Orlando Sanford International Airport

Minimum Standards

Adopted by the Sanford Airport Authority, March 5, 2019

Table of Contents

Page

List of Revisions

Date	Description
March 5, 2019	Complete Rewrite

Definitions

Aircraft – Any and all contrivances now or hereafter used for the navigation of, or flight in air or space, including but not necessarily limited to airplanes, airships, balloons, dirigibles, helicopters, gliders, amphibians and sea planes.

Airport – The land and developments thereon, either held in fee simple or as leasehold, either occupied by Tenants or fee holders, which are controlled, operated and maintained by either the Sponsor, its Tenants and/or those to whom title in fee has been legally transferred. The Airport shall also include, but not necessarily be limited to all runways, taxiways, rights of way, control tower(s), ramps, aprons, aircraft and vehicle parking areas, storage areas of all kinds and descriptions, improvements, utilities, facilities or other real property, necessary or convenient, or desirable, for the landing, takeoff, accommodation and servicing of aircraft of all types.

Airport Authority – refers to the Sanford Airport Authority, a special board constituted as an agent and instrumentality of the City of Sanford, Florida. In this regard, Fixed Base Operators and Airport Tenants should be aware that the Authority operates and controls the entire area of the Airport.

Aviation Related Activities – Shall mean any activity conducted on airport property that provides service or support to aircraft passengers or air cargo. The following are examples of aviation related activities as opposed to aeronautical activities: ground transportation, restaurants, auto parking lots, concessions, or any other service or support activities that can appropriately be called aviation related.

AVGAS – Aviation gasoline for piston aircraft.

CFR – Code of Federal Regulations

FAA – Federal Aviation Administration.

FAR – Federal Aviation Regulation.

Flight Instructor – A person, certificated by the FAA, to provide flight instruction leading to, or in maintenance of, any grade of federal pilot certificate or rating.

Fixed Base Operator (FBO), full service – A Commercial Operator which meets the Minimum Standards, as set forth herein, and is permitted to offer a full range of aeronautical services.

Jet A – Jet engine fuel.

Minimum Standards and Procedures – The standards and procedures that are established by the Sponsor as the minimum requirements to be met as a condition for the right to conduct an aeronautical activity as set forth in this document and amended in accordance with this document.

Retail Fuel – the sale of fuel to the public in relatively small quantities for use or consumption.

Specialized Aviation Service Operations (SASO) – A Commercial Operator which meets the Minimum Standards, as set forth herein, and is permitted to offer a single service or a limited range of aeronautical services.

Tenant – Any person who has applied for and received written permission to establish a leasehold or other right at the Airport whether for commercial activity or not.

Fixed Base Operator (FBO)

Description

A full service fixed base operation, primarily serving general aviation itinerant aircraft operations and operations of aircraft based on the airport.

Minimum Standards

The operator shall lease a minimum of five and one half (5.5) acres of airport property including a minimum of three (3) acres of concrete rigid pavement or flexible asphalt surface. Leased property shall contain all required facilities, aircraft parking and adequate aircraft tie-down facilities.

Only a full service FBO shall be authorized to provide retail sale of fuel. The FBO must meet all minimum service and equipment requirements as stated in this document.

An FBO must have clean, courteous, uniformed personnel on full-time duty during normal business hours seven days a week and on call as needed on a twenty-four (24) hour, seven (7) day per week basis.

A full service FBO must have the following minimum required services and facilities:

1. Hangar and Shop Space - A minimum of 20,000 square feet of hangar space and equipment storage area including related shop space shall be provided for storage and maintenance of aircraft and related equipment.
2. General Aviation Terminal - A minimum of 1,500 square feet of general aviation terminal area. This is to be a comfortable heated and air-conditioned space with first class waiting areas for passengers and crew. The Terminal must include high quality restrooms, flight planning room for filing flight plans and retrieving

weather information, pilots lounge, public telephones, FAX machine and a small business conference room.

3. GSE Area – An enclosed ground service equipment area (may be combined with a hangar) where ground support equipment will be housed and maintained.
4. Parking Lot - A parking lot of not less than fifty public spaces and adequate number of employee spaces.
5. Grounds - First class and continually maintained exterior, sprinkled landscaping around building, and parking areas for the benefit and convenience of the air traveling public. Such landscaping shall be designed to project an image natural to the Airport Area.
6. Restaurant – As may be specified by the Authority and agreed to by the FBO.

FBO Operators must have demonstrated two (2) years of experience in owning and operating a Fixed Base Operation or comparable facility at a similar or larger sized airport and be authorized to conduct business in the State of Florida, Seminole County, and City of Sanford.

FBO Operators must provide a statement satisfactory to the Sanford Airport Authority showing financial and technical capability sufficient to operate as a full service FBO and construct, where applicable, required capital improvements to meet the minimum standards.

Prior to the commencement of operations the prospective operator will be required to enter into a written agreement with the Authority, which agreement will recite the terms and conditions under which the proposed business will operate at Orlando Sanford Airport, including, but not limited to, the term of agreement; minimum investment in improvements, rentals fees and charges; the rights, privileges and obligations of the respective parties; and other relevant covenants. It should be understood, therefore, that the conditions herein contained do not represent a complete recitation of the provisions to be included in the written agreement. Such contract provisions, however,

will not change or modify the Approved Minimum Standards or be inconsistent therewith.

Upon demand by the Authority, the prospective operator shall, concurrent with executing the aforesaid written agreement, furnish a performance bond acceptable to the Authority, or in lieu thereof, a cash deposit; in either case, in an amount satisfactory to the Authority.

The operator shall hold the Sanford Airport Authority and the City of Sanford harmless from and against all suits, claims, demands, actions, and/or causes of action of any kind or nature in any way arising or resulting from his tenancy and activities on the Airport and shall pay all expenses in defending any claims made against the Airport Authority by reason of his tenancy and activities on the Airport. A hold harmless provision shall be included in written agreements between the Airport Authority and operator.

The operator shall procure and maintain, during the term of his agreement, insurance of the types and in the minimum limits set forth as determined by the Airport Authority and as recommended by the Authority's insurance consultant or agent for the respective categories of aeronautical services. The insurance company or companies writing the required policy or policies shall be licensed to do business in the State of Florida, and, unless operator is otherwise directed by the Airport Authority, the Airport Authority shall be named in the policy as an additional insured. The operator shall furnish evidence of compliance within this requirement in the form of an insurance certificate. The applicable insurance coverages shall be in force during the period of the construction of operator's facilities and/or prior to his entry upon the Airport for the conduct of his business.

The operator shall also furnish evidence of his compliance with the Florida Statutes with respect to worker's compensation and unemployment insurance, where applicable.

The operator shall always comply with Federal, State and local laws, ordinances, codes, and other regulatory measures applicable to the specific type of operation contemplated. The operator shall procure and maintain during the term of the agreement all licenses, permits, and other similar authorizations required for the conduct of his business operations.

Obligatory FBO Services

Complete twenty-four (24) hour per day on-call fueling service for general aviation aircraft on FBO leased premises and removal of disabled aircraft. Requested services shall be provided at other locations on the Airport on customer request via telephone or radio. So-called “follow me” trucks soliciting FBO services to arrival aircraft shall not be permitted on areas other than the leased premises.

Complete twenty-four (24) hour per day first class line servicing and ground handling for all certificated passenger, cargo or general aviation aircraft.

Complete servicing of oils and lubricants for all categories of aircraft.

Full service facility operations and staffing with minimum operating hours from 6:30 a.m. to 9:30 p.m. seven (7) days per week. FBO’s shall provide a practical method to handle fueling requests during non-business hours and may be required to extend hours of operation by the Airport Authority.

All other services provided for by a SASO providing MRO and Avionics Services as well as the following:

1. Aircraft starter service
2. Oxygen service
3. Aircraft parts service

4. Airframe and power plant repair services with at least one FAA certificated A&P mechanic
5. Rapid removal of disabled aircraft service upon request by the Airport Authority, Air Traffic Control Tower (ATCT) or customer
6. Capability to perform minor repairs coupled with a requirement for tools, jacks, towing and tire repair equipment
7. Provide for the sale of pilot supplies including charts, plotters, computers, sunglasses, etc.

Apart from number six above, the other listed services and the services to be provided equivalent to an MRO and Avionics Service may be provided through contract with an existing on Airport SASO as approved by the Airport Authority.

Optional FBO Services

The following services may be provided as a business option at the discretion of an FBO. If an FBO elects to provide any services that are listed elsewhere in these Minimum Standards, then all requirements listed for that service must be complied with as specified.

1. New and Used Aircraft Sales under the prevailing fee structures of the Sanford Airport Authority. (Current fee is $1,800.00 per year.)
2. Flight Instruction and Aircraft Rental.
3. Aircraft Charter and Taxi.
4. Other services which may be approved on a case by case basis by the Sanford Airport Authority.
5. Aircraft paint shop services upon meeting all applicable environmental or regulatory requirements.
6. Aircraft upholstery shop.
7. Propeller repair services.
8. Non-aviation concession services including vending, food and beverage

service, rent-a-car or other non-aviation services to be approved on a case by case basis by the Airport Authority, subject to reasonable concession fees as may be set from time to time by the Sanford Airport Authority.

9. Flying club, Civil Air Patrol or other similar services.
10. An FBO may service FAR Part 135 operations from the general aviation terminal. Service of FAR Part 121 operations may not be conducted except as may be specifically authorized by the Sanford Airport Authority from the main airport terminal operated by the Sanford Airport Authority.
11. All aviation sub-tenants and all non-aviation sub-tenants are subject to a case by case approval by the Sanford Airport Authority and may be subject to additional fees, charges or percentage of gross receipts fees based on prevailing industry practice as determined at the sole discretion of the Sanford Airport Authority.

Minimum Required FBO Equipment

All equipment named hereunder shall always be maintained on premises in a first rate, shiny, rust free, and top-quality condition. Signage/logos on equipment shall be subject to approval of the Sanford Airport Authority and must, at minimum, identify the name of the airport and location, i.e., Orlando Sanford International Airport, Sanford, Florida.

1. 1 each 2,200-gallon jet-a refueler
2. 1 each 3,000-gallon jet-a refueler
3. 1 each 1,200 gallon avgas (100LL) refueler
4. Courtesy vehicle
5. Generator
6. Aircraft Tug
7. 2 each 28-volt power units
8. 2 each GPU/KVA small power units
9. 1 each air conditioning unit for corporate aircraft

10.1 each lavatory truck or lavatory cart – The lavatory truck service can be contracted out if the service exists elsewhere on the Airport. However, the lavatory cart is mandatory.

FBO Sale of Aviation Petroleum Products

An FBO must purchase or lease from the Sanford Airport Authority or have available a minimum of 20,000-gallon fuel storage tank capacity for each type of aviation fuel sold. As a minimum, 100LL octane and Jet-A aviation kerosene base fuel must be provided. Retail sale of fuel shall be permitted only by FBO's who meet all minimum service and equipment requirements herein.

An FBO must ensure that all dispensing, truck storage and handling of aviation fuels and petroleum products is conducted in strict conformance with all regulatory and environmental agencies regulating same and in strict accordance with the current Federal Aviation Administration Advisory Circular Number 150/5230-4, the fuel supplier's regulations and the Rules and Regulations of the Sanford Airport Authority.

An FBO must provide, maintain and operate truck-mounted fueling equipment, pumps, filters and motor vehicles in strict compliance with the provisions and procedures as set forth in the Airport Rules and Regulations in a safe and responsible manner.

An FBO must ensure no person dispenses fuel into any aircraft until their name and experience record is on file in the office of the Director of Operations. Such experience record must demonstrate the person dispensing aviation fuel as having received proper training from appropriate safety procedures and methods. (Under no circumstances shall any person be allowed to put automotive fuel into any aircraft with the intent to fly without first acknowledging in writing to the President/CEO of the Airport the possible consequences there from and releasing, in writing, the Sanford Airport Authority and the City of Sanford from any and all liability therefore.

Additional documentation may be required by the President/CEO. Specific approval for such automotive fuel usage must be received from the President/CEO in writing prior to putting said fuel into any aircraft.)

An FBO must ensure that all fuel tank trucks will be marked/labeled to identify the specific type of fuel and octane designation and all trucks shall be maintained in a clean/shiny, always rust free and mechanically excellent condition.

An FBO must maintain mobile pumping equipment meeting all applicable safety requirements with available metering devices. These will be subject to independent inspection and will include pumping efficiency connectors and delivery hoses capable of servicing all aircraft using the Airport.

Specialized Aviation Service Operator (SASO)
Flight Instruction and Aircraft Rental

Description

Flight Training consists of instructing pilots in dual and solo flight training, in fixed and/or rotary wing aircraft, and provides related ground school instruction as is necessary and preparatory to taking a written examination and flight check ride for the category or categories of pilots' licenses and ratings involved.

Aircraft rental consists of the rental of fixed and/or rotary wing aircraft for operation by student pilots or other pilots not employed by the Operator.

Minimum Standards

Have available on a full-time employment basis a minimum of one instructor pilot with appropriate and current Federal Aviation Administration Pilot and approved Medical Certificates.

Provide and always maintain a minimum of two (2) fixed wing aircraft and/or two (2) rotary wing aircraft, owned or leased by and under exclusive control of the operator which are properly equipped, and Federal Aviation Administration certificated for flight instruction and rental.

Lease from the Authority or provide under terms agreeable to the Authority an adequate amount of classroom and/or office space to conduct all required flight training activities.

Demonstrate the continuing ability to meet requirements for certification of flight instructor personnel and aircraft by the Federal Aviation Administration.

Ensure that personnel operating rental aircraft have appropriate and current Federal Aviation Administration Pilot and approved Medical Certificates.

Specialized Aviation Service Operator (SASO)
Aircraft Charter and Air Taxi

Description

An unscheduled or scheduled air charter or air taxi provides air transportation (persons or property) to the general public for hire, on an unscheduled or scheduled basis under 14 CFR Part 135, Operating Requirements: Commuter and On Demand Operations and Rules Governing Persons on Board Such Aircraft.

Minimum Standards

Have available on a full-time employment basis a minimum of one Federal Aviation Administration certificated pilot with current commercial and instrument ratings and appropriate and current Federal Aviation Administration approved Medical Certificate.

Lease from the Authority or provide under terms agreeable to the Authority for his exclusive use a minimum of 880 square feet in a building for passenger shelter, restrooms, telephone, etc. Lease from the Authority or provide under terms agreeable to the Authority a minimum of one-half (1/2) acre of land on which will be located all required improvements.

Provide satisfactory arrangements for the checking in of passengers, handling of luggage, ticketing, and ground transportation, etc.

Provide and always maintain a minimum of two (2) currently certificated and continuously airworthy aircraft owned or leased by and under exclusive control of the operator, which are properly certificated for air charter or air taxi service.

Specialized Aviation Service Operator (SASO)
Aircraft Maintenance, Repair and Overhaul (MRO)

Description

An MRO provides aircraft maintenance services for aircraft airframes, engines and component services, among others, that assure aircraft safety and airworthiness.

Minimum Standards

Lease from the Authority or provide under terms agreeable to the Authority for exclusive use a minimum of 4,000 square feet of hangar, shop and storage space. In addition, Lease from the Authority or provide under terms agreeable to the Authority a minimum of one (1) acre of land on which will be located all required improvements.

If an MRO is certified as a repair station (as defined by 14 CFR Part 145), they must provide housing, facilities, equipment, materials, and data that meet the applicable requirements of their certificate and ratings.

If an MRO is not certified as a Repair Station (as defined by 14 CFR Part 145), such MRO shall employ a sufficient number of employees to carry out MRO's activity in a safe, secure, efficient, prompt, courteous, and professional manner while also meeting the reasonable demands of customers.

Additionally, if an MRO is not certificated as a Repair Station (as defined by 14 CFR Part 145) and is providing annual or phased inspections, one Airframe and/or Powerplant (A & P) Mechanic shall have Inspection Authorization (IA).

MROs engaged in providing aircraft maintenance for aircraft other than those owned, leased, and/or operated by, and under the full and exclusive control of the MRO shall

have the necessary equipment for the performance of services being provided in accordance with the manufacturer's specifications and applicable FAA regulations.

MRO's must demonstrate the ability to and assume responsibility for promptly removing from the public landing area as soon as permitted by cognizant Federal Aviation Administration and Sanford Airport Authority any disabled aircraft which is expected to use the Airport.

MRO Fueling

An MRO that is certified as a repair station (as defined by 14 CFR Part 145), may provide fuel to their customers on a non-retail basis. This type of fueling requires that the MRO shall purchase fuel from an FBO to be stored in and dispensed from the MRO's fuel trucks. Fuel may only be dispensed into aircraft that are customers of the MRO. In this case, a customer would be defined as someone that is having work done on an aircraft by the MRO.

The MRO must ensure that all dispensing, truck storage and handling of aviation fuels and petroleum products is conducted in strict conformance with all regulatory and environmental agencies regulating same and in strict accordance with the current Federal Aviation Administration Advisory Circular Number 150/5230-4 and the Rules and Regulations of the Sanford Airport Authority.

The MRO must provide, maintain and operate truck-mounted fueling equipment, pumps, filters and motor vehicles in strict compliance with the provisions and procedures as set forth in the Airport Rules and Regulations in a safe and responsible manner.

An MRO must ensure no person dispenses fuel into any aircraft until their name and experience record is on file in the office of the Director of Operations. Such experience record must demonstrate the person dispensing aviation fuel as having received

proper training from appropriate safety procedures and methods. (Under no circumstances shall any person be allowed to put automotive fuel into any aircraft with the intent to fly without first acknowledging in writing to the President/CEO of the Airport the possible consequences there from and releasing, in writing, the Sanford Airport Authority and the City of Sanford from any and all liability therefore. Additional documentation may be required by the President/CEO. Specific approval for such automotive fuel usage must be received from the President/CEO in writing prior to putting said fuel in to any aircraft.)

The MRO must ensure that all fuel tank trucks will be marked/labeled to identify the specific type of fuel and octane designation and all trucks shall be maintained in a clean/shiny, always rust free and mechanically excellent condition.

The MRO must maintain mobile pumping equipment meeting all applicable safety requirements with available metering devices. These will be subject to independent inspection and will include pumping efficiency connectors and delivery hoses capable of servicing all aircraft being serviced by the MRO.

Specialized Aviation Service Operator (SASO)
Aircraft Sales

Description

Aircraft Sales consists of the sale of new or used aircraft through franchises, licensed dealerships or distributorships or otherwise, and provides such repairs, services, and parts as necessary to meet any guarantee or warranty on any new or used aircraft sold by the operator.

Minimum Standards

For new aircraft, the operator must have a sales or distributorship franchise from a recognized aircraft manufacturer.

For new and used aircraft, the operator must have available during normal working hours Federal Aviation Administration certificated and currently air-worthy aircraft for sale.

For new and used aircraft, the operator must have a minimum of one (1) fully qualified demonstrator pilot employed with current and appropriate Federal Aviation Administration Pilot and approved Medical Certificates.

Lease from the Authority or provide under terms agreeable to the Authority a minimum of one-half (1/2) acre of land on which will be located all required improvements. Lease from the Authority or provide under terms agreeable to the Authority for his exclusive use a minimum of 800 square feet of office space.

Have satisfactory arrangements at the Airport for repair and servicing of sales aircraft during the sales guarantee.

Maintain stock of spare parts particular to the aircraft type for which the sales privileges are granted.

Specialized Aviation Service Operator (SASO)
FAA Authorized Avionics Sales and Service

Description

FAA Authorized Avionics Sales and Service consists of providing a shop for the repair of aircraft radios, instruments, and accessories for general aviation aircraft. This category shall include the sale of new or used aircraft radios, instruments, and accessories, but such is not exclusive right.

Minimum Standards

Lease from the Authority or provide under terms agreeable to the Authority for his exclusive use a minimum of 800 square feet of shop and storage space. Lease from the Authority or provide under terms agreeable to the Authority a minimum of one-half (1/2) acre of land on which shall be located all required improvements.

Have available on a normal, full-time basis, Federal Aviation Administration certificated technicians in the field of aircraft electronics and/or aircraft instruments with proper Federal Communication Commission license to conduct complete aircraft transmitter, receivers and antenna repair.

Provide satisfactory arrangements for access to and storage of aircraft being serviced.

Specialized Aviation Service Operator (SASO)
Fuel Sales Through Self-Service Fueling System

Description

Fuel Sales Through Self-Service Fueling System consists of the sale of aviation fuel with a fixed hydrant delivery system designed to allow individual aircraft operators to self-fuel their own aircraft. Self Service Fueling Systems may only be owned and operated by a full service FBO for commercial sales or through a fuel cooperative, where the only users are those that are members of the fuel cooperative.

Minimum Standards

Lease from the Authority or provide under terms agreeable to the Authority for use of a minimum of four thousand square feet of concrete rigid pavement or flexible asphalt surface on which will be located all required improvements to include above ground double wall tank(s), fueling terminal metering system, lighting, and protective enclosure via pipe bollards or other suitable protection.

The associated tanks must be situated such that any aircraft being fueled will not preclude another aircraft from passing by without hindrance.

Self-Service Fueling Systems must be owned and operated by an FBO and shall be for the sole use of approved FBO employee and other approved users. The names of said persons shall be on record with the Authority. Additionally, a fuel cooperative set up by a private hangar lessor, may own and operate a Self-Service Fueling System. In this case, the system may only be used by the cooperative members for the fueling of their owned aircraft, which must be based in the private hangar development on the Orlando Sanford International Airport. The names of the fuel cooperative members shall be on record with the Authority.

Provide and maintain a minimum of one, but no more than two fuel tanks, with a minimum capacity of 10,000 gallons for Jet A and/or 100LL octane fuel. Said system shall be in an area designated by the Authority. No more than two fuel tanks may be located within one 4,000 square foot area.

The fuel storage and dispensing equipment shall comply, entirely, with all applicable Federal, State, and local regulations and requirements, including NFPA 30, NFPA 407, and Federal Aviation Administration's Advisory Circular No: 150/5230-4, as now or hereafter amended.

Ensure that all maintenance and operation of the Self-Service Fueling System is in strict conformance with the requirements and procedures contained within the Airport Rules and Regulations.

Be knowledgeable of, and comply with all, Federal State, and local environmental laws, ordinances, rules and regulations, and provide the Authority with a current fuel spill prevention, countermeasures, and control plan signed by a licensed engineer.

The FBO or fuel cooperative shall be responsible for preparing a written Rules & Regulations Manual for self-fueling. This Rules & Regulations Manual will be subject to final approval by the Authority and it shall be the sole responsibility of the FBO or the fuel cooperative and the users of the facility to adhere to such standards.

Ensure no person shall utilize facility until they have been properly trained, approved, and their name is on file with the Authority.

All such persons shall release, in writing, the Authority from and against any and all liability arising out of users self-fueling activity.

Ensure the self-fueling tank is equipped with a control device that prevents unauthorized dispensing of fuel.

Dispensing device shall have an emergency shut-off valve incorporating a fusible link or thermally activated device designed to close automatically in case of fire.

Provide a bonding capability between the fueling equipment and the aircraft.

Display with signage, the location and procedures for the emergency fuel shutoff valve, as well as the ARFF and SAA Control telephone numbers.

Fuel dispensing handle shall be equipped with a deadman nozzle preventing inadvertent cascading spills of large quantities.

Pay the Authority a fuel flowage fee at the current rate as discussed and approved separately.

Specialized Aviation Service Operator (SASO)
Airline Fueling Specialty Operator

Description

To offer storage, delivery, and into-plane fueling services to airlines at the Orlando Sanford International Airport, an operator shall meet the Minimum Standards of a Fixed Base Operator or an Airline Fueling Specialty Operator. The Minimum Standards for Fixed Base Operators are as outlined elsewhere in this document.

Minimum Standards

An Airline Fueling Specialty Operator shall lease from the Airport Authority land sufficient to contain the required fuel farm facilities and ancillary equipment necessary to perform the services offered. The location of the fuel farm shall be in the area designated in the current FAA-approved Airport Layout Plan.

The fuel farm facilities shall contain at least 400,000 gallons of storage capacity for Jet-A aviation fuel.

The fuel farm facilities and all equipment shall be built, maintained, and operated in full compliance with all applicable safety, certification, and environmental laws, rules, regulations, statues, codes, and ordinances of pertinent federal, state, and local governmental agencies, and in full compliance with the Airport Authority’s Rules and Regulations, Minimum Standards, and FAA and FDOT obligations.

The fuel farm facilities and all equipment shall be built, maintained, and operated in full compliance with fueling industry standards, as well as the requirements of the fuel supplier or broker.

The operator shall have at least two (2) 10,000-gallon mobile refueling tanker vehicles adequately equipped to service large transport jet aircraft.

The operator shall be limited to offering into-plane fueling services only to FAR Part 121, 129, and 135 domestic and international airlines which hold use or ground handling agreements with either the Airport Authority or its designated terminal services management operators. The operator shall be required to provide foreign trade zone bonded fuel for international airlines.

The operator shall not be permitted to offer fueling services to general aviation, military, government agencies, or to any other aircraft operator, unless specifically requested in writing by the Airport Authority on a case-by-case basis. Fueling services shall not be conducted on a retail basis.

The operator shall offer only Jet-A fuel services and shall not offer AvGas or any other type of fuel grades.

Fueling services shall only consist of the storage, handling, and into-plane dispensing of Jet-A fuels that have already been purchased by an airline from the vendor or broker of its choice. Fueling services shall only be conducted on the ramps adjacent to the Airline Passenger Terminal Complex, and on no other areas of the Airport, unless specifically authorized in writing by the Authority.

The operator shall pay to the Authority the current fuel flowage royalty fee for all fuel delivered to the operator’s fuel farm facility.

The operator’s personnel shall be properly trained to perform the duties required and shall be subject to periodic testing by the Authority and/or the FAA. Adequate records of personnel training shall be maintained by the operator to permit examination by the Authority and/or the FAA at any reasonable time and place.

The operator shall provide and maintain current policies of insurance in the minimum amounts as may be determined by the Authority from time to time. Such policies shall indemnify the Authority, the City of Sanford, and its officers, agents, and employees from all damages arising from operator's fueling operation.

Flying Club

Description

A non-profit organization whose purpose is to promote aviation through joint ownership and sharing of aircraft use.

Minimum Standards

Each Flying Club member (owner) must have an ownership interest in the Flying Club.

The Flying Club shall keep on file and available for review by the President/CEO, a complete membership list of all current members with full names and addresses.

The Flying Club shall keep on file copies of bylaws, articles of incorporation, operating rules, membership agreements, and the location and address of the club's registered office. These documents are subject to review by the Airport President/CEO upon demand.

Flying Clubs shall not be required to meet the minimum standards stipulated for aircraft rental or flight training operators so long as the Flying Club does not publicly advertise the availability of aircraft rental or flight training. Flight training may not be conducted for commercial purposes.

No member (owner) of a Flying Club shall receive compensation for services provided except for flight instruction relating to aircraft checkout and/or currency (e.g., biannual flight reviews, instrument proficiency checks, etc.) when it is provided by a private flying club member (on an exclusive basis) to other private flying club members.

The Flying Club shall not offer or conduct charter, air taxi, or public rentals of aircraft operations.

Flying Club members who are also FAA certified mechanics shall not be prohibited from doing maintenance work on the flying club's aircraft.

The Flying Club and/or Flying Club members may not lease, sell or trade any goods or services at the Airport except that the flying club may sell or trade its capital equipment.

The Flying Club and/or Flying Club members shall obey all Federal, State, and local laws, ordinances, and regulations.

Flying Club members shall have appropriate licenses and certifications commensurate with their operations.

AVIATION FUEL, STORAGE, HANDLING, AND DISPENSING

Description

All fuel storage, handling, and dispensing activities shall be in conformance with current aviation and fuel industry standards and generally acceptable practices, as well as applicable federal, state, and local statues, ordinances, laws, codes, regulations, and Airport Authority Rules and Regulations. If these Minimum Standards conflict with any of the above, the stricter interpretation shall govern.

Minimum Standards – Fuel Farm and Storage Areas

Overall, must:

1. Be fenced and signed to reduce chance of unauthorized entry and/or tampering;
2. Be posted with flammable no-smoking signs;
3. Contain no feature which would allow introduction of any foreign material into fuel;
4. Be free of materials, equipment, functions and activities which would be ignition sources; and
5. Be constructed in such a manner as to prevent the introduction of the product into the wrong storage tank.

Fuel Tanks shall be:

1. Marked with letters at least 3-inches high to identify type/grade of fuel
2. Equipped with a positive low point sump and, if filled via fixed piping, with non-splashing bottom inlets;
3. Closed and equipped with rainproof and bug-proof vents at least 12-feet above grade;

4. Equipped with functioning floating suction pickup or other device to prevent, during normal pumping, pickup of water and other contaminants at bottom of tank (Jet A only);
5. Equipped with “thief” pump or gravity drain at tank’s positive low point sump, with an outlet located to facilitate convenient collection of outflows.
6. If tank has floating suction system, be equipped with floating suction test hole and test cable;
7. Equipped with a manhole large enough to allow entry for inspection and cleaning;
8. Free of zinc, copper, cadmium;
9. Clean and free of significant rust, scale, surfactants, biological growth, or other materials which could contaminate fuel; and
10. Equipped with an accessible fire extinguisher which meets or exceeds NFPA Standard 407 having at least a 40-BC rating.

Filters/Filter Separators shall:

1. If for Avgas contain at least an inlet strainer, outflow filter sized to match maximum pump flow capacity, differential pressure check system, and a sump drain with an outlet located to facilitate convenient capture of outflow.
2. If for jet fuel, contain at least an outflow filter/separator sized to match maximum pump capacity, differential pressure check system, a positive water defense system bottom drain with an outlet located to facilitate convenient capture of outflow, and fuel sampling (Millipore) fitting downstream of all filters and filter/separators.

Piping shall be:

1. Separate by type and grade of fuel;
2. Marked with letters at least 3-inches high and color coded at each inlet, outlet and valve to clearly identify fuel type and grade;

3. Free of zinc, copper (except possibly, tubing serving test or pressure gauge systems) and cadmium; and
4. Clean and free of significant rust, scale surfactants, biological growth or other materials which could contaminate fuel.

Hoses, Nozzles, and Connectors shall be:

1. Only those specifically designed and tested for delivery of aviation fuels;
2. Equipped with appropriate unique fuel coupling for each product in storage;
3. Controlled by spring-loaded, non-bypassable automatic (deadman) fuel flow cutoff feature; and
4. Color-coded to identify fuel type.

Electrical Equipment and Wiring shall be:

1. Reasonably protected from heat, abrasion, or other impact which could cause failure of insulation, open spar, or another ignition source.
2. Of a type or design approved for use in Class I, Group D, Division 1 hazardous locations (explosion proof; i.e., free of exposed conductors, contacts, switches, connectors, motors, etc., which could generate open spark or other ignition source during normal operations). See NFPA Standard 70, National Electrical Code.

Grounding and Bonding Equipment shall provide that piping, filters, tanks, and electrical components are electrically bonded together and interconnected to adequate electrical ground.

Loading Docks and Stations shall be:

1. Clearly marked and color coded as to fuel type;

2. Equipped with accessible fire extinguishers meeting standards of NFPA standard 407 (a minimum of two, each having at least a 40-BC rating);
3. If top loading system, equipped with metallic drop tube (having anti-splash fuel deflector) long enough to reach bottom of deepest fueling vehicle tank);
4. Equipped with a “deadman” control;
5. Equipped with boldly marked emergency cutoff;
6. Equipped with a bond/ground wire and appropriate connector clamp for grounding fueling vehicles; and
7. Designed to prevent the introduction of improper fuel into refueling vehicles.

Marking and Color Coding:

1. All parts of fueling system, including all unloading headers, inlets, tank fills, tank hatches, in and outflow piping, valves, top load drop tubes, hose connectors, nozzles, and vehicles should be marked permanently and color coded; and
2. Marking and color bands con over-the-wing nozzles used for loading fuel onto aircraft should not be subject to chipping, peeling, or flaking.

Minimum Standards – Mobile Fueling Vehicles

Overall, shall:

1. Be marked with letters at least 3-inches high on all sides to show danger, flammability, standard hazardous material placard with ID number and, inside crew compartment (if any) top prohibit smoking.
2. Be marked with letters at least 3-inches high on all sides and in crew cab to clearly show type or grade of fuel in system;
3. Contain/dispense only one type or grade of fuel unless the vehicle was specifically designed to contain/dispense multiple grades of fuel;
4. Be equipped with: (a) a system capable of overriding all other controls and stopping, with one physical movement, all fuel flow; and (b) fire extinguishers as

prescribed by NFPA Standard 407 (at least two each accessible from a different side and each having at least a 40-BC rating);

5. Contain no feature which would allow introduction of any foreign material into fuel;
6. Contain no feature which would allow fuel or concentrated fumes to contact (during normal operations, overfilling or other spill) exhaust system, hot exhaust gasses, or any other ignition source; and
7. If equipped with an internal combustion engine, be equipped with air filter/spark arrester and a leak-free exhaust system terminating in a standard baffled (original equipment type) muffler.

Fuel Tank(s) shall be:

1. Closed and equipped with gasketed dome covers (a) which contains a 3 p.s.i. emergency vapor pressure relief valve, and (b) which are adequate to prevent fuel spillage during vehicle movement and influx of water anytime;
2. Equipped with sump drain, with an outlet located to facilitate convenient capture of outflow;
3. Equipped with tank bottom outflow cutoff valve which can block fuel flow and spill in the event of piping rupture or other valve failure;
4. Free of zinc, copper, cadmium; and
5. Clean and free of significant rust, scale, surfactants, biological growth, or other material which could contaminate fuel.

Filter and Filter Separator system shall:

1. If for Avgas, contain at least a non-bypassable outflow filter sized to match maximum pump flow capacity, a differential pressure check system, and a sump drain with an outlet located to facilitate convenient capture of outflow;
2. If for jet fuel, contain at least an outflow filter/separator sized to match maximum pump capacity, differential pressure check system, a positive water defense

system bottom drain with an outlet located to facilitate convenient capture of outflow, and fuel sampling (Millipore) fitting downstream of all filters and filter/separators; and

3. If for Avgas, be equipped with a final in-line filter from pump to aircraft.

Piping shall be:

1. Reasonably protected from impact/stress which could cause rupture/fuel spillage;
2. Free of zinc, copper (except in tubing serving test or pressure gauge systems), and cadmium; and
3. Clean and free of rust, scale, surfactants, biological growth, or other material which could contaminate fuel.

Hoses, Nozzles, and Connectors shall be:

1. Only those specifically designed, tested, and marketed for delivery of aviation fuels;
2. Equipped with appropriate unique fuel couplings for each product in Storage;
3. Be only those specifically designed, tested, and marketed for delivery of aviation fuels;
4. Equipped with appropriate unique fuel couplings for each product in storage;
5. If over-the-wing nozzles, meet Society of Automotive Engineers specification AS 1852;
6. Equipped with dust cap or other feature which will minimize contaminant introduction into fuel/system;
7. Equipped with non-bypassable 100 mesh nozzle/connector screens;
8. Controlled by a deadman flow cutoff feature; and
9. Color-coded to identify fuel type

Grounding and Bonding system shall:

1. Provide electrical continuity between all metallic or conductive components;
2. Have both ground and bonding wires, and clamps adequate to facilitate prompt definite electrical ground connection between fueling vehicle pit cabinet, grounding system, and aircraft being fueled; and
3. If a pit or cabinet, be permanently electrically grounded.

Minimum Standards – Fueling Personnel

Fueling personnel should be of sufficient number to safely operate the fueling system and to perform periodic checks/inspections essential to that system's proper functioning.

Training for Supervisory Personnel:

1. At least one supervisor must have completed an aviation fuel training course at an approved FAA/Industry-sponsored fueling course as specified in Advisory Circular 150/5230-4. Training must be completed initially and at least once every 24 months thereafter.
2. Fueling Supervisory personnel are responsible for knowing and following all requirements of Advisory Circular 150/5230-4.
3. Fueling Supervisory personnel are responsible for ensuring that all records are maintained in accordance with Advisory Circular 150/5230-4 at all times and that the records are made available to Airport Operations upon demand or inspection.

Training for line personnel:

1. All employees other than the supervisor must receive proper training as specified in Advisory Circular 150/5230-4. Training must be completed initially

and at least once every 24 months thereafter.

2. All line personnel are responsible for knowing and following all requirements of Advisory Circular 150/5230-4.

All personnel shall:

1. Be appropriately clothed (garments other than silk, polyesters, nylon with wool, or other static generating fabrics; shoes containing no taps, hobnails, or other material which could generate sparks on pavement).
2. Shall not carry on their persons (at any time in, on, or within 100 feet of any tank, dock, storage area, fueling vehicle or aircraft) any igniting device, including safety matches, strike-anywhere matches, cigarette lighter, or other items which could become ignition sources if operated, bumped, hit, or dropped.
3. Ensure fueling is performed only outside, never in a building.
4. Ensure that fueling vehicles are never parked closer than 10 feet from each other, 50 feet from any building or aircraft not being fueled/defueled; and, during loading and fueling operations, 100 feet from smokers or other visible sources of ignition.
5. Ensure that before all unloading, loading, fueling and defueling operations are begun, all motors, engines, radios, and other electrical and mechanical equipment (except only auxiliary power units) not needed for that specific operation are turned off and kept off.
6. Ensure that all systems and fueling vehicles are grounded or bonded before commencing and during all fuel handling operations.
7. Ensure that before opening any aircraft or fueling vehicle tank or commencing any fueling operation (and at all time during fuel transfer) at least a bonding wire is connected between fueling vehicle being loaded and the loading dock ground, or between the fueling vehicle, pit, cabinet and the aircraft being fueled.

8. Ensure that mobile fueling vehicle loading and aircraft fueling is conducted only when deadman control is operable and used to control fuel flow;
9. Ensure that fuel farm and all equipment is kept neat and free of trash or debris which could cause or contribute to fuel contamination or fire;
10. Ensure that all fire extinguishers are checked for charge and condition at least semiannually; and
11. Ensure that fuel service operations shall be suspended when there are lightening discharges in the immediate vicinity of the airport.

Supervisors shall:

1. Ensure that all personnel are adequately supervised and periodically checked to assure that training and knowledge levels are maintained, all equipment and required components are kept fully operational, required periodic checks and inspections are made when due, required records are kept, and that proper quantity and grade of clean, dry “on spec” fuel is routinely delivered to the proper aircraft.
2. Ensure that only qualified personnel are allowed to operate fuel farm or equipment, or to fuel aircraft.
3. Ensure that fuel unloading and fueling vehicle loading are carried out only with qualified personnel present.