FBOs will have three months, or until expiration date of current insurance policy, whichever is greater, but in no case to exceed twelve months to update their insurance coverage in order to comply with these Minimum Standards.
3. All Fixed Base Operators shall render full time service at the Sebring Airport during normal business hours from 8:00 a.m. to 6:00 p.m. daily, or hours of operation agreed upon in writing by the FBO and the SAA, through regularly employed personnel on duty at all times during such normal business hours. Service outside of normal business hours may be prearranged on an appointment basis between Fixed Base Operator and customer.
4. All Fixed Base Operators shall satisfy the Authority that they are technically and financially able to perform the services of such Fixed Base operations. This may include the responsibility for demonstrating continued financial solvency and business ability by submitting financial statements, credit references and any other data that the Authority may require from time to time. In each instance, the Authority shall be the final judge as to qualifications and financial ability of the applicant.
5. All Fixed Base Operators will furnish the services which they provide on a fair, equal, and not unjustly discriminatory basis to all users thereof, and they will charge fair, reasonable, and not unjustly discriminatory prices for each unit or service, provided that the Lessee may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of discounts to volume

purchasers or users of the service provided. Further, all Fixed Base Operators will ensure that any sub-tenants authorized by the Sebring Airport Authority shall comply with the provisions of this paragraph.

6. All Fixed Base Operators shall conform with and abide by all rules and regulations of the Federal Aviation Administration and the Sebring Airport Authority. The Airport Manager, acting under the authority of the Sebring Airport Authority, is authorized to promulgate rules and regulations. Fixed Base Operators shall have the right to petition the Airport Authority directly should any rule or regulation promulgated by the Airport Manager be, in the opinion of the Fixed Base Operator, unfair or inconsistent.
7. All Fixed Base Operators shall meet and maintain the standards pertaining to the particular categories authorized in the lease and as outlined in Categories "A" through "H" hereinafter set forth. The standard for the service(s) the lessee shall maintain will be stated in the lease agreement.
8. Any person, firm, or corporation capable of meeting the minimum standards set forth herein, for any of the stated categories, is eligible to apply to the Authority to become a Fixed Base Operator. In all instances, the lease between the Authority and the Fixed Base Operator will specify those categories under which the Fixed Base Operator is authorized to perform. In each instance before extending operations into another category, and before discontinuing operations in any category, written authorization must be received from the Authority, and such authorization will form an addendum to the lease.
9. The Authority has retained the "Proprietary Exclusive Right" to sell all aviation petroleum products to the public on the Sebring Airport. No FBO will be given the right to sell aviation petroleum products to the aviation public. Nothing contained in this paragraph shall prohibit the Authority at any time in the future from establishing Minimum Standards for selling aviation petroleum products and seeking, through a request for proposal, an FBO or FBOs to sell aviation petroleum products on the Sebring Airport. Those wishing to self fuel their own aircraft should consult the Rules and Regulations of the Sebring Airport.
10. No Fixed Base Operator shall be permitted to use any portion of the ramp space for his use exclusively or to use any such ramp space as tie down area without a lease or agreement from the Authority. THERE IS NO RAMP SPACE FOR USE BY THE GENERAL PUBLIC. THE GENERAL PUBLIC MUST LEASE TIE DOWN AND HANGAR SPACE FROM THE AUTHORITY. ALL AIRCRAFT ON THE AIRPORT MUST BE UNDER THE CONTROL AND SUPERVISION OF A FIXED BASE OPERATOR OR THE AUTHORITY.
11. Before commencing any activities at the Sebring Airport, a Fixed Base Operator shall have a written lease authorized and executed by the Authority.
12. The provisions of these minimum standards shall in no way negate, or cause to be null and void, existing leases with the Fixed Base Operators at the Sebring Airport. However, no new leases or renewals will be executed with Fixed Base Operators at the Sebring Airport, nor will amendments to existing leases be executed unless they are made subject to the provisions of these minimum standards. In the event of any conflict between the terms of these minimum standards and the provisions of any lease, the term of the lease shall be controlling. If these minimum standards are changed and require an existing FBO to provide additional services, the FBO shall have one year in order to comply with the new standards.
13. The Authority will provide the following services to Fixed Base Operators at the Sebring Airport:
 - a. An office on the Airport for the Airport Manager. Contact with the Authority will be through this office.

- b. Maintenance of the runways, taxiways and ramp areas which are open for use of the general aviation public.
 - c. Operate and maintain the runway lights, rotating beacon, and lighted wind tee to permit night flying operations as conditions dictate.
 - d. Maintain grassy areas and public roads and parking areas.
14. The County Sheriff's office provides the normal security patrol of the Airport. There is a volunteer fire station on the airport to handle fire emergencies. In cases of fire or disturbance beyond the capabilities of on site facilities the FBOs will notify the Airport Manager and call 911 to request appropriate assistance.

Fixed-Base Operator Application

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

1. The proposed nature of the business. A business plan may be used to express the proposed nature of the business. (See a business plan outline at Appendix 1.) No person shall conduct business operations on the airport under a business name the same or similar to the business name of any other fixed base operator previously established on the airport.
2. The signatures of all parties whose names are being submitted as owning an interest in the business or will appear on leases or other documents as being a partner, director or corporate officer and those who will be managing the business.
3. A current financial statement prepared by a Certified Public Accountant.
4. A listing of assets owned, or being purchased, or leased which will be used in the business on the Airport.
5. A current credit report for each party owning or having a financial interest in the business and a credit report on the business itself covering all geographical areas in which it has done business in the ten-year period immediately prior to such application.
6. A written authorization for the FAA, any aviation or aeronautics commissions, administrators, and departments of all states in which the applicant has engaged in aviation business to release information in their files relating to the applicant or its operation. The applicant will execute such forms, releases, or discharges as may be required by those agencies.
7. Preliminary plans, specifications and dates for any improvements which the applicant intends to make on the Airport as part of the activity for which approval is sought. Applicant must comply with appropriate review procedures and Authority requirements.
8. Proof (copy or insurance company letter of intent) of liability coverage for the business operation, flight operations, itinerant aircraft and operators and premises insurance.
9. Such other information as the Authority may require.

ACTION ON APPLICATION

All applications will be reviewed and acted upon by the Authority within 90 days from the receipt of the application. Applications may be denied for one or more of the following reasons:

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

Fixed Base Operator Category Standards

CATEGORY "A" - Flight Instruction

A Fixed Base Operator in this category shall:

1. Have available 8:00 a.m. to 6:00 p.m., seven days a week, on a full time employment basis a minimum of one flight instructor pilot who meets certification requirements of the Federal Aviation Administration (FAA) for flight instruction and maintains current certificates issued by the FAA, and a current Airman Medical Certificate.
2. Provide, and at all times maintain, a minimum of two aircraft, one of which must be four seated and instrument rated. These aircraft must be owned or leased by and under exclusive control of the operator, properly equipped, and FAA certified, for flight instruction and rental.
3. Lease from the Authority, or provide under terms agreeable to the Authority, for his exclusive use, a minimum of 550 square feet for office space and a flight planning area with equipment, phones and rest rooms. To provide a proper ground school, additional space must be leased for a classroom which will accommodate at least ten students plus adequate mock ups, pictures, slides, film strips or other visual aids deemed necessary.
4. Demonstrate the continuing ability to meet requirements for certification of flight instructor personnel and aircraft by the FAA.
5. Ensure that customers and clients operating rental aircraft have the appropriate and current FAA pilot's license and current Airman Medical Certificate.
6. Have adequate facilities or arrangements for storing, parking, servicing, and repairing all of its aircraft.
7. Provide or make adequate arrangements for auto parking for its employees and customers.

CATEGORY "B" - Aircraft Rental

A Fixed Base Operator in this category shall:

1. Provide, and at all times maintain, a minimum of two aircraft, owned or leased by and under exclusive control of the operator, which are properly equipped and FAA certified for flight instruction and rental.
2. At least one of the above aircraft must be equipped and FAA certified for IFR flight and training.
3. Lease from the Authority, or provide under terms agreeable to the Authority, for his exclusive use, a minimum of 550 square feet of office space for consummating rentals, flight planning area with equipment, phone and restrooms.
4. Assure that customers and clients operating rental aircraft have the appropriate and current FAA pilot license and current Airman Medical Certificate.
5. Provide a properly FAA certified pilot capable of conducting flight checks for prospective renters at least eight hours of each business day.
6. Have adequate facilities or arrangements for storing, parking, servicing, and repairing all of its aircraft.

7. Provide or make adequate arrangements for auto parking for its employees and customers.

CATEGORY "C" - Aircraft Charter and Taxi

A Fixed Base Operator in this category shall:

1. Lease from the Authority, or provide under terms agreeable to the Authority, for his exclusive use, a minimum of 600 square feet of space for passenger lounge, restrooms, and telephone facilities.
2. Provide at least two aircraft, one of which must be multi engine, and conform to the following:
 - a. Have a seating capacity of at least six seats.
 - b. Is certified for IFR flight.
 - c. Is equipped with weather avoidance equipment.
 - d. Meet exclusive use requirements as defined in Federal Aviation Regulations 135.25, paragraphs (b) and (c).
3. Proposals for single aircraft, single pilot usage under FAR Part 135 will be considered.
4. Have adequate facilities or arrangements for storing, parking, servicing, and repairing all of its aircraft.
5. At least two pilots, one of whom must be full time and:
 - a. Be available 24 hours a day with two hour notice.
 - b. Be fully current under FAR Part 135 and in compliance with all laws and procedures.
6. Make satisfactory arrangements for the checking in of passengers, handling of luggage, ticketing, ground transportation, etc.
7. Provide personnel on duty during normal business hours seven days a week.
8. Provide all necessary certification from the FAA.
9. Provide adequate auto parking for customers and employees.

CATEGORY "D" - Aircraft, Engine, Propeller and Accessory Maintenances

A Fixed Base Operator in this category may provide full service maintenance, FAA approved repair station facilities or a combination of the services. The Fixed Base Operator shall:

1. Lease from the Authority, or provide under terms agreeable to the Authority, for his exclusive use, a minimum of 4,000 square feet of hangar, shop and storage space.
2. Furnish facilities and equipment for airframe and power plant repairs with all FAA certified mechanics

and such other personnel as may be necessary. Such airframe and power plant repair shall include facilities or arrangements for both major and minor repair of aircraft and engines used in general aviation in this area.

3. Furnish facilities, equipment and properly trained FAA certified personnel required for the establishment of an FAA approved repair station. Hangar, shop and storage space square footage requirements in paragraph 1. above may have to be revised based on the repair station requirements. The Airport Manager will establish the hangar square-footage requirements on a case-by-case basis.
4. Provide personnel on duty during normal business hours five days a week.
5. If it is NOT being required of an existing FBO on the Airport, and at the discretion and determination of the Airport Manager, have the ability to promptly remove from the public landing area (as soon as permitted by FAA, NTSB, and Florida State Police authorities) any disabled aircraft, coupled with the availability of suitable tractors, tow bars, jacks, and other equipment as might be needed to remove the largest type aircraft that could normally be expected at the airport.
6. Make adequate provisions for the removal/disposal of solutions, cleaning agents, lubricants and other hazardous wastes in compliance with Federal, State and SAA regulations.
7. Have facilities for washing and cleaning aircraft. (May not be required of a repair station only.)
8. Obtain all necessary certification from the FAA.
9. Provide or make adequate arrangements for auto parking for its employees and customers.

CATEGORY "E" - Aircraft Sales

A Fixed Base Operator in this category shall:

1. Have a minimum of one fully qualified demonstrator pilot employed with appropriate and current FAA pilot license and current Airman Medical Certificate. Provide personnel on duty during normal business hours six days a week, or at the operator's discretion, subject to the approval of the Airport Manager.
2. Normally have available an inventory of FAA certified and current airworthy aircraft for sale. If the inventory of aircraft for sale is zero for more than thirty days, the lease agreement is subject to cancellation at the Airport Manager's discretion.
4. Lease from the Authority, or provide under terms agreeable to the Authority, for his exclusive use, a minimum of 600 square feet for office space, restrooms and a public telephone.
5. Provide or have satisfactory arrangements at Sebring or another airport for repair and servicing of aircraft sold with a service guarantee.
6. Have adequate facilities or arrangements for storing and parking all of its aircraft.
7. Provide or make adequate arrangements for auto parking for its employees and customers.

CATEGORY "F" - Crop Dusting and Spraying

A Fixed Base Operator in this category shall:

1. Furnish suitable arrangements for the safe loading, unloading, storage and containment of noxious chemical materials. All spray applicator aircraft will be parked in an area designated by the Airport Manager for loading chemicals to be sprayed.
NOTE: "Itinerant crop dusters." (See the Rules and Regulations of the Sebring Airport.)
2. Furnish a minimum of one aircraft with pilot. Operator will assure adequate precautions are taken to safeguard against spillage of chemical spray mixtures or materials on runways and taxiways or dispersal by wind force to other operational areas of the airport. The pilot will have appropriate FAA pilot licenses and a current Airman Medical Certificate.
3. Lease from the Authority or provide under terms agreeable to the Authority for his exclusive use a minimum of 800 square feet of shop or storage space.
4. Comply with SAA Code for Industrial Wastes.
5. Comply with all Department of Environmental Regulations and Environmental Protection Agency rules and regulations.
6. Have adequate facilities or arrangements for storing and parking all of its aircraft.
7. Provide or make adequate arrangements for auto parking for its employees and customers.

CATEGORY "G" - Radio or Instrument

A Fixed Base Operator in this category shall:

1. Lease from the Authority, or provide under terms agreeable to the Authority, for his exclusive use, a minimum of 800 square feet of shop and storage space and adequate hangar space for at least one single engine aircraft to be stored.
2. Have available an FAA certified technician in the field of aircraft electronics and/or aircraft instruments with proper Federal Communication Commission license to conduct complete aircraft transmitter, receivers and antenna repair. The hours of operation of the facility will be at the operator's discretion, subject to the approval of the Airport Manager.
3. Provide satisfactory arrangements for access to and storage of aircraft being worked on.
4. Provide or make adequate arrangements for auto parking for its employees and customers.

CATEGORY "H" - Aircraft Painting and Stripping

A Fixed Base Operator in this category shall:

1. Lease from the Authority, or provide under terms agreeable to the Authority, for his exclusive use, a minimum of 2,500 square feet of shop and storage space.
2. Have available during normal working hours, five days a week, competent and responsible personnel who are knowledgeable of all phases of aircraft stripping, preparation, and treating of aluminum, and painting. Change in the normal working hours is subject to approval of the Airport Manager.

3. Comply with and abide by all standards, rules, regulations and requirements of the Federal Aviation Administration, Florida Department of Environmental Regulations, Environmental Protection Agency, OSHA, and any other local, state, or national governmental agencies having jurisdiction over aircraft painting and stripping operations.
4. Comply with the standards of the National Board of Fire Underwriters on "Paint Spraying and Spray Booths" with regard to the arrangement, construction, and protection of spray booths and the storing and handling of materials used in connection with aircraft painting, varnishing and spray painting operations.
5. Prohibit any stripping, painting, varnishing, doping, materials or agents, or other contaminants to flow into, or be placed in, any sewer system unless pre-treated and the pre-treating process has been approved in advance and in writing by the Airport Manager.
6. Perform all aircraft stripping operations inside a hangar or building. Outside stripping must be approved in advance and in writing by the Airport Manager.
7. Properly treat and dispose of all hazardous material in compliance with the governing agencies listed in paragraph 3. above.
8. Comply with SAA Code for Industrial Wastes.
9. Provide or make adequate arrangements for auto parking for its employees and customers.

Specialized Commercial Aeronautical Services

1. A specialized commercial aeronautical service is a person engaged in air transportation for hire for the purpose of providing the use of aircraft for the aeronautical activities listed below:
 - a. Non stop sightseeing flights.
 - b. Aerial photography or survey.
 - c. Fire watch and fire fighting.
 - d. Power line, underground cable or pipe line patrol.
 - e. Aerial application of agricultural chemicals.
 - f. Other operations specifically excluded from Part 135 of Federal Aviation Regulations.
2. Other specialized commercial aeronautical services that have varied requirements are:
 - a. Aircraft manufacturing.
 - b. Upholstery shop.
3. These activities are so varied that their requirements on the airport will depend on the scope of their operation. In some cases the only airport requirement need is access or for a tie down space since all

other activities of the business are normally conducted off the airport. The minimum standards and insurance coverage will be determined based upon a detailed application submitted by the person requesting permission to perform the aeronautical activity on the Airport.

The **Authority** reserves the right to adjust and/or combine the required square footage of building space or area for each Category if more than one Category of service is provided by one individual, firm or corporation. The Authority also reserves the right to make any changes to these minimum standards dictated by changing conditions or circumstances. The time of operations shown in each Category is considered reasonable but may be adjusted from time to time as agreed on by the Authority and the lessee in writing.

A P P E N D I X 1

MINIMUM REQUIREMENTS FOR A BUSINESS PLAN

1. All services that will be offered.
2. Amount of land desired to lease.
3. Building space that will be constructed or leased.
4. Number of aircraft that will be provided.
5. Equipment and special tooling to be provided.
6. Number of persons to be employed.
7. Short resume for each of the owners and financial backers.
8. Short resume of the manager of the business (if different from “7” above) including this person’s experience and background in managing a business of this nature.
9. Periods (days and hours) of proposed operation.
10. Amounts and types of insurance coverage to be maintained.
11. Evidence of the projections for the first year and the succeeding 4 years.
12. Methods to be used to attract new business (advertising and incentives).
13. Amenities to be provided to attract business.
14. Plans for physical expansion, if business should warrant such expansion.

