



Minimum Standards for Commercial Aeronautical Activities

May 1, 2022



**Tallahassee International Airport
Minimum Standards for Commercial Aeronautical Activities**

Letter from the City Manager

To All Airport Tenants and Users:

The attached Minimum Standards for Commercial Aeronautical Activities ("Minimum Standards") dated May 1, 2022, for the Tallahassee International Airport ("Airport") are approved in accordance with City Code of General Ordinances, Section 17-71 & 73. This Ordinance grants to the City Manager the authority to approve Rules & Regulations and Minimum Standards for the Airport.


The City owns and operates the Airport as a public-use, commercial service Airport. I charge the Aviation Department with the safe and efficient operation of the Airport. The daily management of the Airport is under the management of the Director of Aviation ("Director"). The Director is authorized to establish and enforce Minimum Standards and establish necessary Rates and Charges as needed to meet this charge.

These Minimum Standards were developed by Airport staff in cooperation with the Federal Aviation Administration, Airport Tenants, and the Airport Advisory Committee to encourage and promote quality commercial aeronautical products, services, and facilities; enhance safety and security; and improve the economic health of the Airport and its Tenants.

These Minimum Standards, which supersede all previous versions of the Minimum Standards, are hereby adopted for the Airport, and become effective May 1, 2022.

Recommended:

Approved:



David J. Pollard, C. M.
Director of Aviation



Reese Goad
City Manager

Date: 5/9/2022

Date: 5/9/2022

**Tallahassee International Airport
Minimum Standards for Commercial Aeronautical Activities**

Amendments

| Date | Amendment Number | Subject | Approved by |
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Section 1. Policy, Applicability, and Amendments

Section 1.1 - Policy

The City of Tallahassee (“City”) being the Owner and in a position of responsibility for the administration of the Airport does hereby establish the following Policy for the Minimum Standards for Commercial Aeronautical Activities (“Minimum Standards”):

1. The City owns and operates the Tallahassee International Airport (“Airport”) as a public-use, commercial service Airport. The Airport is operated as a City Department, the Department of Aviation. The City Manager has charged the Department of Aviation with the safe and efficient operation of the Airport. The daily management of the Airport is under the direction of the Director of Aviation (“Director”). The City Manager has established these Minimum Standards and charges the Director with their enforcement.
2. The City has assumed certain responsibilities and obligations to operate the Airport for the use and benefit of the public and to ensure that the public interest in civil aviation is adequately served. The Airport is made available for public use by applying reasonable terms, without unjust discrimination, for those desiring to offer services or commodities at the Airport. The imposition of these Minimum Standards will provide all persons, firms or corporations that meet these standards the ability to conduct, carry on, or engage in aeronautical, vehicular, or pedestrian activities at the Airport and the basic requirements to conduct such activities without exclusive right or infringing on the abilities of others to provide similar activities. The Director is authorized to adopt fees and charges to be assessed against any Person, conducting, carrying on, or engaging in activities or services as described in these Minimum Standards. The Airport’s fees and charges shall be established to make the Airport financially self-sustaining and sufficient to cover Airport operating costs. It is the intent that these fees be reasonable and not unjustly discriminatory, in accordance with FAA Grant Assurances.
3. The Minimum Standards are the threshold entry requirements for any Commercial Operator (“Operator”) wishing to provide Aeronautical Activities (“Activities” or “Activity”) and Services to the public and ensure that those who have undertaken to provide commodities and services, as approved, are not exposed to unfair or unreasonable competition. Operators must also demonstrate a minimum level of experience, capability, economic wherewithal, and technical capacity to conduct contemplated activities. The Minimum Standards are intended to be reasonable, relevant, and applicable for each type and class of service. These Minimum Standards were developed taking into consideration the aviation role of the Airport, facilities that currently exist at the Airport, services being offered at the Airport, the future development planned for the Airport, and to promote fair competition. The uniform application of these Minimum Standards, containing the minimum levels of service that must be offered by the prospective service provider, relates primarily to the public interest, and discourages substandard entrepreneurs; thereby, protecting both the established Activities and the Airport users. These standards shall be applied uniformly to all similarly situated on-Airport Aeronautical Service (“Service”) providers.
4. Activities may be proposed that do not fall within the categories designated herein. In any such cases, appropriate minimum standards shall be established by the Airport on a case-by-case basis for such activities and incorporated into an Agreement between the City and

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the provider.

5. When a specific product, service, or facility is not currently being provided at the Airport, the City may enter into or approve an Agreement with a provider under terms and conditions that may be less than those outlined in these Minimum Standards for a limited period of time known as a Pioneering Period. The duration of the Pioneering Period shall be specified in the Agreement between the City and the provider.
6. The purpose of the Minimum Standards document is to ensure:
 - A. High quality and adequate services are available for Airport users in a business friendly and customer centric environment,
 - B. Consistency with aviation industry best practices, prospective business activities, development trends and the Airport's Master Plan,
 - C. Reasonably unrestricted access and uniform application of the Minimum Standards to entrants meeting the established standards,
 - D. Safe, efficient, compliant, and orderly operations for the benefit and protection of Airport users and investors,
 - E. The Airport and its facilities are made available for public use under reasonable terms and without unjust discrimination, and
 - F. Continued compliance with Federal Regulations and Advisory Circular No: 150/5190-7, Minimum Standards for Commercial Aeronautical Activities, and No. 150/5190-6, Exclusive Rights at Federally-Obligated Airports.

Section 1.2 - Applicability

1. These Minimum Standards are intended to be fair and reasonable to all on-Airport Operators, relevant to the Activity provided.
2. The application of Minimum Standards ensures the Airport maintains compliance with its Federal obligations. Consideration for applying the Minimum Standards may include, but are not limited to, the following:
 - A. Apply Minimum Standards to all providers of Services, from full service Fixed Base Operators ("FBO") and Specialized Aviation Service Operators ("SASO") to single Operators;
 - B. Impose conditions that ensure safe and efficient operation of the Airport in accordance with Federal Aviation Administration ("FAA") rules, regulations, and guidance;
 - C. Ensure standards are reasonable, not unjustly discriminatory, attainable, uniformly applied

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and reasonably protect the investment of Operators from competitors not making a similar investment;

D. Ensure standards are relevant to the activity to which they apply; and

E. Ensure standards provide the opportunity for newcomers who meet the Minimum Standards to offer Services within the market demand for such services.

3. Except when the context in these Minimum Standards requires otherwise, the singular includes the plural, plural includes the singular, and masculine gender includes the feminine.
4. All units of measurement are provided in Standard English Units. Metric equivalents may be provided upon request. Square Feet ("SF") of building space implies gross square feet unless inside the Airport Main Passenger Terminal. The term Gross Square Feet reflects the total footprint of the building and includes mechanical rooms, toilets, stairs, and halls. Square Feet of Apron or parking space is measured from edge to edge of the prepared surface.
5. The Airport has the right, but is not obligated, to approve variances or exemptions to these Minimum Standards when a specific clause, section, or provision of these Minimum Standards may not be justified in a particular case because of special conditions or unique circumstances. Requests for variance or exemption shall be submitted in writing to the Airport to the attention of the Director and must state the specific clause(s), section(s), or provision(s) for which the variance or exemption is being sought, describe the proposed variance or exemption, state the reason for the proposed variance or exemption, identify the anticipated impact on the City and Airport (and other Entities at the Airport, users of the Airport, and the public), and identify the duration of the proposed variance or exemption. Approval or denial by the Airport of a variance or exemption shall be provided in writing.
6. The Airport reserves the right to deny any individual or prospective aeronautical service provider the right to engage in an on-site Aeronautical Activity if it is determined, in the sole discretion of the Director of Aviation or his designee, that such activity would interfere with efficient operations or adversely impact the public's safety, health or welfare.
7. These Minimum Standards are subject and subordinate to the provisions of any existing or future agreements between the City and the State of Florida or the United States Government pertaining to the planning, development, operation, and management of the Airport and are specifically subordinated to and applicable Federal Regulation, and shall be construed in accordance with, FAA Grant Assurances.
8. In accordance with the Airport's Grant Assurances, provided to the federal or state government by the City as a condition to receiving federal or state funds, the granting of rights or privileges to engage in Activities shall not be construed in any manner as affording any Operator any Exclusive Right, other than the exclusive use of the Leased Premises that may be leased to an Operator and then only to the extent provided for in an agreement between the parties.
9. When more than one (1) Activity is conducted by an Operator at the Airport, the minimum standards or requirements shall be established by the Airport. The minimum standards or requirements for combined Operator Activities shall not be:

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- A. Less than the highest standard or requirement for each element (e.g., land, facilities, parking, etc.) within the combined Activities, or
- B. Greater than the cumulative standards or requirements for all of the combined Activities.

Section 1.3 - Amendments

1. Amendments to the Minimum Standards may be proposed by any Airport Operator. A recommended change shall be forwarded, in writing, to the Director. The Director will have the proposed amendment reviewed by staff and will provide a response within forty-five (45) days. If the amendment is to be adopted, the Director will either have the amendment incorporated in the next update to the Minimum Standards or issue an Operations Directive. Approved amendments will become effective upon adoption by the City Manager or designee.
2. Appeals to amendments to the Minimum Standards should be made to the City Manager or designee. Objections should be in writing, include the name and address of the Person making the objection, clearly state the objection, and be made within thirty (30) days of the effective date of the amendment.

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Section 2. Minimum Standards for All Activities

1. No Commercial Operator may operate at the Airport without a Permit or Agreement with the City. All Commercial Operators shall obtain and comply with all required licenses, permits, certifications, and/or ratings. All Activities must comply with (or exceed) the provisions set forth in these Minimum Standards unless a variance or exemption has been granted pursuant to Section 1.2 (5) above.
2. Lease agreements shall be for a term to be mutually agreed upon between the prospective Person or business Entity with due consideration for the financial investment(s), in accordance with FAA ("FAA") guidance and Applicable Law.
3. Any prospective Person or Business seeking to conduct an Activity or provide Services at the Airport should demonstrate that they have adequate resources to realize the operational objectives agreed to by the Director and the Applicant.
4. The City requires suppliers, contractors, Lessees, consultants, and Permittees to maintain insurance covering them against claims or judgments arising from their products or activities offered at the Airport. The insurance is to be extended to protect the City. The City requires the responsible Person to defend, indemnify, and hold harmless the City for losses arising out of the activities, services, or products of its suppliers, contractors, lessees, and consultants. This indemnification agreement provides a second source of protection.
5. All prospective Commercial Operators shall demonstrate satisfactory evidence of their ability to acquire insurance coverage stipulated for each particular type of operation. Amounts stipulated are stated to provide a minimum guideline and may not meet the requirements of the specific Activity. Each FBO should make its own evaluation to ensure adequate coverage. However, such policies of insurance shall be maintained in full force and effect during all terms of existing Agreements, or renewals and extensions thereof. All Commercial Operators shall require their insurance carrier to notify the Director thirty (30) days prior to cancellation of any policy. Such policies shall not be for less than the amounts listed herein; however, in all cases, policy amounts must meet the statutory requirements of Applicable Law. Insurance requirements for specific Activities are covered in the relevant sections of these Minimum Standards. A matrix of required insurance coverage is included as Appendix B.
6. All Commercial Operators shall have permanent facilities of the type and size specified for the Activity or Service provided, as more fully set forth in these Minimum Standards.
7. Operators shall not unjustly discriminate and shall charge reasonable, and not unjustly discriminatory, prices.
8. Operators shall provide appropriate security, have a security plan, and conform with Applicable Law.
9. Any Operator desiring to construct, install, erect, or modify any building, sign, structure, facility, or equipment on the Airport shall be required to submit a Tenant Request Airport Change ("TRAC-R") Form, available on the Airport's website at TLHAirport.com; along with a copy of the plans and specifications for the same containing, at a minimum, a general layout drawn to scale, showing the parcel of land actually required for the construction of such building or facility; in addition to the

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the Airport and all applicable building codes, and be approved by the Director, whether or not building permits are required. In the event building permits are not required, approval must be obtained from the Director prior to scheduling any work to commence.

10. All Operators must pay all taxes, fees, and other charges levied by governmental agencies and further pay applicable rents, fees and charges established by the Airport.

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Section 3. Proposals, Applications and Qualifications

1. Any Activity conducted at the Airport requires an agreement or permit between the prospective Operator and the City. Demonstration of intent to conduct an Aeronautical Activity at the Airport may be by unsolicited proposal or a formal Application to the Director, as described below. Unless otherwise defined in an existing Operator's Agreement, entities interested in subleasing with an established Operator at the Airport shall submit the Application to the Airport through their intended Lessor in conjunction with the proposed Sublease agreement for consent, prior to entering into such an agreement. The Application consists of a written proposal to the Director and shall contain at a minimum:
 - A. The proposed nature of the Business with the names of any persons having any amount of ownership in the Business including partners, Directors, and/or corporate officers and those who will be managing the Business;
 - B. A current financial statement attested to as true and correct by an appropriate officer of the Business;
 - C. A listing of assets owned, or being purchased, or leased which will be used in the Business at the Airport;
 - D. The proposed Operator shall give written authorization for the Director to obtain a credit report;
 - E. An agreement to provide a performance bond or suitable guarantee; typically, equal to the greater of an established amount or three months of projected rent to the City;
 - F. A written authorization for the FAA, any aviation or aeronautics commissions, administrators, and departments of all states in which the applicant has engaged in aviation Business to release information in their files relating to the applicant or its operation. The Applicant will execute such forms, releases, or discharges as may be required by those agencies;
 - G. Preliminary plans and dates for any improvements which the Applicant intends to make on the Airport as part of the activity for which approval is sought. Applicant must comply with these Minimum Standards and all City and Airport requirements; and
 - H. Proof of ability to obtain liability insurance coverage for the proposed Activity, as specified herein.
2. Requests for Permits shall be presented to the Superintendent of Airport Operations. The information required may differ depending on the Activity proposed.
3. The City may issue formal solicitations for specialized services at various times. These solicitations will have their own information requirements that may supplement or replace those found in this section.

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Section 4. Action on Application

1. All completed Applications will be reviewed and acted upon within forty-five 45 calendar days from receipt of Application.
2. Applications may be approved if the following requirements are met:
 - A. The Application meets qualifications, standards, and requirements established by these Minimum Standards.
 - B. The Applicant's proposed operations or construction will not create a safety hazard on the Airport.
 - C. The proposed Airport development or construction complies with the Airport Master Plan subject to FAA review and approval of the Agreement.
 - D. The development or use of the area requested will not result in congestion of Aircraft or buildings, or will not result in unduly interfering with the operations of any present FBO or SASO on the Airport, such as problems in connection with air traffic or service; or will not prevent free access and egress to the existing FBO or SASO area, or will not result in depriving, without the proper economic study, an existing FBO of portions of its Leased area in which it is operating.
 - E. Any Operator applying, or interested in the business, has not supplied false information, or has not misrepresented any material fact in the application or in supporting documents, or has not failed to make full disclosure on the Application.
 - F. Operator applying, or having an interest in the business, has not defaulted in the performance of any Agreement with the City, or any Agreement at any other airport.
 - G. Any Business applying is sufficiently creditworthy and responsible in the judgment of the Director to provide and maintain the Business to which the Application relates and to promptly pay amounts due under the Agreement.
 - H. The Applicant has the financial resources necessary to conduct the proposed operation for a minimum period of twelve (12) months.
 - I. The Applicant has not committed any crime, or violated any local ordinance rule or regulation, including those of the US Department of Homeland Security, which adversely reflects on its ability to conduct the operations applied for.
3. If the Application is denied by the Director, the Applicant may appeal the denial to the City Manager. The appeal shall be in the same format and follow the same procedures as an appeal of an amendment as outlined in Section 1.3.

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Section 5. Fixed Base Operator (“FBO”)

Section 5.1 - Statement of Concept

A Fixed Base Operator (“FBO”) is a Commercial Operator engaged in the sale of aviation Fuel, lubricants, and other services supporting itinerant Aircraft operations and operations of Aircraft based on the Airport. As a Commercial Operator, an FBO is granted the right by the Airport to operate on Airport and provide Services such as fueling, hangaring, tie-down and parking, Aircraft rental, Aircraft maintenance, ground services, flight instruction and other related services and amenities.

Section 5.2 - Minimum Standards

Except as otherwise provided in any agreement between the FBO and the City, an FBO conducting aviation Fuel and oil sales to the public shall be required to provide all of the following services and equipment, and meet the following requirements:

1. Offer a minimum of two (2) grades of aviation Fuel, to include 100LL (Avgas) and Jet A.
2. The storage, transportation, and dispensing of fuel shall be done in accordance with Federal, State, and Local codes and ordinances and applicable FAA Advisory Circulars.
3. At least two (2) mobile dispensing trucks with a minimum capacity of 750 gallons each for 100LL (Avgas) and two trucks with a minimum capacity of 1,500 gallons each for Jet A Fuel are required. If additional grades of aviation Fuel are offered, at least one additional truck per grade will be required.
4. An FBO must provide a storage tank with a minimum capacity of 20,000 gallons for Jet A Fuel and another storage tank with a minimum capacity of 3,000 gallons for 100LL (Avgas), excluding fuel contained in mobile units.
5. An FBO may, at their option, provide Fueling and/or ground services to certificated Air Carriers. If an FBO provides Fuel to the Air Carriers operating from the Airport, a minimum of an additional 20,000-gallon Jet A Fuel storage tank shall be required.
6. Properly trained personnel of a quantity to meet all operational requirements normally expected, training curriculum, and training records shall be maintained by the FBO. However, at no time shall the FBO have less than two (2) employees on duty, on-site.
7. Maintain sufficient hours of operation to meet public demand.
8. The FBO shall comply with all federal, state, and local laws, ordinances, regulations and Airport Minimum Standards and Rules and Regulations, as currently exists, or as may be amended in the future.
9. Procure and provide insurance coverage in amounts not less than the following throughout the Term of the Agreement:

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- A. Workers' Compensation and Employers Liability Insurance - Statutory limits. The Workers' Compensation Policy must include a waiver of Subrogation in favor of the City.

This coverage is required when the FBO has employees, regardless of the number.

- B. Comprehensive Airport Liability Insurance - \$10,000,000 per occurrence providing for the following coverage:
- 1) Airport Operations (Premises/Operations)
 - 2) Products/Completed Operations
 - 3) Contractual Liability
 - 4) Fire Legal Liability
 - 5) Medical Payments Coverage
 - 6) Personal Injury
 - 7) Bodily Injury
 - 8) Property Damage

If the FBO chooses to provide service to the Airlines, then the minimum requirement for Comprehensive Airport Liability Insurance is \$25,000,000 per occurrence.

- C. Hangar Keeper's Liability - \$5,000,000 per occurrence for property damage to non-owned Aircraft while in their care, custody, and control while not in flight.
- D. Aircraft Liability - \$1,000,000 per occurrence and \$2,000,000 aggregate for any flight operations.
- E. Environmental Impairment Liability - \$1,000,000 per incident/\$2,000,000 aggregate, applicable for all hazardous substances, including, but not limited to, waste oil, solvents, detergents, waste fuel, and used oil filters.
- F. Commercial Automobile Liability Insurance - \$1,000,000 combined single limit for property damage and personal injury covering owned, non-owned, leased, rented, or hired vehicles. Coverage must be rated for vehicles transporting hazardous materials. The City must be listed as additional insured.
10. FBO(s) must develop standard operating procedures for various operational elements, including fueling, training, and Aircraft ground handling procedures.

Section 5.3 - Services

An FBO shall provide, at a minimum, the following services:

1. Fueling (either full service and/or a Self-Service pump), lubricants, parking, hangar, and tie-down for Aircraft;
2. Service equipment necessary to properly provide support for Aircraft including, but not limited to: Fire extinguishers, Aircraft tugs, Aircraft towing and ground power units. All Aircraft,

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equipment, and vehicles must be fully operational, comply with applicable legal requirements, and be available to provide required products and services;

3. Courtesy passenger transportation services between the FBO's facilities and airline passenger terminal; and
4. Emergency service to disabled Aircraft on the Airport including towing or transporting disabled Aircraft to the FBO's premises at the request of the Owner or pilot of the disabled Aircraft or the Director. Movement of any disabled Aircraft shall be at the expense of the Aircraft Owner. The Airport bears no liability for moving an Aircraft.

Section 5.4 - Facilities

An FBO shall Lease from the Airport a minimum of three (3) acres and thereon Lease or construct the following facilities:

1. An area or building which will provide a minimum of five thousand (5,000) SF of properly lighted and heated space to perform work, a public waiting area, pilot's lounge separate from public waiting areas, including a flight planning area that has all items necessary for complete flight planning, and restroom facilities;
2. A paved Apron of not less than fifty thousand (50,000) SF; and
3. A paved automobile parking area sufficient to park and maneuver as specified by code for employee and Customer parking in accordance with City or County parking requirements, whichever is greater.

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Section 6. Self-fueling Permittee (Non-Commercial Activity)

Section 6.1 - Statement of Concept

1. Owners and lessees of Aircraft operating from the Airport may desire to provide their own Aircraft services. Those desiring to do so should present their request to the Director.
2. Self-fueling is the servicing of an Aircraft by the owner of the Aircraft or the owner's employee. See Appendix A for a broader definition. For the purposes of this section, Self-fueling is not the maintenance of an Aircraft.

Section 6.2 - Minimum Standards

1. Self-fueling by private or corporate Owners or lessees of Aircraft will be permitted by the Director, provided that the Aircraft Owner or lessee adheres to the provisions outlined in the Airport Rules & Regulations, as well as those further defined herein.
2. The dispensing of Fuel must meet all applicable Airport, Federal, State of Florida and local laws, Rules & Regulations, including FAA (FAA) Advisory Circulars, as well as American Standard Testing Method (ASTM) D-910 for Avgas, ASTM D- 1655 for Jet Fuel, and ASTM D-439-58 for Mogas, which shall be determined at the time of delivery into the Aircraft. The products and equipment must meet all applicable Federal, State, and local laws, rules, regulations, and all industry standard testing requirements.
3. Prior to Self-fueling of any Aircraft, the person shall provide to the Director a copy of the FAA's Aircraft registration certificate for that Aircraft verifying sole ownership by the person, or proof of being the lessee of said Aircraft.
4. All Self-fueling will be governed by a Permit issued by the Director, which is valid for a period of one year. An annual fee, fuel flowage fee, and/or a Minimum Annual Guarantee ("MAG") may be required.
5. The Aircraft Self-fueling fuel storage areas are the locations on the Airport designated temporarily or permanently by the Director as the only areas in which Aircraft fuels can be stored. Fuel is not permitted to be stored in any location except these designated storage areas.
6. Fixed fuel tank storage may be authorized by the Director. The location will be specified in the request; the tank, any associated piping and the fuel dispensing equipment will be above-ground and will meet all applicable law and National Fire Protection Association (NFPA) codes for fuel tanks. The tank will hold a minimum of 500 gallons. Mobile fueling vehicles are prohibited.
7. The Aircraft Fuel storage and dispensing Equipment shall meet all applicable Federal, State, local laws, rules, regulations, and requirements, including, but not limited to the FAA Advisory Circular 150/5230-4B, Aircraft Fuel Storage, Handling, Training, and Dispensing on Airports,

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as now or hereafter amended.

8. Persons or their designee shall maintain a log of the type and amount of Fuel dispensed into its Aircraft, with said log to be available for review by the Director upon request. A person shall report the type and amount of Fuel dispensed during each calendar month and submit such report and the appropriate Fuel flowage fees to the Director on or before the 10th day of each subsequent month for the previous month's Fuel flowage fees.
9. Person shall be responsible for the payment of the appropriate federal and state taxes on aviation Fuels, and for all reports required by the Internal Revenue Service.
10. The Self-fueling Permittee shall comply with all federal, state, and local laws, ordinances, regulations and Airport Minimum Standards and Rules and Regulations, as currently exists, or as may be amended in the future.
11. Provide insurance coverage in amounts not less than the following:
 - A. Workers' Compensation and Employers Liability Insurance - Statutory limits. The Workers' Compensation Policy must include a waiver of Subrogation in favor of the City.
 - B. Comprehensive Airport Liability Insurance - \$1,000,000 per occurrence.
 - C. Environmental Impairment Liability - \$1,000,000 per incident/\$2,000,000 aggregate, applicable for all hazardous substances, including, but not limited to, waste oil, solvents, detergents, waste fuel, and used oil filters.
 - D. Commercial Automobile Liability Insurance - \$1,000,000 combined single limit for property damage and personal injury covering owned, non-owned, leased, rented, or hired vehicles. Coverage must be rated for vehicles transporting hazardous materials. The City of Tallahassee must be listed as additional insured.
12. Persons or designees who do not have written permission from an FBO which allows the user to Fuel on the FBO's leased premises shall coordinate with and receive written permission from the Director for the location of and access routes to an alternative fueling location.
13. Persons are required to be knowledgeable of and comply with the Airport's Stormwater Pollution Prevention, Spill Prevention and Cleanup Plans. Each Self-fueling Operator must have and maintain an approved Spill Kit.

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Section 7. Aircraft Airframe and Powerplant Repair/Maintenance SASO

Section 7.1 - Statement of Concept

An Aircraft Airframe and Powerplant SASO is a Commercial Operator engaged in providing one or a combination of airframe, engine, and accessory repairs on Aircraft. Usually, this type of repair is performed on the Aircraft, although it may also include the bench repair of items removed from an Aircraft that are intended to be replaced on that Aircraft. This category includes the sale of Aircraft parts and accessories. A SASO is not permitted to engage in aeronautical activities involving the sale of aviation fuel.

Section 7.2 - Minimum Standards

Except as otherwise provided in any Agreement between the SASO and the City, a SASO conducting Aircraft servicing to the public shall be required to provide the following services and equipment:

1. The SASO shall be certificated as a repair station with appropriate ratings in accordance with 14 Code of Federal Regulations (CFR) Part 145, Repair Stations.
2. SASOs under this section may provide Airframe and Powerplant repair services to a scheduled Air Carrier.
3. Maintain sufficient hours of operation to meet public demand. Have on duty not less than one (1) person who holds an FAA Airframe, Powerplant, or Aircraft Inspector Rating.
4. The Aircraft Airframe and Powerplant SASO shall comply with all federal, state, and local laws, ordinances, regulations and Airport Minimum Standards and Rules and Regulations, as currently exists, or as may be amended in the future.
5. Provide insurance coverage in amounts not less than the following:
 - A. Workers' Compensation and Employers Liability Insurance - Statutory limits. The Workers' Compensation Policy must include a waiver of Subrogation in favor of the City.
 - B. Comprehensive Airport Liability Insurance - \$1,000,000 per occurrence.
 - C. Hangar Keeper's Liability - \$2,000,000 per occurrence for property damage to non-owned Aircraft while in their care, custody, and control while not in flight.
 - D. Aircraft Liability - \$1,000,000 per occurrence and \$2,000,000 aggregate, applicable if pickup and delivery services and/or maintenance test flights are performed.
 - E. Environmental Impairment Liability - \$1,000,000 per incident/\$2,000,000 aggregate, applicable for all hazardous substances, including, but not limited to, waste oil, solvents, detergents, waste fuel, and used oil filters.

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F. Commercial Automobile Liability Insurance - \$1,000,000 combined single limit for property damage and personal injury covering owned, non-owned, leased, rented, or hired vehicles.

G. If an Aircraft Airframe and Powerplant SASO provides service to Airlines, then the minimum requirement is \$10,000,000 per occurrence.

Section 7.3 - Facilities

The SASO shall Lease sufficient land from the Airport to Lease or construct the following facilities:

1. A building which will provide a minimum of forty-eight hundred (4,800) SF of properly lighted and heated space to perform work and to provide storage, office space, and a public waiting room area which includes sanitary restroom facilities;
2. A paved Apron that is sufficient to tie down and maneuver four (4) Small Aircraft or ten thousand (10,000) SF, whichever is greater;
3. A paved parking area sufficient to park and maneuver Vehicles for customer and employee parking in accordance with City or County codes, whichever is greater; and
4. With the prior written permission of the Director, these requirements may be satisfied with a sublease of such space from an existing FBO or other SASO.

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Section 8. Avionics or Instrument Maintenance SASO

Section 8.1 - Statement of Concept

An Avionics or Instrument Maintenance SASO is a Commercial Operator engaged in providing avionics, instrument, propeller, or other Aircraft component repair services. Usually, the component is removed from the Aircraft for repair at another facility and sent to this type of repair shop for repair or overhaul. Removal and replacement of components is covered under Section 7 Airframe and Powerplant SASO. A SASO is not permitted to engage in aeronautical activities involving the sale of aviation fuel.

Section 8.2 - Minimum Standards

Except as otherwise provided in any Agreement between the SASO and the Airport, the SASO shall provide the following services and equipment:

1. The SASO shall be certificated as a repair station with appropriate ratings in accordance with 14 Code of Federal Regulations (CFR) Part 145, Repair Stations.
2. Sufficient trained Personnel certificated by the FAA, in accordance with the terms of the Repair Station Certificate, to accomplish the work required.
3. Maintain sufficient hours of operation to meet public demand.
4. The Avionics or Instrument Maintenance SASO shall comply with all federal, state, and local laws, ordinances, regulations and Airport Minimum Standards and Rules and Regulations, as currently exists, or as may be amended in the future.
5. Provide insurance coverage in amounts not less than the following:
 - A. Workers' Compensation and Employers Liability Insurance - Statutory limits. The Workers' Compensation Policy must include a waiver of Subrogation in favor of the City.
 - B. Comprehensive Airport Liability Insurance - \$1,000,000 per occurrence, providing for the following coverage:
 - 1) Airport Operations (Premises/Operations)
 - 2) Products/Completed Operations
 - 3) Contractual Liability
 - 4) Fire Legal Liability
 - 5) Medical Payments Coverage
 - 6) Personal Injury
 - C. Hangar Keeper's Liability - \$500,000 per occurrence for property damage to non-owned Aircraft while in their care, custody, and control while not in flight or comparable bailees coverage for the personal property of others in the care, custody, and control of the shop

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owner.

- D. Aircraft Liability - \$1,000,000 per occurrence and \$2,000,000 aggregate applicable if pickup and delivery services and/or maintenance test flights are performed.
- E. Commercial Automobile Liability Insurance - \$1,000,000 combined single limit for property damage and personal injury covering owned, non-owned, leased, rented, or hired vehicles.

Section 8.3 - Facilities

The SASO shall Lease from the Airport sufficient land to Lease or construct the following facilities:

1. A building which will provide a minimum of fifteen hundred (1,500) SF of properly lighted and heated space to perform work and to provide storage, office space, and a public waiting area which includes a sanitary restroom;
2. A paved Apron that is sufficient to tie down, park, and maneuver a minimum of two (2) Small Aircraft or three thousand (3,000) SF, whichever is greater;
3. A paved parking area sufficient to park and maneuver Vehicles for customer and employee parking in accordance with City or County codes, whichever is greater; and
4. With the prior written permission of the Director, these requirements may be satisfied with a sublease of such space from an existing FBO or other SASO.

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Section 9. Aircraft Rental SASO

Section 9.1 - Statement of Concept

An Aircraft Rental SASO is a Commercial Operator engaged in the rental or lease of Aircraft to the public.

Section 9.2 - Minimum Standards

Except as otherwise provided in any Agreement between the SASO and the Airport, the SASO shall provide the following services and equipment:

1. The SASO and its employees shall possess required licenses and certifications issued by the FAA.
2. A minimum of two (2) single and/or multi-engine certificated and currently airworthy Aircraft either owned or under written lease to the SASO.
3. A minimum of one (1) currently certified FAA pilot, with appropriate ratings, including Instructor Rating, in their employ and on duty during the appropriate Business hours.
4. Maintain hours of operation sufficient to meet the public demand.
5. Maintain sufficient hours of operation to meet public demand. Have on duty not less than one (1) person who holds an FAA Airframe, Powerplant, or Aircraft Inspector Rating.
6. The Aircraft Rental SASO shall comply with all federal, state, and local laws, ordinances, regulations and Airport Minimum Standards and Rules and Regulations, as currently exists, or as may be amended in the future.
7. Provide insurance coverage in amounts not less than the following:
 - A. Workers' Compensation and Employers Liability Insurance - Statutory limits. The Workers' Compensation Policy must include a waiver of Subrogation in favor of the City.
 - B. Comprehensive Airport Liability Insurance - \$1,000,000 occurrence, providing for the following coverage:
 - 1) Airport Operations (Premises/Operations)
 - 2) Contractual Liability
 - 3) Fire Legal Liability
 - 4) Medical Payments Coverage
 - 5) Personal Injury
 - 6) Negligent Instruction

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- C. Aircraft Liability Insurance - \$1,000,000 per occurrence and \$2,000,000 aggregate plus \$100,000 per passenger.
- D. Commercial Automobile Liability Insurance - \$1,000,000 combined single limit for property damage and personal injury covering owned, non-owned, leased, rented, or hired vehicles.

Section 9.3 - Facilities

The SASO shall Lease from the Airport sufficient land to Lease or construct the following facilities:

1. A building which will provide a minimum of two thousand (2,000) SF of properly lighted and heated space to perform work and to provide storage, office space, and a public waiting area which includes a sanitary restroom;
2. A paved Apron that is sufficient to tie down, park, and maneuver a minimum of two (2) Small Aircraft or two thousand five hundred (2,500) SF, whichever is greater;
3. A paved parking area sufficient to park and maneuver vehicles for customer and employee parking in accordance with City or County codes, whichever is greater; and
4. With the prior written permission of the Director, these requirements may be satisfied by a sublease of such space from an existing FBO or other SASO.

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Section 10. Flight Training SASO

Section 10.1 - Statement of Concept

A Flight Training SASO is a Commercial Operator engaged in flight instruction to the public in dual and solo flight training, in fixed and/or rotary wing Aircraft, and provides such related ground school instruction as is necessary for taking a written examination and flight check ride for the category or categories of pilot's licenses and ratings involved.

Section 10.2 - Minimum Standards

Except as otherwise provided in any Agreement between the SASO and the Airport, the SASO shall provide the following services and equipment:

1. An Applicant for a Flight Training SASO will acquire the appropriate Flight Training Certificate as required in Federal Aviation Regulations (FAR) Part 61 or Part 141. A copy of the certificate shall be required at execution of the Lease.
2. A minimum of two (2) single and/or multi-engine certificated and airworthy, properly equipped Aircraft, either owned or under written lease to the SASO.
3. A minimum of one (1) currently FAA certificated pilot, with appropriate ratings, including Instructor Rating, in their employ and on duty during the appropriate Business hours.
4. Maintain hours of operation sufficient to meet public demand.
5. The Flight Training SASO shall comply with all federal, state, and local laws, ordinances, regulations and Airport Minimum Standards and Rules and Regulations, as currently exists, or as may be amended in the future.
6. Provide insurance coverage in amounts not less than the following:
 - A. Workers' Compensation and Employers Liability Insurance - Statutory limits. The Workers' Compensation Policy must include a waiver of Subrogation in favor of the City.
 - B. Comprehensive Airport Liability Insurance - \$1,000,000 per occurrence, providing for the following coverage:
 - 1) Airport Operations (Premises/Operations)
 - 2) Contractual Liability
 - 3) Fire Legal Liability
 - 4) Medical Payments Coverage
 - 5) Personal Injury
 - 6) Negligent Instruction
 - C. Aircraft Liability Insurance - \$1,000,000 per occurrence and \$2,000,000 aggregate plus

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\$100,000 per passenger.

- D. Commercial Automobile Liability Insurance - \$1,000,000 combined single limit for property damage and personal injury covering owned, non-owned, leased, rented, or hired vehicles.

Section 10.3 - Facilities

Section 10.1 - Statement of Concept

A Flight Training SASO is a Commercial Operator engaged in flight instruction to the public in dual and solo flight training, in fixed and/or rotary wing Aircraft, and provides such related ground school instruction as is necessary for taking a written examination and flight check ride for the category or categories of pilot's licenses and ratings involved.

Section 10.2 - Minimum Standards

Except as otherwise provided in any Agreement between the SASO and the Airport, the SASO shall provide the following services and equipment:

1. An Applicant for a Flight Training SASO will acquire the appropriate Flight Training Certificate as required in Federal Aviation Regulations (FAR) Part 61 or Part 141. A copy of the certificate shall be required at execution of the Lease.
2. A minimum of two (2) single and/or multi-engine certificated and airworthy, properly equipped Aircraft, either owned or under written lease to the SASO.
3. A minimum of one (1) currently FAA certificated pilot, with appropriate ratings, including Instructor Rating, in their employ and on duty during the appropriate Business hours.
4. Maintain hours of operation sufficient to meet public demand.
6. The Flight Training SASO shall comply with all federal, state, and local laws, ordinances, regulations and Airport Minimum Standards and Rules and Regulations, as currently exists, or as may be amended in the future.
6. Provide insurance coverage in amounts not less than the following:
 - A. Workers' Compensation and Employers Liability Insurance - Statutory limits. The Workers' Compensation Policy must include a waiver of Subrogation in favor of the City.
 - B. Comprehensive Airport Liability Insurance - \$1,000,000 per occurrence, providing for the following coverage:
 - 1) Airport Operations (Premises/Operations)
 - 2) Contractual Liability
 - 3) Fire Legal Liability
 - 4) Medical Payments Coverage
 - 5) Personal Injury

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6) Negligent Instruction

C. Aircraft Liability Insurance - \$1,000,000 per occurrence and \$2,000,000 aggregate plus \$100,000 per passenger.

D. Commercial Automobile Liability Insurance - \$1,000,000 combined single limit for property damage and personal injury covering owned, non-owned, leased, rented, or hired vehicles.

Section 10.3 - Facilities

The SASO shall Lease from the Airport sufficient land to construct and/or Lease the following facilities:

1. A building which will provide a minimum of two thousand (2,000) SF of properly lighted and heated space to perform work and to provide storage, office space, and a public waiting area which includes a sanitary restroom;
2. A paved Apron that is sufficient to tie down, park, and maneuver a minimum of two (2) Small Aircraft or two thousand five hundred (2,500) SF, whichever is greater; and
3. A paved parking area sufficient to park and maneuver Vehicles for customer and employee parking in accordance with City or County codes, whichever is greater.

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Section 11. Aircraft Sales SASO

Section 11.1 - Statement of Concept

An Aircraft Sales SASO is a Commercial Operator engaged in the purchasing and selling of new and/or used Aircraft through various methods including matching potential customers with an Aircraft (brokering), assisting a customer in the purchase or sale of an Aircraft, or purchasing used Aircraft and marketing them to potential purchasers.

Section 11.2 - Minimum Standards

Except as otherwise provided in any Agreement between the SASO and the Airport, the SASO shall provide the following services and equipment:

1. If the SASO serves as an authorized dealer or distributor for an Aircraft manufacturer, they must have available or on-call a minimum of one (1) current model demonstrator and provide for demonstration of additional models of the manufacturer for which a dealership is held.
2. Maintain hours of operation sufficient to meet public demand.
3. The Aircraft Sales SASO shall comply with all federal, state, and local laws, ordinances, regulations and Airport Minimum Standards and Rules and Regulations, as currently exists, or as may be amended in the future.
4. Provide insurance coverage in amounts not less than the following:
 - A. Workers' Compensation and Employers Liability Insurance - Statutory limits. The Workers' Compensation Policy must include a waiver of Subrogation in favor of the City.
 - B. Comprehensive Airport Liability Insurance - \$1,000,000 per occurrence, providing for the following coverage:
 - 1) Airport Operations (Premises/Operations)
 - 2) Products/Completed Operations
 - 3) Contractual Liability
 - 4) Fire Legal Liability
 - 5) Medical Payments Coverage
 - 6) Personal Injury
 - 7) Negligent Instruction
 - C. Hangar Keepers Liability - \$1,000,000 per incident if Aircraft are being sold on consignment.

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- D. Aircraft Liability Insurance - \$1,000,000 per occurrence and \$2,000,000 aggregate if demonstration flights are performed.
- E. Commercial Automobile Liability Insurance - \$1,000,000 combined single limit for property damage and personal injury covering owned, non-owned, leased, rented, or hired vehicles.

Section 11.3 - Facilities

The SASO shall Lease from the Airport sufficient land to construct and/or Lease the following facilities:

1. A building which will provide a minimum of two thousand (2,000) SF of properly lighted and heated space to perform work and to provide storage, office space, and a public waiting area which includes sanitary restroom facilities;
2. A paved Apron that is sufficient to tie down, park, and maneuver a minimum of three (3) Small Aircraft or five thousand (5,000) SF, whichever is greater; and
3. A paved parking area sufficient to park and maneuver Vehicles for customer and employee parking in accordance with City or County codes, whichever is greater.

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Section 12. Bulk Aircraft Storage SASO

Section 12.1 - Statement of Concept

A Bulk Aircraft Storage SASO is a Commercial Operator engaged in the rental of conventional hangars or multiple T-hangars.

Section 12.2 - Minimum Standards

Except as otherwise provided in any Agreement between the FBO and the Airport, the SASO shall provide the following services and equipment:

1. Have storage facilities available for the Tenant's Aircraft removal and storage on a continuous basis.
2. Provide sufficiently trained personnel to meet all requirements for the storage of Aircraft with appropriate equipment.
3. The Bulk Aircraft Storage SASO shall comply with all federal, state, and local laws, ordinances, regulations and Airport Minimum Standards and Rules and Regulations, as currently exists, or as may be amended in the future.
4. Provide insurance coverage in amounts not less than the following:
 - A. Workers' Compensation and Employers Liability Insurance - Statutory limits. The Workers' Compensation Policy must include a waiver of Subrogation in favor of the City.
 - B. Comprehensive Airport Liability Insurance - \$1,000,000 per occurrence, providing for the following coverage:
 - 1) Airport Operations (Premises/Operations)
 - 2) Products/Completed Operations
 - 3) Contractual Liability
 - 4) Fire Legal Liability
 - 5) Medical Payments Coverage
 - 6) Personal Injury
 - C. Hangar Keepers Liability - \$1,000,000 per incident.
 - D. Environmental Impairment Liability - \$1,000,000 per incident/\$2,000,000 aggregate if the SASO performs fuel and/or maintenance. This includes all hazardous substances.
 - E. Commercial Automobile Liability Insurance - \$1,000,000 combined single limit for property damage and personal injury covering owned, non-owned, leased, rented, or hired vehicles.

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Section 12.3 - Facilities

The SASO shall Lease from the Airport sufficient land to construct and/or Lease the following facilities:

1. A building which will provide a minimum of four (4) nested T-hangars of storage space and a properly lighted and heated office, and public waiting area which includes sanitary restroom facilities;
2. A paved Apron that is sufficient to tie down, park, and maneuver a minimum of three (3) Small Aircraft or five thousand (5,000) SF, whichever is greater for a bulk hangar. In the event the SASO desires to tie down or display additional Aircraft, the space requirement will be determined at the sole discretion of the Director; and
3. A paved parking area sufficient to park and maneuver Vehicles for customer and employee parking in accordance with City or County codes, whichever is greater.

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Section 13. Air Taxi/Charter Operator SASO

Section 13.1 - Statement of Concept

An Air Taxi/Charter Operator SASO is a Commercial Operator engaged in the Business of providing air transportation (Persons or property) to the public for hire, on an unscheduled or scheduled basis under FAR Part 135. Air Taxi Operations include Air Ambulance Operations.

Section 13.2 - Minimum Standards

Except as otherwise provided in any Agreement between the Air Taxi/Charter Operator SASO and the Airport. An Air Taxi/Charter Operator SASO shall provide the following services and equipment:

1. Be certificated under 14 CFR Part 135, Air Carrier, and Operator Certification, with at least one (1) Aircraft containing at least four (4) seats on the certificate.
2. Must have at least one (1) pilot and at least one (1) office personnel.
3. Maintain sufficient hours of operation to meet the public demand.
4. The Air Taxi/Charter Operator SASO shall comply with all federal, state, and local laws, ordinances, regulations and Airport Minimum Standards and Rules and Regulations, as currently exists, or as may be amended in the future.
5. Provide insurance coverage in amounts not less than the following:
 - A. Workers' Compensation and Employers Liability Insurance - Statutory limits. The Workers' Compensation Policy must include a waiver of Subrogation in favor of the City.
 - B. Comprehensive Airport Liability Insurance - \$1,000,000 per occurrence, providing for the following coverage:
 - 1) Airport Operations (Premises/Operations)
 - 2) Products/Completed Operations
 - 3) Contractual Liability
 - 4) Fire Legal Liability
 - 5) Medical Payments Coverage
 - 6) Personal Injury
 - C. Aircraft Liability Insurance - \$1,000,000 per occurrence for single engine piston powered Aircraft and \$3,000,000 aggregate for twin engine piston powered or turbine powered Aircraft.
 - D. Environmental Impairment Liability - \$1,000,000 per incident / \$2,000,000 aggregate if the

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SASO performs fuel and/or maintenance. This includes all hazardous substances.

- E. Commercial Automobile Liability Insurance - \$1,000,000 combined single limit for property damage and personal injury covering owned, non-owned, leased, rented, or hired vehicles.

Section 13.3 – Facilities

The SASO shall Lease from the Airport sufficient land to construct and/or Lease the following facilities:

1. A building which will provide a minimum of two thousand (2,000) SF of properly lighted and heated space to provide storage, office space, and a public waiting area which includes sanitary restroom facilities;
2. A paved Apron of not less than five thousand (5,000) SF to tie down, park, and maneuver Aircraft; and
3. A paved parking area sufficient to park and maneuver vehicles for customer and employee parking in accordance with City or County codes, whichever is greater.

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Section 14. Non-Commercial Hangar Lessee

Section 14.1 - Statement of Concept

A Non-Commercial Hangar Lessee is an Entity that leases property directly from the Airport to construct one or more hangar(s) for storing Aircraft owned, leased, and/or operated by (and under the full and exclusive control of) the Non-Commercial Hangar Lessee for Non-Commercial purposes only. Only one (1) tenant shall be permitted to lease, use, and occupy a hangar and its facilities under this Section.

Section 14.2 - Minimum Standards

Except as otherwise provided in any Agreement between a Lessee and the Airport, all Tenants, including guests, shall:

1. Use hangar(s) only for storage of Aircraft and Aircraft related items. Vehicles may be parked in T-hangars while Aircraft is in operation.
2. Non-Commercial Hangar Lessee shall provide documentation to the Airport that the Aircraft to be stored in the hangar(s) are owned, leased, and/or operated by (and under the full and exclusive control of) the Non-Commercial Hangar Lessee.
3. Store no flammable, explosive, or hazardous materials unless contained in the Fuel tanks or engine of the Aircraft. A minimal amount of engine oil (not to exceed one case) is allowed.
4. Conduct no commercial or industrial activity nor any other activity not specifically approved in the Lease.
5. Aircraft washing shall not be conducted in the storage location. A wash area is provided in the north T-hangar area for Aircraft washing. Aircraft Owners wishing to perform maintenance on their own Aircraft shall use all precautions to prevent hazardous materials from entering storm drains or soil areas. All waste materials will be removed promptly from the Airport.
5. A Non-Commercial Hangar Lessee shall not be permitted to Sublease any land or improvements on the Leased Premises for any purpose or duration whatsoever.
6. The Non-Commercial Hangar Lessee shall comply with all federal, state, and local laws, ordinances, regulations and Airport Minimum Standards and Rules and Regulations, as currently exists, or as may be amended in the future.
7. Provide insurance coverage in amounts not less than the following:
 - A. Aircraft Owners Aviation Liability Insurance - \$100,000 per person, \$300,000 per occurrence, \$100,000 for property damage, or \$300,000 Combined Single Limit. The policy shall include an endorsement for passenger/occupants and an Airport premises

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liability endorsement.

- B. Personal Automobile Liability Insurance - \$25,000 per person, \$50,000 per accident Bodily Injury, \$25,000 Property Damage or \$50,000 Combined Single Limit shall be provided by each member operating their vehicle on Airport property.

Section 14.3 - Facilities

Each Non-Commercial Hangar Lessee shall lease enough space from the City to house one (1) small Aircraft.

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Section 15. Non-Commercial (Private) Flying Clubs

Section 15.1 - Statement of Concept

A Non-Commercial (Private) Flying Club is a nonprofit or not-for-profit entity (e.g., corporation, association, or partnership) organized for the express purpose of providing its members with aircraft for their personal use and enjoyment only. The flying club may not derive greater revenue from the use of its aircraft than the amount needed for the operation, maintenance, and replacement of its aircraft.

Section 15.2 - Minimum Standards

All Flying Clubs desiring to base their Aircraft at Tallahassee International Airport shall:

1. Be a registered Entity with the State of Florida.
2. The property rights of the members of the club shall be equal; no part of the net earnings of the club will inure to the benefit of any individual in any form.
3. The Flying Club's Aircraft shall not be used by other than bona fide members for rental and by no one for commercial purposes.
4. No flying club shall permit its aircraft to be used for flight instruction for any person, including members of the club owning the aircraft, when such person pays or becomes obligated to pay for such instruction. An exception applies when the instruction is given by a lessee based on the airport who provides flight training and the person receiving the training is a member of the flying club. Flight instructors who are also club members may not receive payment for instruction except that they may be compensated by credit against payment of dues or flight time.
5. Non-Commercial (Private) Flying Clubs shall comply with all federal, state, and local laws, ordinances, regulations and Airport Minimum Standards and Rules and Regulations, as currently exists, or as may be amended in the future.
6. Provide insurance coverage in amounts not less than the following:
 - A. Workers' Compensation and Employers Liability Insurance - Statutory limits. The Workers' Compensation Policy must include a waiver of Subrogation in favor of the City.
 - B. Aircraft Owners Aviation Liability Insurance - \$100,000 per person, \$300,000 per occurrence, \$100,000 for property damage, or \$300,000 Combined Single Limit. The policy shall include an endorsement for passenger/occupants and a premises liability endorsement.
 - C. Personal Automobile Liability Insurance - \$25,000 per person, \$50,000 per accident

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Bodily Injury, \$25,000 Property Damage or \$50,000 Combined Single Limit shall be provided by each member operating their vehicle on Airport property.

7. The Flying Club shall comply with all federal, state, and local laws, ordinances, regulations and Airport Minimum Standards and Rules and Regulations.

Section 15.3 - Facilities

The Flying Club shall Lease from the Airport or another SASO sufficient ramp or hangar space to store or tie-down and maneuver the number of Aircraft owned by the club. In the event the Flying Club desires to tie down or display additional Aircraft, the space requirement will be determined at the sole discretion of the Director.

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Section 16. Non-Tenant Business Permittee

Section 16.1 - Statement of Concept

A Non-Tenant Business is any Entity, not having an Agreement, concession or other contract with the Tallahassee International Airport governing its operations, but who:

- A. Does supply or directly provide goods, commodities, services, or facilities to the general public at the Airport as a regular Business activity for profit;
- B. Uses or enters upon the Airport in furtherance of its Business interests and/or to deliver Persons or goods who are customers of that Business.

Section 16.2 - Procedures

1. Non-Tenant Businesses shall not be allowed to conduct Business at the Airport without first obtaining a Non-Tenant Business Permit. Thereafter, the Permitted Non-Tenant shall only conduct such Business as authorized by the Permit. Permits are issued on an annual basis.
2. The Airport may issue a Non-Tenant Business Permit only upon receipt of a signed and verified application from the Non-Tenant Business on a form approved by the Director containing the following information:
 - A. Name of the Business, address, phone number, type of Business, type, and description of Vehicles to be operated, if any, on Airport property.
 - B. Names and addresses of principals of the applying entity.
 - C. Names and addresses of each principal or entity having an ownership interest in the Business, if not traded publicly.
 - D. Name, address, and job title of all local management personnel.
 - E. Satisfactory proof of all Business and/or Vehicle Permits required by Federal, State, or local authorities.
 - F. Proof of insurance coverage as required in Section 16.3, Items 3.A through D.
 - G. The submission of such an application by a Non-Tenant Business shall constitute an express understanding and agreement by such applicant that he/she shall, upon the approval of said application by the Director:
 - 1) Enter into a written agreement, in such form as may be approved from time to time, by the Director, governing the operation of the applicant on Airport property.
 - 2) Said written agreement governing Non-Tenant Business operations then in effect shall

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be attached to the application and shall be properly executed by the applicant and delivered with the application, and upon approval of such Agreement, one copy of the Agreement executed by the Director shall be returned to the applicant.

- 3) Pay the Permit fee specified.
 - 4) Covenant to obey and adhere to all Rules & Regulations of the Airport now existing or hereafter adopted and all directions of all authorized Personnel or employees of the Airport issued within the scope of such Rules & Regulations.
 - 5) Indemnify and hold harmless the Airport and City from any claim whatsoever arising from the Permittee's Business operations on Airport property.
 - 6) Pick up and/or deliver customers at the Airport only in a designated and signed van or other motor Vehicle.
 - 7) Not establish any office, station, or location on Airport property.
3. In the event the written application is approved and there is a subsequent change in the facts or circumstances reflected on the application, the Non-Tenant Business is required to file a written, verified statement with the Director notifying him/her of the change within 30 calendar days from the date such changes occur. Failure to do so may constitute grounds for revocation of the Permit.
 4. Within thirty (30) calendar days after the application for a Non-Tenant Business Permit has been submitted to the Director, the application will either be approved or denied. In the event the Permit is approved, the applicant will deliver the executed Permit(s) and pay the Permit Fee(s) prior to the issuance of the Permit. In the event the application is denied, the Director shall specify in writing the grounds for denial. The applicant shall have fifteen (15) calendar days to appeal the ruling, in writing, to the City Manager.
 5. A Non-Tenant Business Permit may be revoked by the Director for cause upon thirty (30) calendar days written notice to the non-Tenant Business. Such notice shall be either hand-delivered or mailed by certified mail to the address stated on the application or any other address given the Director in writing. Causes for revocation include, but are not limited to:
 - A. Breach of the Permit or any subsequent agreement entered into with the Airport.
 - B. Failure to perform any of the conditions and covenants entered into with the Airport including failure to make timely payment of any fees, fines, or other moneys due to the Airport.
 - C. Violation of any and all federal, state, and local laws, ordinances, regulations and Airport Minimum Standards and Rules and Regulations, as currently exists or as may be amended in the future.
 - D. Failure on the part of any agent, employee, or representative of the Non-Tenant Business to obey any directions properly issued by the Director.

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- E. Violation of any Applicable Law.
 - F. Any other act or omission of Permittees adversely affecting the Airport operations or posing a danger to the public health, safety, or welfare.
6. Application for renewal of Non-Tenant Business Permits shall be submitted to the Director at least thirty (30) and no more than sixty (60) calendar days before the expiration of the current Permit. Upon approval of the renewal application, the applicant shall, prior to expiration of the existing Permit, execute and deliver to the Director the written agreement and pay any applicable fees.

Section 16.3 - Minimum Standards

Non-Tenant Businesses are permitted to provide services to Airport Tenants and users from an off-site location or they are permitted to use the Airport to further an off-site business. The minimum requirements to operate at the Airport that must be met are:

1. Obtain the necessary permits. Procedures for obtaining permits are outlined above.
2. Comply with all applicable law, the Airport Security Program, and the Airport Rules & Regulations.
3. Provide insurance coverage in amounts not less than the following or as allowed by applicable law, whichever is greater:
 - A. Workers' Compensation and Employers Liability Insurance - Statutory limits. The Workers' Compensation Policy must include a waiver of Subrogation in favor of the City.
 - B. Comprehensive Airport Liability Insurance - \$1,000,000 per occurrence. If a Non-Tenant Business Operator chooses to provide service to an Air Carrier, then the minimum requirement for Comprehensive Airport Liability Insurance is \$10,000,000 per occurrence.
 - C. Aircraft Liability Insurance - \$1,000,000 per occurrence and \$2,000,000 aggregate if business operates Aircraft for any purpose.
 - D. Commercial Automobile Liability Insurance - \$1,000,000 combined single limit for property damage and personal injury covering owned, non-owned, leased, rented, or hired vehicles.

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Section 17. Other Specialized Service Operators (SASO)

Section 17.1 - Statement of Concept

The Director may enter into an agreement that authorizes access to the AOA by an independent Operator or Other SASO that is engaged in providing a limited commercial aeronautical activity, or by Aircraft based on land adjacent to, but not part of, the Airport property. Other SASOs will be allowed to engage in air transportation for hire for the purpose of providing the use of Aircraft including, but not limited to the following:

1. Non-stop sightseeing flights that begin and end at Tallahassee International Airport;
2. Crop dusting, seeding, spraying, and bird chasing;
3. Aerial photography or survey;
4. Power line or pipeline patrol;
5. Firefighting;
6. Blimp Operations;
7. Cargo flights by non-Tenants;
8. Courier Services;
9. Aircraft washing and detailing;
10. Air Ambulance
11. Other specialized commercial flight support businesses.

Section 17.2 - Minimum Standards

All Other Specialized Service Operators (SASOs) shall ensure the following:

1. An Airport Use Agreement is required for specialized operations.
2. Maintain sufficient hours of operations to meet public demand.
3. Other Specialized Service Operators shall comply with all federal, state, and local laws, ordinances, regulations and Airport Minimum Standards and Rules and Regulations, as currently exists, or as may be amended in the future.
4. Provide insurance coverage in amounts not less than the following:
 - A. Workers' Compensation and Employers Liability Insurance - Statutory limits. The Workers'

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Compensation Policy must include a waiver of Subrogation in favor of the City.

- B. Comprehensive Airport Liability Insurance - \$1,000,000 per occurrence.
- C. Aircraft Liability Insurance - \$1,000,000 per occurrence and \$2,000,000 aggregate if business operates Aircraft for any purpose.
- D. Environmental Impairment Liability - \$1,000,000 per incident/\$2,000,000 aggregate if the SASO performs fuel and/or maintenance. This includes all hazardous substances.
- E. Commercial Automobile Liability Insurance - \$1,000,000 combined single limit for property damage and personal injury covering owned, non-owned, leased, rented, or hired vehicles.

Section 17.3 - Facilities

- 1. N/A

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Appendix A. Definitions

1. Aeronautical Activity or Use (“Aeronautical Activities,” “Activity,” or “Activities”) - Any activity that involves, makes possible, or is required for the operation of Aircraft or that contributes to or is required for the safety of such operations. Activities within this definition, commonly conducted on airports, include, but are not limited to, the following: general and corporate aviation, air taxi and charter operations, scheduled and non-scheduled air carrier operations, pilot training, Aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, Aircraft sales and services, Aircraft storage, sale of aviation petroleum products, repair and maintenance of Aircraft, sale of Aircraft parts, parachute or ultralight activities, and any other activities that, because of their direct relationship to the operation of Aircraft, can appropriately be regarded as aeronautical activities. Activities, such as model Aircraft and model rocket operations, are not aeronautical activities.
2. Agreement - An executed Lease, license, Permit, or other form of authorization by the Airport to conduct a specific activity on the Airport.
3. Air Ambulance Operations - Air transportation of a person with a health condition that requires medical personnel as determined by a health care provider or transportation of human organs; or holding out to the public as willing to provide air transportation to a person with a health condition that requires medical personnel or transplant organs including, but not limited to, advertising, solicitation, association with a hospital or medical care provider.
4. Air Carrier - An air transportation company to which a Letter of Authorization has been provided by the City to engage in the business of scheduled, non-scheduled or charter commercial transportation by air of persons, property, mail, parcels and/or cargo at the Airport.
5. Air Operations Area (AOA) – A portion of the Airport, specified in the Airport Security Program, in which security measures specified in this part are carried out. This area includes Aircraft movement areas, Aircraft parking areas, loading ramps, and safety areas, for use by Aircraft regulated under 49 CFR part 1544 or 1546, and any adjacent areas (such as general aviation areas) that are not separated by adequate security systems, measures, or procedures. This area does not include the secured area.
6. Air Taxi (Commuter) - Aircraft operated by the holder of an Air Taxi (Commuter) Operating Certificate which authorizes the carriage of passengers, mail, or cargo for revenue in accordance with Federal Aviation Regulations Part 135 or Part 121, on a scheduled or unscheduled basis.
7. Aircraft - Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth’s surface including, but not limited to, powered fixed wing airplanes, helicopters, dirigibles or blimps, unmanned Aircraft systems and unpowered gliders and hot air balloons.
8. Aircraft Operator - An Entity who uses, causes to be used, or authorizes to be used an Aircraft, with or without the right of legal control as Owner, lessee, or otherwise for the purpose of air navigation including the piloting of Aircraft or the operation of Aircraft on any part of the surface of the Airport.
9. Airframe and Powerplant Mechanic - An individual who holds an Airframe and/or Powerplant (A&P) certificate which is issued by the Federal Aviation Administration (FAA).
10. Airport - The Tallahassee International Airport, owned and operated by City, including all real

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property easements or any other interest therein as well as all improvements and appurtenances thereto, structures, buildings, fixtures, and all tangible personal property or interest in any of the foregoing, now or hereafter owned, leased, or operated by City.

11. Airport Master Plan - A comprehensive study of the Airport that describes the short-, medium-, and long-term development plans to meet future aviation demand and includes the Airport Layout Plan, indicating current and proposed usage for each identifiable segment, as approved by the City, State, and FAA.
12. Airport Owner - The City of Tallahassee, Florida.
13. Airlines for America (A4A) - Airlines for America (A4A), formerly known as Air Transport Association of America (ATA), is an American trade association and lobbying group based in Washington, D.C. that represents the largest airlines. A4A member airlines and their affiliates transport more than 90 percent of U.S. airline passenger and cargo traffic.
14. Airport Sponsor Assurances ("Grant Assurances") – Provisions contained in a federal grant agreement to which the recipient of Airport Improvement Program ("AIP") grant funding has voluntarily agreed to comply in consideration of the assistance provided for the planning and development of the Airport.
15. Applicable Law - All applicable provisions of federal, state, and local laws, statutes, ordinances, rules, and regulations.
16. Applicant – Any person or entity completing Application to Conduct Aeronautical Activities, to establish a commercial aeronautical operation at the Airport, as more fully set forth in Section 3.
17. Apron - An area intended to accommodate Aircraft for purposes of loading or unloading passengers or cargo, refueling, parking or maintenance.
18. Avgas - Aviation gasoline used in spark-ignited internal-combustion engines to propel Aircraft. Avgas is distinguished from Mogas (motor gasoline), which is the everyday gasoline used in motor vehicles and some light Aircraft.
19. Based Aircraft - The total number of active general aviation Aircraft that use, or may be expected to use, the Airport as a "home base."
20. Business - Any Person, firm, general or limited partnership, corporation, trust, or association or other legal entity established for the purpose of conducting commercial enterprise on the Airport.
21. Certificate of Insurance - A document issued by an insurance company/broker that is used to verify the existence of insurance coverage under specific conditions granted to listed individuals.
22. City of Tallahassee ("City") - The Airport Sponsor and governmental entity possessing ownership, custody, control, and management of the Tallahassee International Airport, located in Leon County, state of Florida.
23. City Manager – The appointed official charged with directing the administration of the City of Tallahassee.
24. Code of Federal Regulations ("CFR") - The codification of the general and permanent rules and

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regulations (sometimes called administrative law) published in the Federal Register by the executive departments and agencies of the federal government of the United States.

25. Commercial Operator ("Operator") – An Entity engaging in an activity which involves, makes possible or is required for the operation of Aircraft, or which contributes to, or is required for the safe conduct and utility of such Aircraft Operations; the purpose of such Activity being to generate and/or secure earnings, income, compensation, and/or profit, whether or not such objectives are accomplished.
26. Contiguous Land - Generally speaking, two parcels of land having a common boundary line.
27. Club Aircraft - Aircraft owned or leased and operated by a non-profit partnership or not-for-profit corporation.
28. Director of Aviation ("Director") - The Director shall mean the person or persons as may from time to time be authorized in writing by City or by the Director or applicable law to act for the Director with respect to any or all matters pertaining to Airport administration.
29. Entity (or "Entities") - Includes a person; persons; firm; partnership; limited liability partnership or corporation; Agency; unincorporated proprietorship, association, or group; or corporation other than the Airport, and includes any trustee, receiver, assignee, or other similar representatives.
30. Exclusive Right - A power, privilege, or other right excluding or debarring another from enjoying or exercising a like power, privilege, or right. An exclusive right can be conferred either by express agreement, by the imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more persons but excluding others from enjoying or exercising a similar right or rights, would be an exclusive right.
31. Federal Aviation Administration ("FAA") – The U.S. Department of Transportation's Federal Aviation Administration.
32. FAA Advisory Circular (AC) - Advisory Circulars are informational documents produced by the FAA to inform and guide institutions and individuals within the aviation industry, as well as the general public.
33. Federal Aviation Regulations (FAR) - Title 14 of the Code of Federal Regulations regarding aeronautics and space. A codification of the general and permanent rules published by the office of the federal register by the executive department and the FAA.
34. Flying Club - A non-profit or not-for-profit entity (e.g., corporation, association, or partnership) organized for the express purpose of providing its members with Aircraft for their personal use and enjoyment.
35. Fuel - Any substance (solid, liquid, gaseous) used to operate any engine in Aircraft, Vehicles, or Equipment. When used in connection with Aircraft, it means either Avgas or Jet Fuel.
36. Fuel Handling - The transportation, delivering, fueling, or drainage of fuel or fuel waste products.
37. Fuel Tender - A Vehicle for the transport of Fuel.
38. Fueling Operation - Dispensing of fuel into Aircraft.

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39. Fixed Base Operator (FBO) - A Commercial Operator engaged in the sale of aviation Fuel, lubricants, and other services supporting itinerant Aircraft operations and operations of Aircraft based on the Airport. As a Commercial Operator, an FBO is granted the right by the Airport to operate on Airport and provide Services such as fueling, hangaring, tie-down and parking, Aircraft rental, Aircraft maintenance, ground services, flight instruction and other related services and amenities.
40. Hazardous Materials - Any oil, petroleum products, flammable substances, explosives, radioactive materials, hazardous waste, toxic waste, or substances or any other waste, materials or pollutants which may pose a threat to the health and safety of the owners, occupants, or any persons on entering the Leased Premises or properties adjacent to it and/or cause the property to be in violation of any regulatory measure.
41. Instructor - Any Person giving or offering to give instruction in the operation, construction, repair or maintenance of Aircraft or Aircraft power plants, and Aircraft accessories.
42. Jet Fuel - Fuel used in jet engines; commonly utilized to power Turbine (turboprop and turbojet) Aircraft.
43. Lease – An executed contractual Agreement between the City and an Entity for the use of property and facilities for specified activities in exchange for periodic payment.
44. Leased Premises - A Tenant's occupied land and facilities or portion thereof along with improvements used to carry out business activities, as identified in the Tenant's Lease with City.
45. Lessee – An individual or Entity that has entered into an Agreement with the City to occupy, use, and/or develop land and/or improvements and engage in specified activities.
46. Minimum Standards for Commercial Aeronautical Activities ("Minimum Standards") - The requirements, standards and qualifications which may be established by the Airport as the minimum requirements that must be met as a condition for the right of a business to conduct a commercial aeronautical activity at the Airport.
47. Non-Aeronautical - All activities that do not involve or are not directly related to the operation of aircraft.
48. Non-Commercial - Not for the purpose of securing earnings, income, compensation (including exchange or barter of goods and services), and/or profit.
49. Non-Commercial Operator ("Operator") – An Entity that has entered into an Agreement to occupy, use, and/or develop land and/or Improvements and engage in Non-Commercial Aeronautical Activities at an Airport.
50. Non-Tenant Business Permit – A business permit provided to Businesses not having an

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Agreement with the Airport governing their operations and who supply or provide directly goods, commodities, services, or facilities to the public at the Airport as a regular business activity for profit.

51. Operator - An Entity engaging in an activity which involves, makes possible or is required for the operation of Aircraft, or which contributes to, or is required for the safe conduct and utility of such Aircraft.
52. Owner - A party that possesses the exclusive right to hold, use, benefit from, enjoy, convey, transfer, and otherwise dispose of an asset or property.
53. Permit - A non-negotiated agreement to provide an Aeronautical Activity or Service at the Airport.
54. Permittee - An Entity who has a Permit to engage in a specific Commercial or Non-Commercial Activity, within the confines of the Permit, at the Airport.
55. Person - An individual, corporation, government or governmental subdivision, partnership, association, or any other legal entity, or any representative thereof.
56. Refueling Vehicle - Any Vehicle used for transporting, handling, or dispensing of fuel, oils and lubricants for Aircraft or Vehicles.
57. Repair Station - An FBO authorized by the FAA to repair Aircraft components.
58. Rules & Regulations - The specifications, conditions, and standards applicable to all users of the Airport and Airport facilities as set forth herein and shall include any amendments as made from time to time. The Rules & Regulations and Minimum Standards are published under separate cover and are available from Airport Administration or Airport Operations upon request.
59. Self-Fueling (Non-Commercial Activity) –The fueling or servicing of an aircraft by the owner of the aircraft with his or her own employees and using his or her own equipment. Self-fueling cannot be contracted out to another party. Self-fueling implies using fuel obtained by the aircraft owner from the source of his/her preference.
60. Self-Service Fueling (Commercial Activity) – A fueling concept that enables a pilot to fuel an aircraft from a commercial fuel pump installed for that purpose by the airport, a Fixed Base Operator (FBO), or an aeronautical service provider. The fueling facility may or may not be attended.
61. Small Aircraft - An Aircraft of 12,500 pounds or less maximum certified takeoff weight.
62. Specialized Aviation Service Operator (“SASO”) - SASOs are sometimes known as single-

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Operators or special FBOs performing less than full services. These types of companies differ from a full-service FBO in that they typically offer only a specialized Service such as Aircraft sales, flight training, Aircraft maintenance, or avionics services for example.

63. Spill Prevention, Control, and Countermeasure ("SPCC") - An Environmental Protection Agency rule established to prevent oil from reaching navigable waters and adjoining shorelines, and to contain discharges of oil. The regulation requires facilities to develop and implement SPCC Plans and establishes procedures, methods, and equipment requirements.
64. Stormwater Pollution Prevention Plan ("SWPPP") - The current stormwater pollution and prevention program in place at the Airport, as may be amended from time to time, which is a fundamental requirement of storm water permits. A SWPPP identifies all potential sources of pollution which may reasonably be expected to affect the quality of stormwater discharges from a construction site.
65. Stormwater Management Plan ("SWMP") - A plan that details how stormwater will be detained, retained, or provided a discharge point to be reused or infiltrated into the groundwater. It should best preserve or mimic the natural hydrologic cycle and fit within the capacity of existing infrastructure.
66. Sublease - A contract used by an existing Tenant to lease a portion or all of the land, building and/or facilities leased from the Airport to another entity under specified terms and conditions, but with the original Tenant retaining some right or interest under the original lease.
67. Sublessee - A person or business holding a sublease of part or all of a Tenant/Lessee's Leased Premises.
68. Tenant - Any Person or Entity occupying Airport property under a direct Lease with the City.
69. Tie-Down - A fitting or a system of lines and fittings used to secure and minimize the possibility of movement of a parked, non-hangared Aircraft (typically small Aircraft) due to high winds or propeller wash/jet-efflux from taxiing Aircraft.
70. Transient Aircraft - Any Aircraft which utilizes the Airport for occasional temporary purposes, generally no longer than seven days, and which is based at another airport and is not assigned a reserved tie-down or hangar at the Airport.
71. Turbojet Aircraft - An Aircraft having a jet engine in which the energy of the jet operates a turbine that in turn operates the air compressor.
72. Turboprop Aircraft - A turbine engine that drives an Aircraft propeller. In contrast to a turbojet, the engine's exhaust gases do not contain enough energy to create significant thrust, since almost all of the engine's power is used to drive the propeller.
73. Vehicle - Any device in, upon, or by which any person, property or object is or may be

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transported or drawn on land, whether on wheels, runners, treads, motorized, pedaled, towed, pushed, or rolled.

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Appendix B. Insurance Matrix

This matrix is intended as an overview of required coverage. See the individual sections for specific requirements.

| Section/Activity | Workers' Compensation and Employers Liability | Comprehensive Airport Liability | Hangar Keeper's Liability | Aircraft Liability | Environmental Impairment Liability | Commercial Automobile Liability | Personal Automobile Liability |
|--|---|---|--|---|---|---|-------------------------------|
| Section 5: Fixed Based Operator (FBO) | Statutory Limits | \$10,000,000 per occurrence If FBO provides service to an Air Carrier, then the minimum requirement is \$25,000,000 per occurrence | \$5,000,000 per occurrence If FBO provides service to Airlines, then the minimum requirement is \$25,000,000 per occurrence | \$1,000,000 per occurrence \$2,000,000 aggregate If any flight operations | \$1,000,000 per incident \$2,000,000 aggregate | \$1,000,000 combined single limit Coverage must be rated for vehicles transporting hazardous materials | Not Applicable |
| Section 6: Self-Fueling Permittee (Non-Commercial Activity) | Statutory Limits | \$1,000,000 per occurrence | Not Applicable | Not Applicable | \$1,000,000 per incident \$2,000,000 aggregate | \$1,000,000 combined single limit Coverage must be rated for vehicles transporting hazardous materials | Not Applicable |

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| Section/Activity | Workers' Compensation and Employers Liability | Comprehensive Airport Liability | Hangar Keeper's Liability | Aircraft Liability | Environmental Impairment Liability | Commercial Automobile Liability | Personal Automobile Liability |
|--|---|---------------------------------|--|--|--|-----------------------------------|-------------------------------|
| Section 7: Aircraft Airframe and Powerplant Repair/Maintenance SASO | Statutory Limits | \$1,000,000 per occurrence | \$2,000,000 per occurrence If SASO provides service to Airlines, then the minimum requirement is \$10,000,000 per occurrence | \$1,000,000 per occurrence \$2,000,000 aggregate If pick up or delivery service performed, or any test flights performed | \$1,000,000 per incident \$2,000,000 aggregate Applicable for all hazardous substances | \$1,000,000 combined single limit | Not Applicable |
| Section 8: Avionics or Instrument Maintenance SASO | Statutory Limits | \$1,000,000 per occurrence | \$500,000 per occurrence Or comparable bailees coverage for the personal property of others in the care, custody, and control of shop owner | \$1,000,000 per occurrence \$2,000,000 aggregate If pick up or delivery service performed, or any test flights performed | Not Applicable | \$1,000,000 combined single limit | Not Applicable |

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| Section/Activity | Workers' Compensation and Employers Liability | Comprehensive Airport Liability | Hangar Keeper's Liability | Aircraft Liability | Environmental Impairment Liability | Commercial Automobile Liability | Personal Automobile Liability |
|---|--|--|----------------------------------|--|---|--|--------------------------------------|
| Section 9: Aircraft Rental SASO | Statutory Limits | \$1,000,000 per occurrence Specifically including negligent instruction | Not Applicable | \$1,000,000 per occurrence \$2,000,000 aggregate plus \$100,000 per passenger | Not Applicable | \$1,000,000 combined single limit | Not Applicable |
| Section 10: Flight Training SASO | Statutory Limits | \$1,000,000 per occurrence Specifically including negligent instruction | Not Applicable | \$1,000,000 per occurrence \$2,000,000 aggregate plus \$100,000 per passenger | Not Applicable | \$1,000,000 combined single limit | Not Applicable |

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| Section/Activity | Workers' Compensation and Employers Liability | Comprehensive Airport Liability | Hangar Keeper's Liability | Aircraft Liability | Environmental Impairment Liability | Commercial Automobile Liability | Personal Automobile Liability |
|---|---|--|---|---|---|-----------------------------------|-------------------------------|
| Section 11: Aircraft Sales SASO | Statutory Limits | \$1,000,000 per occurrence Specifically including negligent instruction | \$1,000,000 per incident If Aircraft are being sold on consignment | \$1,000,000 per occurrence \$2,000,000 aggregate If demonstration flights are performed | Not Applicable | \$1,000,000 combined single limit | Not Applicable |
| Section 12: Bulk Aircraft Storage SASO | Statutory Limits | \$1,000,000 per occurrence | \$1,000,000 per incident | Not Applicable | \$1,000,000 per incident \$2,000,000 aggregate Applicable for SASO that performs fuel and/or maintenance. Includes all hazardous substances | \$1,000,000 combined single limit | Not Applicable |

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| Section/Activity | Workers' Compensation and Employers Liability | Comprehensive Airport Liability | Hangar Keeper's Liability | Aircraft Liability | Environmental Impairment Liability | Commercial Automobile Liability | Personal Automobile Liability |
|---|---|---------------------------------|---------------------------|--|--|-----------------------------------|-------------------------------|
| Section 13: Air Taxi/Charter Operator SASO | Statutory Limits | \$1,000,000 per occurrence | Not Applicable | \$1,000,000 per occurrence single engine \$3,000,000 aggregate twin/turbo engine | \$1,000,000 per incident \$2,000,000 aggregate Applicable for SASO that performs fuel and/or maintenance. Includes all hazardous substances | \$1,000,000 combined single limit | Not Applicable |

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| Section/Activity | Workers' Compensation and Employers Liability | Comprehensive Airport Liability | Hangar Keeper's Liability | Aircraft Liability | Environmental Impairment Liability | Commercial Automobile Liability | Personal Automobile Liability |
|---|---|---------------------------------|---------------------------|---|------------------------------------|---------------------------------|---|
| <p>Section 14 : Non-Commercial Hangar Lessee</p> | <p>Not Applicable</p> | <p>Not Applicable</p> | <p>Not Applicable</p> | <p>Personal Aircraft liability \$100,000 per person, \$300,000 per occurrence, \$100,000 for property damage, or \$300,000 Combined Single Limit. The policy shall include endorsement for passengers and occupants and an airport premises liability endorsement.</p> | <p>Not Applicable</p> | <p>Not Applicable</p> | <p>\$25,000 per person, \$50,000 per accident Bodily Injury \$25,000 Property Damage or \$50,000 Combined Single Limit provided by each member operating their vehicle on Airport property</p> |

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| Section/Activity | Workers' Compensation and Employers Liability | Comprehensive Airport Liability | Hangar Keeper's Liability | Aircraft Liability | Environmental Impairment Liability | Commercial Automobile Liability | Personal Automobile Liability |
|--|---|---------------------------------|---------------------------|---|------------------------------------|---------------------------------|--|
| Section 15: Non-Commercial (Private) Flying Clubs | Statutory Limits | Not Applicable | Not Applicable | Aircraft liability \$100,000 per person, \$300,000 per occurrence, \$100,000 for property damage, or \$300,000 Combined Single Limit. The policy shall include endorsement for passengers and occupants and an airport premises liability endorsement. | Not Applicable | Not Applicable | \$25,000 per person, \$50,000 per accident Bodily Injury \$25,000 Property Damage or \$50,000 Combined Single Limit provided by each member operating their vehicle on Airport property |

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| Section/Activity | Workers' Compensation and Employers Liability | Comprehensive Airport Liability | Hangar Keeper's Liability | Aircraft Liability | Environmental Impairment Liability | Commercial Automobile Liability | Personal Automobile Liability |
|--|---|---|---------------------------|--|---|-----------------------------------|-------------------------------|
| Section 16: Non-Tenant Business Permittee | Statutory Limits | \$1,000,000 per occurrence If Permittee provides service to an Air Carrier, the minimum requirement is \$10,000,000 per occurrence | Not Applicable | \$1,000,000 per occurrence \$2,000,000 aggregate If business operates Aircraft for any purpose | Not Applicable | \$1,000,000 combined single limit | Not Applicable |
| Section 17: Other Specialized Aviation Service Operators (SASO) | Statutory Limits | \$1,000,000 per occurrence | Not Applicable | \$1,000,000 per occurrence \$2,000,000 aggregate If business operates Aircraft for any purpose | \$1,000,000 per incident \$2,000,000 aggregate Applicable for SASO that performs fuel and/or maintenance. Includes all hazardous substances | \$1,000,000 combined single limit | Not Applicable |