

**MINIMUM STANDARDS POLICY  
FOR GENERAL AVIATION  
AT BROWARD COUNTY AIRPORTS**

**I. STATEMENT OF PURPOSE**

- A.** These Minimum Standards are published pursuant to Chapter 2, "Airports and Aircraft," Broward County Code of Ordinances. The purpose of these provisions is to define Minimum Standards the Aviation Department will apply to the conduct of general aviation activities at the County's Airports. The following provisions state the qualifications and criteria established by the Aviation Department as the minimum requirements that must be met by Commercial and Noncommercial Operators engaged in on-Airport general aviation activities for the right to conduct those activities at the County's Airports.
- B.** The operating standards outlined in the Minimum Standards Policy are the minimum requirements for Commercial Operators and Noncommercial Operators that operate at the County's Airports and provide the stated general aviation activities at the County's Airports.
- C.** The Minimum Standards Policy does not apply to airline terminal activities, or concession or consumer service privileges.
- D.** In the event of a direct conflict between the Minimum Standards Policy and any agreement entered into prior to the Effective Date of this Minimum Standards Policy, the agreement shall govern to the extent of such conflict. It is not intended that the Minimum Standards Policy would alter or change rights under any pre-existing agreement. However, if any pre-existing agreement requires the Lessee or operator to comply with County or Airport rules or regulations, then the Minimum Standards Policy shall be incorporated into such pre-existing agreement as a result of such provision and shall apply to the Lessee or operator to the extent that such policy is not in direct conflict with the agreement.
- E.** Broward County Aviation reserves the right to amend or modify these standards at its sole discretion.

**II. POLICY**

It is the policy of the Aviation Department that Minimum Standards be adhered to by Commercial Operators and Noncommercial Operators in order to conduct business at the County's Airports. These Minimum Standards will be incorporated into any new

general aviation agreement entered into after the Effective Date of this Minimum Standards Policy.

### **III. DEFINITIONS**

As used in this Minimum Standards Policy for Broward County Airports, the following terms will have the following meanings:

“Aeronautical Lease” means a Lease of property that has access to the AOA and is used for aviation services or other Airport purposes, such as the operation of aircraft, or which contributes to or is required for the safety of such operation.

“Aircraft” shall mean any contrivance now known or hereafter designed, invented, or used for navigation or flight in the air or space, except a parachute or other contrivance designed for air navigation, but used primarily as safety equipment.

“Airport” shall mean Fort Lauderdale-Hollywood International Airport and/or North Perry Airport, as the context dictates.

“Airport Security Program” or “ASP” shall mean the written plan submitted to the Federal Transportation Security Administration describing the Airport’s compliance with federal security regulations.

“Airport Operations Area,” “Air Operations Areas” or “AOA” shall mean any portion of the Airport used for landing, taking off, or surface maneuvering of aircraft, and surrounding airside areas.

“Application” means a submittal from a prospective Lessee that meets all the requirements of the Broward County Airports Lease Policy.

“Apron” or “Ramp” shall mean that area of the Airport designated by the Aviation Department for the loading, unloading, servicing and parking of aircraft.

“Aviation Director” or “Director” shall mean the Director or Acting Director of the Aviation Department or his or her duly authorized designee.

“Award Authority” shall mean the Broward County Board of County Commissioners, except in instances where the Commission has delegated authority to award a particular type or form of Lease or agreement, and in such instance, the phrase “Award Authority” shall mean the person to whom the Commission has delegated the authority to make such award.

“Commercial Lease” means a Lease wherein the Lessee engages in one or more activities that involves or makes possible the offering for sale of an aviation service for the purpose of obtaining earnings, revenue, income, compensation, or profit, whether or not such an objective is accomplished.

“Commission” or "Board" shall mean the Board of County Commissioners of Broward County, Florida.

“Commercial Operator” means a person engaging in a general aviation activity that involves or makes possible the exchange, trading, buying, hiring, or selling of commodities, goods, services, or property of any kind, or any revenue producing activity conducted on the Airport, whether or not such objective is accomplished. This definition does not include terminal activities, concession or consumer service privileges at FLL.

“County” shall mean Broward County, a political subdivision of the State of Florida.

“Department” and “Aviation Department” shall mean the Broward County Aviation Department, or any successor entity.

“Effective Date” shall mean the Effective Date of this Minimum Standards Policy, which is October 1, 2009.

“Equipment” means all machinery, together with the necessary supplies, tools, and apparatus necessary for the proper conduct of the activity being performed. “Federal Aviation Administration” or “FAA” shall mean the administrative agency of the Federal Department of Transportation authorized to regulate aeronautical activities, or any successor agency. “Fixed Base Operator” means a Commercial Operator that is required to offer for sale to the public the general aviation services and products, as hereinafter described.

“Fixed Base Operator” or “FBO” is an aeronautical service offering -- either directly or by sublease/subcontract – all of the following services: aircraft guidance on the ramp, aircraft parking and tie-down services, retail aviation fuel sales, line services, aircraft hangar storage, aircraft maintenance and repair, flight planning and flight service facilities, public amenities, removal of disabled aircraft.

“FLL” shall mean the Fort Lauderdale-Hollywood International Airport, located in Broward County, Florida.

“HWO” shall mean the North Perry Airport, located in Broward County, Florida.

“Lease” means a lease of real property at any of the County’s Airports, except such term shall not include concessions, or agreements or leases at the airline passenger Terminals at the Fort Lauderdale-Hollywood International Airport.

“Lease Policy” means the Lease Policy for Broward County Airports, as amended from time to time.

“Leased Premises” shall mean the entirety of the ground area leased to a person together with all buildings and improvements.

“Lessee” means a person that has entered into a direct Lease with the County, or that has leased all or substantially all of the Leased Premises under a Lease for premises at a County Airport.

“Marshaling” shall mean to guide or usher aircraft.

“Minimum Standards” means, as applicable, the Minimum Standards for Fort Lauderdale-Hollywood International Airport, or the Minimum Standards for North Perry Airport, as set forth in this Minimum Standards Policy.

“Minimum Standards Policy” means this Minimum Standards Policy for General Aviation at Broward County Airports, as amended from time to time.

“Nonaeronautical Lease” means a lease of property at one of the County’s Airports that does not have access to the AOA and does not need to be near the flight line in order to operate.

“Non-Aviation Lease” means a Nonaeronautical Lease of property at one of the County’s Airports that is not used for and aviation or other Airport purpose.

“Noncommercial Lease” means a Lease wherein the Lessee maintains an aviation facility or provides an aviation service solely for its own benefit and not for the benefit of the public. Such Noncommercial Leases do not offer aviation products or services for sale to others.

“Noncommercial Operator” shall mean a person that maintains a facility or provides a service solely for its own benefit and does not engage in any exchange, trading, buying, hiring, or selling of commodities, goods, services, or property of any kind, or any revenue producing activity. Such Noncommercial Operators are specifically prohibited from offering aviation products or services for sale to others.

“Person” shall mean any individual, firm, partnership, corporation, company, association, joint stock association, or body politic; and includes any trustee, receiver, committee assignee, or other representative or employee thereof.

“Repair Station” shall mean a facility used to repair aircraft, including repairs to airframes, power plants, propellers, avionics, instruments, and accessories that have been approved by the Federal Aviation Administration.

“Specialized Aviation Service Operator” or “SASO” is an aeronautical business that offers a single or limited service, such as, but not limited to: aircraft flying clubs, flight training, aircraft, airframe, and power plant repair/maintenance, aircraft charter, air taxi or air ambulance, aircraft sales, avionics, instrument or propeller services, or other specialized commercial flight support business.

“Terminals” shall mean the passenger Terminal facilities or associated Airport facilities, at the Fort Lauderdale-Hollywood International Airport, including loading bridges, aircraft parking apron, landside facilities and all roadways and parking facilities associated therewith, including any expansion or improvements thereto serving the passenger Terminals.

“Tie-down” means an area on the Airport, paved or unpaved, suitable for the parking of aircraft, wherein tie-down points have been located.

“Transportation Security Administration” or “TSA” shall mean the entity appointed by the United States Department of Transportation, or successor agency, to be responsible for airport security and the inspecting of persons and property carried by aircraft operators and foreign air carriers.

#### **IV. MINIMUM INSURANCE REQUIREMENTS**

Insurance coverage for Commercial and Noncommercial Operators at the County’s Airports shall be as required by the Broward County Risk Management Division and other applicable County, state, federal and local requirements.

#### **V. MINIMUM STANDARDS - NORTH PERRY AIRPORT**

##### **A. FIXED BASE OPERATORS - NORTH PERRY AIRPORT**

Fixed Base Operators (FBO) at North Perry Airport shall be subject to minimum service standards, minimum management and staffing standards, and minimum facility requirements, as follows.

**1. Minimum Service Standards for Fixed Base Operators.** An FBO will be required to provide either directly or by sublease/subcontract all of the following services:

Aircraft guidance on the ramp  
Aircraft parking and tie-down services  
Retail aviation fuel sales  
Line services  
Aircraft hangar storage  
Aircraft maintenance and Repair Station  
Flight planning and flight service facilities  
Public amenities  
Removal of disabled aircraft

Minimum service standards for the activities listed above may be specified individually in the agreement between the Lessee and the County.

As used in this Section V, the phrase “at all times” means 24 hours a day, seven days a week.

**2.** In the case of the following activities, the following minimum service standards shall apply, as well as any that may be specified in a particular Lease.

**a. Aircraft Guidance, Aircraft Parking, and Tie-Down Services.** An FBO shall provide the following services and equipment:

**(1)** Personnel and equipment to service aircraft to meet demand, with never less than one person on duty during control tower operation hours.

**(2)** Aircraft parking and tie-down facilities and equipment, including ropes, chains, wheel chocks, and any other type of restraining devices suitable to accommodate at least 15 aircraft.

**b. Retail Aviation Fuel Sales.** An FBO shall provide the following services and equipment during hours of control tower operations:

(1) Retail aviation fuel sales including a fully trained and qualified staff person to dispense aviation fuels and lubricants.

(2) At least one metered, filter-equipped fueling truck for dispensing aviation fuel that has a minimum capacity of 250 gallons and meets all applicable safety and other regulatory requirements.

(3) In addition, an FBO shall:

i. Construct and maintain permanent aviation fuel storage for a minimum of 10,000 gallons of aviation fuel.

ii. Ensure that all fuel facilities and fueling operations are constructed, maintained, and conducted in accordance with all applicable County, state, federal and local laws, rules, and regulations.

iii. Secure and maintain all licenses and permits required by County, state, federal and local laws, rules, and regulations for transporting fuel. Copies of all such required licenses and permits shall be submitted to the Department upon request.

c. **Line Services.** An FBO shall provide the following services and equipment during hours of control tower operations:

(1) Equipment for performing minor maintenance, such as repairing and inflating aircraft tires, changing oil, recharging aircraft batteries, window cleaning and interior cleaning.

(2) Make available transportation for transient passengers and pilots, i.e. calling a taxi or shuttle service.

(3) Ground support equipment for turnaround of aircraft, including energizers and starters, ground-power units and fire extinguishers.

d. **Aircraft Hangar Storage.** An FBO shall provide a minimum of 10,000 square feet of aircraft hangar storage for general aviation

aircraft, excluding aircraft maintenance hangar. Such hangar storage shall either be in the form of T-hangars, open bay hangars or a combination of both.

**e. Aircraft Maintenance and Repair Station.** An FBO shall provide the following services eight hours per day, five days per week:

(1) Equipment, supplies, and spare parts in accordance with FAR Parts 43, and amendments thereto and other applicable rules and regulations.

(2) Uniformed and trained personnel in sufficient numbers to meet demand for the maintenance services offered during the required hours of operation; never less than one (1) person certificated by the FAA as both an airframe and engine mechanic and one (1) other person (not necessarily rated).

**f. Flight Planning and Flight Service Facilities.** An FBO shall provide the following services and facilities:

(1) A flight planning facility equipped with direct telephone communication to an FAA Flight Service Station, local navigation charts, and flight planning materials available during hours of control tower operations.

(2) Sales counter to offer a variety of pilot supplies, navigation and flight planning materials.

(3) Access to weather information via computer available during hours of control tower operations.

**g. Public Amenities.**

(1) An FBO shall provide a conveniently located, heated and air-conditioned lounge and separate sanitary restroom facilities for men and women available during hours of control tower operations.

(2) Public telephones available during hours of control tower operations.



(3) Snack and/or beverage vending services available during hours of control tower operations.

**h. Removal of Disabled Aircraft.** An FBO shall make the following services available at all times.

(1) Aircraft towing and other equipment as necessary for removal of disabled aircraft up to 12,500 pounds.

(2) Trained and experienced personnel as necessary to operate the equipment identified above.

**i. Optional Permitted Services.** Minimum Standards for optional permitted services provided by an FBO shall be as defined for each service under Section IV.B. "Specialized Aviation Service Operators - North Perry Airport."

### **3. Minimum Management and Staffing Standards.**

**a.** The activities of an FBO shall be supervised by a full-time, on-site manager or supervisor who shall be responsible for adhering to the standards specified herein and in the FBO's Lease.

**b.** The FBO shall provide, at a minimum, the number of staff as specified in these Minimum Standards to conduct the services offered.

**c.** All staff shall be trained and qualified to perform the duties for which they are employed.

**d.** All staff shall wear uniforms and protective clothing and equipment, as appropriate.

**e.** Additional minimum management and staffing standards may be specified individually in the agreement between the Lessee and the County.

### **4. Minimum Facility Requirements.** An FBO shall be required to:

**a.** Lease a minimum ground area of at least five (5) acres.

**b.** Construct (or provide on-site) and maintain, at a minimum, the following facilities (unless geographical or regulatory requirements require a different standard):

**(1)** An aircraft maintenance hangar of not less than 5,000 square feet and either an aircraft storage hangar or T-hangars of not less than 10,000 square feet.

**(2)** An office or administration building of not less than 2,000 square feet, adequate to accommodate an office, public lounge, telephone, and restroom facilities.

**(3)** Paved apron area of not less than 60,000 square feet with access to aircraft hangars and the airfield.

**(4)** Fuel farm storage for a minimum of 10,000 gallons.

**(5)** Paved automobile parking outside the AOA, but within the Leased Premises, for a minimum number of automobiles as specified by applicable governmental requirements.

**(6)** Electric security gate to restrict unauthorized access to the ramp.

**c.** Where existing building facilities are to be leased or an existing Lease is renegotiated, the foregoing criteria will be used as a general measure of the adequacy of the facilities.

**d.** All improvements shall be constructed or leased in areas designated for general aviation commercial use in the FAA-approved Airport Layout Plan (ALP) and the Aviation Department Land Use Management Plan (LUMP) and shall be in conformance with the approved Aviation Department Property Development Standards.

**e.** Additional minimum facility standards may be specified individually in the agreement between the Lessee and the County.

## **5. Prohibited Services.**

**a.** No commercial activity shall be conducted from any T-Hangar.

**b.** Other prohibited services may be specifically identified in the Lease.

## **B. SPECIALIZED AVIATION SERVICE OPERATORS - NORTH PERRY AIRPORT**

Specialized Aviation Service Operators (SASO) at North Perry Airport shall be subject to minimum service standards, minimum management and staffing standards, and minimum facility requirements, as follows.

1. A person can operate as a SASO through a direct Lease with the County or through a sublease/subcontract with an FBO or other SASO.

**2. Minimum Service, Management and Staffing Standards.** Activities permitted to be conducted, if permitted by the applicable Lease, by a SASO or that may be undertaken by an FBO at its option may include, but shall not be limited to, the following:

- Aircraft maintenance and repair
- Avionics and instrument repair
- Propeller repair
- Aircraft painting
- Aircraft upholstery
- Aerial advertising
- Flight training school
- Aircraft rental
- Aircraft leasing
- Non-scheduled and air charter services for transporting passengers, cargo, and mail
- Aircraft sales
- Aerial survey, photography, and mapping
- Aerial ambulance
- Aircraft storage and hangar rentals

3. A SASO offering any of the services listed above, with the exception of aircraft storage and hangar rentals, shall have at a minimum an employee (with ratings appropriate to the work to be performed) on-site during operating hours. At all other times, the SASO shall have one person available, on call, who shall respond on-site within 30 minutes, if necessary, to customer inquiries and Aviation Department concerns. With respect to a SASO that only provides aircraft storage and hangar rentals, such SASO shall have one person available, on call, who shall respond on-site within 30 minutes, if necessary, to customer inquiries and Aviation Department concerns. In addition, minimum service, management and staffing standards for the activities listed above shall be as defined below and as defined in Section V.A.2, and in Sections V.A.3.c, 3.d, and 3.e, if applicable, and as may be specified individually in the agreement between

the Lessee and the County. In the case of the following activities, the following minimum service standards shall also apply.

**a. Flight Training School.** A SASO offering flight instruction services shall make available for flight training or aircraft rental at least two certificated and currently airworthy aircraft, including at least one aircraft suitable for instrument flight instruction. These aircraft can be owned or leased.

**b. Non-Scheduled and Air Charter Passengers, Cargo, and Mail Services.** A SASO offering non-scheduled and charter passenger, cargo, and/or mail services shall:

(1) Conduct all aircraft charter and air taxi operations in accordance with and certificated under FAR Part 135 and amendments thereto and all other applicable rules and regulations.

(2) Provide services and equipment for servicing passengers and for handling freight, luggage, and ticketing. Make available transportation for transient passengers and pilots, i.e. calling a taxi or shuttle service.

#### **4. Prohibited Services.**

**a.** A SASO shall be prohibited from the sale or dispensing of aircraft fuels. Any person desiring to sell or dispense fuel must enter into a Lease with the County as an FBO and meet the requirements of such an operator.

**b.** No commercial activity shall be conducted from any T-Hangar.

**c.** Other prohibited services may be identified in the Lease.

#### **5. Minimum Facility Requirements.**

**a.** In instances where the SASO has a direct Lease with the County, the ground area under Lease shall not be not less than two (2) acres of land, and the SASO shall construct and/or Lease at a minimum:

(1) Aircraft hangar, shops, or facilities of not less than 2,500 square feet.

- (2) An office or administration facility may be required with the size of the facility being based on the type of services being provided.
  - (3) All SASO facilities will be required to provide public telephone, and public sanitary restroom facilities.
  - (4) A paved apron with access to aircraft hangars, large enough to accommodate aircraft operated by the SASO and to meet reasonable demands for visitor aircraft parking.
  - (5) Paved off-street parking outside the AOA, but within the Leased Premises, for a minimum number of automobiles as specified by governmental requirements.
  - (6) Electric security gate to restrict unauthorized access to the ramp.
- b. Any SASO performing activities or services under a sublease shall have office space, hangar space, ramp area, tie-down area, public areas, parking spaces and other facilities and amenities adequate to support its commercial activity and as specified by governmental requirements.

### **C. SELF-FUELING REQUIREMENTS - NORTH PERRY AIRPORT**

Any Lessee or sublessee at North Perry Airport desiring to exercise the right to self-fuel aircraft at its Leased Premises must satisfy the following Minimum Standards:

1. Ensure that all fuel facilities and fueling operations are constructed, maintained, and conducted in accordance with all applicable County, state, federal and local laws, rules, and regulations.
2. Proof of an interest in, or ownership of, the aircraft to be fueled.
3. All refuelers, refueling equipment, fuel trucks, and fuel truck operators must: (i) meet NFPA 407 requirements, as amended from time to time, (ii) be approved by the Aviation Department for such activities; and (iii) be subject to periodic inspections by the Fire Marshall's Office, or any successor.

4. Proof that the person(s) who will be transporting fuel and performing the fueling of aircraft is the owner of the aircraft or are employees of the owner of the aircraft and are properly licensed to engage in fueling operations.

5. All licenses and permits required by applicable County, state, federal and local laws, rules and regulations for transportation of fuel shall be secured and kept current. Copies of all required certificates, permits or licenses shall be submitted to the Department.

6. Insurance coverage as required by Broward County Risk Management Division and other applicable County, state, federal and local requirements.

7. Self-Fueling Operators shall be prohibited from the sale of aircraft fuels. Any person desiring to sell fuel must enter into a Lease with the County as an FBO, and must meet the requirements of such an operator. In addition, other prohibited services may be identified in the Lease.

8. Any fuel farm storage facilities located at Leased Premises must have a capacity with a minimum of 10,000 gallons and dispensing equipment intended for such purpose.

**VI. MINIMUM STANDARDS - FORT LAUDERDALE-HOLLYWOOD INTERNATIONAL AIRPORT**

**A. FIXED BASE OPERATORS-FORT LAUDERDALE-HOLLYWOOD INTERNATIONAL AIRPORT**

FBOs at Fort Lauderdale-Hollywood International Airport shall be subject to minimum service standards, minimum management and staffing standards, and minimum facility standards as follows.

**1. Minimum Service Standards for Fixed Base Operators.** An FBO will be required to provide either directly or by sublease/subcontract all of the following services:

- Aircraft guidance on the ramp
- Aircraft parking and tie-down services
- Retail aviation fuel sales
- Line services
- Aircraft hangar storage
- Aircraft maintenance and Repair Station

Flight planning and flight service facilities  
Public amenities  
Removal of disabled aircraft

Minimum service standards for the activities listed above may be specified individually in the agreement between the Lessee and the County.

As used in this Part VI, the phrase "at all times" means 24 hours a day, seven days a week.

**2.** In the case of the following activities, the following minimum service standards shall apply, as well as any that may be specified in a particular Lease.

**a. Aircraft Guidance, Aircraft Parking, and Tie-Down Services.** An FBO shall provide the following services and equipment at all times:

**(1)** Personnel and equipment to marshal aircraft, with never less than one person on duty on the Leased Premises at all times.

**(2)** Aircraft parking and tie-down facilities and equipment, including ropes, chains, wheel chocks, and any other types of restraining devices suitable to accommodate at least 15 aircraft.

**b. Retail Aviation Fuel Sales.** An FBO shall provide the following services and equipment at all times:

**(1)** Retail aviation fuel sales and two (2) fully trained and qualified service personnel to dispense aviation fuels and lubricants.

**(2)** At least two (2) metered, filter-equipped fueling trucks for dispensing aviation fuel that have a minimum capacity of 1,000 gallons and meets all applicable safety and other regulatory requirements.

**(3)** In addition, an FBO shall:



i. Construct and maintain permanent aviation fuel storage for a minimum of 40,000 gallons of aviation fuel.

ii. Ensure that all fuel facilities and fueling operations are constructed, maintained, and conducted in accordance with all applicable County, state, federal and local laws, rules, and regulations.

iii. Secure and maintain all licenses and permits required by County, state, federal and local laws, rules, and regulations for transporting fuel. Copies of all such required licenses and permits shall be submitted to the Department upon request.

**c. Line Services.** An FBO shall provide the following services and equipment at all times:

(1) Equipment, parts, and personnel for performing minor maintenance, such as repairing and inflating aircraft tires, changing oil, recharging aircraft batteries, oxygen, window cleaning, and interior cleaning.

(2) Make available transportation for transient passengers and pilots, i.e., calling a taxi or shuttle service.

(3) Ground support equipment for the turnaround of aircraft, including energizers and starters, ground power units and fire extinguishers and an auxiliary power unit.

**d. Aircraft Hangar Storage.** An FBO shall provide a minimum of a 10,000 square foot hangar, excluding aircraft maintenance hangar. T-Hangars are not permitted.

**e. Aircraft Maintenance and Repair Station.** An FBO shall provide the following services eight hours per day, five days per week:

(1) Sufficient equipment, supplies, and spare parts in accordance with the FAA Repair Station license.

(2) Uniformed and trained personnel in sufficient numbers to meet demand for the maintenance services

offered during the required hours of operation; never less than two (2) persons certificated by the FAA as both an airframe and engine mechanic.

**f. Flight Planning and Flight Service Facilities.** An FBO shall provide the following services and facilities:

(1) A flight planning facility equipped with direct telephone communication to an FAA Flight Service Station, local navigation charts, and other necessary flight planning materials, which shall be available at all times.

(2) Sales counter to offer a variety of pilot supplies, navigation and flight planning materials, safety equipment, and aircraft and equipment manuals.

(3) Access to weather information via computer at all times.

**g. Public Amenities.**

(1) An FBO shall provide a conveniently located, heated and air-conditioned lounge and separate sanitary restroom facilities for men and women available at all times.

(2) Public telephones available at all times.

(3) Snack and beverage vending services available at all times.

**h. Removal of Disabled Aircraft.** An FBO shall make the following services available at all times.

(1) Aircraft towing and other equipment as necessary for removal of disabled aircraft that is serviced by the FBO.

(2) Trained and experienced personnel as necessary to operate the equipment identified above.

**i. Optional Permitted Services.** Minimum Standards for optional permitted services provided by a FBO shall be as defined for each service under Section VI.B, "Specialized Aviation Service Operators - Fort Lauderdale-Hollywood International Airport."

**3. Minimum Management and Staffing Standards.**

a. The activities of an FBO shall be supervised by a full-time, on-site manager or supervisor who shall be responsible for adhering to the standards specified herein and in the FBO's Lease.

b. The FBO shall provide, at a minimum, the number of staff as specified in these Minimum Standards to conduct the services offered.

c. All staff shall be trained and qualified to perform the duties for which they are employed.

d. All staff shall wear uniforms and protective clothing and equipment, as appropriate.

e. Additional minimum management and staffing standards may be specified individually in the agreement between the Lessee and the County.

**4. Minimum Facility Standards.** An FBO shall be required to:

a. Lease a minimum ground area of at least eight (8) acres.

b. Construct (or provide on-site) and maintain, at a minimum, the following facilities (unless geographical or regulatory requirements require a different standard):

(1) An aircraft maintenance hangar of not less than 10,000 square feet and a minimum door height to accommodate an aircraft tail of seventeen (17) feet.

(2) An aircraft storage hangar of not less than 10,000 square feet.  
T-Hangars will not be permitted.

(3) An office or administration building of not less than 5,000 square feet, adequate to accommodate an office, public lounge, telephone, and restroom facilities.

(4) Paved apron area of not less than 100,000 square feet with access to aircraft hangars and the airfield.

- (5) Fuel farm storage for a minimum of 40,000 gallons.
  - (6) Paved automobile parking outside the AOA, but within the Leased Premises, for a minimum number of automobiles, as specified by applicable governmental requirements.
  - (7) Electric security/vehicle access gate to restrict unauthorized access to the ramp and other security measures, as required by the County's Airport Security Plan.
- c. Where existing building facilities are to be leased or an existing Lease is renegotiated, the foregoing criteria will be used as a general measure of the adequacy of the facilities.
  - d. All improvements shall be constructed or leased in areas designated for general aviation commercial use in the FAA-approved Airport Layout Plan and the Aviation Department Land Use Management Plan (LUMP) and shall be in conformance with the approved Aviation Department Property Development Standards.
  - e. Additional minimum facility standards may be specified individually in the agreement between the Lessee and the County.

**5. Prohibited Services.**

- a. T-Hangars are prohibited.
- b. Flight Training Schools are prohibited.
- c. Aerial advertising is prohibited.
- d. Other prohibited services may be specifically identified in the Lease.

**B. SPECIALIZED AVIATION SERVICE OPERATORS  
- FORT LAUDERDALE HOLLYWOOD INTERNATIONAL AIRPORT**

Specialized Aviation Service Operators (SASO) at Fort Lauderdale-Hollywood International Airport shall be subject to minimum service standards, minimum management and staffing standards, and minimum facility requirements, as follows.

1. A person can operate as a SASO through a direct Lease with the County or through a sublease/subcontract with an FBO or other SASO.

**2. Minimum Service, Management and Staffing Standards.** Activities permitted to be conducted, if permitted by the applicable Lease, by a SASO or that may be undertaken by an FBO at its option may include, but shall not be limited to, the following:

- Aircraft maintenance and repair
- Avionics and instrument repair
- Propeller repair
- Aircraft painting
- Aircraft upholstery
- Aircraft rental
- Aircraft leasing
- Non-scheduled and air charter services  
for transporting passengers, cargo, and mail
- Aircraft sales
- Aerial survey, photography, and mapping
- Aerial ambulance
- Aircraft storage

3. A SASO offering any of the services listed above shall have at a minimum an employee (with ratings appropriate to the work to be performed) on-site during all operating hours. At all other times, the SASO shall have one person available, on call, who shall respond on-site within 30 minutes, if necessary, to customer inquiries and Aviation Department concerns. In addition minimum service, management and staffing standards for the activities listed above shall be as defined below and as defined in Section VI.A.2, and in Sections VI.A.3.b, 3.c, and 3.d, if applicable, and as may be specified individually in the agreement between the Lessee and the County.

4. A SASO offering non-scheduled and charter passenger, cargo, and/or mail services shall:

- a. Conduct all aircraft charter and air taxi operations in accordance with and certificated under FAR Parts 121, 129 and 135 and amendments thereto and all other applicable rules and regulations.

**b.** Provide services and equipment for servicing passengers and for handling freight, luggage, and ticketing. Make available transportation for transient passengers and pilots, i.e. calling a taxi or shuttle service.

**5. Prohibited Services.**

**a.** A SASO shall be prohibited from the sale or dispensing of aircraft fuels. Any person desiring to sell or dispense fuel must enter into a Lease with the County as an FBO and meet the requirements of such an operator. These provisions shall not apply to the operator of the FLL aircraft fuel system.

**b.** T-Hangars are prohibited.

**c.** Flight Training Schools are prohibited.

**d.** Aerial advertising is prohibited.

**e.** Other prohibited services may be identified in the Lease.

**6. Minimum Facility Requirements.**

**a.** In instances where the SASO has a direct Lease with the County, the ground area under Lease shall not be not less than four (4) acres of land, and the SASO shall construct and/or Lease at a minimum:

**(1)** Aircraft hangar, shops, or facilities of not less than 10,000 square feet.

**(2)** An office or administration facility may be required with the size of the facility being based on the type of services being provided.

**(3)** All SASO facilities will be required to provide public telephone, and public sanitary restroom facilities.

**(4)** A paved apron of not less than 50,000 square feet, with access to aircraft hangars and the airfield.

(5) Paved off-street parking outside the AOA, but within the Leased Premises, for a minimum number of automobiles as specified by governmental requirements.

(6) Electric security/vehicle access gate to restrict unauthorized access to the ramp and other security measures, as required by the County's Airport Security Plan.

b. Any SASO performing activities or services under a sublease shall have office space, hangar space, ramp area, tie-down area, public areas, parking spaces and other facilities and amenities adequate to support their commercial activity and as specified by governmental requirements.

**C. SELF-FUELING REQUIREMENTS - FORT LAUDERDALE-HOLLYWOOD INTERNATIONAL AIRPORT**

Any lessee or sub lessee at Fort Lauderdale-Hollywood International Airport desiring to exercise the right to self-fuel aircraft at its Leased Premises only must satisfy the following Minimum Standards:

1. Ensure that all fuel facilities and fueling operations are constructed, maintained, and conducted in accordance with all applicable County, state, federal and local laws, rules, and regulations.
2. Proof of an interest in, or ownership of, the aircraft to be fueled.
3. All refuelers, refueling equipment, fuel trucks, and fuel truck operators must: (i) meet NFPA 407 requirements, as amended from time to time, (ii) be approved by the Aviation Department for such activities; and (iii) be subject to periodic inspections by the Fire Marshall's Office or any successor.
4. Proof that the person(s) who will be transporting fuel and performing the fueling of aircraft is the owner of the aircraft or are employees of the owner of the aircraft and are properly licensed to engage in fueling operations.
5. All licenses and permits required by applicable County, state, federal and local laws, rules and regulations for transportation of fuel shall be secured and kept current. Copies of all required certificates, permits or licenses shall be submitted to the Department.

**6.** Insurance coverage as required by Broward County Risk Management Division and other applicable County, state, federal and local requirements.

**7.** Self-Fueling Operators shall be prohibited from the sale of aircraft fuels. Any person desiring to sell fuel must enter into a Lease with the County as an FBO, and must meet the requirements of such an operator. In addition, other prohibited services may be identified in the Lease.

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