



## SKYDIVING STANDARD OPERATING PROCEDURES

These Standard Operating Procedures (SOP) for commercial skydiving operations are intended to enhance ground and flight safety for skydiving activities, as well as for all other users of Venice Municipal Airport. These SOP are not meant to conflict with, and are subordinate to Federal Aviation Administration (FAA) regulations, policies, practices, advisories, and United States Parachute Association (USPA) guidance.

### A. Definitions

**“Air Operations Area”** or **“AOA”** shall mean all airport areas where aircraft can operate, either under their own power or in tow. This includes, but is not limited to, all runways, taxiways and aprons.

**“Airport”** or **“VNC”** shall mean Venice Municipal Airport, Venice, Florida.

**“Airport Operator”** shall mean the airport proprietor, which is the agency, group or individual exercising control over the airfield and is commonly known as airport management.

**“Loading Area”** shall mean the location where aircraft boarding will occur for all passengers.

**“Parachute Jump”** or **“Jump”** shall mean a parachute operation that involves the descent of one or more persons to the surface under a single parachute canopy after departing an aircraft in flight.

**“Skydiving Flight”** shall mean the takeoff and ascent of an aircraft for the purposes of supporting one or more parachute jumps.

**“Parachute Drop Zone (PDZ)”** or **“Drop Zone (DZ)”** shall mean the pre-determined area on the airport where skydivers land at the conclusion of the parachute jump.

**“Skydiver”** shall mean any person who intends to exit an aircraft while in flight using a parachute to descend to the surface.

**“Parachutist-in-Command”** shall mean the trained professional Skydiver for tandem parachute jumps who must hold a current USPA Class D license.

**“Skydiving Operator”** shall mean a commercial aeronautical service provider who meets the Minimum Standards for Commercial Aeronautical Activities at Venice Municipal Airport and is authorized to conduct parachute operations using a designated parachute drop zone. The Skydiving Operator shall be responsible for the safety of all skydivers before, during and immediately after a jump.

**“Pilot-in-Command”** shall mean the appropriately rated and current commercial pilot operating the aircraft used for the skydiving flight.

**“IFR”** shall mean those flights operating under instrument flight rules as established by the FAA.

**“VFR”** shall mean those flights operating under visual flight rules as established by the FAA.

## **B. Skydiving Ground Operations**

### **1. Access to Loading Area**

- a. The Loading Area shall be located within the Skydiving Operator’s leased area or in another location which has received the advance written approval of VNC.
- b. The Loading Area shall be clearly marked to establish a defined safe path to the aircraft door.
- c. Prior to entering the AOA, the Skydiving Operator shall notify all Skydivers of acceptable conduct while in the AOA, including:
  - i. All Skydivers are subject to escort requirements, as defined in the Airfield Access Policy for Venice Municipal Airport; and
  - ii. Procedures following a Jump, i.e. all Skydivers must remain in the area immediately adjacent to the DZ until escorted from the site by the Parachutist-in-Command; and
  - iii. Procedures to follow in the event of an off-Drop Zone landing.
- d. All Skydivers shall be escorted by the Skydiving Operator’s personnel to the aircraft at the designated Loading Area.
- e. At no time shall spectators be allowed in the Loading Area.

### **2. Loading Operation**

- a. At no time shall the aircraft’s engine be operating during the boarding process.
- b. The Pilot-in-Command shall ensure that all passengers are properly secured within the aircraft.

### 3. Parachute Drop Zone Operations

- a. The Pilot-in-Command shall be responsible for ensuring that the DZ area and the adjacent airfield (e.g., runways, taxiways, etc.) are free of aircraft, objects, or other hazards and that there are no adverse weather conditions present. The Pilot-in-Command shall be responsible for in-flight operations during Skydiving Flights, including the release of the Skydivers to commence their Jumps.
- e. The Parachutist-in-Command shall escort Skydivers from the DZ back to the Skydiving Operator's place of business in accordance with the approved access plan, which is attached hereto as Exhibit A.

## C. Skydiving Flight Operations

### 1. Standard Airfield Operations

- a. Aircraft operations shall be conducted in accordance with FAA regulations, practices, and other relevant guidance (*see Section E, References*).
- b. The Pilot-in-Command shall follow all appropriate local operating conditions in effect for aircraft departure and arrival operations. This includes "runway-in-use," taxiway access, and traffic patterns.
- c. The Pilot-in-Command shall make all appropriate radio communications procedures to announce departure, arrival, and direction of flight intentions using the Airport's Common Traffic Advisory Frequency (CTAF).

### 2. In-Flight Skydiving Operations

- a. The aircraft utilized for Skydiving Flights shall be equipped with two (2) aviation radios and the Pilot-in-Command shall monitor the CTAF and Tampa Approach frequency at all times.
- b. The Pilot-in-Command shall depart the traffic pattern using a 45-degree turn after turning downwind.
- c. The Pilot-in-Command will proceed to an area two miles west of the Airport and initiate a climb to the Jump altitude, which can range from 8,000 feet to 10,000 feet above ground level (8,000' to 10,000' AGL).
- d. During the climb to Jump altitude, the Pilot-in-Command shall contact Tampa Approach to coordinate the Parachute Jump and comply with their instructions. The Pilot-in-Command shall continue to monitor the CTAF at all times.

- e. For every Skydiving Flight, the Pilot-in-Command shall make announcements over the CTAF at the following times:
    - i. One minute prior to Jump;
    - ii. Immediately after the Jump; and
    - iii. When open parachutes are observed.
  - f. The Pilot-in-Command shall descend and enter the traffic pattern using standard pattern entry procedures.
3. Other Considerations
- a. Whenever wind conditions permit, the Parachutist-in-Command shall avoid:
    - i. Overflying any runway below 300’;
    - ii. Crossing through the Airport’s established traffic patterns at pattern altitude; and
    - iii. Overflying residential areas adjacent to the Airport.
  - b. The neighborhoods in the vicinity of the Airport are sensitive to all aircraft operations and are protected by noise-abatement procedures. In order to avoid complaints and maintain a delicate balance of goodwill with the community, the Parachutist-in-Command and the Skydiving Operator are responsible for ensuring Skydivers do not exhibit behavior (yelling, screaming, etc.) that conflict with noise mitigation efforts while engaged in parachute jumps or when conducting other parachute activities on VNC airport property.
  - c. In the event that a Skydiver is forced to land off-Airport, the Skydiving Operator shall immediately report the incident to Airport management.

#### **D. Safety Meetings & User Coordination**

The Skydiving Operator shall attend and participate in all Airport user safety meetings, as well as all other events where safety at VNC is a discussion item.

## **E. Penalties**

In addition to the penalties otherwise provided by municipal, state, and Federal Law, or by Federal Aviation Administration regulations, the Skydiving Operator and/or any person in violation of these Standard Operating Procedures, or becoming a nuisance, creating a disturbance, or refusing to comply herewith, may be deprived of the further use of the Airport and its facilities for such length of time as may be specified by the Airport Operator.

## **F. References**

FAA regulations and other relevant guidance regarding skydiving and aircraft operations include, but are not limited to, the following documents, as may be amended from time to time:

- *14 CFR Part 105 - Parachute Jumping*
- *FAA Advisory Circular 105-2E - Sport Parachute Jumping*
- *FAA Advisory Circular 90-66A – Recommended Standard Traffic Patterns and Practices for Aeronautical Operations at Airports without Operating Control Towers*
- *USPA Skydiver's Information Manual*
- *FAA Aeronautical Information Manual*
- *FAA Advisory Circular 150/5210-5D – Painting, Marking and Lighting of Vehicles Used on an Airport*



## **Exhibit A**

### **ACCESS TO PARACHUTE DROP ZONES**

Venice Municipal Airport (VNC) is a very active airport with strict airport policies and procedures, as dictated by the Federal Aviation Administration (FAA). Many of these policies and procedures state that all vehicles and pedestrians are strictly prohibited from crossing, walking or driving on or next to runways and taxiways. However, skydiving is one of our business partners at VNC, and access to the parachute drop zone (PDZ) and alternate PDZ requires crossing of taxiways. Therefore certain parameters have been established in order to help ensure that all personnel and skydiving patrons have a safe and enjoyable experience while using our facility and all personnel of skydiving operators (Operator) are required to acknowledge and comply with this access policy.

1. All persons acting on behalf of any Operator who will have access to the airfield must complete the airfield badging process for VNC, in accordance with the Airfield Access Policy.
2. While on the airfield, as defined by the Airfield Access Policy, all patrons must be escorted by the Parachutist-in-Command at all times.
3. All pedestrians and vehicles shall remain clear of all runways.
4. The approved access routes to the PDZ (or alternate PDZ), including authorized crossing locations at Taxiways A and C, as depicted in the attached Figure 1, shall be utilized in all instances. Any deviation from these pre-authorized routes requires the advance express written permission of VNC management.
5. Pedestrians and/or vehicles shall stop at the stop bars located at pavement crossings and wait until it is safe for everyone in the party to cross as one group. The right-of-way shall be yielded to any approaching aircraft.
6. All vehicles operating on the AOA shall be clearly marked with the company name on both sides and lighted in accordance with *FAA Advisory Circular 150/5210-5D – Painting, Marking and Lighting of Vehicles Used on an Airport*, as may be amended from time to time.

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Printed Name

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Company

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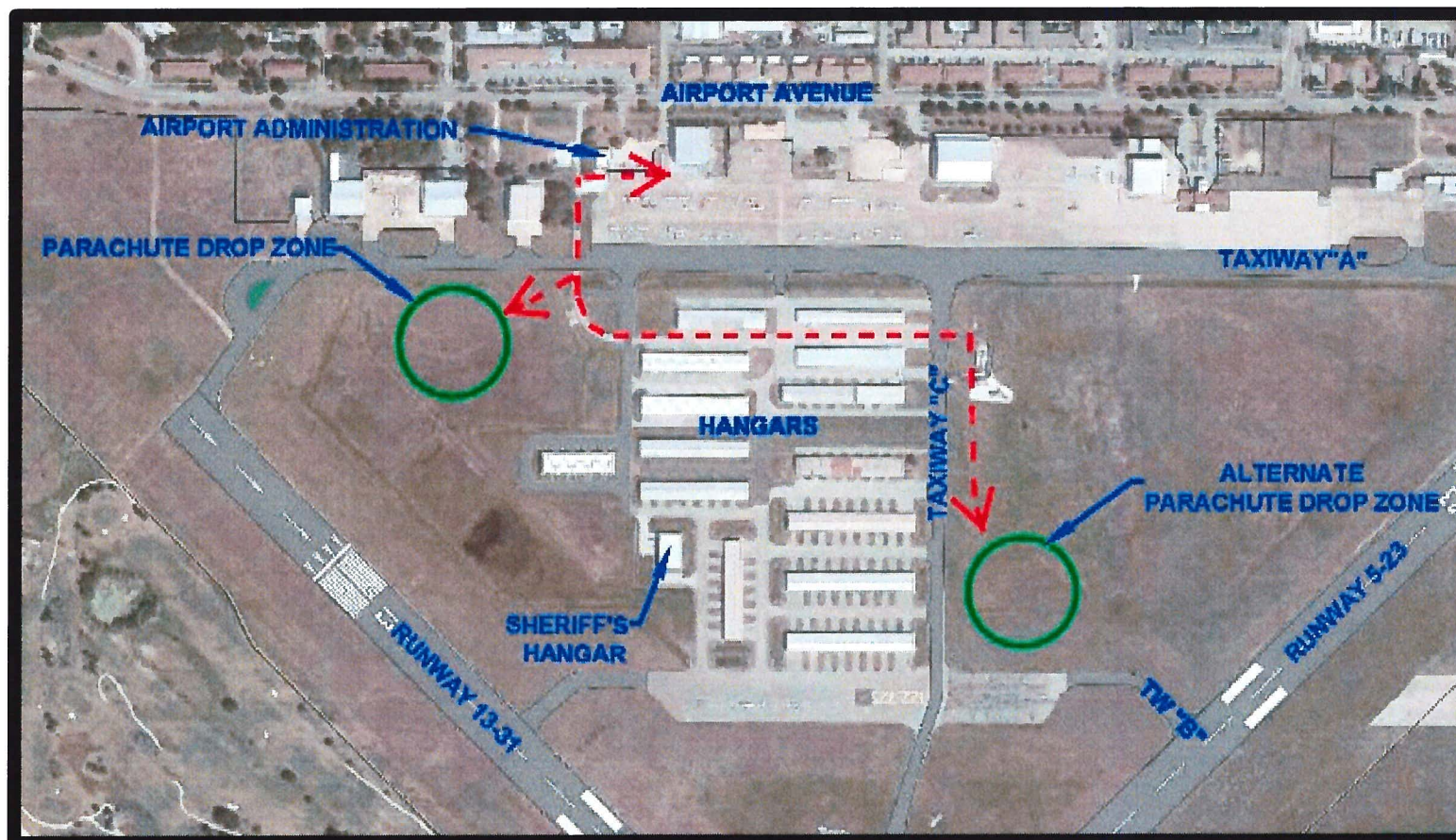
Signature

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Date

Figure 1

# PARACHUTE DROP ZONE ACCESS ROUTES



Authorized Access  
Routes