



Minimum Standards
for
Commercial Aeronautical Activities

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MINIMUM STANDARDS
FOR
COMMERCIAL AERONAUTICAL ACTIVITIES

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Section 1

General Information

1.1 Introduction

The City of Venice (City), as the owner, operator, and sponsor of the Venice Municipal Airport (Airport) is responsible for all aspects of the administration of the Airport as a public-use general aviation facility. In order to foster and encourage the economic growth and orderly development of aviation and related aeronautical activities at the Airport, the City has established certain requirements for providers of commercial aeronautical services (Operator) to ensure that safe and orderly aeronautical services and facilities are available to the users of the Airport.

These ***Minimum Standards for Commercial Aeronautical Activities*** (Minimum Standards) are the threshold entry requirements for any Operator desiring to offer one or more commercial aeronautical services or activities to the public using the Airport. These Minimum Standards are designed to promote fair competition at the Airport, taking into consideration the role of the Airport, facilities that currently exist, services currently being offered, and the future development planned for the Airport.

The uniform application of these Minimum Standards which contain the minimum levels of service and facilities that must be offered by each service provider is established to serve the public's interests and to discourage substandard entrepreneurs, thereby protecting both established and future commercial aeronautical activity as well as Airport patrons. The City holds no prohibition for exceeding the minimum requirements in terms of quality of facilities and services provided.

Various federal publications were utilized to provide guidance for the development of the Minimum Standards and compliance requirements for using and leasing facilities at the Airport. These included:

- a. FAA Federal AIP Grant Assurances
- b. FAA Order 5190.6, Airport Compliance Program
- c. FAA Order 5100.38A, Airport Improvement Program Handbook
- d. FAA Advisory Circular 150/5190-6, Exclusive Rights at Federally Obligated Airports
- e. FAA Advisory Circular 150/5190-7, Minimum Standards for Commercial Aeronautical Activities

These Minimum Standards are not intended to be all-inclusive. Operators of commercial aeronautical activities based on or otherwise using the Airport are subject to additional applicable federal, state and local laws, codes and ordinances, and other applicable regulatory measures, including the City's ***Rules and Regulations*** for the Airport pertaining to all such activities. These Minimum Standards are guidelines and subject to be amended and modified from time to time at the discretion of the City or as conditions warrant.

1.2 Definitions

All words, terms and phrases when used herein shall have the meanings as described in the City's ***Definitions for Use regarding Venice Municipal Airport***. Words which relate to aeronautical practices, processes, and equipment, not defined therein, shall be construed according to the definitions in Title 14 of the Code of Federal Regulations, Florida Statutes Chapter 332 or, if not defined therein, according to their general accepted usage in the aviation industry.

1.3 Purpose and Scope

It is the intent of the City of Venice to promote the availability of a broad variety of aviation-related services to the public. To support these services, the City provides a fair and reasonable opportunity for all qualified Operators to compete for the right to construct, lease, or sublease appropriate space without unjust discrimination at the Airport in order to conduct commercial aeronautical activities. These Minimum Standards are designed to:

- a. provide for the safe conduct of all commercial aeronautical activities at the Airport.
- b. provide a minimum level of services that is offered to the public in connection with conducting particular commercial aeronautical activities or services on the Airport.
- c. protect airport users from unlicensed, ill-equipped, or otherwise unsafe products and services.
- d. maintain and enhance the availability of adequate services for all airport users.
- e. ensure no Operator receives an unfair competitive advantage through less than uniform market value for the use of City property and facilities.
- f. promote the economic environment for all Airport businesses.
- g. promote the orderly improvement and development of the Airport.

These Minimum Standards may be included in whole, in part, or by reference as part of all leases, and other agreements between the City and any Operator desiring to engage in any commercial aeronautical activity at the Airport. The City's ***General Provisions*** for the Airport contains detailed information regarding leasing Airport property and other agreements.

Contingent upon meeting the established Minimum Standards with the City and the payment of the prescribed rentals, fees, and charges, commercial aeronautical operators shall have the right and privilege to engage in and conduct the activity or activities specified by written agreement with the City. All agreement provisions, however, must be compatible with the Minimum Standards herein contained and will not change or modify the standards and requirements themselves. In all cases where the words "standards" or "requirements" appear, it shall be understood that they are qualified by the word "minimum." Any required determinations, interpretations, or judgments regarding what constitutes an acceptable minimum standard, or regarding compliance with such standard, shall be made by the City.

Commercial aeronautical activities may be proposed that do not fall within the categories designated herein. In such cases, appropriate Minimum Standards shall be developed on a case-by-case basis for the proposed activity and incorporated into the Operator's written agreement with the City and into these Minimum Standards by amendment.

The rates, fees, and charges applicable to Operators are established by the City to be sufficient to cover the Airport's operating and development costs and to make the Airport as financially self-sustaining as possible.

These Minimum Standards are not retroactive and do not alter any existing written agreement properly executed prior to the date of amended Minimum Standards. In any event, upon expiration of an existing lease, agreement, or permit with the City or if the Operator desires to materially increase or expand its activities, the Operator shall comply with the provisions of these Minimum Standards as amended. In the event of any conflict between the terms of these Minimum Standards and the provisions of any lease or agreement, the terms of the lease or agreement shall contain the controlling language.

These Minimum Standards may be supplemented and amended by the City from time to time and in such manner and to such extent as is deemed appropriate by the City. The Minimum Standards shall be reviewed and updated periodically or as needed.

The City reserves the right to lease an existing facility or any portion of an existing facility to a Specialized Aviation Service Operator (SASO) in order to enhance the availability of commercial aeronautical services at the Airport. A lease of this nature shall be at the City's sole discretion and shall be considered to meet any minimum facility requirements as defined in these Minimum Standards.

The City further reserves the right to designate from time to time specific areas on the Airport where commercial aeronautical services may be conducted, and to determine whether or not there is sufficient, appropriate, or adequate space at the proposed site to meet the minimum requirements established herein. Such determinations shall consider the nature and extent of the proposed operation and the sites available for such purpose, consistent with the current Airport Layout Plan and the orderly, safe, and efficient operation and development of the Airport.

The City also reserves the right to further develop or improve the Airport as it sees fit, regardless of the desires or views of any commercial aeronautical operator, and without interference or hindrance. The Airport shall make every effort to minimize the disruption of normal airport usage during periods of repair or further airport development.

1.4 Exclusive Rights

In accordance with the assurances given by the City to the Federal Aviation Administration (FAA) and the Florida Department of Transportation (FDOT) as a condition to receiving federal or state funds, the granting of rights or privileges to engage in commercial aeronautical activities shall not be construed in any manner as affording any person or entity any exclusive right, other than the exclusive use of the land and/or improvements which are specifically set forth in a written lease, permit, or agreement. The City reserves the right to exercise its exclusive proprietary rights to be the sole provider of any or all commercial aeronautical services at the Airport.

1.5 Waiver of Minimum Standards

No commercial aeronautical operator will be allowed to operate or provide services not in compliance with these Minimum Standards unless unusual circumstances exist which may give cause for consideration of a temporary waiver. The City may, at its sole discretion, waive or modify any portion of the Minimum Standards for any Operator when it is determined that such waiver is in the best interests of the public and will not result in unjust discrimination against other similar commercial aeronautical operators at the Airport. Any initial waiver shall not exceed 12 months. However any waiver may be reviewed annually and extended in sole discretion of City.

1.6 General Requirements for Commercial Aeronautical Operators

Notwithstanding the City's *Airport Rules and Regulations*, the following shall apply to all commercial aeronautical activity or service providers at the Airport:

- a. Unless otherwise provided by the City, all activities of the commercial aeronautical operator shall be conducted on an area or areas of sufficient size to accommodate all services that the Operator is approved to perform, allowing for future growth and additional services as contemplated by the City or the Operator at the time of application, but as limited by the space available on the Airport.
- b. The Operator shall conduct its business operations strictly within the areas assigned to it by the City, and its operations shall not in any way interfere with the operations of other commercial aeronautical entities, agencies, or other businesses operating on the Airport, the use of the Airport by the general public, or with any common use areas.
- c. The Operator shall provide their services or activities on a fair, equal, and not unjustly discriminatory basis to all Airport users. They shall charge fair, reasonable, and not unjustly discriminatory prices for each unit or services provided. Operators may be allowed to make reasonable and non-discriminatory discounts, rebates, and other similar types of discounts to volume purchasers or users of their service(s). Commercial aeronautical operators will ensure that any sub-lessee or subcontractor complies with the provisions of this paragraph.
- d. The Operator shall employ the necessary quantity of trained staff, on-duty management, and supervisors to provide for the efficient, safe, and orderly compliance with its Minimum Standards.
- e. The Operator's personnel shall meet all federal, state, and local training, and certification requirements applicable to their individual duties relevant to their authorized commercial aeronautical services.
- f. The Operator shall control the conduct and demeanor of its personnel, as well as to conduct its business operations in a safe, orderly, efficient, and proper manner so as not to unreasonably disturb, endanger, or offend any customers, tenants, or competitive operators.
- g. No right or privilege will be granted to any commercial aeronautical operator which would prevent any person operating aircraft at the Airport from performing any services on its own aircraft with its own direct (W-2) employees, including but not limited to maintenance and repair, that it may choose to perform.
- h. Airport access and security shall be maintained at all times in accordance with standards as may be established and required by the City.
- i. Any fine or penalty imposed on the City by the FAA or other governmental agency, resulting from Operator's use, operations, and occupancy of their leased premises, will be payable to the City by Operator.
- j. The Operator shall keep current information on specific personnel to serve as the designated point-of-contact(s). Contact information including but not limited to phone numbers, email, and texting for emergency purposes shall be provided to the Airport Director and updated on an annual basis.

- k. The Operator shall permit its personnel who drive motor vehicles on the Airport to do so only in accordance with the Airport Rules and Regulations, applicable federal, state, and local laws, ordinances, codes, or other similar regulations.
- l. The Operator shall keep and maintain its leased premises and all improvements in a neat and orderly condition at all times, and in good and substantial repair, condition, and appearance.
- m. The Operator shall commit no unlawful nuisance, waste, or injury on the leased premises and will refrain from doing anything which may result in the creation, commission, or maintenance of such nuisance, waste, or damage to property on the Airport.
- n. The Operator shall refrain from creating or allowing on its premises any obnoxious odors or smokes, or noxious gases or vapors. The creation of exhaust fumes by the operation of internal combustion engines or aircraft engines of other types, so long as such engines are maintained and are being operated in a proper manner, is not a violation of this provision, nor shall the reasonable operation of the commercial aeronautical operator's business constitute such violation, although some odors, gases, and vapors may result.
- o. The Operator shall refrain from doing anything which might interfere with the effectiveness or accessibility of the Airport's public utilities systems including but not limited to water and sewer systems, storm water management system, fire protection system, sprinkler system, alarm system, or fire hydrants and hoses, if any are installed or located on or in their leased premises.
- p. The Operator shall remove or dispose of debris and other waste material, whether solid or liquid, arising from the commercial aeronautical operator's activities. Any garbage, debris, or waste, which may be temporarily stored in the open, shall be kept in suitable metal garbage or waste receptacles equipped with tight-fitting covers of a design sufficient to contain whatever may be placed therein. Extreme care shall be used when removing all such waste. Any hazardous waste generation, storage, or disposal shall comply with all applicable federal, state, and local regulations.
- q. No fuels, oils, greases, detergents, or other insoluble substances shall be placed in the sewage or stormwater drainage systems or on the ground. Any FBO or SASO, at its sole cost and expense, shall comply with all requests made by the U.S. Environmental Protection Agency (EPA) or other competent governmental authority including, but not limited, to the installation of a grease and oil trap designed to catch all oils, greases, detergents, and other insoluble substances used in the maintenance and washing of equipment and/or aircraft. The installation of any required equipment or structure shall conform to recommended specifications of the EPA or Florida Department of Environmental Protection (FDEP) as applicable.
- r. At no time shall the Operator conduct any aeronautical activity on leased property from a structure that would be considered temporary or mobile under Florida Building Codes and applicable City Ordinances.
- s. The Operator shall maintain all aprons, ramps, taxilanes, roadways, and parking lots that are constructed by the tenant or leased for their exclusive use.
- t. The Operator shall refrain from doing anything upon the Airport which will invalidate or conflict with any fire, property, or liability insurance policies covering the Airport.

- u. The Operator shall provide an adequate supply of properly located, type, size and operable fire extinguishers and other safety equipment in accordance with the National Fire Prevention Association (NFPA) requirements.
- v. The Venice Municipal Airport is surrounded by noise-sensitive residential areas. All users are advised to follow the Airport's established "***Fly Friendly***" noise abatement procedures. All Operators are considered an important communication network to pilots and public users of the Airport and shall provide their cooperation and assistance for promoting adherence with the City's ***Fly Friendly*** noise abatement procedures.

1.7 Sublessee or Subtenant Requirements

If an Operator as leaseholder desires to sublease space to another person or entity or contracts with another Operator to provide one or more specialized aviation services, the following conditions shall apply:

- a. The Operator must obtain written approval of the proposed sublease or subtenant agreement from the City before allowing sublessee or subtenant to occupy or conduct any form of business from the Operator's leasehold. The sublease or subtenant agreement shall define the specific type of business and service to be offered by sublessee or subtenant.
- b. The Operator must have the facilities and physical space necessary to support the aeronautical services of their sublessee(s) or subtenant(s). Such facilities and space shall be sufficient to accommodate the Operator's aeronautical service as well as those requirements for any sublessee or subtenant according to these Minimum Standards.
- c. The sublessee or subtenant must meet all of the Minimum Standards established by the City for the category or categories of services to be furnished. The Minimum Standards may be met in combination by the Operator and sublessee or subtenant. The sublease or subtenant agreement shall specifically define the facilities and services provided by Operator to the sublessee or subtenant that must be used to meet the Minimum Standards.
- d. The Sublessee or subtenant shall provide evidence of minimum insurance coverages as determined by the City for the categories of service to be offered as published in the City's ***General Provisions, Attachment C – Insurance Requirements***. The Operator shall be responsible for ensuring that the sublessee or subtenant holds the minimum required insurance coverages.
- e. The Operator shall be responsible for ensuring the sublessee or subtenant abides by the sublease or subtenant agreement, these Minimum Standards, and the City's ***Rules and Regulations*** for the Airport.

1.8 Insurance Requirements for Commercial Aeronautical Operators

Every Operator shall procure, maintain and continue in effect for the duration of its activities upon the Airport at the Operator's sole expense, insurance of the type and at least such minimum amounts that are determined by the City. Such insurances shall be placed with the company or companies authorized to do business in the State of Florida and shall be satisfactory to the City.

All required insurances shall include the City of Venice, its elected officials, officers, agents and employees as additional insured and shall not be subject to cancellation or alteration until such written notice has been provided to the City. The City may vary the type and minimum of insurance coverage required based on the precise nature of the aeronautical activities to be conducted.

Failure to secure and maintain the required insurance and any specific insurance required by the City shall be deemed a violation of the Minimum Standards. All persons using any part of the Airport shall be held liable for any property damage caused by carelessness and negligence on or over the Airport.

Insurance requirements are detailed in the City's ***General Provisions, Attachment C – Insurance Requirements*** of its Policy Guiding Documents for the Airport and provide minimum guidelines for coverage.

1.9 Construction and Site Development Standards:

Any proposed construction or modification to facilities developed by the Operator requires the approval of the City and shall be subject to the appropriate federal, state and local regulations, standards, and codes. All improvements constructed on the premises by the Operator shall become part of the property that belongs to the City upon expiration, termination, or cancellation of the lease agreement between the Operator and the City.

The Operator will be responsible for extending any public facilities such as taxilanes, roadways, and/or utility services to the site at the Operator's sole expense, unless otherwise negotiated by the City. All such services and improvements shall be constructed in full compliance with the City, state, and FAA standards as well as associated applicable codes. Ownership of such improvements shall revert to the City immediately after completion of construction.

1.10 No Obligation to Provide Facilities Necessary to Meet Minimum Standards

These Minimum Standards in no way obligate the City to pay for, finance, construct, improve, or otherwise provide the facilities necessary for Operator to comply with such standards. Unless the Operator's lease or agreement specifically states that the City will pay for or provide such improvements, it shall be the Operator's responsibility to finance, construct, improve, or otherwise provide the facilities needed to comply with the applicable Minimum Standards.

Section 2

Application and Leasing Requirements for Commercial Aeronautical Operators

2.1 General

Any prospective commercial aeronautical operator should become familiar with the necessary documents needed to complete the process to become a FBO or SASO at the Airport. The City has published Policy Guiding Documents that include:

- General Provisions
- Definitions for Use regarding Venice Municipal Airport
- Airport Rules and Regulations
- Minimum Standards for Commercial Aeronautical Activities (this document)

2.2 Application

Any person desiring to conduct a commercial aeronautical activity on the Airport must complete a written application for an airport property lease or an airport special use permit detailing what aeronautical service or services are to be provided. The City's ***General Provisions, Attachments A and B*** include detail about the application process and information required for submitting an application. No commercial aeronautical activity may be initiated until the application has been submitted, reviewed, and approved. The application process assists the City's determination that a prospective commercial aeronautical operator is technically and financially able to perform the services proposed.

A prospective Operator shall demonstrate their business capability and experience to successfully provide the proposed commercial aeronautical activity as necessary to meet the City's approval. The information presented shall include financial documentation that demonstrates the Operator's financial capability to initiate and sustain operations and/or to construct improvements that may be required to support the proposed operation. The City shall be the final judge as to the qualifications and financial ability of the Operator.

2.3 Business Plan

A business plan is required of all prospective Operators desiring to operate on Airport property. (See the City's ***General Provisions, Attachment B - Business Plan Information***). The City may also request additional information from prospective commercial aeronautical service providers as may reasonably be required to evaluate their proposal. Additionally any proposer seeking to conduct commercial aeronautical activity at the Airport shall demonstrate that they have adequate experience and resources to realize their business objectives agreed to in advance by the City and the Operator.

2.4 Lease

Prior to starting any operation, an Operator must enter into a lease agreement with the City of Venice for the property it intends to use to operate. The lease shall indicate the terms and conditions under which the activity will be operated on the Airport. Granting of such rights or privileges, however, shall not be construed in any manner as affording the Operator an exclusive or continuing right to use the premises or facilities of the Airport other than premises which may be leased exclusively to the Operator.

At the sole discretion of the City, the lease shall be considered for meeting the minimum facility requirements as defined as part of these standards. The City further reserves the right to designate from time-to-time the specific areas where commercial aeronautical services may be conducted and to determine whether or not there is sufficient appropriate or adequate space at the proposed site to meet the minimum requirements established.

2.5 Permits

A commercial aeronautical operator not leasing or subleasing property on the Airport shall be considered an independent aeronautical service provider (IASP). Such Operators are required to provide appropriate documentation as part of the application process for their proposed operation to secure an airport special use permit. Operating permits are for certain activities valid for one year and renewals must be approved for each subsequent year by providing applicable operational certificates, evidence of insurance, and payment of all applicable fees. Independent aeronautical service providers shall meet and maintain compliance with the specific conditions associated with their permitted activity.

The City retains the right to restrict or deny access to the Airport if airport safety or efficiency will be threatened by any proposed IASP. Further, the City reserves the right to prohibit use or continued use of the Airport by an IASP should a lease-holding commercial service operator propose to offer the same or similar services on the Airport.

Section 3

Fixed Base Operator (FBO)

3.1 General

A Fixed Base Operator (FBO) is a commercial aeronautical operator that provides multiple aeronautical services including aircraft fueling, storage, maintenance, and repair. The basic FBO level of services shall include:

- Aircraft Handling & Line Service
- Aircraft Fueling & Oil Services
- Aircraft Crew and Passenger Customer Services
- Aircraft Maintenance and Repair

Other Operator services are encouraged but not required and include (but not limited to):

- Aircraft Bulk Hangar Storage
- Flight Training
- Aircraft Rental/Lease
- Aircraft Sales

An FBO generally serves as a portal for pilots and passengers between the aircraft and ground transportation. Since the FBO directly represents the City by its facility and services to the general user public, a higher standard than other commercial aeronautical operators (SASOs) is applied.

3.2 Minimum Standards

a. General Operation – The FBO shall:

- 1) have the premises open and services available every day of the year, except Christmas Day, from 8:00 am to 5:00 pm.
- 2) be staffed with a sufficient number of properly trained, certified, or otherwise qualified personnel to provide FBO services during normal business hours.
- 3) be available to provide services outside of normal business hours, if requested in advance, or in response to unscheduled required services.
- 4) be able to assist in the removal of disabled aircraft from the airfield system in a timely manner.

b. Aircraft Handling & Line Services: The FBO shall:

- 1) provide ramp assistance including the parking, tie-down, ground handling, and temporary storage of aircraft for aircraft based at or normally transiting the Airport.

- 2) provide adequate loading/unloading and towing equipment to safely and efficiently move aircraft to include aircraft tug(s) that can accommodate aircraft operating at the Airport.
 - 3) provide proper equipment as may be required to service and support aircraft normally operating at the Airport such as inflating aircraft tires, changing engine oil, washing aircraft windscreens, recharging aircraft batteries, starting engines, and performing minor repairs. Ground power starting capability shall be provided by the Operator.
 - 4) keep the ramp well maintained, clean, and free of foreign object debris (FOD).
- c. Aircraft Fueling and Oil Services – The FBO shall:
- 1) provide full-service retail fuel services including Jet A and Avgas.
 - 2) demonstrate satisfactory arrangements to purchase fuel, oil, and aviation lubricants in such quantities as is necessary to meet expected demand.
 - 3) provide properly trained personnel in the safe and proper handling, dispensing, and storage of aircraft fuel using equipment provided by the FBO.
 - 4) operate a fixed fuel storage facility which shall contain safety fixtures and filtration systems to ensure aircraft fuel quality in accordance with all Environment Protection Agency (EPA) regulations including proper fuel spill prevention features and containment capabilities. In addition, shall provide an approved fuel Spill Prevention Countermeasure and Control (SPCC) Plan to the Airport Director or be properly coordinated into the Airport's SPCC Plan.
 - 5) In addition to into-plane delivery, may provide or otherwise operate a self-fueling facility for public use. If providing a self-service fueling facility, the equipment must be in compliance with applicable state and local regulations and standards, and comply with fueling equipment requirements listed in this section.
 - 6) comply with all applicable local, state, and federal environmental statutes and regulations regarding storage tanks, disposal of waste oil and other potentially hazardous substances, and for the refueling of all aircraft and vehicles.
 - 7) ensure all equipment used for the storage, handling, and/or dispensing of petroleum products meets all applicable federal, state, and local safety and fire codes, regulations and standards, NFPA requirements for aircraft fueling operations, and the appropriate FAA publications.
 - 8) ensure all dispensing equipment be equipped with reliable metering devices subject to an independent inspection of the Motor Fuels Section of the Florida Department of Transportation and must be capable of servicing, in an efficient and safe manner, all types of aircraft. All metering devices must be inspected, checked and certified annually by appropriate local and state agencies. A copy of each such inspection must be provided to the Airport Director.
 - 9) ensure all fueling services and systems shall be subject to routine inspection for fire and other hazards by the City, the FAA, and the appropriate state and local fire agencies.
 - 10) ensure the quality control of the fuel.
 - 11) keep complete dated records regarding all maintenance activities conducted on fueling equipment and mobile refueling vehicles.

- 12) maintain current fuel reports on file and available for auditing at any time by the City, the FDOT, or the FAA or other applicable agencies.
- d. Aircraft Crew and Passenger Customer Services – The FBO shall:
 - 1) provide a flight planning area with appropriate communication facilities for complete flight planning including weather communication links separate from other public areas.
 - 2) provide appropriate concierge services and/or referral services as may be required to pilots and users and maintain local ground transportation contacts.
 - 3) have available basic pilot supplies.
 - e. Aircraft Maintenance and Repair – The FBO shall provide aircraft airframe, engine, propeller, avionics, and/or accessory installation, repair, maintenance, and overhaul services in addition to the sale of aircraft parts, avionics, and accessories.
 - f. Property, Facilities & Equipment – The FBO shall:
 - 1) lease from the City of Venice, an area not less than 217,800 square feet of land to provide space for a lobby/office building, parking and tie-downs for customer aircraft, fuel storage facilities, customer parking, and areas for utility and support facilities.
 - 2) lease or construct a building having a minimum of 2,100 square feet with floor space to provide for offices, a public lobby, customer service area, pilot lounge, and restrooms.
 - 3) lease or construct an aircraft parking apron on leased premises and shall provide paved access from the parking apron to the airfield. Such access shall meet all applicable FAA, FDOT and City standards for the largest aircraft type anticipated to use the Operator's facility. The Operator shall provide paved access to the street and provide adequate automobile parking spaces within the leased area to satisfy the needs of the customers and employees, and general public.
 - 4) install and maintain at least one (1) 10,000 gallon fuel storage tank for each grade of aviation fuel to be offered for sale to the public. The Operator shall provide metered, filtered equipment dispensers, fixed and/or mobile, for dispensing each required grade of fuel. The Operator may offer AvGas sales only however, if the Operator elects to provide Jet A sales, then the Operator shall be required to provide both Jet A and AvGas for sale.
 - 5) lease or construct a building having a minimum of 10,000 square feet for hangar space for the maintenance and storage of customer aircraft, shops, offices, parts and tools storage, and restrooms.

Section 4

Specialized Aeronautical Service Operator (SASO)

4.1 General

A Specialized Aviation Service Operator (SASO) is an Operator that provides a single or limited number of commercial aeronautical services and activities. A SASO may sublet from another commercial aeronautical service provider with approval of the City. A SASO may not sell fuel.

Nothing contained herein shall convey or imply an exclusive right of operation by any such commercial aeronautical entity. The City reserves the right to consider any and all other services and activities not otherwise described herein as a SASO.

4.2 SASO - Flight Instruction and Aircraft Rental

- a. General Operations: Engages in instructing pilots and flight training of aircraft provides such related ground school instruction as required by FAA for categories of pilot licensing and ratings. Operator may also rent aircraft for use by students and other pilots.
- b. Performance Standards: The Operator shall:
 - 1) employ or have available a sufficient number of properly rated instructor/pilots certified by FAA to provide the type of training desired.
 - 2) shall make provisions for someone to be in attendance in the office at all times during the posted business hours. An Operator who does not post regular business hours shall provide an adequate means of contacting the Operator to arrange for an appointment and must contact the potential customer not more than 24 hours after the initial service inquiry.
- c. Property, Facilities & Equipment – The Operator shall:
 - 1) lease an area not less than 21,780 square feet of land to provide space for building, automobile parking, storage and parking of aircraft and area for utility and support facilities.
 - 2) lease or construct a building having a minimum of 2,000 square feet with floor space to provide for a public lobby, classrooms, flight briefing areas, pilot lounge, and restrooms.
 - 3) have available aircraft of not less than two (2) properly certified and equipped aircraft either owned or leased to the Operator for use in primary and/or advanced flight training.

4.3 SASO – Aircraft Charter

- a. General Operations: Operator shall be engaged in the business of providing air transportation to the general public for hire on demand, or on a scheduled basis under the requirement of 14 CFR Part 135.
- b. Performance Standards: The Operator shall:
 - 1) employ and have on duty during the operating hours trained personnel in such numbers as may be required to meet the standards in a safe and efficient manner, depending upon the type of aircraft used, that have valid FAA commercial pilot certification with the appropriate ratings to permit flight activity offered by the Operator.
 - 2) make provisions for someone to be in attendance in the office at all times during the posted business hours. Operators who do not post regular business hours shall provide an adequate means of contacting the Operator to arrange for an appointment and must contact the potential customer not more than 24 hours after the initial service inquiry.
- c. Property, Facilities & Equipment – The Operator shall:

- 1) lease an area not less than 21,780 square feet of land to provide space for building, automobile parking, storage and parking of aircraft and area for utility and support facilities.
 - 2) lease or construct a building having a minimum of 1,000 square feet with floor space to provide for a public lobby, customer service area, pilot lounge, and restrooms.
 - 3) have available aircraft for use either owned or leased to the Operator of at least one (1) certificated and airworthy aircraft equipped to support the services provided.
- d. Special Provisions: The Operator shall provide to the City a copy of its current FAA 14 CFR Part 135 certificate or other evidence to show documentation that the Operator is in compliance with FAA regulations and authorized to perform the services offered.

4.4 SASO - Aircraft Maintenance and Repair

- a. General Operations: An Operator in this category is authorized to operate a service to provide aircraft airframe, engine, propeller, avionics, and/or accessory installation, repair, maintenance, and overhaul. The Operator may also provide non-exclusive sale of aircraft parts, avionics, and accessories.
- b. Performance Standards: The Operator shall:
 - 1) employ and have on duty during the appropriate business hours, trained personnel in such a manner that are required to meet these standards in a safe and efficient manner but never less than one (1) person currently certified by FAA with the ratings appropriate for the work to be performed.
 - 2) make provisions for someone to be in attendance in the office at all times during the posted business hours. Operators who do not post regular business hours shall provide an adequate means of contacting the Operator to arrange for an appointment and must contact the potential customer not more than 24 hours after the initial service inquiry.
- c. Property, Facilities & Equipment – The Operator shall:
 - 1) lease an area not less than 32,670 square feet of land to provide space for building, automobile parking, storage and parking of aircraft and area for utility and support facilities.
 - 2) lease or construct a building having a minimum of 10,000 square feet for hangar space for the maintenance and storage of customer aircraft, shops, offices, a public lobby, parts and tools storage, and restrooms.
- d. Special Provisions: The Operator may also provide emergency aircraft recovery services and equipment necessary to properly remove a disabled general aviation aircraft of the largest type normally utilizing the Airport.

4.5 SASO - Commercial Skydiving

- a. General Operation: This Operator engages in the transportation of persons for the expressed purpose of tandem skydiving. No instruction, training, or sport skydiving activities are authorized at the Airport.
- b. Performance Standards: The Operator shall:

- 1) meet the Basic Safety Requirements (BSR) of the United States Parachute Association (USPA), 14 CFR Part 105 "Parachute Operations," FAA Advisory Circular 105-2E, "Sport Parachuting" or successor versions, and all other related FAA publications.
 - 2) have in its employ or under contract and on duty as required during operating hours trained personnel in such numbers as may be required to operate in a safe and efficient manner. The Operator shall have no less than one FAA certified and qualified pilot properly rated for the aircraft to be used for the type of operation to be performed. The Operator shall also have no less than one USPA qualified skydiver authorized to conduct tandem skydiving operations.
 - 3) hours of operation will be at the discretion of the Operator but operations shall only be conducted between sunrise and sunset.
- c. Property, Facilities & Equipment – The Operator shall:
- 1) lease an area not less than 21,780 square feet of land to provide space for a building, automobile parking, storage and parking of aircraft, and area for utility and support facilities.
 - 2) lease or construct a building having a minimum of 1,900 square feet with floor space to provide for parachute packing and rigging, training areas, lobby, and restrooms.
 - 3) provide at least one aircraft properly certificated, airworthy, and equipped for skydiving operations.
 - 4) provide a ground transportation vehicle capable of transporting skydivers from the drop zone to the Operator's facility.
- d. Special Provisions: The Operator shall:
- 1) enter into a separate ***Commercial Skydiving Access Agreement*** with the City which details specific conditions under which skydiving operations at the Airport will be authorized.
 - 2) agree to abide by established ***Skydiving Standard Operating Procedures (SOP)*** for conducting commercial skydiving operations at the Airport.

Section 5

Independent Aeronautical Service Provider (IASP)

5.1 General

An independent aeronautical service provider (IASP) provides a commercial aeronautical service including, but not limited to the following:

- a. Aircraft upholstery, detailing, or accessory installation not requiring a logbook entry
- b. Nonstop sightseeing flights
- c. Self-service fuel provider (AvGas only)
- d. Agricultural aerial applications operating under 14 CFR Part 137
- e. Wildlife tracking, fish spotting, etc.
- f. Banner towing and aerial advertising
- g. Aerial photography, mapping, or survey (including the use of UAVs)
- h. Aerial firefighting
- i. Power line or pipeline patrol

- j. Aerial ambulance
- k. Any other commercial aeronautical operations specifically excluded from 14 CFR Part 135

The Operator may provide a variety of these aeronautical activities but the services are not meant to be all inclusive or all restrictive.

5.2. Performance Standards

The IASP shall:

- a. be authorized by the FAA and other agencies to conduct the type of services and activities offered under this category.
- b. provide the aircraft and/or equipment necessary to conduct the type of services and activities offered under this category.
- c. employ personnel properly certified by FAA, to support the type of services and activities which will be offered under this category.
- d. shall hold a valid Special Use Permit from the City.

Section 6 Flying Clubs

6.1 General

The purpose of Flying Clubs are to foster and promote flying for pleasure and to develop skills in aeronautics. Flying clubs are permitted at the Airport but are subject to these Minimum Standards, the City's ***Rules and Regulations*** for the Airport, and all other applicable federal, state, and local regulations as may be set forth in an operating agreement.

6.2 Special Status

A Flying Club qualifies as an individual under the FAA grant assurances. As such, a Flying Club has the right to fuel and maintain the aircraft of its members. All Flying Clubs desiring to base their aircraft and operate on the Airport must comply with the applicable provisions of these standards and requirements. However, they shall be exempt from regular commercial aeronautical operator requirements upon satisfactory fulfillment of the following:

6.3 Performance Standards

The Flying Club shall:

- a. be a non-profit or not-for-profit entity (corporation, association, or partnership) organized for the express purpose of providing its members with one or more aircraft for their personal use and enjoyment only. The lease or ownership of the aircraft(s) must be vested in the name of the Flying Club, or owned on a pro-rata basis by all of its members. The property rights of the members of the Flying Club shall be equal and no part of the net earnings of the Flying Club will inure to the benefit of any member in any form, such as salaries, bonuses, etc. The Flying Club may not derive greater revenue from the use of its aircraft than the amount necessary for the operations, maintenance, and replacement of its aircraft, facilities, and overhead, if any.

- b. not offer or conduct charter and/or air taxi services, or rental of aircraft operations. They may not conduct aircraft flight instruction except for regular members owning the aircraft, and only members of the Flying Club may operate the aircraft. Instruction may be given by a certified flight instructor who is a member of the Flying Club or a SASO or FBO based on the Airport authorized to provide flight training. Any properly licensed airframe and/or powerplant mechanic who is a regular member of the Flying Club, or a SASO or a FBO based on the Airport authorized to provide maintenance, is permitted to perform maintenance on aircraft owned by the Flying Club.
- c. be prohibited from leasing or selling any goods or services whatsoever to any person or firm other than to a member of such Flying Club, except that a Flying Club may sell or exchange its capital equipment for replacement.
- d. furnish the Airport Director with a copy of its charter and by-laws, articles of incorporation, association, partnership agreement, or other documentation supporting its organization and operation as a Flying Club. This includes but is not limited to:
 - e. evidence of the club's status as a nonprofit organization
 - f. roster or list of current members, including names of officers and directors
 - g. evidence that ownership of the club's aircraft are vested in the club
 - h. number and type of aircraft including evidence that all aircraft are properly certificated and airworthy
 - i. the operating rules of the club
 - j. evidence of insurance in the amounts determined by the City
- k. The books and records of the club shall be available for review at any reasonable time by the City.

6.4 Property, Facilities & Equipment

The Flying Club shall:

- a. lease from the City, an area sufficient to provide space for building, automobile parking, storage and parking of aircraft, and area for utility and support facilities.
- b. lease or construct a building with sufficient floor space to provide for aircraft storage, displays, members' area, and restrooms.
- c. have available to the members, at least one aircraft properly certificated, airworthy, and equipped with respect to the charter of the Flying Club.