

**PALATKA KAY LARKIN AIRPORT
MINIMUM COMMERCIAL AVIATION OPERATING STANDARDS**

PART I – PREAMBLE AND SCOPE

The responsibility for the operation and administration of the Palatka Kay Larkin Municipal Airport (“Airport”) shall be vested in the City Commission of the City of Palatka, and exercised through the City Manager and Airport Manager.

These Minimum Commercial Aviation Operating Standards are applicable to all persons providing commercial aeronautical or aviation related activities or services to the public at the Airport and were developed taking into consideration the aviation role of the Airport, currently existing Airport facilities and services, planned development for the Airport, and promotion of fair and uniform competition taking into account existing providers of services and commodities so as to avoid conferring any unfair advantage. All persons desiring to conduct commercial aeronautical or aviation related activities or services at the Airport are required to have in place a written operating agreement or a composite lease/operating agreement detailing their respective compliance with this document and policy direction.

These Minimum Operating Standards are intended to be the threshold requirements for those desiring to provide commercial aeronautical or aviation related services to the public at the Airport in accordance with the rules and regulations of the Federal Aviation Administration (“FAA”), restrictions of public record, and other Policies of the City Commission. These Standards are subject to change by the City Commission pursuant to notice and public meeting.

PART II – DEFINITIONS

“Aeronautical Activity” or “Aeronautical Service” shall refer to any activity or service conducted at the Airport that involves, makes possible, or is required for the operation of Aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, Air Taxi and Charter operations, Aircraft fueling, Aircraft storage, Flight Training, Aircraft Rental, Aircraft Sales, Aircraft repair and maintenance, sightseeing, aerial photography, crop dusting, aerial advertising, aerial surveying, air carrier operations, sale of Aircraft parts, sale and maintenance of Aircraft accessories, radio, communication and navigational equipment, Flying Clubs and any other aeronautical or aviation related activity.

“Agreement” shall refer to the written agreement between the Authority and an Operator specifying the terms and conditions under which the Operator may conduct any Aeronautical Activity or perform any Aeronautical Service. Such Agreement shall recite the terms and conditions under which the activity or service will be conducted at the Airport including, but not limited to , term of the Agreement, rents, fees, and charges to be paid, and the rights and obligations of the respective parties.

“Aircraft”. The term Aircraft shall be construed broadly to include any device used or designed for navigation or flight in the air, regardless of FAA registration or licensure, including, but not limited to, airplanes, gliders, helicopters, gyrocopters, ultralights, balloons, and blimps.

“Air Charter” or “Air Taxi” shall refer to the operation of providing air transportation of person(s) and/or property for hire through either a charter or air taxi operator in accordance with Federal Aviation Regulations contained at 14 CFR Part 121 or 135.

“Aircraft Fuel” shall refer to all flammable liquids composed of a mixture of hydrocarbons expressly manufactured or blended for the purpose of operating an internal combustion, jet or turbine engine.

“Aircraft Operation” shall refer to the movement of any Aircraft on Airport property and including, without limitation, the landing, take-off, and taxiing of Aircraft at the Airport.

“Aircraft Owner” shall refer to the person(s) and/or entity(ies) holding legal title to an Aircraft.

“Aircraft Rental” or “Aircraft Leasing” shall refer to the operation of renting or leasing Aircraft to the public.

“Aircraft Sales” shall refer to the sale of new or used Aircraft through brokerage, ownership, franchise, distributorship or dealership.

“Aircraft Storage” shall refer to the temporary or long-term parking or storage of Aircraft and as further confined to within those areas of the Airport depicted on the Airport Layout Plan or as expressly permitted by the Airport Manager in writing and subject to all terms and conditions imposed thereon.

“Airfield Operations Areas” or “AOA” shall refer to any area of the Airport used or intended to be used for landing, takeoff, or the surface maneuvering of Aircraft.

“Airframe and Power Plant Maintenance” shall refer to the commercial operation of providing airframe and power plant services, which include the service, repair, maintenance, inspection, construction or making modifications or alterations to Aircraft engines, propellers and appliances including the removal of engines for major overhaul as defined in 14 CFR Part 43, and further includes the sales of Aircraft parts.

“Airframe and Power Plant Mechanic” or “A&P” shall refer to any Person who holds an Aircraft mechanic certificate with both airframe and power plant ratings as authorized and described in 14 CFR Part 65.

“Airport” shall refer to Palatka Kay Larkin Municipal Airport and includes all City owned or leased real or personal property, buildings, facilities and improvements within the boundaries of said Airport, as it presently exists or as it may exist when it is hereafter modified, expanded or developed, and which also includes all of its facilities as shown on the most current Airport Layout Plan.

“Airport Manager” shall refer to the individual appointed and authorized by the City to administer and manage all operations of the Airport and Airport facilities, and to supervise all Airport projects.

“Airport Layout Plan” or “ALP” shall refer to the most recently approved plan or drawing depicting the physical layout of the Airport and identifying the location and configuration of current runways, taxiways, buildings, roadways, utilities, NAVAIDS, etc. The ALP is a component of the Airport’s Master Plan.

“Avionics Sales and Maintenance” shall refer to the operation of providing for the repair and service, or installation of Aircraft radios, instruments, and related accessories, and which operations may include the sale of new or used Aircraft radios, instruments, and related accessories.

“Based Aircraft” shall refer to any Aircraft which the Aircraft Owner physically locates or stores at the Airport, and whenever absent from the Airport, its owner intends to return the Aircraft to the Airport for storage.

“Building” shall refer to any existing or planned facility, hangar, or T-Hangar of steel, concrete, concrete block, or substantial metal construction on a concrete foundation, affixed to land within the Airport, and at such location as has been duly approved by the City. The erection, construction or expansion of any Building after adoption of these Standards shall be pursuant to all applicable zoning regulations and building codes.

“Commercial Operator” or “Operator” shall refer to any Person involved in any Aeronautical Activity or providing any Aeronautical Service within the Airport, or which contributes to, or is required for the safe conduct and utility of Aircraft Operations, the purpose of such activity being to generate or secure earnings, income, compensation, services, goods, like-kind exchange, or profit of any kind, whether or not such results are accomplished.

“City” shall refer to Palatka, Florida.

“Exclusive Right” shall refer to any power, privilege or other right excluding or prohibiting another from enjoying or exercising a like power, privilege or right. An Exclusive Right can be conferred either by express agreement, contract, license, lease, permit, or by any other means consistent with FAA rules, regulations or governing law.

“FAA” shall refer to the Federal Aviation Administration, a federal agency within the United States Department of Transportation which has primary responsibility over air travel and transportation within the United States.

“Fixed Base Operator” or “FBO” shall refer to any full service commercial aeronautical service provider that has the privilege to sell fuel and engages in a minimum of two (2) of the following secondary activities: airframe and power plant maintenance, flight training, aircraft rental, aircraft charter or air taxi, avionics sales and service and aircraft storage/tie-downs or sale of pilot supplies.

“Flight Training” shall refer to the commercial operation of instructing pilots in dual and solo flight, in fixed or rotary wing Aircraft, and related ground school instruction as necessary to complete a FAA written pilot’s examination and flight check ride for various categories of pilots licenses and ratings, and shall also include any portion of a flight between two or more airports or other destinations where the primary purpose is to increase or maintain pilot or crew member proficiency.

“Flying Club” shall refer to any non-commercial and non-profit entity organized for the purpose of providing its members with Aircraft for their personal use and enjoyment. Aircraft must be vested in the name of the Flying Club’s owners, on a pro-rata share, and the club may not derive greater revenue from the use of the Aircraft than the cost to operate, maintain and replace the Aircraft.

“Fueling” or “Fuel Handling” shall refer to the transportation, sale, delivery, dispensing, storage or draining of Fuel or fuel waste products to or from any Aircraft, vehicles or equipment.

“Fuel Storage Area” shall refer to any portion of the Airport designated temporarily or permanently by the Airport Manager as an area in which aviation, motor vehicle gasoline or any other type of fuel or fuel additive may be stored or loaded

“General Aviation” shall refer to all phases of aviation other than military aviation and scheduled or commercial air carrier operations.

“Hazardous Material” shall refer to any substance, waste or material which is toxic, explosive,

corrosive, flammable, infectious, radioactive, carcinogenic, mutagenic or otherwise hazardous, and is or becomes regulated as a hazardous material by any governmental authority, agency, department, commission, board or agency.

“Independent Contractor” or “Independent Operator” shall refer to any Person or operator offering a ‘single’ Aeronautical Service, but without an established place of business on the Airport. Such services may include, without limitation, detailing, prop balancing, maintenance and inspection. Independent Contractors (as this term is used interchangeably with “Independent Operators” for purposes of these Rules) shall be duly licensed or certificated as required for all work performed, maintain the required insurance, and fully comply with these Standards.

“Lease” shall refer to the written contract between the City and an Operator (Lessee) specifying the terms and conditions under which an Operator may occupy or operate from certain designated Airport facilities and/or property.

“Lessee” shall refer to any person(s) or entity(ies) who has entered into a Lease directly with the City regarding property located within the Airport.

“Master Plan” shall refer to the current master plan report and the scaled dimensional layout of the entire Airport, indicating current and proposed usage for each identifiable segment as approved by the Authority and the FAA.

“Minimum Operating Standards” or “Standards” shall refer to these qualifications, criteria, and standards established by the governing authority of the Airport as the minimum requirements that shall be met by all Commercial Operators within the Airport.

“Non-aeronautical Lease” shall refer to any Lease of Airport property that does not have access to the AOA and does not need to be close to the flight line in order to operate.

“Permit” shall refer to any administrative approval issued by the Airport Manager to any Person to conduct any Aeronautical Activity or provide any Aeronautical Service, on a temporary basis, and under such terms, conditions and duration as may be imposed and strictly limited to such location or locations as authorized.

“Person” as used in these Standards shall refer to any individual or individuals, corporation, firm, partnership, association, organization and any other group acting as an entity, or combination thereof, and further includes any trustee, receiver, assignee or similar representative thereof.

“Preventive Aircraft Maintenance” shall refer to any maintenance that is not considered a major Aircraft alteration or repair and does not involve complex assembly operations as listed in 14 CFR Part 43, except for Item 22 in the Regulation (Item 22 involves the replacement of prefabricated fuel lines, and shall, for the purposes of these regulations, be considered a major Aircraft repair).

“Roadway” shall refer to any street or road, whether improved or unimproved, within the boundaries of the Airport and designated for use by ground vehicles.

“Rules and Regulations” or “Rules” shall refer to the rules and regulations approved by the City and as such Rules may be amended from time to time. The Rules shall apply to all Persons operating under or pursuant to these Standards.

“Self-Service” shall refer to the refueling, repair, preventive maintenance, towing, adjustment, cleaning and/or other general services of any Aircraft performed by an Aircraft Owner, or by such direct employee(s) of an Aircraft Owner with resources supplied by the Aircraft Owner.

“Specialized Aviation Service Operation” or “SASO” shall refer to any aeronautical or aviation related business that offers a single or limited Aeronautical Service that does not include fueling.

Examples of a SASO include, but are not limited to, Flight Training, Aircraft maintenance, Air charter, Air Taxi, Aircraft Sales, Aircraft Rental, Avionics Sales and Maintenance, Aircraft Storage, and sale of pilot supplies.

“Sublease” shall refer to any written agreement, approved by the City stating the terms and conditions under which a third party Operator leases space from a Lessee for the purpose of providing Aeronautical Activities or Services at or within the Airport.

“Taxilane” shall refer to those portions of the Airport apron area, or any other area, used for access between taxiways and Aircraft parking or storage areas.

“Taxiway” shall refer to those defined paths established for the taxiing of Aircraft from one part of the Airport to another.

“UNICOM” shall refer to any two-way communication system that provides Airport advisory information.

“Variance” shall refer to any approved deviation from the requirements of these Minimum Operating Standards as provided herein.

“Vehicle Parking Area” shall refer to any portion of the Airport designated and made available temporarily or permanently by the Director for the parking of vehicles.

PART III – INDEPENDENT OPERATORS

A. Purpose/Objective:

To establish minimum operating standards for all Independent Operators (as used interchangeably with “Independent Contractors”) on the Airport. All independent operators providing service at the Airport will be required to enter into a written Operating Agreement.

B. Minimum Operating Standards for Independent Operators:

1. Each Person providing any service hereunder shall be currently certificated by the FAA with ratings appropriate to the work being performed (unless such service is not regulated or certificated by the FAA such as detailing or Aircraft washing). Each person furnishing services hereunder shall provide to the Airport Manager copies of all current certificates and ratings which shall be retained on file and shall become public record.
2. The time duration of each Operating Agreement hereunder shall be limited to one year. Said Agreements may be renewed annually subject to the City's determination that the operator has complied and continues to comply with the rules set forth herein.
3. Each Person providing any service hereunder shall have on hand sufficient equipment supplies, manuals and availability of parts related to the service being offered (see, *e.g.*, FAR Parts 43 and 91 and amendments thereto).
4. T-Hangars may not be utilized for regular business operations under this section. More specifically, no person operating under this section shall be allowed to rent, sub-lease, or otherwise acquire possession of a T-Hangar at the Airport for the purpose of then conducting business operations at the T-Hangar. However,

nothing within this section shall be deemed to prohibit an independent operator from providing services at a T-Hangar leased

to a Lessee other than the independent operator if the services are being provided to and on behalf of an aircraft owned by the Lessee of the T-Hangar. No service may be provided by an independent operator at a T-Hangar which involves activities that violate the terms and conditions of the T-Hangar lease agreement.

5. Each Person providing any service hereunder shall make application with the Airport and shall pay the City such permit fee as is reasonably established by the City and shall comply with all rules and regulations as adopted by the Airport City.
6. Each Person providing any service hereunder shall agree to be bound by the Airport's Rules and Regulations as if such person had an established place of business or leasehold on the Airport.
7. Each Person providing any service hereunder shall maintain, continuously in effect at all times while operating at the Airport, at its sole expense, liability insurance and workers compensation insurance, applicable to the types and nature of services being provided, with total limits in an amount not less than the amounts prescribed by in Appendix 1 which is attached hereto. In addition, the City of Palatka is to be carried as an additional insured; furthermore, broad form contractual liability coverage is to be included. Each person shall provide the Airport Manager and who shall maintain on file a current certificate of insurance. Insurance to be provided under this paragraph shall comply with specifications set forth
8. A fully executed "hold harmless" agreement in a form approved by the City shall be required for Independent Operators as well as their respective customers. A copy of said agreements shall be available for inspection and copy by the City as from time-to-time requested.
9. An independent operator may not advertise or otherwise affiliate their respective business with the Palatka Kay Larkin Municipal Airport or other business located on airport property.
10. An independent operator may not be engaged in work on behalf of more than two clients on the airport at any one time without prior permission. Further, an independent operator may not be engaged in working on more than two aircraft owned by one client on the airport at any one time without prior permission.
11. Each person operating under this part who operates any motor vehicle upon the Airport property will maintain on file with the Airport Manager proof of possession of a valid drivers license.
12. Each person operating under the authority of this section shall obtain and maintain a current occupational/business license issued by the City of Palatka.

Appendix 1. Insurance Requirements

- 1) **Proof of Insurance Coverage** must equal or exceed those listed below. Additionally, the City of Palatka must be carried as “additionally insured” in the policy.

WORKERS' COMPENSATION

Liability	\$1,000,000 (Each Employee)
Each Accident	\$1,000,000
Disease Policy Limit	\$1,000,000
Disease Each Employee	\$1,000,000

LIABILITY

General	\$1,000,000
Each Occurrence	\$1,000,000
Products Completed Operations Aggregate	\$1,000,000
Excess or Umbrella Liability	\$1,000,000 (Each Occurrence)
	\$2,000,000 (General Aggregate)