



MINIMUM STANDARDS



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UNOFFICIAL DOCUMENT

Official Copies may be requested from the City of DeLand, Clerk Office

MINIMUM STANDARDS FOR FIXED BASE OPERATORS

1. Fixed Base Operator is defined as any person, firm, or corporation performing any of the functions or furnishing any of the services as hereinafter set out or hereafter amended for Fixed Base Operators at the DeLand Municipal Airport. No person, firms, or corporation shall engage in any commercial activity as a Fixed Base Operator as herein defined unless the same is done in full compliance with the standards, rules, and regulations, as herein set out. Violators of these standards holding FBO leases are subject to lease cancellation. Violators not holding FBO leases are subject to appropriate action by the City of DeLand.
2. An Airport Aviation Tenant is defined as any person, firm, or corporation leasing property at the DeLand Municipal Airport who is not a Fixed Base Operator but is engaged in a commercial aeronautical oriented activity (e.g. skydiving, aviation research/engineering, parachute gear manufacturing).
3. All Fixed Base Operations at the DeLand Municipal Airport shall be conducted for the benefit of the public so as to promote aviation safety and aeronautical activities.

All Fixed Base Operators and Airport Aviation Tenants shall protect the public generally; the customers or clients of such Fixed Base Operators, and the city from any and all lawful damages, claims, or liability; a Fixed Base Operator shall carry comprehensive general liability insurance in a company authorized to do business in the State of Florida with limits of not less than \$200,000 per person, \$500,000 for each occurrence for personal injury, and \$100,000 per aircraft and \$300,000 per occurrence; and an Airport Aviation Tenant shall provide \$100,000 per person \$300,000 per occurrence, \$25,000 property damage and Hangar Keepers liability as may be appropriate. In each instance the City of DeLand must be named as an additional insured, which policies must be approved by the City Manager and a certificate of insurance thereof furnished to the City. It is further understood that as circumstance in the future dictate, the city may require an increase in bodily injury and property damage insurance.

4. All Fixed Base Operators shall render full time service at the DeLand Municipal Airport during normal business hours of 8:00 A.M. to 6:00 P.M. daily, including weekends and holidays, through regularly employed personnel on duty at all times during such normal business hours. Service outside of normal business hours may be pre-arranged by appointment or on a special overtime fee arrangement basis between Fixed Base Operator and customer.



5. All Fixed Base Operators and Airport Aviation Tenants shall satisfy the City that they are technically and financially able to perform the services of such Fixed Base Operations or Airport Aviation Tenants. This may include the responsibility for demonstrating continued financial solvency and business ability by the submitting of financial statements, credit references, and any other data that the City may require from time to time. In each instance, the City shall be the final judge as to the qualifications and financial ability of the applicant.
6. All Fixed Base Operators and Airport Aviation Tenants will furnish the services which they provide on a fair, equal and not unjustly discriminatory basis to all users thereof, and they will charge fair, reasonable, and not unjustly discriminatory prices for each unit or services: Provided that the lessee may be allowed to make reasonable and non-discriminatory discounts, rebates or other similar types of discounts to volume purchasers or users of the service provided. Further, all Fixed Base Operators and Airport Aviation Tenants will insure that any subtenants comply with the provisions of this paragraph.
7. All Fixed Base Operators and Airport Aviation Tenants shall conform with and abide by the rules and regulations of the Federal Aviation Administration, and the city of DeLand.
8. All Fixed Base Operators shall abide by and comply with the standards as established for Fixed Base Operators pertaining to the particular category of such Fixed Base Operators. The City of DeLand and the FAA reserves the right to inspect any and all FBO facilities at any time and to determine whether the FBO is meeting these standards. Any interpretations of these standards shall be made by the FAA and the City Manager and the CAE.
9. Airport Aviation Tenants shall abide by and comply with the standards pertaining to such Airport Aviation Tenants contained in categories hereinafter set forth.
10. A Category A Fixed Base Operator must agree to construct, if not available from lessor, a minimum of 10,000 square feet of general aviation hangar facilities, in addition to auto parking space and fuel facilities in a designated area. Construction of T-Hangars are an exception to this paragraph and must be approved on an individual basis by the City Manager.
11. Any applicant meeting the minimum standards as set forth herein for any of the stated categories is eligible to apply to the CAE to become a Fixed Base Operator. Any Fixed Base Operator may engage in one or more categories of Fixed Base Operators, except category A which must be entered into in conjunction with all of the other categories B, C & D, but shall in each instance meeting all the requirements in any category in which such Fixed Base Operators may engage. In each instance, before extending operations into more than one category and before discontinuing operations in a category,



a Fixed Base Operator shall first notify the CAE and the City Manager in writing and secure the written approval of the City of DeLand. It is understood that single Fixed Base Operator may not be required to provide a duplication of land, buildings, personnel or equipment, in order to engage in more than one category; but each separate Fixed Base Operator shall in every instance provide his own land, building, personnel and equipment, and other requirements as herein stated, unless prior approval of tie-in agreements with other Fixed Base Operator has been given by the FAA and the City of DeLand.

12. A Fixed Base Operator may not assign or sublet his lease from the City now any portion of the property without first securing the written permission of the city.
13. There shall be no delivery of fuel into any aircraft on the airport unless the fuel has first been placed in storage tanks on the airport now shall there be any fueling permitted directly form a common transport carrier into a refueling truck on the airport unless specifically authorized in writing by the CAE. In this regard, all fuel suppliers must have prior agreement or contract with an authorized individual or company prior to any delivery on the Airport.

SALE OF FUEL – Providing fuel is only permitted by Category A Fixed Base Operators.

14. No Fixed Base Operators nor Airport Aviation Tenant shall be permitted to use any portion of ramp space for his use exclusively or to use any such ramp space as tie-down area without a lease or agreement from the City. THERE IS NO RAMP SPACE FOR USE BY THE GENERAL PUBLIC. ALL AIRCRAFT ON THE AIRPORT MUST BE UNDER THE CONTROL AND SUPERVISION OF A FIXED BASE OPERATOR OR AIRPROT AVIATION TENANT.
15. Before commencing any activities at the DeLand Municipal Airport, a Fixed Base Operator shall have a written lease authorized and executed by the City for a term of not less than (5) years.
16. The provisions of these minimum standards shall in no way negate or cause to be null or void existing leases with the Fixed Base Operators or Airport Aviation Tenants at the DeLand Municipal Airport. However, no new leases or renewals, will be executed with Fixed Base Operators at the DeLand Municipal Airport unless they are made subject to the provisions of these minimum standards. In the event of any conflict between the terms of these minimum standards and the provisions of any lease, the term of the lease shall be controlling.
17. The City will provide the following services to Fixed Base Operators and Airport Aviation Tenants at the DeLand Municipal Airport:
 - a. Provide an office on the airport for the Airport Operations Manager.



- b. Maintenance of the runways, taxiways and ramp areas which are open for use of the general aviation public.
 - c. Maintenance and operation of the runway lights, rotating light beacon, and lighted wind sock to permit night flying operations as conditions dictate.
 - d. Patrol the runways, taxiways, roadways and industrial areas on a routine basis; and in emergencies with the City Police and City Fire Department. Such patrol effort will not include nor provide for the invasion or entering of Fixed Base Operator or Airport Tenant rented or owned properties. In cases where the patrol would notice unusual activity which warrants detailed investigation, such incidents will be reported to the DeLand Police Department by the Airport Personnel using telephone or radio communication, whichever method is more expedient.
18. On-site security patrolling and inspection of leased or owned properties of Fixed Base Operators and Airport Aviation Tenants at the DeLand Municipal Airport will be provided by the subject Fixed Base Operators and Airport Aviation Tenants. In cases of fire or disorder beyond the capabilities of on-site Fixed Base Operator and Airport Aviation Tenant self-provided personnel, when notified, the Airport Operations Manager or Airport Maintenance personnel will required appropriate assistance from the City Police and City Fire Departments.



FIXED BASE OPERATOR

CATEGORY “A” – Sale of Aviation Petroleum Products and Ramp Service

I. Fixed Base Operator in this category shall:

- a. Lease from the City a minimum of two (2) acres of land on which will be located all required improvements, aircraft parking and tie-down areas with adequate tie-down facilities with approved ropes and chocks, for a minimum of ten aircraft. Included in the land must be at least 25,000 sq. ft. of concrete rigid pavement or flexible asphalt surface, plus a concrete rigid pavement or flexible asphalt surface with access or accesses to the aircraft movement area. Demonstrate capability to efficiently and safely conduct or move aircraft to such areas and park them in compliance with all local regulations.
- b. Provide and maintain a minimum of 10,000 gallon tank capacity for aviation fuel required for aircraft commonly using the Airport. Such tanks to be located in an area to be designated by the City. In this regard, 100 octane fuel and Jet A-1 aviation kerosene base fuel shall be available. **SALE OF FUEL IS ONLY PERMITTED BY FIXED BASE OPERATORS AND SUCH FUEL SHALL BE DISPENSED ONLY WITH PERSONNEL AND EQUIPMENT PROVIDED BY THE FIXED BASE OPERATOR(S).** Such equipment shall be properly grounded to prevent the possibility of static ignition during fuel handling operations. “Dead Man” switches or fuel shut-off devices shall be employed and be readily accessible. Dry chemical fire extinguishers or other fire protection equipment as required by the National Fire Code shall be immediately available.
- c. Maintain mobile and fixed pumping equipment meeting all applicable safety requirements with available metering devices subject to independent inspection and with a pumping efficiency capable of serving all aircraft normally using the airport.
- d. Have uniformed personnel on full-time duty during normal business hours seven days a week.
- e. Demonstrate capability to perform major and minor repairs, as per category D, coupled with requirement for tools, jacks, towing and tire repair equipment.
- f. Install at all fueling locations adequate grounding rods to reduce the hazards of static electricity.
- g. Construct or have available a building with a minimum of 800 square feet conveniently located and comfortably heated and air-conditioned with waiting room for passengers crew of itinerant aircraft while being fueled, including sanitary restrooms and public telephone.
- h. Provide starters, oxygen, compressed air, passenger loadings steps, and such other equipment and supplies as may be required to serve the aircraft commonly using the airport.



- i. A Fixed Base Operator in this category may engage in the buying and selling of new and used aircraft, aircraft parts, and equipment without meeting the requirements of Category “E”.

CATEGORY “B” – Flight Instruction and Aircraft Rental.

I. Fixed Base Operator in this category shall:

- a. Employ on a full-time basis a minimum of one currently certificated instructor pilot.
- b. Provide and at all times maintain a minimum of two currently certified and continuously airworthy aircraft owned or leased by and under the exclusive control of this Fixed Base Operator, properly equipped and certificated for flight instruction and aircraft rental.
- c. Lease from the City or provide (under terms agreeable to the City) for his exclusive use a minimum of 800 square foot classroom and/or office space to include rest rooms.
- d. Demonstrate the continuing ability to meet requirements for certification by the Federal Aviation Administration.
- e. Lease from the City a minimum of 25,000 square feet of land on which will be located all required improvements including adequate ramp space for his own aircraft.

CATEGORY “C” – Aircraft Charter and Taxi.

I. A Fixed Base Operator in this category shall:

- a. Employ on a full-time basis a minimum of one currently certificated commercial pilot with instrument rating.
- b. Lease from the City or provide (under terms agreeable to the City) for his exclusive use of 800 square feet in the building for passenger shelter, rest rooms, telephone, etc.
- c. Provide satisfactory arrangements for the checking in of passengers, handling of luggage, ticketing, and ground transportation, etc.
- d. Provide and at all times maintain a minimum of two currently certified and continuously airworthy aircraft owned or leased by and under the exclusive control of this Fixed Base Operator, properly equipped and certificated for air charter or air taxi service.
- e. Lease from the city a minimum of 25,000 square feet of land on which will be located all required improvements including adequate ramp space for his own aircraft.

CATEGORY “D” – Aircraft, Engine, and Accessory Maintenance.

I. Fixed Base Operators in this category shall:

- a. Lease from the City or provide (under terms agreeable to the City) for his exclusive use a minimum 5,000 square foot hangar, shop office, and storage space.



- b. Furnish facilities and equipment for airframe and power plant repairs with at least one duly FAA certified A&P mechanic, a certifies FAA authorized Inspector on staff or retainer, and such other personnel as may be necessary to have an FAA approved repair station. Such airframe and power plant repair shall include facilities for both major and minor repair of aircraft and engines in private aviation in this area.
- c. Demonstrate the ability to and assume responsibility for promptly removing from the public landing area as soon as permitted by cognizant Federal Aviation Administration authorities any disable aircraft.
- d. Lease from the City a minimum of 25,000 square feet of land on which will be located all required improvements.
- e. A Fixed Base Operator in this category may engage in the buying and selling of new used aircraft, aircraft parts, and equipment without meeting the requirements of Category "E".

CATEGORY "E" – Aircraft Sales

I. Fixed Base Operators in this category shall:

- a. Have a sales or distributorship franchise from a recognized aircraft manufacturer.
- b. Have available during normal working hours Federal Aviation Agency certificated and currently air-worthy aircraft for sale.
- c. Have a minimum of one (1) fully qualified demonstrator pilot employed with current and appropriate Federal Aviation Agency pilot and Federal Aviation Agency approved Medical Certificates.
- d. Lease from the City a minimum of 25,000 sq. ft. of land on which will be located all required improvements.
- e. Lease from the City or Provide under terms agreeable to the City for his exclusive use a minimum of 800 sq. ft. of office space.
- f. Have satisfactory arrangements at the airport for repair and servicing of sales aircraft during the sales guarantee.
- g. Maintain stock of spare parts particular to the aircraft type for which the sales privileges are granted.

CATEGORY "F" – Crop Dusting and Spraying

I. Fixed Base Operators in this category shall:

- a. Furnish suitable arrangements for the safe loading, unloading, storage and containment of noxious chemical materials.
- b. Furnish a minimum of one aircraft suitably equipped for agricultural operations with adequate safeguards against spillage on runways and taxiways or dispersal by wind force to other operations areas of the airport.
- c. Lease from the City a minimum of 25,000 square feet of land on which will be located all required improvements.



CATEGORY “G” – Radio and Instrument

- I. Fixed Base Operators in this category shall:**
- a. Lease from the City or provide (under terms agreeable to the City) for his exclusive use a minimum of 800 square feet of shop and storage space.
 - b. Have available on a regular full-time basis FAA certificated technicians in the field of aircraft electronics and/or aircraft instruments, with proper FCC license to conduct complete aircraft transmitters, receivers, and antenna repair.
 - c. Provide Satisfactory arrangements for access to and provisions for storage of aircraft being worked on.
 - d. Lease from the City a minimum of 25,000 square feet of land on which will be located all required improvements.
 - e. A Fixed Base Operator in this category may engage in the buying and selling of new and used aircraft radio and instrument parts and equipment.

**CATEGORY “Special” – Airport Aviation Tenant
(Occupying buildings and ramp space on airport property but who is not a fixed base operator).**

- I. An Airport Aviation Tenant in this category shall:**
- a. Lease from the City or provide under terms agreeable to the City for his exclusive use a minimum of one-quarter (1/4) acre of land which shall be improved in accordance with applicable regulations pertaining to the Airport.
 - b. Be prohibited from engaging in any of the activities of Fixed Base Operators defined by Categories “A” through “G”. However, if specifically approved by the City in the lease agreement, the Airport Aviation Tenant may be permitted to operate in Categories “B” through “G”. SPECIAL EXCEPTION required in lease agreement.
 - c. Be responsible that aircraft owned by him or operated from the property leased or occupied by him are operated by personnel who hold appropriate and current Federal Aviation Agency approved Medical Certificates.



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