

**MINIMUM STANDARDS
FOR
COMMERCIAL
AERONAUTICAL SERVICES**

LAKELAND LINDER REGIONAL AIRPORT

Adopted by the City of Lakeland Commission

March 7, 2011

TABLE OF CONTENTS

SECTION 1 STATEMENT OF POLICY..... 3

SECTION 2 GENERAL REQUIREMENTS.....6

SECTION 3 SINGLE SERVICE OPERATORS.....10

SECTION 4 FIXED BASE OPERATORS (FBO).....16

SECTION 5 NON-TENANT BUSINESSES22

SECTION 6 FLYING CLUBS25

**APPENDIX A APPLICATION FOR COMMERCIAL
AERONAUTICAL SERVICES28**

APPENDIX B NON-TENANT BUSINESS PERMIT APPLICATION.....36

APPENDIX C DEFINITIONS37

SECTION 1

STATEMENT OF POLICY

PURPOSE

The purpose of these Standards is to:

- Promote safety in all airport activities and maintain a higher quality of service for airport users;
- Protect airport users from unlicensed and unauthorized products and services;
- Enhance the availability of adequate services for all airport users;
- Promote the orderly development of airport land;
- Provide a clear and objective distinction between service providers that will provide a satisfactory level of service and those that will not;
- Prevent disputes between aeronautical providers and reduce potential complaints.

AUTHORITY

- These Minimum Standards are adopted pursuant to the City's authority under Florida law and the City's right as the Airport proprietor to oversee and coordinate aeronautical use of the Airport.

APPLICABILITY

- These Standards shall apply to any person or entity that provides one or more commercial aeronautical services defined in these Standards at Lakeland Linder Regional Airport.
- All entities currently operating at the Airport shall have 120 days from the effective date of these Minimum Standards to comply.
- These Minimum Standards are intended to supplement the Lakeland Linder Regional Airport Rules and Regulations. In the event of a conflict between these Minimum Standards and the Rules and Regulations, the Rules and Regulations shall apply.

EFFECTIVE DATE

- These Standards shall become effective March 7, 2011.

POLICY

- **Exclusive Rights**
The City reserves the right to provide commercial services on an exclusive or non-exclusive basis.
- **Right to Inspect and Audit**
The City reserves the right to inspect facilities leased for activities subject to the Minimum Standards and to audit record to ensure compliance.
- **Right To Adopt Fees**
The City 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 City may, from time to time, increase fees and assess additional fees as may be necessary for the operation and development of the Airport.

- **Right To Maximize Usage**

The City reserves the right to lease an existing facility or any portion thereof to maximize facility use and business opportunities and shall be considered to meet the minimum requirements as defined by these standards. The City reserves the right to adjust and/or combine the minimums required herein for each aeronautical service if more than one aeronautical service is to be provided by one entity.

- **Non-Aeronautical use of Leased Property**

Land that is designated for aeronautical purposes must be developed and used for aeronautical activities only. Non-aviation related activities shall not be allowed in building or hangars location on land designated for aeronautical purposes without FAA approval. No Commercial Service Operator shall be allowed to operate in a T-Hangar.

- **Right To Designate Areas**

The City reserves the right to designate specific areas where individual aeronautical services or a combination of aeronautical services may be conducted and to determine whether or not there is sufficient, appropriate, or adequate space at the proposed site to meet the minimum requirements. Such determination shall consider the nature and extent of the proposed operation and the sites available for such purpose, consistent with the current Airport Master Plan and the orderly, safe, and efficient operation and development of the Airport.

- **Right To Resolve Disputes**

The City authorizes the Airport Director, or his/her duly authorized representative, to resolve disputes among parties/users/operators for airport related issues, subject to appeal to the City Manager.

- **Through The Fence Operations**

In accordance with FAA recommendations in Order 5190.6, the City has established a policy to refrain from entering into Through-The-Fence agreements on Lakeland Linder Regional Airport. Through-the-fence agreements will continue to be reviewed periodically as appropriate.

- **Right To Self-Service**

- No provision of these Standards shall prevent any person from performing any services on their own aircraft with their own employees provided the operations are conducted in accordance with Airport Rules and Regulations and other established Federal, State and Local laws related to Aircraft Fuel handling, dispensing, sale and storage including, but not limited to; State of Florida Fire Prevention Code, National Fire Protection Association (NFPA) Codes, and all applicable Federal, State and local environmental laws.
- The City may impose reasonable conditions for Self-Fueling activities.
- No Entity shall engage in Self-Fueling activities without prior written approval issued by the Director.
- Co-ops are prohibited from engaging in self-fueling activities.

- **Right To Amend Standards**

The City reserves the right to adopt amendments to these Minimum Standards as it determines they are necessary or desirable to reflect current trends of commercial activity and availability of property for lease, for the benefit of the

general public or the operation of the Airport.

- **Waivers**

The City may, in its sole discretion, waive all or any portion of the Minimum Standards for the benefit of any government or governmental agency performing public services to the aircraft industry or performing emergency medical or rescue services to the public by means of aircraft, or performing fire prevention or firefighting operations. The City may further temporarily waive any of the Minimum Standards for non-governmental Operators where the City, in its sole discretion and consistent with the Grant Assurances, deems such waiver to be in the best interest or welfare of the Airport's operation and the public interest.

COMPLIANCE

- Compliance with Minimum Standards is mandatory for all Aeronautical Operators.

SECTION 2
GENERAL REQUIREMENTS
FOR
COMMERCIAL AERONAUTICAL SERVICE OPERATORS

All Commercial Aeronautical Service Operators are required to meet the general requirements listed below as well as the specific requirements for each type of activity in Section 3.

Non-Tenant Businesses

- Non-Tenant Business Operators are exempt from the requirements of this section and must comply with the requirements of Section 5, Non-Tenant Businesses.

Operating Agreement

- No Operator may provide an aeronautical service at the Airport until entering into a written operating agreement with the City in the form of a Lease with the City, a sub-lease approved by the Director or a permit issued by the Director. The written agreement shall specify which types of aeronautical services the Operator is authorized to provide, contain provisions for insurance, indemnification and environmental requirements. The requirements of this section do not apply to any FAA designate examiner.

Application Procedures

- Application to provide aeronautical services must be made in accordance with Appendix A of these Minimum Standards and signed by all parties owning an interest in the business including each partner, director, or corporate officer.

Commercial Fueling Limitation

- Only FBO's shall be authorized to provide retail Aircraft Fueling services or operate commercial self-serve fueling facilities.

Prohibited Services

- No commercial services or activities will be conducted from any non-commercial hangar facility on the Airport.

Airport Security

- The Airport Security Program addresses Transportation Security Administration (TSA), Federal Aviation Administration (FAA) and Florida Statute requirements for airport security. Compliance with the Airport Security Program is mandatory. Requirements include but are not limited to:
 - Compliance with the requirements of TSA, FAA, FDOT and the Airport Security Program as now and hereinafter amended.
 - Operators shall provide to the Director a current list of contact personnel and phone numbers for emergency purposes, semi-annually or as requested.

- Operators shall provide to the Director a current list of employees who access the airfield, semi-annually or as requested.
- Operators shall provide to the Director a current list of subtenants and contact numbers, semi-annually or as requested.
- Operators shall provide to the Director a current list of all based aircraft with owner name, address, aircraft N number and type, semi-annually or as requested.

Compliance with Local, State and Federal Regulations

- All businesses that operate on the Airport must be knowledgeable of and in compliance with all Local, State and Federal guidelines and regulations governing their type of activity.
- Operators shall conform to the requirements and procedures of the Lakeland Linder Regional Airport Rules and Regulations as now and hereinafter amended.

Insurance Requirements

- Operators shall procure and continuously maintain in effect throughout the term of its activities upon the Airport at Operator's sole expense, insurance of the types and in at least such minimum amounts as set forth by the City of Lakeland Risk Management Department for the respective categories of aeronautical services provided as may be from time to time amended. Current Insurance requirements are available on the Lakeland Airport Website at www.lakelandairport.com.
- Insurance documents shall name the City as an additional insured and contain provisions for insurance, indemnification and applicable environmental requirements as required by the City.
- Insurance documents shall be forwarded to the Director annually.

Rates and Charges

- Adopted Rates and Charges shall apply and fees and payments will be incorporated into the Operating Agreement.
- Information on rental fees and charges applicable to the aeronautical services included herein will be made available to the prospective Operator at the time of application or during lease negotiations.

Sub-Leasing Limitations

- No Commercial Operator may sub-lease space from a Non-Commercial Hangar Tenant (T-Hangars, Corporate Hangars) for the purpose of conducting any commercial aeronautical business.
- If a Commercial Aeronautical Operator desires to sublease space to another Operator to provide one or more commercial aeronautical the following conditions shall apply:
 - Prior to finalizing an agreement, the Lessor and the proposed Sub-lessee must obtain prior written approval from the Director for the sublease agreement and for the type of business and service before allowing the sub-lessee to occupy or conduct any form of business from the leasehold.
 - The Sub-lessee must meet all of the Minimum Standards established for

the category or categories of services to be furnished.

- The Lessor must have the facilities and physical space necessary to support the aeronautical services of his sub-lessees. Such facilities and space shall be sufficient to accommodate the Operator's aeronautical service as well as those requirements for the Sub-lessee.
- The Sub-lessee shall maintain the types and amounts of insurance required by the City's Risk Management Department and shall name the City as an additional insured.
- The Lessor shall submit to the Director, Sub-lessee Certificates of insurance annually, for each required policy.

Proposed Construction, Alterations and Signage

- Any Person desiring to construct, install, erect, or modify any building, sign, structure, facility, or equipment on the Airport shall be required to submit a copy of the plans and specifications to the Director for review and approval.
- Approval must be obtained from the Director before submitting plans to City for any required permits.
- Approval must be obtained from the Director prior to scheduling any work to commence.
- Submittals shall contain at a minimum, a general layout, drawn to scale, showing the parcel of land required for the construction of such building or facility in addition to the portion of the property to be occupied by the building or facility proper, detailed drawings of the modification to any existing structure or equipment, specifications as to the construction desired, and a plan for the security of the construction area and adjoining AOA or other Airport security areas.
- Required notices submitted pursuant to FAR Part 77, Objects Affecting Navigable Airspace, must be submitted through the Director.
- All buildings constructed, installed or modified on the Airport shall conform to the requirements of the Airport and all applicable building codes, and be approved by the Director, whether or not building permits are required.
- All signage must be approved by the Director in advance and shall be in compliance with municipal code.
- As-Built drawings must be submitted to the Director, in an acceptable electronic format, upon completion of the project.

Land Requirements

- The Operator shall have adequate space for all buildings and support facilities; paved private auto parking; paved aircraft apron; paved taxiway connecting to the airport taxiway system; paved pedestrian walkway; and all storage facilities.

Hangars, Office and Support Facilities

- The Operator shall lease, sublease or construct facilities and hangars capable of safely and securely storing aircraft of the type proposed to service and to accommodate offices and shops to store their own equipment, supplies and manuals required to conduct business and support their activities.

Aircraft Parking Apron and Taxiway Access

- If required, the Operator shall lease, sublease or construct sufficient paved aircraft parking and storage area of adequate size to support the type of aircraft being serviced if necessary to support their aeronautical activity.
- The Operator shall provide any paved surfaces necessary for access to the Airport's taxiway system at a weight bearing strength to support operations by typical aircraft.

Vehicles and Equipment

- The specific equipment requirements specified in these Standards shall be deemed satisfied if the Operator owns, leases or otherwise has sufficient access to the equipment to provide the applicable aeronautical services promptly on demand without causing any flight delays or other operational impacts on aircraft at the Airport.
- Equipment must be maintained in operating condition and good appearance.
- Equipment must be painted in a uniform manner with the company name and logo prominently displayed.
- All vehicles operating at the Airport shall comply with Rules and Regulations and have required permits and registrations, including permits for operation in the AOA.
- All vehicles operating inside the AOA shall be clearly designated with the name of the Operator on the vehicle as required by the Airport Rules and Regulations.
- Operators shall ensure that vehicles operating from their leasehold do not access any movement or non-movement areas without proper training and credentials.

Personnel and Training

- All non-management personnel in the AOA shall have their name of the company prominently displayed on their uniform.
- All personnel in the AOA shall display security badges above the waist on the outermost garment at all times.
- An adequate number of qualified and, where applicable, licensed employees shall be on duty at all times to provide a level of service consistent with these Standards and to meet FAA certification requirements for the type of work being performed.
- The Operator shall have in its employ, and on duty during the posted business hours, trained and certified personnel in such numbers as are required conduct business in a safe and efficient manner, but never less than one (1) person currently certified by the FAA with ratings appropriate to the work being performed.
- The Operator shall maintain during business hours, a responsible person in charge to supervise its operations on the Airport and with the authorization to represent and act for and on behalf of the Operator.
- If required, the Operator shall at all times provide sufficient trained personnel to meet the requirements for movement and storage of tenants' aircraft in a safe and efficient manner.

SECTION 3
MINIMUM STANDARDS
FOR
SINGLE SERVICE OPERATORS

Airframe and Powerplant Maintenance Services

In addition to the General Requirements for all Operators in Section 2, each Airframe and Powerplant Maintenance Operator shall meet the following standards.

Equipment

- The Operator shall maintain an adequate supply of necessary parts, equipment and accessories required to support activities.
- If the Operator is involved with moving aircraft, they shall own, lease or have available an aircraft tug of sufficient power or braking weight to handle any aircraft that the operator is permitted to service under the operator's FAA certificate.
- The Operator shall maintain all of the tools and equipment required under the operator's FAA certificate.

Hours of Operation

- The Leased Premises shall be open and services available a minimum of (40) hours a week.
- The Operator shall provide for services during off-hours through an "on-call" system.

Aircraft Charter or Air Taxi Services

In addition to the General Requirements for all Operators in Section 2, each Aircraft Charter or Air Taxi Operator shall meet the following standards.

Equipment

- The Operator shall own, lease or manage at least one FAA certified and currently airworthy aircraft.

Hours of Operation

- The Operator shall post and maintain hours of operations sufficient to meet public demand.
- The Operator shall provide for services during off-hours through an "on-call" system.
- The Operator shall have dispatch capability within four (4) hours of a customer request.

Rates and Charges

- For Charter Operations that are not based at LAL but who operate to and from the Airport, the payment of all applicable landing, parking or other levied fees

by the non-based charter operation shall be deemed sufficient to meet the standards.

Aircraft Component Repair Services

In addition to the General Requirements for all Operators in Section 2, an Aircraft Component Repair Services Operator shall meet the following standards.

Equipment

- The Operator shall maintain an adequate supply of necessary parts, equipment and accessories required to support activities.
- The Operator shall maintain all of the tools and equipment required under the operator's FAA certificate.

Hours of Operation

- The Operator shall post and maintain hours of operations sufficient to meet public demand.

Aircraft Management Services

In addition to the General Requirements for all Operators in Section 2, Aircraft Management Operator shall meet the following standards.

Equipment

- The Operator shall own, lease or manage at least one FAA certified and currently airworthy aircraft.

Hours of Operation

- The Operator shall post and maintain hours of operations sufficient to meet public demand.

Compliance

- An aircraft management service operator may choose not to own or exclusively lease the aircraft to be managed and would therefore be prohibited from self-fueling such aircraft.
- Copies of management services agreements between the aircraft owner and the Aircraft Management Services operator must be submitted to the Director annually.

Aircraft Restoration and Refurbishing

In addition to the General Requirements for all Operators in Section 2, each Aircraft Restoration and Refurbishing Operator, or Salvage Operator shall meet the following standards.

Equipment

- The Operator shall maintain an adequate supply of necessary parts, equipment and accessories required to support activities.

- If the Operator is involved with moving aircraft, they shall own, lease or have available an aircraft tug of sufficient power or braking weight to handle any aircraft that the operator is permitted to service under the operator's FAA certificate.
- The Operator shall maintain all of the tools and equipment required under the operator's FAA certificate.

Hours of Operation

- The Operator shall post and maintain hours of operations sufficient to meet public demand.

Avionics Sales and Service

In addition to the General Requirements for all Operators in Section 2, each Avionics, Instrument and Component Sales and Service Operator shall meet the following standards.

Equipment

- The Operator shall maintain an adequate supply of necessary parts, equipment and accessories required to support activities.
- If the Operator is involved with moving aircraft, they shall own, lease or have available an aircraft tug of sufficient power or braking weight to handle any aircraft that the operator is permitted to service under the operator's FAA certificate.
- The Operator shall maintain all of the tools and equipment required under the operator's FAA certificate.

Hours of Operation

- The Leased Premises shall be open and services available a minimum of (40) hours a week.
- The Operator shall provide for services during off-hours through an "on-call" system.

Flight Instruction or Aircraft Rental Services

In addition to the General Requirements for all Operators in Section 2, each Flight Instruction or Aircraft Rental Operator shall meet the following standards.

Equipment

- The Operator shall own, lease or have available at least one FAA certified and currently airworthy aircraft or Simulator.
- The Operator shall at all times maintain an adequate supply of all necessary equipment and accessories required under the operator's FAA certificate.

Hours of Operation

- The Operator shall post and maintain hours of operations sufficient to meet public demand.

Aircraft Sales

An Aircraft Sales Service engages in the Sale and Brokering of Aircraft.

In addition to the General Requirements for all Operators in Section 2, each Aircraft Sales Operator shall meet the following standards.

Equipment

- The Operator shall maintain an adequate supply of all necessary equipment and accessories.
- If the Operator is involved with moving aircraft, they shall own, lease or have available at least an aircraft tug of sufficient power or braking weight to handle any aircraft that the operator is permitted to service under the operator's FAA certificate.

Hours of Operation

- The Operator shall post and maintain hours of operations sufficient to meet public demand.

Aircraft Storage/Hangar Services

In addition to the General Requirements for all Operators in Section 2, each Aircraft Storage/Hangar Operator shall meet the following standards.

Equipment

- The Operator shall own, lease or have available equipment necessary to meet all of the requirements for the storage and movement of customers' aircraft.

Personnel

- The Operator shall provide sufficient trained personnel to meet the requirements for the storage and movement of tenants' aircraft.

Limitations

- The Operator shall ensure that hangar tenants only perform preventive Aircraft maintenance within the hangar on their own Aircraft to the extent permitted in 14 CFR Part 43, as now or hereafter amended.
- Painting, welding, and any type of Hazardous Material storage shall not be permitted within Aircraft hangars unless authorized specifically by the Director in writing. The piling and storage of crates, boxes, barrels, containers, refuse, and surplus property shall not be permitted.

Hours of Operation

- The Operator shall post and maintain hours of operations sufficient to meet public demand.

Specialized Aeronautical Services

This section addresses other commercial aeronautical services that are too varied to reasonably permit the establishment of specific minimum standards for each. Some of the services in this category include but are not limited to:

- Non-stop sightseeing flights
- Crop dusting, seeding and spraying
- Banner towering and aerial advertising
- Aerial photography or surveying
- Power line or pipeline patrol
- Aircraft Cleaning and Washing
- Aircraft Salvage

Operators proposing other commercial aeronautical services shall meet the General Requirements for all Operators in Section 2, and shall meet the following standards.

Additional Requirements

- The City may develop additional standards on a case-by-case basis taking into consideration the desires of the proponent and the needs of the Airport.
- The City may consult with the FAA and/or other Agencies on the safety of a proposed activity, prohibit or condition the activity based on the results of a safety review or airspace study, and establish uniform Minimum Standards prior to permitting an operator to conduct the activity.

Multiple Aeronautical Services

In addition to the General Requirements for all Operators in Section 2, an Operator that engages in any two (2) or more single services shall meet the following standards.

Land

- The Operator shall lease or sublease adequate space for all buildings and support facilities for all services provided; paved private auto parking; paved aircraft apron; paved taxiway connecting to the airport taxiway system; paved pedestrian walkway; and all storage facilities.

Hangars, Office and Support Facilities

- The Operator shall lease, sublease or construct hangar, office or support facilities of adequate size to conduct all business operations. Minimum leased space required for multiple services may be lower than the minimum leased space required for each service if considered separately.

Aircraft Apron and Taxiway Access

- The Operator shall lease, sublease or construct paved aircraft parking and storage area of adequate size to support the type of aircraft necessary to support all of its activities.
- The Operator shall construct any paved surfaces necessary for access to the Airport's taxiway system at a weight bearing strength to support operations by typical aircraft.

Equipment

- The Operator shall own, lease or have available FAA certified and currently airworthy aircraft and equipment necessary to comply with the aircraft

requirements for each aeronautical service to be performed except that multiple use can be made of all aircraft.

Hours of Operation

- The Operator shall post and maintain the longest hours of operation required elsewhere in these Minimum Standards for the aeronautical service being provided.

Personnel

- Multiple responsibilities may be assigned to meet the personnel requirements for each aeronautical service being performed.

Insurance

- The Operator shall obtain, as a minimum, that insurance coverage which is equal to the highest single coverage requirement of all the aeronautical services being performed by the Operator as required by the City of Lakeland Risk Management Department. Current Insurance requirements are available on the Lakeland Airport Website at www.lakelandairport.com.

Required Fees and Payments

- Additional Fees may be required as specified in the Operating Agreement or Lease.

SECTION 4
MINIMUM STANDARDS
FOR
FIXED BASE OPERATORS

In addition to the General Requirements for all Operators in Section 2, each Fixed Base Operator shall meet the following standards.

Operating Agreement

- No applicant for FBO may provide aeronautical services at the Airport until entering into a written lease with the City.

Management Qualifications

- An Entity shall have a minimum of five (5) years of prior experience operating a full-service FBO at one or more airports.

Required Services

The FBO is required to provide the following services at a minimum:

- Retail Aircraft Fueling which shall include Turbine Fuel Jet-A, AvGas 100LL, and Aircraft lubricants. In addition, an FBO may provide contract fueling services to air carriers.
- Aircraft Line services
- Aircraft Oxygen and Lavatory services
- Airframe and Power Plant Maintenance services
- Aircraft Storage Hangars
- Passenger, Crew, and Aircraft ground services, pilot supplies, support and amenities
- Flight briefing capabilities including weather
- Access to limousine services and rental cars
- Courtesy vehicle(s)
- Service equipment necessary to properly provide support for Aircraft including, but not limited to: Fire extinguishers, Aircraft tugs, ground power starter, auxiliary power units, and oxygen servicing equipment.

Optional Aeronautical Services

- The FBO may provide other commercial aeronautical services on its leasehold subject to the approval of the Director and provided they meet the requirements of these standards, which may include but are not limited to:
 - Flight Instruction or Aircraft Rental
 - Aircraft Sales
 - Air Charter, Air Taxi or Aircraft Management Services
 - Avionics Sales and Maintenance Services
 - Other specialized aeronautical services for air carriers

Rates and Charges

- In a form acceptable to the Director, the FBO shall provide a monthly Aircraft

Fuel inventory reconciliation report to the Director and shall also submit a summary report listing the total amounts of Aircraft Fuel delivered to the site during each calendar month, together with the required fees and charges, on or before the 10th day of the subsequent month. The FBO shall maintain records of all fueling activities for not less than a three (3) year period and all necessary records shall be made available to the Director for audit.

Collection Agent

- When requested by the Director, the FBO shall act as the collection agent for any fees which are applicable to aircraft arriving at the Airport.

Sub-Contracting Limitations

- The FBO may subcontract or use third-party operators to provide any of the required FBO services, or optional services, with the exception of Aircraft Fueling and aircraft Line Services, which must be provided directly by FBO employees.

Minimum Space Requirements Quick Reference:

Buildings & Leasehold	Minimum Size
Total Leased Premises	6 acres, contiguous
Offices and Support Facilities	3,000 square feet
Maintenance Hangar	10,000 square feet
Aircraft Storage Hangar	10,000 square feet
Apron	120,000 square feet
Fuel Storage Area	5,000 square feet

Land Requirements

- The FBO must lease property directly from the City to comply with the provisions of these Standards.
- The FBO must lease six (6) contiguous acres of land to provide space for: offices, hangars and other support buildings; paved private auto parking; paved aircraft apron; paved pedestrian walkways; fuel storage facilities; and all storage, servicing utilities and support facilities.

Hangars, Office and Support Facilities

- The FBO must lease or construct hangar facilities to provide a minimum of 10,000 square feet for aircraft storage which shall include a minimum of 2500 square feet available for short term aircraft storage.
- The FBO must lease or construct an additional 3,000 additional square feet of lounge, offices, flight planning facilities, pilot waiting areas, public restrooms and telephone facilities.
- The FBO must lease or construct an additional 10,000 square feet of hangar space to provide Aircraft Maintenance Services.

Aircraft Parking Apron and Taxiway Access

- The FBO shall lease or construct paved aircraft parking and storage area of adequate size to support the type of aircraft being serviced, but not less than a minimum of 120,000 square feet of parking apron (within the leased premises) which shall include a minimum of twenty (20) aircraft Tiedown spaces.
- The FBO shall provide any paved surfaces necessary for access to the Airport's taxiway system at a weight bearing strength to support operations by typical aircraft.

Fuel Storage Facilities

- The FBO shall provide the sale and into-plane delivery of common and recognized brands of Aircraft Fuels, lubricants and other aviation petroleum products. The FBO shall provide, store, and dispense 100LL/Avgas and Jet-A Aircraft Fuel. All Equipment used for the storage and/or dispensing of Aircraft Fuel must meet all applicable Federal, State, local laws, rules and regulations.
- The location of the Aircraft Fuel Storage Area shall be in conformance with the Airport's Master Plan, Airport Layout Plan and approved by the Airport.
- The FBO shall lease a minimum of 5000 square feet of land for above-ground fuel storage tanks to be constructed and operated in accordance with all applicable environmental requirements on the FBO's leased premises. The location of the Aircraft Fuel Storage Area shall be in conformance with the Airport's Master Plan and approved by the Airport.
- The FBO shall maintain the Aircraft Fuel Storage Area and all improvements in a presentable condition consistent with good business practices and in accordance with all applicable Federal, State and local laws, and the Airport Rules and Regulations.
- The total storage capacities shall be at least 10,000 gallons for turbine fuel and 10,000 gallons for aviation gasoline to assure an adequate supply at all times. The storage system must include adequate fuel spill prevention features and containment capabilities.
- The FBO shall provide a current copy of their Aircraft Fuel Spill Prevention, Countermeasures, and Control plan (SPCC) to the Airport thirty (30) days prior to commencing operations.
- Filter-equipped Aircraft Fuel dispensers with separate dispensing pumps and meter systems for each grade of Aircraft Fuel shall be provided. All metering devices must be inspected, checked and certified annually by appropriate local and State agencies.
- The FBO shall conduct the lawful, sanitary, and timely handling and disposal of all solid waste, regulated waste, and other materials including, but not limited to, sump Aircraft Fuel, used oil, solvents, and other regulated waste.
- The piling and storage of crates, boxes, barrels, containers, refuse, and surplus property is not permitted upon the Leased Premises.
- The FBO shall be required to undertake at its expense any environmental testing which the Airport Director may request from time to time, and any remedial actions which the Airport Director may determine to be necessary or appropriate as a result of such testing.

Vehicles and Equipment

- The FBO shall provide the personnel, equipment and facilities required to service all types of aircraft normally frequenting the Airport. Equipment shall be sufficient to facilitate the handling of aircraft up to and defined by FAA Category ARC B-II. Equipment shall consist of one (1) tug, one (1) ground power unit, one (1) universal tow bar, and one (1) tow bar with changeable heads for turbine aircraft.
- The FBO shall procure and maintain tools, jacks, tugs, towing equipment, tire repairing equipment, ground power units, emergency starting equipment, portable compressed air tanks, oxygen cart and supplies, fire extinguishers, mobile passenger stairs, chocks, ropes, tie-down supplies, crew and passenger courtesy transportation vehicles and a "Follow-Me" vehicle,
- The specific equipment requirements specified in these Standards shall be deemed satisfied if the FBO owns, leases or otherwise has sufficient access to the equipment to provide the applicable aeronautical services promptly on demand without causing any flight delays or other operational impacts on aircraft at the Airport.
- All equipment must be maintained in operating condition and good appearance.
- All equipment must be painted in a uniform manner with the company name and logo prominently displayed.
- All vehicles operating at the Airport shall have required permits and registrations, including permits for operation in the AOA.
- All vehicles operating inside the AOA shall be clearly designated with the name of the Operator on the vehicle as required by Airport Rules and Regulations.
- Each FBO shall provide an adequate supply of properly located, type, size and operable fire extinguishers and other safety Equipment. All fire extinguisher certifications must be current. Fire extinguishers shall be maintained within all hangars, on apron areas, at aircraft fuel storage area, and on all ground handling and Fueling Vehicles as required by applicable State and local fire codes for the type of operations conducted.

Emergency Assistance

- Recognizing that aircraft removal is the responsibility of the aircraft Owner/Operator, the FBO shall be prepared to lend assistance within thirty (30) minutes upon request to disabled aircraft on the Airport. This includes towing or transporting of disabled aircraft having a gross landing weight not in excess of 70,000 pounds to the Leased Premises at the request of the owner or operator of the disabled aircraft or the Director.
- Movement of any disabled aircraft shall be at the expense of the aircraft owner and the City bears no liability in moving an aircraft.

Mobile Dispensing Equipment

The FBO shall provide at least two (2) metered filter-equipped mobile dispensing trucks for dispensing the two (2) types of fuel, with separate dispensing pumps and meters required for each type of fuel.

- At least one (1) of the mobile dispensing trucks must be used for dispensing turbine Jet-A fuel with each having a minimum capacity of at least 3,000 gallons.

- At least one (1) of the mobile dispensing trucks must be used for dispensing aviation gasoline 100 LL with a capacity of at least 1200 gallons.
- All dispensers must have bottom-refilling capabilities and turbine fuel dispensers must have single point refueling capabilities.
- All dispensers shall meet all applicable safety requirements, with reliable metering devices subject to independent inspection.
- All equipment shall be maintained and operated in accordance with applicable Federal, State, Local laws and Airport Rules and Regulations.

Commercial Self-Service Fueling

- The FBO may provide Commercial Self-Service Fueling Equipment in addition to the required full-service Aircraft Fueling Equipment with the prior written consent of the Director.
- Commercial Self-Service Fueling Equipment must be in compliance with all applicable Federal, State, Local laws, Airport Rules and Regulations and cannot be substituted for the required full-service Aircraft Fueling Equipment.
- The FBO authorized to provide Commercial Self-Service Fueling shall provide at a minimum 100LL aviation gasoline.
- The storage tank for this facility shall be a minimum of 10,000 gallons.

Hours of Operation

- Each FBO is required to be open for business and provide Aircraft Fueling and Aircraft Line Services a minimum of sixteen (16) hours per day, seven (7) days per week, except as otherwise approved in writing by the Airport.
- Each FBO shall be available on-call twenty-four (24) hours a day, seven (7) days a week to respond to the needs of the customer or Airport.
- Airframe and Power Plant Maintenance must be open not less than five (5) days per week, eight (8) hours per day. At least one (1) FAA-licensed aircraft mechanic shall be made available promptly upon request. The FBO can meet this requirement by contracting with a Single Service Operator authorized to conduct aircraft maintenance at the Airport.

Personnel and Training

- At least two (2) fully trained and qualified line service personnel shall be on duty at all times while the facility is open for business. One must be a responsible and qualified supervisor.
- All fuel and line service personnel shall be suitably uniformed with the name of the company prominently displayed.
- All personnel in the AOA shall display security badges above the waist on the outermost garment at all times.
- All fuel service personnel shall have successfully completed an approved line technician safety course. National Aviation Transportation Association (NATA) or equivalent is acceptable.
- The FBO shall develop and maintain Standard Operating Procedures (SOP) for aircraft fuel and ground handling operations and shall ensure compliance with standards set forth in FAA Advisory Circular 00-34, Aircraft Ground Handling and Servicing, as now or hereafter amended. The SOP shall address bonding and fire protection, public protection, control of access to the aircraft fuel

storage facility, and marking and labeling of aircraft fuel storage tanks and fuel dispensing equipment, and shall be submitted to the Airport prior to the FBO commencing fueling activities.

- The FBO shall comply with the Florida Fire Prevention Code, FAA Advisory Circular 150/5230-4, Aircraft Fuel Storage, Handling, and Dispensing on Airports, Airport Rules and Regulations, and all other applicable Federal, State and local laws related to Aircraft Fuel handling, dispensing, sale and storage.
- The FBO shall obtain all applicable aircraft fueling certifications and permits, and receive periodic refresher training as required.
- The City, the Director and/or the FAA may periodically conduct inspections of the FBO activities and facilities to ensure compliance with all applicable laws, regulations, and these Minimum Standards.

SECTION 5
MINIMUM STANDARDS
FOR
NON-TENANT BUSINESSES

The City recognizes that not all aeronautical services required by Airport tenants and users are provided by On-Airport Service Providers. Authorized Non-tenant businesses are permitted to provide services at the Airport from an off-site location or to use the Airport to further an off-site business.

Non-Tenant Businesses shall meet the following standards.

Operating Agreement and Application Procedures

- Non-Tenant businesses may apply for a Permit to conduct business on the Airport by submitting to the Director the Application found in Appendix B.
- The Permit provides operating regulations and guidelines and sets forth appropriate fees to be paid for the privilege of using the airport in connection with their business operation.
- Non-Tenant Business Permits are typically issued on an annual basis.
- The application should contain the following information.
 - Name of the Business, address, phone number, type of Business, type and description of Vehicles to be operated, if any, on Airport property.
 - Names and addresses of principals of the applying entity.
 - Names and addresses of each principal or entity having an Ownership interest in the Business.
 - Name, address and job title of all local management Personnel.
 - Satisfactory proof of all Business and/or Vehicle Permits required by Federal, State, or local authorities.
- The Non-Tenant business must pay the permit fee specified prior to issuance of a permit and commencing operations.
- Within 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 application is denied the Director shall specify in writing the grounds for denial. The applicant shall have 15 calendar days to appeal the ruling, in writing, to the City Manager.

Permit Renewal

- Application for renewal of Non-Tenant Business Permits shall be submitted to the Director at least 30 and no more than 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, insurance documents, security documents and pay any applicable fees.

Limitations

- A Non-Tenant Business shall not establish any office, station, or location on Airport property.

Insurance Requirements

- The Non-Tenant Business shall procure and continuously maintain in effect throughout the term of its activities upon the Airport at Operator's sole expense, insurance of the types and in at least such minimum amounts as set forth by the City of Lakeland Risk Management Department. Current Insurance requirements are available on the Lakeland Airport Website at www.lakelandairport.com.
- The Non-Tenant Business shall indemnify and hold harmless the City from any claim arising from their Business operations on Airport property.
- Insurance documents shall name the City as an additional insured and contain provisions for insurance, indemnification and applicable environmental requirements as required by the City.
- Insurance documents shall be submitted to the Director annually.

Rates and Charges

- Adopted Airport Rates and Charges shall apply and fees and payments will be incorporated into the Operating Agreement.
- The following fees apply annually for any entity that has been approved to operate at the Airport and provide services as a Non-Tenant Business Operator.
 - Airframe and Powerplant Repair \$ 250.00 Annually + tax
 - Aircraft Rental \$ 250.00 Annually + tax
 - Avionic Sales and Service \$ 250.00 Annually + tax
 - Aircraft Restoration and Refurbishing \$ 250.00 Annually + tax
 - Aircraft Component Repair \$ 250.00 Annually + tax
 - Flight Instruction \$ 50.00 Annually + tax
- For Charter Operations that are not based at Lakeland Linder Regional Airport but operate to and from the Airport, the payment of all applicable landing, parking or other levied fees by the non-based charter operation shall be deemed sufficient to meet the standards.

Vehicles and Equipment

- All vehicles operating at the Airport shall have required permits and registrations, including permits for operation in the AOA, if required.
- All vehicles operating inside the AOA shall be clearly designated with the name of the Operator on the vehicle as required by the Airport Rules and Regulations.
- Vehicles shall park in authorized areas only.
- If required, the Operator shall pick up and/or deliver customers at the Airport only in authorized areas.

Personnel and Training

- All non-management personnel in the AOA shall be suitably uniformed with the name of the company prominently displayed.
- All personnel in the AOA shall display security badges above the waist on the outermost garment at all times.
- Only qualified and, where applicable, licensed or FAA certified, employees shall provide services at the Airport

- The Operator shall maintain during business hours, a responsible person in charge to supervise its operations on the Airport and have the authorization to represent and act for and on behalf of the Operator.
- Operators shall ensure that vehicles and personnel entering the AOA through authorized gates access approved areas only.

Airport Security

- The Airport Security Program addresses Transportation Security Administration (TSA), Federal Aviation Administration (FAA) and Florida Statute requirements for airport security. Compliance with the Airport Security Program is mandatory. Requirements of all Airport operators include but are not limited to:
 - Operators shall comply with the requirements of TSA, FAA, FDOT and the Airport Security plan as now and hereinafter amended.
 - Operators shall provide to the Director a current list of contact personnel and phone numbers for emergency purposes, semi-annually or as requested.
 - Operators shall provide to the Director a current list of employees who access the airfield, semi-annually or as requested.

Compliance with Local, State and Federal Regulations

- All businesses that operate on the Airport must be knowledgeable of and in compliance with all Local, State and Federal guidelines and regulations governing their type of activity.
- Operators shall conform to the requirements and procedures of the Airport Rules and Regulations as now and hereinafter amended.

Permit Revocation

- A Non-Tenant Business Permit may be revoked by the Director at any time for cause. Causes for revocation include, but are not limited to:
 - Violation of any rule, regulation or standard of the Airport or any other act or omission which poses a danger to public health, safety, or welfare.
 - Violation of any applicable Law.
 - Breach of the written Agreement entered into with the Airport.
 - Failure to perform any of the conditions and covenants entered into with the Director including failure to make timely payment of any fees, fines, or other moneys due.
 - Violation of any rule, regulation, or standard of the Airport or operating in a manner which adversely affects Airport operations.
 - Failure on the part of any agent, employee, or representative of the non-Tenant Business to obey any directions properly issued by the Director.

SECTION 6
MINIMUM STANDARDS
FOR
FLYING CLUBS

Flying Clubs desiring to base their aircraft and operate at the Lakeland Linder Regional Airport shall meet the following standards.

Operating Agreement

- No Flying Club may be operated on the Lakeland Linder Regional airport until entering into a written agreement or lease with the City.
- The operating agreement or lease shall contain provisions for insurance, indemnification and environmental requirements as required.

Application

- Application to establish a Flying Club must be made in accordance with Appendix A of these Minimum Standards and signed by all parties owning an interest in the club including each partner, director, or corporate officer.
- Each club shall be a registered not-for-profit entity with the State of Florida.

Insurance Requirements

- The Flying Club shall procure and continuously maintain in effect throughout the term of its activities upon the Airport at their sole expense, insurance of the types and in at least such minimum amounts as set forth by the City of Lakeland Risk Management Department. Current Insurance requirements are available on the Lakeland Airport Website at www.lakelandairport.com.
- Insurance documents shall indemnify and hold harmless the City from any claim arising from the Flying Club's operations on Airport property.
- Insurance documents shall name the City as an additional insured and contain provisions for insurance, indemnification and applicable environmental requirements as required by the City.
- Insurance documents shall be submitted to the Director annually.

Compliance with Local, State and Federal Regulations

- The Flying Club must be knowledgeable of and in compliance with all Local, State and Federal guidelines and regulations governing their type of activity.
- Operators shall conform to the requirements and procedures of the Lakeland Linder Regional Airport Rules and Regulations as now and hereinafter amended.
- The City has the right to require the Flying Club to furnish documents such as tax returns, insurance policies, Club by-laws, meeting minutes and notifications, and a current list of members to ensure that the Club remains a non-commercial and non-profit organization.
- The Flying Club shall file and keep current with the Director a complete membership list and the investment share held by each member.

- A Flying club that violates the requirements of the Minimum Standards or permits one of more members to do so may be required to terminate all operations as a Flying Club at the Airport.

Additional Requirements

- Each member shall be a bona fide Owner of the Aircraft or a member of the not-for-profit corporation.
- Flying Club Aircraft shall not be used by non-members.
- No member/owner shall use Flying Club Aircraft in exchange for compensation.
- No member/owner of a Flying Club shall receive compensation for services provided for its members/owners unless such member is an authorized Commercial Operator with the Airport.
- The Flying Club and their members are prohibited from providing any goods or services to any person or firm other than a member of the club, except that the flying club may sell or exchange its capital equipment.
- The Flying Club may conduct aircraft flight instruction for members only, and only members of the flying club may operate the aircraft. 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.
- Any qualified mechanic who is a registered member/owner of the flying club may perform maintenance work on aircraft owned by the club. The flying club may not become obligated to pay for such maintenance work except that such mechanics may be compensated by credit against payment of dues or flight time.

Airport Security

- The Airport Security Program addresses Transportation Security Administration (TSA), Federal Aviation Administration (FAA) and Florida Statute requirements for airport security. Compliance with the Airport Security Plan is mandatory. Requirements include but are not limited to:
 - Operators shall comply with the requirements of TSA, FAA, FDOT and the Airport Security Plan as now and hereinafter amended.
 - Operators shall provide to the Director a current list of contact personnel and phone numbers for emergency purposes, semi-annually or as requested.
 - Operators shall provide to the Director, a current list of members/employees who access the airfield, semi-annually or as requested.
 - Operators shall provide to the Director a current list of all Based Aircraft with owner name, address, aircraft N number and type, semi-annually or as requested.

Airport Rules and Regulations

- Operators shall conform to the requirements and procedures of the Lakeland Linder Regional Airport Rules and Regulations as now and hereinafter amended.

Proposed Construction, Alterations and Signage

- Any Person desiring to construct, install, erect, or modify any building, sign, structure, facility, or equipment on the Airport shall be required to submit a copy of the plans and specifications to the Director for review and approval.
- Approval must be obtained from the Director before submitting plans to City for any required permits.
- Approval must be obtained from the Director prior to scheduling any work to commence.
- Submittals shall contain at a minimum, a general layout, drawn to scale, showing the parcel of land required for the construction of such building or facility in addition to the portion of the property to be occupied by the building or facility proper, detailed drawings of the modification to any existing structure or equipment, specifications as to the construction desired, and a plan for the security of the construction area and adjoining AOA or other Airport security areas.
- Required notices submitted pursuant to FAR Part 77, Objects Affecting Navigable Airspace, must be submitted through the Director.
- All buildings constructed, installed, erected, or modified on the Airport shall conform to the requirements of the Airport and all applicable building codes, and be approved by the Director, whether or not building permits are required.
- All signage must be approved by the Director in advance and shall be in compliance with municipal code.
- As-Built drawings must be submitted to the Director, in an acceptable electronic format, upon completion of the project.

APPENDIX A
APPLICATION
FOR
COMMERCIAL AERONAUTICAL SERVICES

Any person(s), firm or legal entity wishing to obtain the right to operate and/or establish a lease or sublease on the Airport shall make written application to the Director in the following manner.

1. APPLICATION PROCEDURE

- Application to provide commercial aeronautical services must be submitted to the Director and signed by all parties owning an interest in the business including each partner, director, or corporate officer.
- The original application, together with all required documentation, shall be submitted to:

Airport Director
Lakeland Linder Regional Airport
3900 Don Emerson Drive, Suite 210
Lakeland, Florida 33811

2. SUPPORTING DOCUMENTS

Applicants shall furnish the following supporting documents as evidence of organizational and financial capability to provide the proposed activities:

- Business Plan - a written proposal detailing the nature of the proposed aeronautical service to be provided, space and facility requirements and the proposed location on the Airport.
- Financial Statement - a current financial statement prepared in accordance with standard accounting principles by a certified public accountant (CPA). Applicant must submit a report from all principals for a corporation or partnership. The Director shall be entitled to consider the financial statement in evaluating the applicant's financial ability to provide reasonable, safe and adequate aeronautical services to the public. The Director in his sole discretion may waive this requirement for a Single Service Operator.
- Credit Report - a current credit report covering all business activities in which the applicant has participated within the past ten years. Applicant must submit a report for all principals for a corporation or partnership.
- Personnel - a listing, with resumes, of key personnel to be assigned to the Airport along with a description of their duties and responsibilities.
- Evidence of Insurability with policy coverage that conforms to the requirements of the City of Lakeland Risk Management Department. Current Insurance Requirements may be found on the Lakeland Airport Website at www.lakelandairport.com.
- Such other information as the Director may require.

3. ACTION ON APPLICATION

The Director may deny any application, or reject any proposal to operate any aeronautical service on the Airport, if, in its opinion, it finds any one or more of the following:

- The applicant does not meet published qualifications, standards and requirements established by these Minimum Standards.
- The applicant(s) have supplied the City, or any other person, with false or misleading information or has failed to make full disclosure in their application or in the supporting documents.
- There is no appropriate, adequate or available space on the Airport to accommodate the applicant at the time of application.
- The proposed activity conflicts with the Approved Airport Layout Plan, or will create a safety hazard as determined by the Director or by the FAA.
- The proposed activity requires the City to expend funds or to supply materials or manpower that the City is unwilling to expend or the operation will result in a financial loss to the City.
- The proposed activity will result in depriving existing Operators of portions of the area in which they are operating; will result in congestion of aircraft or buildings; or will unduly interfere with the operations of any present Operators, or prevent free access to such operations.
- The proposed activity or operations have been or could be detrimental to the City.
- The applicant has violated any of the Lakeland Linder Regional Airport Minimum Standards and/or Rules and Regulations, or the standards and regulations of any other airport, Federal Aviation Regulations, any other statutes, ordinances, laws or orders applicable to the Airport or any other airport.
- The applicant has defaulted in the performance of any lease or other agreement with the City.
- The applicant's credit report or financial statement contains information that would create operational questions regarding the applicant's ability to conduct the proposed operation.
- The applicant does not have, or appear to have, access to the operating capital necessary to conduct the proposed operation.
- The applicant is unable to obtain sufficient insurance, financial sureties or guarantors to protect the interest of the Airport, the City of Lakeland, FAA or other appropriate governmental entities.
- The applicant has been convicted of any crime, or has violated any county ordinances, state or federal laws.
- The Airport determines that the bid or proposal is not in the best interest of the health, safety, welfare, necessity or convenience of the traveling public.
- The applicant is unable to qualify for unescorted access to the Airport Security Areas as required by Title 49 of the Code of Federal Regulations Part 1542.209 or Part 1544.229. These requirements include criminal history records checks.



APPLICATION FORM

SECTION 1 – COMPANY INFORMATION

a.	Company Name (as it will appear on the permit.) Please specify corporation, Joint Venture or Sole Proprietorship	
b.	Corporate Name if (a) is a d/b/a:	
c.	Type of Entity:	
d.	State of Incorporation:	
e.	Date of Incorporation:	
f.	List of corporate officers	

SECTION 2 – PROPOSED SERVICES

Place a check in the box provided below for the aeronautical services that the applicant is requesting to provide at Lakeland Linder Regional Airport. Include a five year business plan giving details of the proposed business.

- Fixed Base Operator
- Airframe and Powerplant Maintenance Services
- Aircraft Restoration and Refurbishing Services
- Flight Instruction or Aircraft Rental Services
- Avionics Sales and Maintenance Services
- Aircraft Sales
- Aircraft Component Repair Services
- Aircraft Charter or Air Taxi Services
- Aircraft Management Services
- Aircraft Storage/Hangar Services
- Multiple Aeronautical Services (List Types)
 - Flying Club

<input type="checkbox"/> Other Specialized Aeronautical Services (Specify the services to be provided)
--

SECTION 3 – CONTACT INFORMATION

a.	Corporate Address:	
	Website:	
	Contact Person:	
	Title:	
	Phone Number:	
	Facsimile Number:	
	Cell Phone Number:	
	Email Address:	

b.	Local Address (if Different):	
	Contact Person:	
	Title:	
	Phone Number:	
	Facsimile Number:	
	Cell Phone Number:	
	Email Address:	

c.	Authorized Representative:	
	Title:	
	Address:	
	Phone Number:	

	Legal Notice Address:	
--	-----------------------	--

SECTION 4 – BUSINESS BACKGROUND

1. Number of Years in business: _____

2. Where have you done business before? Indicate below the type of business and the number of years. (e.g. FBO – 10 years, Aircraft Maintenance - 5 years, etc.)

	Type of Activity	Number of Years	Location (Airport)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

SECTION 5 – CUSTOMER INFORMATION

List all airport tenants or air carriers with whom applicant has contracts, the effective dates of contracts and type of service to be provided in the space provided below.

<u>Tenant/Airline</u>	<u>Effective Date</u>	<u>Type of Service</u>

SECTION 6 – REFERENCES

Provide the name, address and telephone number of an airport employee who supervised or is otherwise familiar with your activities at each airport where you operated during the past three (3) years (*attach additional sheets as necessary*):

Reference 1

Contact Person:			
Company			
Title:			
Address:			
Phone Number:		Fax Number:	
Cell Phone		Email Address:	

Reference 2

Contact Person:			
Company			
Title:			
Address:			
Phone Number:		Fax Number:	
Cell Phone		Email Address:	

Reference 3

Contact Person:			
Company			
Title:			
Address:			
Phone Number:		Fax Number:	
Cell Phone		Email Address:	

Reference 4

Contact Person:			
Company			
Title:			
Address:			
Phone Number:		Fax Number:	
Cell Phone		Email Address:	

SECTION 7 – MANAGEMENT EXPERIENCE

List the principals and key staff for the proposed business. Attach resumes for each individual. Be sure that the experience of such owner or manager, including type of experience, number of years of experience and number of years of experience at particular airports are included in the resume.

	Name	Title	Years Experience	Resume Attached
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

SECTION 8 – SPACE REQUIREMENTS

Indicate the amount, type and preferred location of space needed to support the activity (administrative, operational and other needs):

	Type of Space	Approximate Size (SqFt)	Preferred Location On Airport
1.	Office		
2.	Breakroom		
3.	Equipment Parking		
4.	Storage (air-conditioned)		
5.	Storage (no air-conditioning)		
6.	Other (specify)		
7.			
8.			
9.			
10.			

SECTION 9 – ADDITIONAL INFORMATION

Applicants who are approved and require Air Operations Area (AOA) access must comply with the requirements of the Airport Security Program and submit an application for an identification badge. Class times and scheduling information are available by calling Airport Administration at 863-834-3298.

The following items must be submitted to the Director prior to start of operations:

- Fully executed Agreement with the Lakeland Linder Regional Airport
- Security deposit
- Proof of insurance (Insurance Certificate)
- Copies of all signed contracts/subleases between the applicant and tenants currently serving Lakeland Linder Regional Airport.
- Current Financial Statement
- Credit report with three credit references
- Five year Business Plan

Return this completed application to:

**Airport Director
Lakeland Linder Regional Airport
3900 Don Emerson Drive, Suite 210
Lakeland, Florida 33811**

Signature _____ **Date** _____

Print Name _____ **Phone #** _____

Title _____



APPENDIX B

**NON-TENANT BUSINESS
PERMIT APPLICATION**

Airport Use Only
Date Issued:
Amount Paid:
Receipt #:
Issued By:
Approved By:

APPLICANT INFORMATION				
Applicant Name		Name of Business		
Address	City	State	Zip	Phone
Description of Proposed Business Activity				

INSURANCE INFORMATION		
(Note: Insurance Certificate that names "City of Lakeland" as additional insured must be attached)		
Insurance Carrier	Policy#	Exp. Date

DESCRIPTION OF VEHICLES TO BE OPERATED ON AIRPORT PROPERTY			
VEHICLE #1			
Year	Make	Model	Permit#
Tag #	State	Color	

VEHICLE #2			
Year	Make	Model	Permit#
Tag #	State	Color	

LOCAL MANAGEMENT CONTACT INFORMATION			
Name	Job Title	Phone #	Fax #
Name	Job Title	Phone #	Fax #

Applicant agrees that all business activities conducted at Lakeland Linder Regional Airport shall be governed by the Airport Rules and Regulations and Minimum Standards for Aeronautical Activities.

I hereby acknowledge receipt of the following:

- Lakeland Linder Regional Airport Rules and Regulations
- Lakeland Linder Regional Airport Minimum Standards for Aeronautical Services.

NOTE: Documents are available at the following website: www.lakelandairport.com

Signature

Date

APPENDIX C

DEFINITIONS

The following terms used in these Standards shall have the following meanings:

Aeronautical Activity or Service - Any activity commonly conducted at airports which involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for aircraft, or which contributes to or is required for the safety of such operations. The following activities, commonly conducted on airports, are Aeronautical Activities within this definition:

- Aircraft sales and services.
- Airframe, powerplant and accessory maintenance and repair services.
- Aircraft rental services.
- Flight training services.
- Aircraft charter and air taxi services.
- Avionics, instrument maintenance and repair services.
- Aerial applications (crop dusting, firefighting, etc.)
- Aviation fuels and petroleum products sales.
- Sale of aircraft parts.
- Sale, rental or sublease of aircraft hangar, parking and tie-down space.
- Air carrier operations.
- Air freight or cargo operations.
- Banner towing and aerial advertising.
- Aircraft Storage, hangar, Tiedown, parking.
- Office and shop rental/subleasing.
- Ground servicing of air carrier aircraft.
- Aerial photography or survey.
- Aircraft washing and cleaning services (interior and exterior).
- Any other activities which because of their direct relationship to the operation or repair of aircraft can be appropriately regarded as an Aeronautical Activity.

Agency – means any federal, state, or local governmental entity, unit, agency, organization, or authority.

Agreement – means a written contract executed by both parties, and enforceable by law between the City and an Entity granting a concession, transferring rights or interest in land and/or Improvements, and/or otherwise authorizing and/or prohibiting the conduct of certain Activities.

Air Charter or Taxi – means the Commercial Aeronautical Activity of providing air transportation of persons or property for hire on a scheduled or unscheduled basis as a charter or an air taxi operator.

Aircraft – means any contrivance now known or hereafter invented which is used or designed for navigation of or flight in air, except a parachute or other contrivance designed for such navigation but used primarily for safety equipment. This includes,

but is not limited to, airplanes, airships, balloons, dirigibles, rockets, helicopters, gliders, gyrocopters, ground-effect machines, sailplanes, amphibians, ultra lights and seaplanes.

Aircraft Fuel – means all flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for the purpose of effectively and efficiently operating an internal combustion, jet, or turbine engine, which includes, any substance (solid, liquid, or gaseous) used to operate any engine of an Aircraft or Vehicle.

Aircraft Line Service – means providing the necessary Equipment, supplies, and trained personnel for Aircraft Apron assistance, towing, parking, and tie downs, within the Leased Premises. Equipment shall be sufficient to facilitate the handling of Aircraft up to and including corporate jets.

Aircraft Management Operations – means a Commercial Operator engaged in the business of providing Aircraft flight dispatch, flight crews, or Aircraft maintenance coordination on behalf of an Aircraft Owner. An aircraft management service operator may choose not to own or exclusively lease the aircraft to be managed and would therefore be prohibited from self-fueling such aircraft.

Aircraft Owner - means an Entity holding legal title to an Aircraft, or any Entity having exclusive legal possession of an Aircraft.

Aircraft Hangar Storage Service – means the Commercial Activity of renting or leasing hangar storage space in conventional hangars or multiple T-Hangars.

Aircraft Rental – means the Commercial Activity of renting or leasing Aircraft to the public for compensation.

Aircraft Restoration, Refurbishing and Salvage – means the Commercial Activity providing restoration and refurbishing of Aircraft structures, accessories, interiors, exteriors and components or Salvage and removal of aircraft.

Aircraft Sales – means the Commercial Activity of the sale of new or used Aircraft through brokerage, ownership, franchise, distributorship, or licensed dealership.

Airframe and Power Plant Maintenance - means the Commercial Activity of providing airframe and power plant services, which includes service, the repair, maintenance, inspection, constructing, and making of modifications and alterations to Aircraft, Aircraft engines, propellers and appliances including the removal of engines for major overhaul as defined in 14 CFR Part 43. This category of service also includes the sale of Aircraft parts and accessories.

Airport - means the Lakeland Linder Regional Airport, operated by City of Lakeland, and all land, Improvements, and appurtenances within the legal boundaries of the Airport as it now exists on the Airport Layout Plan as currently approved within the Master Plan and as the Airport Layout Plan may be extended, enlarged, or modified. Airport shall also mean the Airport Director, Airport Management staff of Lakeland

Linder Regional Airport having airport responsibilities designated by and through the City Commission.

Airport Layout Plan (ALP) – means the currently approved scale drawing depicting the boundaries and physical layout of the Airport and identifying the location, type, dimensions and configuration of existing and proposed infrastructure and improvements, including but not limited to runways, taxiways, Aprons, buildings, Roadways, utilities, nav aids, as well as proposed extensions and reductions of existing Airport facilities.

Airport Operations Area (AOA) - means that portion of the Airport used or intended to be used for landing, take off or surface maneuvering of aircraft including the aircraft parking aprons.

Apron – means those paved areas of the Airport within the non-movement area designated by the City for the loading or unloading of passengers, servicing, or parking of Aircraft.

Authorized Areas Of The Airport - means a common use area open to the Aeronautical Services Operator and all other similarly situated users of the Airport, or space under the exclusive control of the Airport or a tenant of the Airport in which the Aviation Services Operator is permitted to operate by the Airport or such tenant, as applicable.

Avionics Sales and Service – means the Commercial Activity of providing for the repair and service, or installation of Aircraft radios, instruments, accessories, and related parts. Such operation may include the sale of new or used Aircraft radios, instruments, accessories, and related parts.

Based Aircraft – means an Aircraft which the owner physically locates at the Airport for an undetermined period, and whenever absent from the Airport, its owner intends to return the Aircraft to the Airport for long-term storage.

Certificate of Insurance – means a certificate provided by and executed by an insurance company or its authorized representative, evidencing the insurance coverage's and limits of an operator.

CFR – means the Code of Federal Regulations, as may be amended from time to time.

Commercial Activity - means any activity conducted at or on the Airport by any Entity in which:

- the exchange, trading, buying, or selling of commodities, goods, services or property of any kind at the Airport; or
- engaging in any activity (including Aeronautical Activities) on the Airport for the purpose of securing revenue, earnings, income, and/or compensation, whether or not such revenue, earnings, and/or compensation are ultimately exchanges, obtained, or transferred; or

- the offering or exchange of any product, service, or facility on the Airport as a part of other revenue, earnings, income, and/or compensation producing activity on or off the Airport or any other revenue-producing activity, whether or not a profit is produced.

Commercial Operator – means 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 operation of Aircraft, the purpose of such Activity being to generate and/or secure earnings, income, compensation, and/or profit, whether or not such objectives are accomplished.

Commercial Self-Service Fueling – means the Fueling of an Aircraft by the pilot using commercial Aircraft Fuel pumps installed for that purpose. The Commercial Self-Service Fueling facility may or may not be attended by the vendor, which is a Fixed Base Operator or an Airport sponsor/operator that is exercising its right to sell Aircraft Fuel.

Commission – means the City Commission of the City of Lakeland, Florida.

Contiguous Land – means land that is sharing an edge or boundary or is separated by no more than a taxilane.

Co-op Fueling – means a cooperative of multiple aircraft owners who joining together for the purpose of storing fuel. Co-op fueling is not self-fueling and is prohibited at the Airport.

City – means the City of Lakeland, a political subdivision of the State of Florida, governed by and through the Commission. City includes the City, the Airport Department and Airport Management and staff having Airport responsibilities designated by and through the Commission.

Department – means the Airport Department of the City of Lakeland.

Director – means the Airport Director of the Lakeland Linder Regional Airport or their designee.

Employee(s) – means any individual employed by an Entity or employment agency whereby said Entity or employment agency collects and pays all associated taxes on behalf of Employee (i.e., social security and Medicare).

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 representative.

Equipment – means all property and machinery, together with the necessary supplies, tools, and apparatus for the proper conduct of the Activity being performed.

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 may be conferred either by express agreement, by imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more parties but excluding others from enjoying or exercising a similar right or rights would be an Exclusive Right. The granting of an Exclusive Right to conduct an aeronautical activity on an airport developed or improved with federal funds is expressly forbidden by law.

FAA – means the Federal Aviation Administration of the United States of America, its successors and assigns.

Fixed Base Operator (or FBO) – means a full service Commercial Operator who is authorized to engage in the sale of aviation fuels, products, services, and facilities to Aircraft operators and is required to provide the following services at a minimum:

- Aircraft fueling to include Jet Fuel, AvGas, and Aircraft lubricants
- Aircraft Line Services
- Airframe and Power Plant Maintenance
- Aircraft storage/hangar rentals and Tiedowns
- Passenger, Crew, and Aircraft ground services, support and amenities

In addition to the required services FBOs may also provide optional services as approved by the City, which may include, but are not limited to: Flight Instruction, Aircraft Rental, Air Charter or Air Taxi, Aircraft Management Operations, Avionics Sales and Maintenance.

Flight Instruction - means the Commercial Aeronautical Activity of instructing pilots in dual and solo flight, in fixed or rotary wing Aircraft, and related ground school instruction as necessary to complete a FAA written pilot's examination and flight check ride for various categories of pilots licenses and ratings. Flight Instruction includes any portion of a flight between two or more airports or other destinations where the primary purpose is to increase or maintain pilot or crew member proficiency.

Flying Club – means a non-commercial and nonprofit Entity organized for the purpose of providing its members with any number of Aircraft for their personal use and enjoyment. Aircraft must be vested in the name of the Flying Club owners on a pro-rata share, and the Flying Club may not derive greater revenue from the use of the Aircraft than the cost to operate, maintain, and replace the Aircraft.

Fuel Storage Area – means any portion of the Airport designated temporarily or permanently by the City as an area in which aviation or motor Vehicle gasoline or any other type of Aircraft Fuel or fuel additives may be stored or loaded.

Fueling or Fuel Handling – means the transportation, delivering, dispensing, storage, or draining of fuel or fuel waste products.

General Aviation – means all aviation with the exception of Aircraft manufacturing, military aviation, and scheduled commercial air carrier operations. General aviation Aircraft are utilized for commercial and non-commercial purposes including

business/corporate, recreational/pleasure, charter/air taxi, industrial/special purpose, and instructional.

Hazardous Material – means any oil petroleum products flammable substances, explosives, radioactive materials, hazardous waste, toxic waste, or substances or any other waste, materials or pollutants which 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 Federal, State or local law, rules or regulation.

Improvements – means all buildings, structure and facilities including pavement, concrete, fencing, signs, lighting, and landscaping constructed, installed or placed on, under or above any land on the Airport.

Independent Flight Instructor – means a FAA Licensed Flight or Ground Instructor giving instruction only in student owned aircraft and who do not have any office, station, or location established on the Airport.

Lease – means the written contract between the City and a Commercial Operator (Lessee) specifying the terms and conditions under which an Operator may occupy and operate from certain Airport facilities and/or property.

Leased Premises – means the land and/or Improvements leased by the Commercial Operator for the conduct of a Commercial Operator’s Activities.

Lessee – means an Entity that has entered into an Agreement with the City to occupy, use, and/or develop land and/or Improvements and engage in Aeronautical Activities.

Minimum Standards – means the qualifications, standards, and criteria, as a condition set forth as the minimum requirements that are to be met by as a condition for the right to engage in Commercial Aeronautical Activities at the Airport. These minimum standards are not intended to be all-inclusive, as the operator of a commercial venture which is based on the Airport will be subject additionally to all applicable Federal, State and local laws, orders, codes, ordinances and other similar regulatory measures, including any Airport Rules and Regulations.

Movement Area - the runways, taxiways and other areas of an airport that are utilized for taxiing, air taxiing, takeoff and landing of aircraft.

NFPA – The National Fire Protection Association.

Non-Commercial Operator – means an Entity that either owns or leases and operates Aircraft for personal or recreational purposes. In the case of a business, the operation of Aircraft must be an ancillary Activity to support the businesses purposes by providing transportation for the exclusive use of its Employees, agents, and/or customers. In all cases, the Non-Commercial Operator neither offers nor engages in Commercial Aeronautical Activities. For purposes of these Minimum Standards, all governmental agencies shall be considered Non-Commercial Operators.

Non-Movement Area - specifically designated portions of the AOA that may include aircraft loading ramps and aircraft parking areas.

Non-Tenant Business - a person or persons, firm, company, joint venture, partnership or corporation engaging in commercial activities or services from facilities and locations not on Airport premises and who do not have any office, station, or location established on the Airport.

Operator - a person or persons, firm, company, joint venture, partnership or corporation engaging in any commercial aeronautical activity on Airport premises.

Permit - means an administrative approval issued by the Director to conduct an Aeronautical Activity on the Airport, and/or to provide authorized services on the Airport, only from facilities and locations where such services are authorized.

Preventive Aircraft Maintenance - means maintenance that is not considered a major Aircraft alteration or repair and does not involve complex assembly operations as listed in 14 CFR Part 43, as now or hereafter amended, except for Item 22 of the Regulation. Item 22 involves the replacement of prefabricated Aircraft Fuel lines, and shall, for purposes of these regulations, be considered a major Aircraft repair.

Restricted Area - Any area of the Airport posted to prohibit entry or to limit entry or access to specific authorized persons.

Roadway - means any street or road whether improved or unimproved, within the boundaries of the Airport and designated for use by ground Vehicles.

Rules and Regulations - means the Lakeland Linder Regional Airport Rules and Regulations, adopted by the Commission, as may be amended from time to time, or any successor ordinance, rule, or regulation adopted by the Commission.

Self-Fueling and Self-Service -Self-fueling means the fueling or servicing of an aircraft (i.e. changing the oil, washing) by the owner of the aircraft with his or her own employees and using his or her own equipment. Self-fueling and other self-services cannot be contracted out to another party. In addition to self-fueling, other self-service activities that can be performed by the aircraft owner with his or her own employees includes activities such as maintaining, repairing, cleaning, and otherwise providing service to an aircraft, provided the service is performed by the aircraft owner or his/her employees with resources supplied by the aircraft owner.

Self-Service Fueling - Self-service fueling is defined as the fueling of an aircraft by the pilot using commercial fuel pumps installed for that purpose.

Single Service Operator - a Commercial Aeronautical Operator that is authorized to engage in one or more aeronautical support services identified in these standards, such as:

- Flight Instruction
- Airframe and Power Plant Maintenance and Repair

- Avionics Sales and Maintenance
- Aircraft Component Repair
- Aircraft Rental
- Aircraft Charter or Taxi and Aircraft Management Operations
- Aircraft Storage Hangars
- Aircraft Sales
- Aircraft Restoration and Refurbishing or Aircraft Salvage
- Specialized Flying Services

Specialized Aeronautical Services - - means providing specialized commercial flying services such non-stop sightseeing tours, aerial photography or surveying, power line or pipeline patrol, firefighting or fire patrol, air ambulance, airborne mineral exploration, and other air transportation operations specifically excluded from 14 CFR Part 135.

SOP - means Standard Operating Procedures.

Sublease - means a written Agreement, consented to or approved by the City, stating the terms and conditions under which a third party Commercial Operator leases space from a Lessee for the purpose of providing an Aeronautical Activity at the Airport.

Taxilane - means the portion of the Airport Apron area, or any other area, used for access between taxiways and Aircraft parking or storage area.

Taxiway - means a defined path established for the taxiing of Aircraft from one part of the Airport to another.

Tenant - Any Person or firm authorized to exclusively occupy specific premises on the Airport by virtue of an Agreement with the Lakeland Linder Regional Airport. Any enterprise or Person engaged in any type of commercial ground transportation service whose operator is required by Florida Statutes to have a valid Florida Chauffeur's license.

Through-the-Fence Agreement - means an agreement between the Airport owner and an adjacent property owner permitting access to the public landing area for a fee.

Tiedown - means an area paved or unpaved suitable for parking and mooring of Aircraft wherein suitable tiedown points are located.

Use Agreement - a written agreement with the Airport authorizing a person, firm, corporation or entity to conduct business and/or occupy space at Lakeland Linder Regional Airport for up to one year.

Vehicle - means any device that is capable of moving itself, or being moved from place to place on wheels; but does not include any device designed to be moved by human muscular power or designed to move primarily through the air.