

Minimum Standards for Airport Aeronautical Service and Aeronautical Activity Providers



Tallahassee Regional Airport



January 2012

**Tallahassee Regional Airport
Minimum Standards**

Letter From The City Manager

To all Airport Tenants and Users:

The attached Minimum Standards for Airport Aeronautical Service and Aeronautical Activity Providers dated January 2012 for the Tallahassee Regional Airport (TLH) are approved by me in accordance with City of Tallahassee Code Article VII, Section 2-130 (amended December 2011). This Ordinance grants to the City Manager the authority to approve Rules & Regulations and Minimum Standards for Tallahassee Regional Airport.

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

These Minimum Standards were developed by Airport staff in cooperation with Airport tenants, local pilots, and the Airport Advisory Committee. Changes should be recommended in accordance with the procedures outlined in Section 1.3.

These Minimum Standards, which supersede the previous Minimum Standards dated November 2000, adopted for the Tallahassee Regional Airport become effective January 2012.

Recommended:

Approved:



Sunil Harman
Director of Aviation



Anita Favors-Thompson
City Manager

Date 1/19/2012

Date 3/8/12

**Tallahassee Regional Airport
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Amendments

Date	Amendment Number	Subject	Approved by

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Section 1. Policy, Applicability, and Amendments

Section 1.1 Policy

The City of Tallahassee being the Owner and in a position of responsibility for the administration of the Tallahassee Regional Airport does hereby establish the following Policy for the Minimum Standards:

1. The City of Tallahassee owns and operates the Tallahassee Regional Airport as a public-use, commercial service Airport. The Airport is operated as a City Department. The City Manager has charged the Aviation Department with the safe and efficient operation of the Airport. The daily management of the Airport is under the direction of the Director of Aviation. The City Manager has established these Minimum Standards and charges the Director of Aviation with their enforcement.
2. The City has assumed certain responsibilities and obligations to operate the Airport for the use and benefit of the public, and make it available for aeronautical activity. They wish to make the Airport available for public use by applying reasonable terms, without unjust discrimination, for those desiring to offer services or commodities at the Airport. The imposition of these Minimum Standards will provide to all persons, to conduct, carry on, or engage in aeronautical, vehicular, or pedestrian activities at the Airport the basic requirements to conduct such activities without exclusive right or infringing on the abilities of others to provide similar activities. The Director of Aviation 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 Tallahassee Regional Airport fees and charges shall be established to make the Airport financially self-sustaining and sufficient to cover Airport operating costs. It is the intent that these fees be reasonable and equitable.
3. The Minimum Standards are intended to be the threshold entry requirements for those wishing to provide Aeronautical Services to the public and to insure that those who have undertaken to provide commodities and services as approved are not exposed to unfair or unreasonable competition. These Minimum Standards were developed taking into consideration the aviation role of the Tallahassee Regional Airport, facilities that currently exist at the Airport, services being offered at the Airport, the future development planned for the Airport, and to promote fair competition at Tallahassee Regional Airport. The uniform application of these Minimum Standards, containing the minimum levels of service that must be offered by the prospective service provider, relates primarily to the public interest and discourages substandard entrepreneurs, thereby protecting both the established Aeronautical Activity and the Tallahassee Regional Airport users.

Tallahassee Regional Airport Minimum Standards

Section 1.2 Applicability

1. These Minimum Standards are intended to supplement the Tallahassee Regional Airport Rules & Regulations. In the event of conflict between these Minimum Standards and the Rules & Regulations, the Rules & Regulation shall prevail.
2. Except when the context in these Minimum Standards requires otherwise, the singular includes the plural, plural includes the singular, and masculine gender includes the feminine.
3. All units of measurement are provided in Standard English Units. Metric equivalents may be provided upon request. Square Feet (SF) of building space implies gross square feet unless inside the Airport Main Passenger Terminal. Gross square feet is the total footprint of the building and include mechanical rooms, toilets, stairs and halls. Square Feet of ramp or parking space is measured from edge to edge of the prepared surface.

Section 1.3 Amendments

1. Amendments to the Minimum Standards may be proposed by any Airport user. A recommended change shall be forwarded, in writing, to the Director of Aviation. The Director will have the proposed amendment studied by staff and the Airport Advisory Committee and forward the proposed change to the City Manager. In accordance with City Ordinance 99-O-0034, the City Manager has approval authority for the Airport Rules & Regulations and Minimum Standards. Notice of proposed amendments to these Minimum Standards will be posted on bulletin boards in the elevator lobbies of the main and upper levels of the passenger terminal building and at the pilot's planning room of the FBO's and mailed to all tenants. Copies of the proposed amendment will be available for review in the Airport Administration Office during regular business hours. A comment period of not less than 30 days from the posting of the notice will be allowed. Comments must be made in writing to the Director of Aviation and received by Airport Administration within the comment period. All comments will be considered prior to releasing changes. A public meeting to discuss amendments may be held at the discretion of the Director of Aviation. If the amendment is to be adopted, the Director will either have the amendment incorporated in the next update to the Minimum Standards or issue an Operations Directive. Approved amendments will become effective in not less than 60 days.
2. Appeals to amendments to the Minimum Standards should be made to the City Manager. Objections should be in writing, include the name and address of the Person making the objection, clearly state the objection, and made within 30 days of the effective date of the amendment.

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Section 2. Minimum Standards for All Activities

1. No activity may operate at the Tallahassee Regional Airport without an Agreement from the Director of Aviation. This Agreement may be a Permit or a Lease. All activities not specifically covered in the remainder of these Minimum Standards shall have a negotiated Lease.
2. Lease agreements shall be for a term to be mutually agreed upon between the persons with due consideration for the financial investment and the need to amortize improvements to the Leasehold.
3. Any prospective activity seeking to conduct Aeronautical Activity or Aeronautical Services at the Airport should demonstrate that they have adequate resources to realize the Business objectives agreed to by the Director of Aviation and the applicant.
4. The City requires suppliers, contractors, Lessees, consultants, and Permittees to maintain insurance covering them against claims or judgments arising from their products or activities for the City. The insurance is to be extended to protect the City of Tallahassee. The City also requires the responsible person to defend, indemnify, and hold harmless the City for losses arising out of the activities, services, or products of its suppliers, contractors, lessees, and consultants. This indemnification agreement is a second source of protection, in addition to insurance purchased by the other person.
5. All prospective FBOs shall demonstrate satisfactory evidence of their ability to acquire insurance coverage stipulated for each particular type of operation. Amounts stipulated are stated to provide a minimum guideline and may not meet the requirements of specific Operations. Each FBO should also make their own evaluation to ensure adequate coverage. However, such policies of insurance shall be maintained in full force and effect during all terms of existing Agreements, or renewals and extensions thereof. The FBO shall require their insurance carrier to notify the Director of Aviation 30 days prior to cancellation of any policy. Such policies shall not be for less than the amounts listed in the following paragraphs; however, in all cases, amounts of policies must meet the statutory requirements of Law. Insurance requirements for specific FBO activities are covered in the section of these Minimum Standards covering that activity. A matrix of required insurance coverage is also included as Appendix B.
6. All FBOs shall have permanent facilities of the type and size specified for the Aeronautical Activity or Aeronautical Service activity. When an FBO is performing all of the activities as defined, then the hangar requirements for the FBO would be 5,000 SF.

However, no non-aeronautical activities may be performed that are presently being performed on a limited contractual basis by Persons having valid contracts with the City of Tallahassee or the Airport to provide such services on the Airport.

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7. 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 for the same containing at a minimum, a general layout, drawn to scale, showing the parcel of land actually required for the construction of such building or facility in addition to the 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, to the Director of Aviation for review and approval. Approval must be received before submitting the plans to City of Tallahassee Growth Management for any required permits.

8. 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 of Aviation, whether or not building permits are required. In the event building permits are not required, approval must be obtained from the Director of Aviation prior to scheduling any work to commence.

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Section 3. Application and Qualifications

1. Any FBO and/or SASO business conducted at the Airport requires an Agreement between the prospective FBO and/or SASO and the Director of Aviation. Demonstration of intent to conduct a Business operation at the Airport shall be by application to the Director of Aviation. The application shall consist of a written proposal to the Director of Aviation and contain at the minimum:
 - A. The proposed nature of the FBO Business with the names of all persons including partners, Directors, and/or corporate officers and those who will be managing the Business.
 - B. A current financial statement attested to as true and correct by an appropriate officer of the company.
 - C. A listing of assets owned, or being purchased, or Leased which will be used in the Business at the Airport.
 - D. The proposed FBO shall give written authorization for the Director of Aviation to obtain a credit report.
 - E. An agreement to provide a performance bond or suitable guarantee of adequate funds to the City of Tallahassee to be used to defray expenses and fees normally paid by the Lessee.
 - F. A written authorization for the Federal Aviation Administration (FAA), any aviation or aeronautics commissions, administrators, and departments of all states in which the applicant has engaged in aviation Business to release information in their files relating to the applicant or its operation. The applicant will execute such forms, releases, or discharges as may be required by those agencies.
 - G. Preliminary plans, and dates for any improvements which the applicant intends to make on the Airport as part of the activity for which approval is sought. Applicant must comply with appropriate City of Tallahassee and Airport requirements. (See paragraph 8 in Section 2).
 - H. Proof of ability to obtain liability insurance coverage for the Business operation, flight operations, itinerant Aircraft, Vehicles, and FBOs and premises insurance.
2. Requests for Permits, as needed, are presented to the Superintendent of Operations. The information required differs depending on the Permit.
3. Requests for Proposal (RFP) for specialized services may be offered at various times. These RFPs will have their own information requirements that may supplement or replace those found in this section.

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Section 4. Action on Application

1. All completed proposals will be reviewed and acted upon within 45 days from receipt of application.
2. Applications may be approved if the following requirements are met:
 - A. The application meets qualifications, standards, and requirements established by these Minimum Standards.
 - B. The applicant's proposed operations or construction will not create a safety hazard on the Airport.
 - C. The granting of the application will not require the significant expenditure of Airport or City funds, labor, or materials on the facilities described in or related to the application, or the operation will result in a financial loss to the Airport or the City of Tallahassee.
 - D. There is appropriate or adequate space available or building on the Airport to accommodate the entire activity of the applicant.
 - E. The proposed Airport development or construction complies with the Airport Master Plan and or the Airport Layout Plan (ALP) subject to FAA review and approval of the lease agreement(s).
 - F. The development or use of the area requested will not result in a congestion of Aircraft or buildings, or will not result in unduly interfering with the operations of any present FBO or SASO on the Airport, such as problems in connection with air traffic or service, or will not prevent free access and egress to the existing FBO or SASO area, or will not result in depriving, without the proper economic study, an existing FBO of portions of its Leased area in which it is operating.
 - G. Any Person applying, or interested in the Business, has not supplied false information, or has not misrepresented any material fact in the application or in supporting documents, or has not failed to make full disclosure on the application.
 - H. Persons applying, or having an interest in the Business, has not defaulted in the performance of any Agreement with the City of Tallahassee, or any Agreement at any other Airport.
 - I. Any person applying is sufficiently credit worthy and responsible in the judgment of the Director of Aviation to provide and maintain the Business to which the application relates and to promptly pay amounts due under the Agreement.
 - J. The applicant does have the financial resources necessary to conduct the proposed operation for a minimum period of six months.

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- K. The applicant has not committed any crime, or violated any local ordinance rule or regulation, including US Department of Homeland Security, which adversely reflects on its ability to conduct the operations applied for.
3. If the application is denied by the Director of Aviation, the applicant may appeal the denial to the City Manager. The appeal shall be in the same format and follow the same procedures as an appeal of an amendment as outlined in Section 1.3.

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Section 5. Fixed Base Operator (FBO)

Section 5.1 Statement of Concept

A Fixed Base Operator (FBO) sells aviation Fuels, lubricants, and other services supporting itinerant Aircraft operations and operations of Aircraft based on the Airport.

Section 5.2 Minimum Standards

Except as otherwise provided in any Agreement between the FBO and the Airport, an FBO conducting aviation Fuel and oil sales to the public may be required to provide some or all of the following services and equipment:

1. FBO may, at their option, provide Fueling and/or ground services to certificated Air Carriers.
2. Minimum grades of aviation Fuel offered shall be 100LL (Avgas) and Jet A.
3. An adequate inventory of generally accepted grades of aviation engine oil and lubricants.
4. Oxygen dispensing and servicing for low pressure and high pressure gaseous oxygen. Only Aviator's Breathing Oxygen quality oxygen shall be offered.
5. Fuel dispensing equipment, meeting all applicable Federal, State of Florida, Leon County, and City of Tallahassee requirements for each type of Fuel dispensed. At least two mobile dispensing trucks with a minimum of 750 gallons of aviation gasoline (Avgas) and two trucks with a minimum of 1,500 gallons of jet Fuel are required for the minimum grades specified. If additional grades are offered, at least one additional truck per grade will be required. All dispensing equipment, whether fixed or mobile shall be equipped with reliable metering equipment, filters, and grounding or bonding equipment and meet all applicable FAA requirements.
6. The storage, transportation, and dispensing of fuel shall be done in strictest accordance with Federal, State, and Local codes and ordinances.
7. All Fuel dispensing equipment and Fueling Operations will comply with local requirements for Aircraft Fueling Operations.

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8. A total combined storage capacity for all grades of Fuel stored on the Airport by an FBO of 150,000 gallons including Fuel contained in mobile units. Fuel storage shall contain safety fixtures and filtration systems to ensure ATA specs.
9. Fuel storage tanks shall be above ground units and shall meet all applicable Federal, State of Florida, Leon County, and City of Tallahassee regulations for the storage of Fuel and petroleum products. Fuel storage tanks must include adequate Fuel spill prevention features and containment capabilities, together with an approved Fuel Spill Prevention Countermeasures and Control Plan (SPCC), as applicable. Storage of other materials deemed hazardous shall be in containers or lockers meeting all applicable Federal State of Florida, Leon County, and City of Tallahassee regulations for the storage of Hazardous materials.
10. An FBO may install self-fueling equipment. Self-fueling is the fueling of an aircraft by the owner of the aircraft with his or her own employees and using his or her own equipment. See Appendix A for a broader definition.
11. The lawful and sanitary handling and timely disposal, away from the Airport, of all solid waste, regulated waste, and other materials including, but not limited to, used oil, solvents, and other regulated waste. The stacking and storage of crates, boxes, barrels, and other containers will not be allowed within Leased premises.
12. Properly trained Personnel of a quantity to meet all operational requirements normally expected. The FBO shall establish and carry out all operations in accordance with procedures sufficient to provide the services required and safely store, dispense and handle Fuel, lubricants, and oxygen on the Airport.
13. Provide a minimum of twelve hours of line service per day, seven days per week, including all holidays. Line service shall consist of, at a minimum, parking, tie-down, servicing, starting, towing, and courtesy shuttle service to the Passenger Terminal.
14. Provide Aircraft storage, either in bulk hangars, individual hangars, or outside tie-downs.
15. Provide insurance coverage in amounts not less than the following:
 - A. Workers' Compensation and Employers Liability Insurance - Statutory limits. This coverage is required when the FBO has employees, regardless of the number.

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- B. Comprehensive Airport Liability Insurance - \$5,000,000 general aggregate providing for the following coverage:
- 1) Airport Operations (Premises/Operations)
 - 2) Products/Completed Operations
 - 3) Contractual Liability
 - 4) Fire Legal Liability
 - 5) Medical Payments Coverage
 - 6) Personal Injury.

If the FBO chooses to provide service to the Airlines, then the minimum requirement is \$10,000,000 aggregate.

- C. Hangar Keeper's Liability - \$5,000,000 aggregate for property damage to non- owned aircraft while in their care, custody and control while not in flight. If the FBO chooses to provide service to the Airlines, then the minimum requirement is \$10,000,000 aggregate.
- D. Aircraft Liability - \$1,000,000 general aggregate for any flight operations.
- E. Environmental Impairment Liability - \$1,000,000 per incident/\$2,000,000 aggregate, applicable for all hazardous substances, including, but not limited to, waste oil, solvents, detergents, waste fuel, and used oil filters.
- F. Commercial Automobile Liability Insurance - \$1,000,000 per accident for property damage and personal injury covering owned, non-owned, leased, rented, or hired vehicles. Coverage must be rated for vehicles transporting hazardous materials.

Section 5.3 Services

An FBO shall provide the following services:

1. Fuel, parking, hangar, and tie-down for Small Aircraft.
2. 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.
3. Courtesy passenger transportation services between the FBO's facilities and airline passenger terminal.
4. Emergency service to disabled Aircraft on the Airport including towing or transporting disabled Aircraft to the FBO's premises at the request of the Owner or pilot of the disabled Aircraft or the Director of Aviation. Movement of any disabled aircraft shall be at the expense of the aircraft owner. The Airport bears no liability for moving an aircraft.

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Section 5.4 Facilities

An Aircraft Fuel and Oil Sales and Service FBO shall Lease from the Airport a minimum of five acres and thereon Lease or construct the following facilities:

1. A building which will provide a minimum of 10,000 SF of properly lighted and heated space to perform work, a public waiting area, pilot's lounge separate from public waiting areas, including a flight planning area that has all items necessary for complete flight planning and sanitary restroom facilities.
2. A separate hangar facility of a minimum of 5,000 SF of properly lighted and heated space to perform work, Aircraft storage, parts storage, office space and sanitary rest rooms.
3. A paved Apron of not less than 50,000 SF or an area sufficient to maneuver and tie down 20 Small Aircraft, whichever is greater.
4. A paved area sufficient to park and maneuver as specified by code for employee and patron parking.

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Section 6. Self-Servicing

Section 6.1 Statement of Concept

1. Owners and lessees of Aircraft operating from Tallahassee Regional Airport may desire to provide their own Aircraft services. Those desiring to do so should present their request to the Director of Aviation.
2. Self-servicing is the servicing of an aircraft by the owner of the aircraft or the owner's employee. See Appendix A for a broader definition. For the purposes of this section, Self-servicing is not the maintenance of an Aircraft. This section applies exclusively to FBOs approved for the dispensing of fuel. (See Section 5 FBOs of these Minimum Standards)

Section 6.2 Minimum Standards

1. Self-servicing by private or corporate Owners or lessees of Aircraft will be permitted by the Director of Aviation, provided that the Aircraft Owner or lessee adheres to provisions in Section 6.2 of the Rules & Regulations, as well as those further defined herein.
2. The dispensing of Fuel must meet all applicable Airport, Federal, State of Florida and local laws, Rules & Regulations, including Federal Aviation Administration (FAA) Advisory Circulars, as well as American Standard Testing Method (ASTM) D-910 for Avgas, ASTM D-1655 for Jet Fuel, and ASTM D-439-58 for Mogas, which shall be determined at the time of delivery into the Aircraft. The products and Equipment must meet all applicable Federal, State and local laws, rules, regulations, and all industry standard testing requirements.
3. Prior to self-Servicing of any Aircraft, the person shall provide to the Director of Aviation a copy of the FAA's Aircraft registration certificate for that Aircraft verifying sole ownership by the person, or proof of being the lessee of said Aircraft.
4. All FBOs will be governed by a Permit issued by the Director of Aviation, which is valid for a period of one year. An annual fee, a fuel flowage fee, and/or a minimum guarantee may be required.
5. The Aircraft self-servicing fuel storage areas are the locations on the Airport designated temporarily or permanently by the Director as the only areas in which Aircraft fuels can be stored.
6. Fixed fuel tank storage may be authorized by the Director. The location will be specified in the request, the tank, any associated piping and the fuel dispensing equipment will be aboveground and will meet all applicable law and NFPA codes for fuel tanks. The tank will hold a minimum of 500 gallons.

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7. The Aircraft Fuel storage and dispensing Equipment shall meet all applicable Federal, State, local laws, rules, regulations and requirements, including, but not limited to the FAA Advisory Circular 150/5230-4, as now or hereafter amended.
8. Persons or their designee shall maintain a log of the type and amount of Fuel dispensed into its Aircraft, with said log to be available for review by the Director of Aviation upon request. A person shall report the type and amount of Fuel dispensed during each calendar month and submit such report and the appropriate Fuel flowage fees to the Director of Aviation on or before the 10th day of each subsequent month.
9. Person shall be responsible for the payment of the appropriate federal and state taxes on aviation Fuels, and for all reports required by the Internal Revenue Service, and shall comply with all applicable federal statutes and regulations, including, but not limited to, those promulgated by the Federal Aviation Administration.
10. Provide insurance coverage in amounts not less than the following:
 - A. Workers' Compensation and Employers Liability Insurance - Statutory limits.
 - B. Comprehensive Airport Liability Insurance - \$1,000,000 general aggregate.
 - C. Environmental Impairment Liability - \$1,000,000 per incident/\$2,000,000 aggregate, applicable for all hazardous substances, including, but not limited to, waste oil, solvents, detergents, waste fuel, and used oil filters.
 - D. Commercial Automobile Liability Insurance - \$1,000,000 per incident for property damage and personal injury covering owned, non-owned, leased, rented, or hired vehicles. Coverage must be rated for vehicles transporting hazardous materials.
11. Persons or designees who do not have written permission from an FBO which allows the user to Fuel on the FBOs Leased premises shall coordinate with and receive written permission from the Director of Aviation for the location of, and access routes to an alternative fueling location.
12. Persons are required to be knowledgeable of and comply with the Airport's Storm Water Pollution Prevention Plan and Spill Prevention and Cleanup Plans.

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Section 7. Airframe and Powerplant Specialized Aviation Service Operation (SASO)

Section 7.1 Statement of Concept

An Aircraft Airframe and Powerplant Specialized Aviation Service Operation (SASO) provides one or a combination of airframe, engine, and accessory repairs on Aircraft. This category shall also include the sale of Aircraft parts and accessories. Usually, this type of repair is performed on the Aircraft, although it may also include the bench repair of items removed from an Aircraft that are intended to be replaced on that Aircraft.

Section 7.2 Minimum Standards

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

1. Emergency service to disabled Small Aircraft on the Airport including towing or transporting disabled Aircraft to the SASO's Leased premises at the request and expense of the Owner, pilot, or the Director of Aviation.
2. SASOs under this section may provide services to a scheduled Air Carrier.
3. Maintain hours of operation sufficient to meet public demand, but not less than eight hours per day, five days per week. Have on duty not less than one person who holds an FAA Airframe, Powerplant, or Aircraft Inspector Rating.
4. Provide insurance coverage in amounts not less than the following:
 - A. Workers' Compensation and Employers Liability Insurance - Statutory limits.
 - B. Comprehensive Airport Liability Insurance - \$1,000,000 general aggregate.
 - C. Hangar Keeper's Liability - \$2,000,000 per occurrence for property damage to non-owned aircraft while in their care, custody and control while not in flight.
 - D. Aircraft Liability - \$1,000,000 general aggregate, applicable if pickup and delivery services and/or maintenance test flights are performed.
 - E. Environmental Impairment Liability - \$1,000,000 per incident/\$2,000,000 general aggregate, applicable for all hazardous substances, including, but not limited to, waste oil, solvents, detergents, waste fuel, and used oil filters.
 - F. Commercial Automobile Liability Insurance - \$1,000,000 per incident for property damage and personal injury covering owned, non-owned, leased, rented, or hired vehicles.

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Section 7.3 Facilities

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

1. A building which will provide a minimum of 4,800 SF of properly lighted and heated space to perform work and to provide storage, office space, and a public waiting room area which includes sanitary restroom facilities.
2. A paved Apron that is sufficient to tie down and maneuver four Small Aircraft or 10,000 SF, whichever is greater.
3. A paved parking area sufficient to park and maneuver per code for customer and employee parking.
4. With the prior written permission of the Director of Aviation, these requirements may be satisfied with a sublease of such space from an existing SASO.

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Section 8. Aircraft Component Specialized Aviation Service Operation (SASO)

Section 8.1 Statement of Concept

An Aircraft Component Specialized Aviation Service Operation (SASO) provides avionics, instrument, propeller or other Aircraft component repair services. Usually, the component is removed from the Aircraft for repair at another facility and sent to this type of repair shop for repair or overhaul. Removal and replacement of components is covered under Section 7 Airframe and Powerplant SASO.

Section 8.2 Minimum Standards

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

1. The SASO shall be certificated as a Repair Station (as defined by FAA) with appropriate ratings by the FAA.
2. Sufficient trained Personnel certificated by the FAA, in accordance with the terms of the Repair Station Certificate, to accomplish the work required.
3. Maintain sufficient hours of operation to meet public demand, but not less than eight hours per day, five days per week.
4. Provide insurance coverage in amounts not less than the following:
 - A. Workers' Compensation and Employers Liability Insurance - Statutory limits.
 - B. Comprehensive Airport Liability Insurance - \$1,000,000 general aggregate, providing for the following coverage:
 - 1) Airport Operations (Premises/Operations)
 - 2) Products/Completed Operations
 - 3) Contractual Liability
 - 4) Fire Legal Liability
 - 5) Medical Payments Coverage
 - 6) Personal Injury.
 - C. Hangar Keeper's Liability - \$500,000 per occurrence for property damage to non-owned aircraft while in their care, custody and control while not in flight or comparable bailees coverage for the personal property of others in the care, custody, and control of the shop owner.

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- D. Aircraft Liability - \$1,000,000 general aggregate, applicable if pickup and delivery services and/or maintenance test flights are performed.

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

Section 8.3 Facilities

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

1. A building which will provide an minimum of 1,500 SF of properly lighted and heated space to perform work and to provide storage, office space, and a public waiting area which includes a sanitary restroom.

2. A paved Apron that is sufficient to tie down, park, and maneuver a minimum of two Small Aircraft or 3,000 SF, whichever is greater.

3. A paved parking area sufficient to park and maneuver per code for customer and employee parking.

4. With the prior written permission of the Director of Aviation, these requirements may be satisfied with a sublease of such space from an existing SASO.

**Tallahassee Regional Airport
Minimum Standards**

Section 9. Aircraft Rental Specialized Aviation Service Operation (SASO)

Section 9.1 Statement of Concept

An Aircraft Rental Specialized Aviation Service (SASO) engages in the rental or lease of Aircraft to the public.

Section 9.2 Minimum Standards

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

1. A minimum of three single and/ or multi engine certificated and currently airworthy Aircraft either owned or under written lease to the SASO.
2. A minimum of one currently certified FAA pilot, with appropriate ratings, including Instructor Rating, in their employ and on duty during the appropriate Business hours.
3. Maintain hours of operation sufficient to meet public demand.
4. Provide insurance coverage in amounts not less than the following:
 - A. Workers' Compensation and Employers Liability Insurance - Statutory limits.
 - B. Comprehensive Airport Liability Insurance - \$1,000,000 general aggregate, providing for the following coverage:
 - 1) Airport Operations (Premises/Operations)
 - 2) Products/Completed Operations
 - 3) Contractual Liability
 - 4) Fire Legal Liability
 - 5) Medical Payments Coverage
 - 6) Personal Injury
 - 7) Negligent Instruction
 - C. Aircraft Liability Insurance - \$1,000,000 aggregate plus \$100,000 per passenger.
 - D. Commercial Automobile Liability Insurance - \$1,000,000 per incident for property damage and personal injury covering owned, non-owned, leased, rented, or hired vehicles.

**Tallahassee Regional Airport
Minimum Standards**

Section 9.3 Facilities

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

1. A building which will provide an minimum of 2,000 SF of properly lighted and heated space to perform work and to provide storage, office space, and a public waiting area which includes a sanitary restroom.
2. A paved Apron that is sufficient to tie down, park, and maneuver a minimum of three Small Aircraft or 5,000 SF, whichever is greater. In the event the SASO desires to tie down or display additional Aircraft, the space requirement will be determined at the sole discretion of the Director of Aviation.
3. A paved parking area sufficient to park and maneuver five Vehicles for customer and employee parking.
4. With the prior written permission of the Director of Aviation, these requirements may be satisfied by a sublease of such space from an existing SASO.

**Tallahassee Regional Airport
Minimum Standards**

Section 10. Flight Training Specialized Aviation Service Operation (SASO)

Section 10.1 Statement of Concept

A Flight Training Specialized Aviation Service (SASO) engages in instructing pilots in dual and solo flight training, in fixed and/or rotary wing Aircraft, and provides such related ground school instruction as is necessary to taking a written examination and flight check ride for the category or categories of pilot's licenses and ratings involved.

Section 10.2 Minimum Standards

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

1. An applicant for a Flight Training SASO will acquire the appropriate Flight Training Certificate as required in Federal Aviation Regulations (FAR) Part 61 or Part 141. A copy of the certificate shall be required at execution of the Lease.
2. A minimum of two single and/ or multi engine certificated and currently airworthy, properly equipped Aircraft, either owned or under written lease to the SASO.
3. A minimum of one currently FAA certificated pilot, with appropriate ratings, including Instructor Rating, in his employ and on duty during the appropriate Business hours.
4. Maintain hours of operation sufficient to meet public demand.
5. Provide insurance coverage in amounts not less than the following:
 - A. Workers' Compensation and Employers Liability Insurance - Statutory limits.
 - B. Comprehensive Airport Liability Insurance - \$1,000,000 general aggregate, providing for the following coverage:
 - 1) Airport Operations (Premises/Operations)
 - 2) Products/Completed Operations
 - 3) Contractual Liability
 - 4) Fire Legal Liability
 - 5) Medical Payments Coverage
 - 6) Personal Injury
 - 7) Negligent Instruction
 - C. Aircraft Liability Insurance - \$1,000,000 aggregate plus \$100,000 per passenger.
 - D. Commercial Automobile Liability Insurance - \$1,000,000 per incident for property damage and personal injury covering owned, non-owned, leased, rented, or hired vehicles.

**Tallahassee Regional Airport
Minimum Standards**

Section 10.3 Facilities

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

1. A building which will provide an minimum of 2,000 SF of properly lighted and heated space to perform work and to provide storage, office space, and a public waiting area which includes a sanitary restroom.
2. A paved Apron that is sufficient to tie down, park, and maneuver a minimum of three Small Aircraft or 5,000 SF, whichever is greater. In the event the SASO desires to tie down or display additional Aircraft, the space requirement will be determined at the sole discretion of the Director of Aviation.
3. A paved parking area sufficient to park and maneuver five Vehicles for customer and employee parking.

**Tallahassee Regional Airport
Minimum Standards**

Section 11. Aircraft Sales Specialized Aviation Service Operation (SASO)

Section 11.1 Statement of Concept

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

Section 11.2 Minimum Standards

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

1. SASO shall become authorized dealers or distributors for an Aircraft manufacturer.
2. Available or on-call a minimum of one current model demonstrator and provide for demonstration of additional models of the manufacturer for which a dealership is held.
3. A minimum of one currently FAA certificated Commercial Pilot, with appropriate ratings for the Aircraft to be demonstrated,
4. Maintain hours of operation sufficient to meet public demand.
5. Provide insurance coverage in amounts not less than the following:
 - A. Workers' Compensation and Employers Liability Insurance - Statutory limits.
 - B. Comprehensive Airport Liability Insurance - \$1,000,000 general aggregate, providing for the following coverage:
 - 1) Airport Operations (Premises/Operations)
 - 2) Products/Completed Operations
 - 3) Contractual Liability
 - 4) Fire Legal Liability
 - 5) Medical Payments Coverage
 - 6) Personal Injury
 - 7) Negligent Instruction
 - C. Hangar Keepers Liability - \$1,000,000 per incident if aircraft are being sold on consignment.

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- D. Aircraft Liability Insurance - \$1,000,000 aggregate if demonstration flights are performed.

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

Section 11.3 Facilities

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

1. A building which will provide an minimum of 2,000 SF of properly lighted and heated space to perform work and to provide storage, office space, and a public waiting area which includes sanitary restroom facilities.

2. A paved Apron that is sufficient to tie down, park, and maneuver a minimum of three Small Aircraft or 5,000 SF, whichever is greater. In the event the SASO desires to tie down or display additional Aircraft, the space requirement will be determined at the sole discretion of the Director of Aviation.

3. A paved parking area sufficient to park and maneuver five Vehicles for customer and employee parking.

**Tallahassee Regional Airport
Minimum Standards**

Section 12. Bulk Aircraft Storage Specialized Aviation Service Operation (SASO)

Section 12.1 Statement of Concept

A Bulk Aircraft Storage Specialized Aviation Service Operation (SASO) engages in the rental of conventional hangars or multiple T- hangars.

Section 12.2 Minimum Standards

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

1. Have storage facilities available for the Tenant's Aircraft removal and storage on a continuous basis.
2. Provide sufficient trained Personnel to meet all requirements for the storage of Aircraft with appropriate equipment.
3. Provide insurance coverage in amounts not less than the following:
 - A. Workers' Compensation and Employers Liability Insurance - Statutory limits.
 - B. Comprehensive Airport Liability Insurance - \$1,000,000 general aggregate, providing for the following coverage:
 - 1) Airport Operations (Premises/Operations)
 - 2) Products/Completed Operations
 - 3) Contractual Liability
 - 4) Fire Legal Liability
 - 5) Medical Payments Coverage
 - 6) Personal Injury
 - C. Hangar Keepers Liability - \$10,000,000 per incident.
 - D. Environmental Impairment Liability - \$1,000,000 per incident / \$2,000,000 aggregate if the SASO performs fuel and/or maintenance. This includes all hazardous substances.
 - E. Commercial Automobile Liability Insurance - \$1,000,000 per incident for property damage and personal injury covering owned, non-owned, leased, rented, or hired vehicles.

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Section 12.3 Facilities

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

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

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Minimum Standards**

Section 13. Air Taxi / Charter Operations Specialized Aviation Service Operation (SASO)

Section 13.1 Statement of Concept

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

Section 13.2 Minimum Standards

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

1. Be certificated under FAR Part 135.
2. Maintain sufficient hours of operation to meet public demand.
3. Provide insurance coverage in amounts not less than the following:
 - A. Workers' Compensation and Employers Liability Insurance - Statutory limits.
 - B. Comprehensive Airport Liability Insurance - \$1,000,000 general aggregate, providing for the following coverage:
 - 1) Airport Operations (Premises/Operations)
 - 2) Products/Completed Operations
 - 3) Contractual Liability
 - 4) Fire Legal Liability
 - 5) Medical Payments Coverage
 - 6) Personal Injury
 - C. Aircraft Liability Insurance - \$1,000,000 aggregate for single engine piston powered aircraft and \$3,000,000 aggregate for twin engine piston powered or turbine powered aircraft.
 - D. Environmental Impairment Liability - \$1,000,000 per incident / \$2,000,000 aggregate if the SASO performs fuel and/or maintenance. This includes all hazardous substances.
 - E. Commercial Automobile Liability Insurance - \$1,000,000 per incident for property damage and personal injury covering owned, non-owned, leased, rented, or hired vehicles.

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Minimum Standards**

Section 13.3 Facilities

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

1. A building which will provide an minimum of 2,000 SF of properly lighted and heated space to provide storage, office space, and a public waiting area which includes sanitary restroom facilities.
2. A paved Apron that is sufficient to tie down, park, and maneuver a minimum of three Small Aircraft or 5,000 SF, whichever is greater. In the event the SASO desires to tie down or display additional Aircraft, the space requirement will be determined at the sole discretion of the Director of Aviation.
3. A paved parking area sufficient to park and maneuver ten Vehicles for customer and employee parking.

**Tallahassee Regional Airport
Minimum Standards**

Section 14. Private Owner Aircraft Storage

Section 14.1 Statement of Concept

Private owner Aircraft Storage is provided for the storage of individual Aircraft only. They are to be used by an individual Owner or lessee to store their Aircraft. This shall include any Aircraft storage site for the purpose of storing a single, privately owned aircraft. It may include, but not be limited to, T-Hangars and tie down spots.

Section 14.2 Minimum Standards

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

1. Use only for storage of Aircraft and Aircraft related items. Vehicles may be parked in T-Hangars while aircraft is in operation.
2. Store no flammable, explosive, or hazardous materials unless contained in the Fuel tanks or engine of the Aircraft. A minimal amount of engine oil (not to exceed one case) is allowed.
3. Conduct no commercial or industrial activity nor any other activity not specifically approved in the Lease.
4. Aircraft washing shall not be conducted in the storage location. A wash area is provided in the North Hangar area for Aircraft washing. Owners wishing to perform maintenance on their own Aircraft shall use All precautions to prevent hazardous materials from entering storm drains or soil areas. All waste materials will be removed promptly from the Airport.
5. Provide insurance coverage in amounts not less than the following:
 - A. Aircraft Owners Aviation Liability Insurance - \$100,000 per person, \$300,000 per occurrence, \$100,000 for property damage, or \$300,000 Combined Single Limit. The policy shall include an endorsement for passenger/occupants and an Airport premises liability endorsement.
 - B. Personal Automobile Liability Insurance - \$25,000 per person, \$50,000 per accident Bodily Injury, \$25,000 Property Damage or \$50,000 Combined Single Limit shall be provided by each member operating their vehicle on Airport property.

Section 14.3 Facilities

1. Each Tenant shall Lease from the City space to house one small aircraft.

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Minimum Standards**

Section 15. Flying Club Specialized Aviation Service Operation (SASO)

Section 15.1 Statement of Concept

Flying Club Specialized Aviation Service Operation (SASO) are organized groups of individuals who band together for the purpose of sharing expenses of owning and operating an Aircraft. While a Flying Club may provide its members many of the same services as a SASO, they exist only to serve their members and thus offer no direct competition to SASOs.

Section 15.2 Minimum Standards

All Flying Club SASOs desiring to base their Aircraft at Tallahassee Regional Airport and be exempt from the Rules & Regulations and Minimum Standards governing SASOs shall:

1. Be a registered not-for-profit corporation with the State of Florida.
2. Each member shall be a bona fide Owner of the Aircraft or a member of the not-for-profit corporation.
3. The Club's Aircraft shall not be used by other than bona fide members for rental and by no one for commercial purposes.
4. Provide insurance coverage in amounts not less than the following:
 - A. Workers' Compensation and Employers Liability Insurance - Statutory limits.
 - B. Aircraft Owners Aviation Liability Insurance - \$100,000 per person, \$300,000 per occurrence, \$100,000 for property damage, or \$3,000,000 Combined Single Limit. The policy shall include an endorsement for passenger/occupants and a premises liability endorsement.
 - C. Personal Automobile Liability Insurance - \$25,000 per person, \$50,000 per accident Bodily Injury, \$25,000 Property Damage or \$50,000 Combined Single Limit shall be provided by each member operating their vehicle on Airport property.

Section 15.3 Facilities

1. A paved Apron that is sufficient to tie down, park, and maneuver minimum of three Small Aircraft or 5,000 SF, whichever is greater, or an area sufficient in size to tie-down and maneuver the number of aircraft owned by the club. In the event the SASO desires to tie down or display additional Aircraft, the space requirement will be determined at the sole discretion of the Director of Aviation.

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Section 16. Non-Tenant Businesses

Section 16.1 Statement of Concept

1. A Non-Tenant Business is any Person, not having an Agreement, concession, or other contract with the Tallahassee Regional Airport governing its operations, but who:
 - A. Does supply or directly provide goods, commodities, services, or facilities to the general public at the Airport as a regular Business activity for profit;
 - B. Uses or enters upon the Airport in furtherance of its Business interests and/or to deliver Persons or goods who are customers of that Business.
2. The term shall include, but not be limited to, hotels and motels providing passenger service to or from the Airport, Limousines for hire, Taxicabs, Non-Tenant rental car concessionaires, others who perform operations without permanent facilities on Airport property. The term shall not include any commercial transport engaged in providing goods, commodities, or services to the Airport, any Federal, State, or local agency operating at the Airport, or any FBO or lessee of the Airport.

Section 16.2 Procedures

1. Non-Tenant Businesses shall not be allowed to conduct Business at the Airport without first obtaining a Non-Tenant Business Permit. Thereafter, the Permitted Non-Tenant shall only conduct such Business as authorized by the Permit. Permits are issued on an annual basis.
2. The Airport may issue a Non-Tenant Business Permit only upon receipt of a signed and verified application from the Non-Tenant Business on a form approved by the Director of Aviation containing the following information:
 - A. Name of the Business, address, phone number, type of Business, type and description of Vehicles to be operated, if any, on Airport property.
 - B. Names and addresses of principals of the applying entity.
 - C. Names and addresses of each principal or entity having an Ownership interest in the Business, if not traded publicly.
 - D. Name, address and job title of all local management Personnel.
 - E. Satisfactory proof of all Business and/or Vehicle Permits required by Federal, State, or local authorities.
 - F. Proof of insurance coverage as required in Section 16.3, Items 3.A through E.

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G. The submission of such an application by a Non-Tenant Business shall constitute an express understanding and Agreement by such applicant that he/she shall, upon the approval of said application by the Director of Aviation:

- 1) Enter into a written Agreement, in such form as may be approved from time to time, by the Director of Aviation, governing the operation of the applicant on Airport property.
- 2) Said written Agreement governing Non-Tenant Business operations then in effect shall be attached to the application and shall be properly executed by the applicant and delivered with the application, and upon approval of such Agreement, one copy of the Agreement executed by the Director of Aviation shall be returned to the applicant.
- 3) Pay the Permit fee specified.
- 4) Covenant to obey and adhere to all Rules & Regulations of the Airport now existing or hereafter adopted and all directions of all authorized Personnel or employees of the Airport issued within the scope of such Rules & Regulations.
- 5) Indemnify and hold harmless the Airport and City from any claim whatsoever arising from the Permittees Business operations on Airport property.
- 6) Pick up and/or deliver customers at the Airport only in a designated and signed van or other motor Vehicle.
- 7) Not establish any office, station, or location on Airport property.

H. Non-Tenant Businesses desiring to operate as a rental car business shall also comply with the following:

- 1) Post security in the form of cash, cashier's check, irrevocable line of credit, or surety bond in the amount of \$10,000 assuring the faithful performance of all obligations under the Business Permit and Business Permit application, and applicable ordinances. Letters of credit and bonds shall be drawn upon banks or companies and provided in a form acceptable to the City.
- 2) Provide makes and model Vehicles comparable to on-Airport concessionaires, none of which exceed two years of age.

**Tallahassee Regional Airport
Minimum Standards**

- 3) Pay the Airport eight percent of gross receipts derived from rental of Vehicles to passengers picked up at the Airport. Payment will be made by the tenth day of each month for the preceding month's receipts and shall be accompanied by a written certification of a duly authorized officer of the Permittee setting forth the total amount of gross receipts for the period and attesting to their accuracy.
 - 4) Make available to the Airport or the City, upon demand and at its local office, all Business accounts containing information related to computation of gross receipts and amounts payable to the Airport.
 - 5) Operate no Vehicles on Airport premises except for the pick up or delivery of customers holding reservations with the Permittee or who have returned a Vehicle to the Permittee. A Vehicle operated on Airport property on the premise that a customer holding a reservation is arriving on a specific flight, that operation will not constitute a violation even if that customer is not on the flight.
 - 6) Permit Vehicles operating on Airport to stop only in areas designated for use by such Vehicles and to prohibit the operators from attempting to solicit Business in any manner while on Airport property.
 - 7) Provide the Airport, upon request, the names of customers to be picked up at the Airport for whom rental cars are reserved and any other information applicable to the reservation.
 - 8) Not park rental cars on Airport property, except in authorized areas.
3. In the event said written application is approved and there is a subsequent change in the facts or circumstances reflected on the application, the Non-Tenant Business is required to file a written, verified statement with the Director of Aviation notifying him/her of the change within 30 calendar days from the date such changes occur. Failure to do so may constitute grounds for revocation of the Permit.
 4. Within 30 calendar days after the application for a Non-Tenant Business Permit has been submitted to the Director of Aviation the application will either be approved or denied. In the event the Permit is approved, the applicant will deliver the executed Agreements and pay the Permit fee prior to the issuance of the Permit. In the event the application is denied the Director of Aviation 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.

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5. A Non-Tenant Business Permit may be revoked by the Director of Aviation for cause upon 30 calendar days written notice to the non-Tenant Business. Such notice shall be either hand-delivered or mailed by certified mail to the address stated on the application or any other address given the Director of Aviation in writing. Causes for revocation include, but are not limited to:
 - A. Breach of the written Agreement or any subsequent Agreement entered into with the Airport.
 - B. Failure to perform any of the conditions and covenants entered into with the Airport including failure to make timely payment of any fees, fines, or other moneys due to the Airport.
 - C. Violation of any rule, regulation, or standard of the Airport now existing or hereafter adopted.
 - D. Failure on the part of any agent, employee, or representative of the Non-Tenant Business to obey any directions properly issued by the Director of Aviation.
 - E. Violation of any Applicable Law.
 - F. Any other act or omission of Permittees adversely affecting the Airport operations or posing a danger to the public health, safety, or welfare.
6. Application for renewal of Non-Tenant Business Permits shall be submitted to the Director of Aviation 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 of Aviation the written Agreements and pay any applicable fees.

Section 16.3 Minimum Standards

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

1. Obtain the necessary permits. Procedures for obtaining permits are outlined above.
2. Comply with all applicable law, the Airport Security Program, and the Airport Rules & Regulations.

**Tallahassee Regional Airport
Minimum Standards**

3. Provide insurance coverage in amounts not less than the following or as allowed by applicable law, whichever is greater:
 - A. Workers' Compensation and Employers Liability Insurance - Statutory limits.
 - B. Comprehensive Airport Liability Insurance - \$1,000,000 general aggregate.
 - C. Aircraft Liability Insurance - \$1,000,000 aggregate if business operates aircraft for any purpose.
 - D. Commercial Automobile Liability Insurance - \$1,000,000 per incident for property damage and personal injury covering owned, non-owned, leased, rented, or hired vehicles.

**Tallahassee Regional Airport
Minimum Standards**

Section 17. Specialized Aviation Service Operation (SASO)

Section 17.1 Statement of Concept

A specialized aviation service operation (SASO) engages in air transportation for hire for the purpose of providing the use of Aircraft including, but not limited to the following. Operators providing services under this section shall occupy space on the Airport. Off-Airport Vendors are covered in Section 18 Off-Airport Vendor.

1. Non-stop sightseeing flights that begin and end at Tallahassee Regional Airport.
2. Crop Dusting, seeding, spraying, and bird chasing.
3. Aerial photography or survey.
4. Power line or pipe line patrol.
5. Fire fighting.
6. Blimp operations.
7. Cargo flights by non-tenants.
8. Carrier Services.

Section 17.2 Minimum Standards

1. A Permit is required for specialized operations. See Airport Operations for application procedures.
2. Maintain sufficient hours of operations to meet public demand.

**Tallahassee Regional Airport
Minimum Standards**

3. Provide insurance coverage in amounts not less than the following:
 - A. Workers' Compensation and Employers Liability Insurance - Statutory limits.
 - B. Comprehensive Airport Liability Insurance - \$1,000,000 general aggregate.
 - C. Aircraft Liability Insurance - \$1,000,000 aggregate if business operates aircraft for any purpose.
 - D. Environmental Impairment Liability - \$1,000,000 per incident/\$2,000,000 aggregate if the SASO performs fuel and/or maintenance. This includes all hazardous substances.
 - E. Commercial Automobile Liability Insurance - \$1,000,000 per accident for property damage and personal injury covering owned, non-owned, leased, rented, or hired vehicles.

Section 17.3 Facilities

1. Specialized Aviation Service Operation (SASO) activities are encouraged to be sub-lessees of existing FBOs.

**Tallahassee Regional Airport
Minimum Standards**

Section 18. Off-Airport Vendors

Section 18.1 Statement of Concept

The Director of Aviation may enter into an agreement that permits access to the AOA by an independent Operator offering an aeronautical activity, or by aircraft based on land adjacent to, but not part of, the Airport property. These Operators will be authorized the use of Airport property, but will not be required to occupy space at the Airport. The types of activities an Off-Airport Vendor may perform include aeronautical services, including but not limited to Aircraft and Avionics maintenance, Aircraft washing, flight instruction with an Aircraft not based at Tallahassee Regional Airport, Aircraft sales, etc. It may also include the use of Airport property by a Person who hangars their Aircraft on property adjacent to Tallahassee Regional Airport property and wishes to utilize taxiways, runways, etc.

Section 18.2 Minimum Standards

Except as otherwise provided in any Agreement between the Operator and the Airport, an Off-Airport vendor shall obtain a permit and pay any associated fees for the type of activity desired. Permit procedures shall be the same as those required for non-tenant businesses. See Section 16 Non-Tenant Business for application procedures.

1. Maintain sufficient hours of operations to meet public demand.
2. Provide insurance coverage in amounts not less than the following:
 - A. Workers' Compensation and Employers Liability Insurance - Statutory limits.
 - B. Comprehensive Airport Liability Insurance - \$1,000,000 general aggregate.
 - C. Aircraft Liability Insurance - \$1,000,000 aggregate if business operates aircraft for any purpose.
 - D. Environmental Impairment Liability - \$1,000,000 per incident / \$2,000,000 aggregate if the SASO performs fuel and/or maintenance. This includes all hazardous substances.
 - E. Commercial Automobile Liability Insurance - \$1,000,000 per incident for property damage and personal injury covering owned, non-owned, leased, rented, or hired vehicles.

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Section 18.3 Services

Off-Airport Vendors will only be authorized to provide Aeronautical services.

Section 18.4 Facilities

Off-Airport Vendors should normally associate themselves with an established FBO and work as a sub-tenant of that Operator. If that is not possible, they shall obtain a permit from Airport Operations before any activity occurs on the Airport.

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Appendix A. Definitions

1. Aeronautical Activity - Any activity conducted at airports which involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to: Air carrier operations, air taxi and charter operations, air courier services, pilot training, aircraft renting, flying clubs, sightseeing, aerial photography, aerial surveying, agricultural operations, blimp operations, aircraft sales (new or used), sale of aviation petroleum products, dispensing of aviation petroleum products, aircraft servicing, repair and maintenance of aircraft, repair and maintenance of aircraft components, repair and maintenance of avionics components or systems, sale of aircraft parts or avionics components, aircraft storage, and any other activities which, because of their direct relationship to the operation of aircraft, can appropriately be regarded as an aeronautical activity.
2. Aeronautical Service - Any activity which involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of aircraft operations commonly conducted by a person who has an Agreement from the Airport owner to provide such service. These activities include, but are not limited to: Pilot Supply Shops, Office Space Rentals for Aviation Related Businesses, Rental Cars, Taxis, Limousines, Shuttle Bus Services, Baggage Delivery Services, Restaurant and other Food Service Establishments, Post Office or other Package Delivery Services specifically involved in receiving and delivering packages, Parking Services, Industrial Businesses, and others.
3. Agreement - A written Lease, license, Permit or other form of authorization by the Tallahassee Regional Airport to conduct a specific activity on the Airport. This may include specific authorization for an FBO, parking, commercial or business activities, privilege to store Aircraft in a hangar or tie-down and other privileges such as driving a motor Vehicle in Restricted Areas. In the case of Commercial Vehicle operations, a decal or Permit for such authorization shall identify the Vehicle number and expiration date and shall be affixed to the authorized Vehicle. Leases are negotiated agreements and Permits are non-negotiated agreements between the Airport and a person to provide an aeronautical service or activity.
4. Air Carrier - Any Person who undertakes directly by lease, or other arrangement, to engage in air transportation. This shall include the operation of any Commercial Aircraft for the purpose of transporting passengers, mail, express freight or cargo, whose operation is either interstate or intrastate and in compliance with all of the federal regulations covering or pertaining to the operation of same.
5. Air Taxi (Commuter) - Aircraft operated by the holder of an Air Taxi (Commuter) Operating Certificate which authorizes the carriage of passengers, mail or cargo for revenue in accordance with Federal Aviation Regulations Part 135 or Part 121, on a scheduled or unscheduled basis

Tallahassee Regional Airport Minimum Standards

6. Aircraft - Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface including, but not limited to, powered fixed wing airplanes, helicopters, dirigibles or blimps, and unpowered gliders and hot air balloons.
7. Airlines- See Air Carrier
8. Airport - The entire real property owned, leased or used by the City of Tallahassee and under the control of the Tallahassee Regional Airport, located in the city limits of the City of Tallahassee, Florida and Leon County, Florida.
9. Airport Owner - The City of Tallahassee, Florida.
10. Applicable Law - All applicable provisions of federal, state, and local laws, statutes, ordinances, rules, and regulations.
11. Apron - An area intended to accommodate Aircraft for purposes of loading or unloading passengers or cargo, refueling, parking or maintenance.
12. Business - Any person, firm, general or limited partnership, corporation, trust, or association or other legal entity established for the purpose of conducting commercial enterprise on the Airport.
13. City - The City of Tallahassee (COT), a municipal corporation of the State of Florida, including its employees, representatives and agents.
14. Club Aircraft - Aircraft owned and operated by a non-profit partnership or non-profit Florida corporation.
15. Development of Regional Impact (DRI) - A comprehensive plan for development of the area surrounding the Tallahassee Regional Airport, including the development of land and facilities.
16. Director of Aviation ("Director") - The person employed and authorized by the City of Tallahassee to be the Chief Administrative Officer of the Airport and who is responsible to the City Manager of the City of Tallahassee with duties and responsibilities to direct all administrative, operational, financial, and other matters at the Airport. The term also includes any person appointed as the Director of Aviation's designated representative.
17. Exclusive Right - A power, privilege, or other right excluding or debarring another from enjoying or exercising a like power, privilege, or right. An exclusive right can be conferred either by express agreement, by the imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more persons, but excluding others from enjoying or exercising a similar right or rights, would be an exclusive right.

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18. FAA – The U.S. Department of Transportation's Federal Aviation Administration.
19. Federal Aviation Regulations (FAR) - Title 14 of the Code of Federal Regulations regarding aeronautics and space. A codification of the general and permanent rules published by the office of the federal register by the executive department and the Federal Aviation Administration.
20. Flying Club - A non-commercial organization established to promote flying, develop skills in aeronautics, including pilotage, navigation, and awareness and appreciation of aviation requirements and techniques.
21. Fuel - Any petroleum product used for the purpose of providing propulsion to an Aircraft.
22. Fuel Tender - A Vehicle for the transport of Fuel.
23. Fueling Operation - Dispensing of fuel into aircraft.
24. Fixed-Base Operator (FBO) - A commercial business granted the right by the Airport to operate on the Airport and provide aeronautical services such as fueling, hangaring, tie-down and parking, aircraft rental, aircraft maintenance, flight instruction, etc.
25. Instructor - Any Person giving or offering to give, instruction in the operation, construction, repair or maintenance of Aircraft, or Aircraft power plants, and Aircraft accessories.
26. Lease - A written, negotiated, contractual agreement between the Tallahassee Regional Airport and a business or person which is enforceable by law, wherein said agreement grants a concession or otherwise authorizes the conduct of certain aeronautical services or activities.
27. Limousine - A Commercial Vehicle, not equipped with a taximeter, less than 25 feet in length, with a seating capacity of not more than 17 passengers, excluding the Driver.
28. Master Plan - The current Airport Master Plan report including the Airport Layout Plan, indicating current and proposed usage for each identifiable segment as approved by the City, State, and FAA.
29. Minimum Standards - The qualifications or criteria which may be established by the Airport as the minimum requirements that must met by businesses engaged in On-Airport aeronautical activities or services in exchange for the right to conduct those activities.
30. Off – Airport Vendor - The Director of Aviation may enter into an agreement that permits access to the AOA by an independent Operator offering an aeronautical activity, or by aircraft based on land adjacent to, but not part of, the Airport property. These Operators will be authorized the use of Airport property, but will not be required to occupy space at the Airport.

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Minimum Standards**

31. Operator - A Person engaging in an Aeronautical Activity.
32. Owner - A party that possesses the exclusive right to hold, use, benefit from, enjoy, convey, transfer and otherwise dispose of an asset or property.
33. Permit - A non-negotiated agreement to provide an aeronautical activity or aeronautical service.
34. Person - An individual, corporation, government or governmental subdivision, partnership, association, or any other legal entity, or any representative thereof.
35. Ramp - See Apron.
36. Refueling Vehicle - Any Vehicle used for transporting, handling or dispensing of fuel, oils and lubricants for Aircraft.
37. Repair Station - An FBO authorized by the FAA to repair Aircraft components.
38. Rules & Regulations - The specifications, conditions, and standards applicable to all users of the Tallahassee Regional Airport and Airport facilities as set forth herein and shall include any amendments as made from time to time. The Rules & Regulations and Minimum Standards are published under separate covers and are available from Airport Administration or Airport Operations upon request.
39. Self-Fueling - Fueling of an aircraft by the owner of the aircraft with his or her own employees and using his or her own equipment. Self-fueling cannot be contracted out to another party. Self-fueling implies using fuel obtained by the aircraft owner from the source of his/her preference.
40. Self-Servicing – Servicing of an aircraft by the owner of the aircraft or the owner's employee. Self-service includes activities such as adjusting, 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. Title 14 CFR Part 43 of the Federal Aviation Regulations permits the holder of a pilot certificate to perform specific types of preventative maintenance on any aircraft owned or operated by the pilot.
41. Small Aircraft - an aircraft of 12,500 pounds or less maximum certified take off weight.
42. Specialized Aviation Service Operations (SASO) - SASOs are sometimes known as single-service providers or special FBOs performing less than full services. These types of companies differ from an FBO in that they typically offer only a specialized aeronautical service such as aircraft sales, flight training, aircraft maintenance, or avionics services for example.

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43. Taxicab - A Commercial Vehicle that carries persons for fare, determined by a taximeter, and that is licensed by the State of Florida, or by a county or municipality thereof. All taxicab operators shall possess a Commercial Vehicle Permit from the Tallahassee Regional Airport.
44. Tenant - Any Person or firm authorized to exclusively occupy specific premises on the Airport by virtue of an Agreement with the Tallahassee 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.
45. Vehicle - Any device in, upon, or by which any person, property or object is or may be transported or drawn on land, whether on wheels, runners, treads, motorized, pedaled, towed, pushed or rolled.

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Minimum Standards**

Appendix B. Insurance Matrix

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

Section/Activity	Workers Compensation and Employers Liability	Comprehensive Airport Liability	Hangar Keepers Liability	Aircraft Liability	Environmental Impairment Liability	Commercial Automobile Liability	Personal Automobile Liability
Section 5: Fixed Based Operator (FBO)	Statutory Limits	\$5,000,000 aggregate If FBO provides service to Airlines, then the minimum requirement is \$10,000,000 aggregate	\$5,000,000 aggregate If FBO provides service to Airlines, then the minimum requirement is \$10,000,000 aggregate	\$1,000,000 aggregate If any flight operations	\$1,000,000 per incident \$2,000,000 aggregate	\$1,000,000 per incident Coverage must be rated for vehicles transporting hazardous materials	Not Applicable
Section 6: Self-Servicing	Statutory Limits	\$1,000,000 aggregate	Not Applicable	Not Applicable	\$1,000,000 per incident \$2,000,000 aggregate	\$1,000,000 per incident Coverage must be rated for vehicles transporting hazardous materials	Not Applicable

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Section/Activity	Workers Compensation and Employers Liability	Comprehensive Airport Liability	Hangar Keepers Liability	Aircraft Liability	Environmental Impairment Liability	Commercial Automobile Liability	Personal Automobile Liability
Section 7: Airframe and Powerplant SASO	Statutory Limits	\$1,000,000 aggregate	\$2,000,000 per occurrence	\$1,000,000 aggregate If pick up or delivery service performed or any test flights performed	\$1,000,000 per incident \$2,000,000 aggregate Applicable for all hazardous substances	\$1,000,000 per incident	Not Applicable
Section 8: Aircraft Component SASO	Statutory Limits	\$1,000,000 aggregate	\$500,000 per occurrence Or comparable bailees coverage for the personal property of others in the care, custody, and control of shop owner	\$1,000,000 aggregate If pick up or delivery service performed or any test flights performed	Not Applicable	\$1,000,000 per incident	Not Applicable

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Section/Activity	Workers Compensation and Employers Liability	Comprehensive Airport Liability	Hangar Keepers Liability	Aircraft Liability	Environmental Impairment Liability	Commercial Automobile Liability	Personal Automobile Liability
Section 9: Aircraft Rental SASO	Statutory Limits	\$1,000,000 aggregate Specifically including negligent instruction	Not Applicable	\$1,000,000 aggregate plus \$100,000 per passenger	Not Applicable	\$1,000,000 per incident	Not Applicable
Section 10: Flight Training SASO	Statutory Limits	\$1,000,000 aggregate Specifically including negligent instruction	Not Applicable	\$1,000,000 aggregate plus \$100,000 per passenger	Not Applicable	\$1,000,000 per incident	Not Applicable
Section 11: Aircraft Sales SASO	Statutory Limits	\$1,000,000 aggregate Specifically including negligent instruction	\$1,000,000 per incident If aircraft are being sold on consignment	\$1,000,000 aggregate If demonstration flights are performed	Not Applicable	\$1,000,000 per incident	Not Applicable

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Section/Activity	Workers Compensation and Employers Liability	Comprehensive Airport Liability	Hangar Keepers Liability	Aircraft Liability	Environmental Impairment Liability	Commercial Automobile Liability	Personal Automobile Liability
Section 12: Bulk Aircraft Storage SASO	Statutory Limits	\$1,000,000 aggregate	\$10,000,000 per incident	Not Applicable	\$1,000,000 per incident \$2,000,000 aggregate Applicable for SASO that performs fuel and/or maintenance. Includes all hazardous substances	\$1,000,000 per incident	Not Applicable
Section 13: Air Taxi/Charter Operations SASO	Statutory Limits	\$1,000,000 aggregate	Not Applicable	\$1,000,000 aggregate single engine \$3,000,000 aggregate twin/turbo engine	\$1,000,000 per incident \$2,000,000 aggregate Applicable for SASO that performs fuel and/or maintenance. Includes all hazardous substances	\$1,000,000 per incident	Not Applicable

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

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Section/Activity	Workers Compensation and Employers Liability	Comprehensive Airport Liability	Hangar Keepers Liability	Aircraft Liability	Environmental Impairment Liability	Commercial Automobile Liability	Personal Automobile Liability
Section 15: Flying Club SASO	Statutory Limits	Not Applicable	Not Applicable	Aircraft liability \$100,000 per person, \$300,000 per occurrence, \$100,000 for property damage. The policy shall include endorsement for passengers and occupants and an airport premises liability endorsement.	Not Applicable	Not Applicable	\$25,000 per person, \$50,000 per accident Bodily Injury \$25,000 Property Damage or \$50,000 Combined Single Limit provided by each member operating their vehicle on Airport property
Section 16: Non-Tenant Business	Statutory Limits	\$1,000,000 aggregate	Not Applicable	\$1,000,000 aggregate If business operates aircraft for any purpose	Not Applicable	\$1,000,000 per incident	Not Applicable

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Section/Activity	Workers Compensation and Employers Liability	Comprehensive Airport Liability	Hangar Keepers Liability	Aircraft Liability	Environmental Impairment Liability	Commercial Automobile Liability	Personal Automobile Liability
Section 17: Specialized Aviation Service Operations (SASO)	Statutory Limits	\$1,000,000 aggregate	Not Applicable	\$1,000,000 aggregate If business operates aircraft for any purpose	\$1,000,000 per incident \$2,000,000 aggregate Applicable for SASO that performs fuel and/or maintenance. Includes all hazardous substances	\$1,000,000 per incident	Not Applicable
Section 18: Off-Airport Vendor	Statutory Limits	\$1,000,000 aggregate	Not Applicable	\$1,000,000 aggregate If business operates aircraft for any purpose	\$1,000,000 per incident \$2,000,000 aggregate Applicable for SASO that performs fuel and/or maintenance. Includes all hazardous substances	\$1,000,000 per incident	Not Applicable