Minimum Leasing and Operating Standards

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Section 1 – Introduction

A. Purpose

The City of Naples Airport Authority (NAA) is the proprietor, operator, and sponsor of the Naples Municipal Airport (APF) and is responsible for developing and maintaining Minimum Leasing and Operating Standards ("Minimum Standards"). These Minimum Standards establish the minimum requirements for the conduct of any type of commercial aeronautical activity at APF; however, business operators are encouraged to exceed these minimum requirements.

The purpose of these Minimum Standards is to:

1) Promote safety in all airport activities.
2) Maintain a higher quality of service for airport users.
3) Protect airport users from unauthorized products and services.
4) Enhance the availability of adequate services for all airport users.
5) Promote the orderly development of airport land.
6) Provide a clear and objective distinction between service providers that will provide a satisfactory level of service and those that will not, and;
7) Prevent disputes between aeronautical service providers.

These Minimum Standards are not intended to be all-inclusive. Operations and/or activities on the Airport will be subject to all applicable federal, state, and local laws, codes, ordinances, and rules and regulations pertaining to all such activities.

Aeronautical activities may be proposed that do not fall within the categories designated in these Minimum Standards. In such a case, appropriate minimum standards will be established by the Executive Director on a case-by-case basis for such activity and incorporated into the lessee's written agreement (Level One Lease) or the tenant's NAA approved agreement with a sublessee (Level Two Lease).

Any reference of Minimum Leasing Standards and Requirements in Authority documents, contracts and leases has the same meaning as Minimum Leasing and Operating Standards.

B. Statement of Policy

NAA provides all qualified business operators a fair and reasonable opportunity, without unlawful discrimination, to qualify to occupy available Airport facilities and to provide appropriate aeronautical activities not provided exclusively by NAA.

The granting of rights and privileges to perform commercial aeronautical activities shall not be construed in any manner as affording the business operator any exclusive right for use of the premises other than those premises that may be leased exclusively to the business operator, and then only to the extent provided in a written lease. No person shall have the right to conduct aeronautical activities on an exclusive basis (as defined in federal law and the airport sponsor's grant assurances). The NAA has reserved for itself the right to conduct certain aeronautical activities on an exclusive basis, as permitted by FAA regulations.

NAA reserves the right to designate specific areas in which commercial aeronautical activities may be conducted in accordance with the Airport Layout Plan (ALP) or Airport Utilization Plan (AUP). NAA also reserves the right to determine whether or not appropriate and/or adequate space is available at the proposed site to meet established minimum standards, and if the proposed activity fits with the orderly, safe, and efficient operations at APF.

NAA reserves the right to lease an existing facility, or any portion of an existing facility, to a business operator in order to maximize facility use and business opportunities.

The Executive Director, in accordance with the Executive Director's Delegation of Powers, has the authority to manage the Airport (including the authority to interpret, administer, issue licenses and permits, and enforce Authority agreements and NAA policies and procedures, and the authority to permit temporary, short-term occupancy of the Airport). The NAA Board of Commissioners has the authority to grant long-term leases.

C. Severability Clause

If one or more provisions of these Minimum Standards shall be held to be unlawful, it shall not in any way affect any other clauses, sections, or provisions of these Minimum Standards.

D. Definitions

As used in these Minimum Standards, the following terms shall have the following meanings:

AIRCRAFT OWNER means the person or entity listed as the registered owner on the FAA Certificate of Registration.

APF OR AIRPORT means the Naples Municipal Airport.

CO-OP FUELING means a fueling operation conducted jointly or cooperatively by members of an organization formed by several aircraft owners, air carriers or flight departments or by two or more entities pursuant to a contract or other arrangement between the parties.

EXCLUSIVE CONTROL means the legal authority to control, command, manage and supervise an aircraft for a minimum period of one year; and, the sole power to determine the function and location of that aircraft. It does <u>not</u> include temporary custody by charter or for taxiing, parking, fueling, maintenance, storage or service.

EXECUTIVE DIRECTOR means the person contracted by the NAA Board of Commissioners to have primary responsibility for financial control, administration, operation, and maintenance of NAA's real, personal, and intangible property and employees. The Executive Director may designate specific staff to act on the Executive Director's behalf in promulgating NAA policy and procedures. In these Minimum Standards, "Executive Director" shall mean Executive Director or the Executive Director's specified designee(s).

EXECUTIVE DIRECTOR'S DELEGATION OF POWERS means the Resolution adopted by the NAA Board for the purpose of defining the administrative and operational powers and duties of the Executive Director, and delegating specific powers and duties to the Executive Director.

FAA means the Federal Aviation Administration.

LEVEL ONE LEASE means any lease of NAA real or personal property in which NAA is the lessor.

LEVEL TWO LEASE means any lease of NAA real or personal property in which NAA's tenant is the lessor.

NFPA means National Fire Protection Association.

PERSON means any individual, firm, partnership, corporation, association, company (including any assignee, receiver, trustee, or similar representative thereof), or the United States of America or any foreign government, state, or political subdivision thereof.

SPECIALIZED AVIATION SERVICE ORGANIZATION (SASO) means those businesses operating at APF with either a Level One or Level Two Lease authorizing the business to supply aircraft or pilot services. These services may include, but are not limited to the following:

Charter Operations
Flight Instruction and Certification
Aircraft Rental and Sightseeing
Aerial Photography
Crop Dusting
Aircraft Sales and Service
Aircraft Repair and Maintenance
Avionics Sales and Maintenance
Aircraft Refurbishment and Salvage
Sale of Aircraft Parts
Aircraft Storage Rental
Aircraft Detailing

Any other activities that because of their direct relationship to the operation of aircraft can be appropriately regarded as an "aeronautical activity."

The following are examples of what are not considered to be aeronautical activities:

Ground Transportation (Taxi, Car Rentals, Limousine Services)
Restaurants
Catering Services

THROUGH-THE-FENCE means access to the public landing area to or from residential or commercial property adjacent to, but not part of, the Airport.

VEHICLE OR MOTOR VEHICLE means all vehicles and motorized equipment moving on the ground propelled by power including muscular power, and including trailers and coaches but excepting aircraft while taxiing and construction equipment being used in actual construction in progress on the Airport.

E. Right to Self-Service

A person with exclusive control of an aircraft or that person's employees may perform services (fueling, maintenance, repair, or cleaning) on that person's aircraft utilizing that person's vehicles, equipment, and resources (self-service). A person with exclusive control of an aircraft who engages in self-service activities may not perform services for others for compensation or hire. The right to engage in self-service activities is conditioned upon compliance with applicable regulatory measures. **The right to engage in self-service fueling requires an NAA issued Private Self Fueling License.** This provision does not apply to a customer fueling his aircraft from an NAA owned Public Self-Fueling Facility.

If the right to self-service is not exercised by a person with exclusive control of the aircraft, the person is only permitted to have that aircraft fueled through the NAA, and maintained, repaired or otherwise serviced at the Airport by those operators authorized to engage in such commercial activities at the Airport under an agreement with the NAA.

F. Prohibited Activities

Through-the-fence activities are prohibited at APF.

Co-Op fueling is prohibited at APF.

G. Applicability

These Minimum Standards specify the standards and/or requirements that must be met by any entity engaging in commercial aeronautical activities at APF. All entities may exceed the applicable minimum standards and/or requirements. These Minimum Standards shall apply to any new or existing agreement or an amendment to an existing agreement relating to the occupancy or use of Airport land or improvements for the purpose of engaging in commercial aeronautical activities. If a business operator or non-commercial lessee, under an existing agreement, desires to change its aeronautical activities allowed under the agreement, the NAA's approval of such change shall be conditioned on the operator or non-commercial lessee fully complying with these Minimum Standards unless an exemption or variance has been granted, in writing, by the NAA.

Any entity currently engaging in commercial aeronautical activities at the Airport will have eighteen months from the date of adoption of these Minimum Standards to fully comply with the revisions in these Minimum Standards.

H. Waiver or Variance

The NAA may approve a temporary waiver or variance from specific provisions of the Minimum Standards when the enforcement of a provision may cause undue hardship or unique circumstances, and the temporary waiver or variance will not create an unfair competitive relationship among commercial operators.

Any temporary waiver or variance shall not constitute a waiver or modification of any of the provisions herein for any purpose except as to the particular operator and the particular provision that is the subject of the temporary waiver or variance and only for so long as the circumstances warranting the temporary waiver or variance exist.

A temporary waiver or variance must be approved by the NAA Board. Each temporary waiver or variance must be petitioned separately, in writing, and delivered to the Executive Director. The petition must state the standard or requirement for which the temporary waiver or variance is requested, the reason justifying the request for a temporary waiver or variance, the duration or number of instances for which the temporary waiver or variance is requested, and any other pertinent information relevant to the request or as requested from the Executive Director or NAA Board.

In the event of an emergency which endangers the health, safety or welfare of an individual, individuals, or the community, the Executive Director may declare an urgent matter, in accordance with the Executive Director's Delegation of Powers, and temporarily waive any provision or provisions of the Minimum Standards.

I. Changes and Revisions

NAA reserves the right to review, modify, change or waive any or all of these Minimum Standards at any Regular or Special Board Meeting.

APF users may propose amendments or raise objections to these Minimum Standards. Proposed amendments or objections to these Minimum Standards should be made in writing to the Executive Director; include the name and address of the person proposing the amendment or making the objection; and include a clear statement of the proposed amendment or objection. The Executive Director shall review the proposed amendments or objections and submit those endorsed to the NAA Board of Commissioners at the Executive Director's discretion.

Section 2 – General Requirements

The following are general requirements that apply to all commercial aeronautical activity business operators:

A. Written Agreement

Before commencing any type of commercial aeronautical activity at APF, a business operator must have a valid, written agreement with the NAA. The written agreement must expressly provide for the conduct of commercial activities at the specified location and the type of commercial activity or activities allowed.

B. Subleases

All sublease agreements (Level Two Leases) between an authorized on-airport business operator with a Level One Lease and another entity must receive prior written approval of the NAA.

C. Compliance with Laws and Rules and Regulations

All APF tenants and persons entering the Airport property agree to abide by and conform with all rules and regulations, laws, standards, requirements, and ordinances promulgated by the Federal Government, State of Florida, Collier County, City of Naples, and the NAA.

D. Airport Security

In addition to the requirements set forth in the Airport rules and regulations, all business operators and their employees must be in possession of a valid Airport approved ID and meet security requirements as promulgated by the Transportation Security Administration (TSA) and the Federal Aviation Administration (FAA).

E. Licenses, Permits, and Certifications

A business operator shall obtain, at its sole expense, all licenses and permits necessary for the conduct of the business operator's activities at APF and required by the NAA or any other duly authorized governmental agency having jurisdiction.

A business operator will not engage in any operations at APF prior to obtaining any certifications that may be required by the FAA. A business operator shall, at the request of the Executive Director, furnish the NAA with copies of these certifications and other documentation.

F. Payment of Rents and Fees

No business operator will be permitted to conduct commercial aeronautical activities unless the entity is current (not delinquent) in the payment of all rents, fees, and charges or other sums accruing to the NAA under any agreement with the NAA. The business operator's failure to remain current in the payment of all rents, fees, charges and other sums accruing to the NAA under any agreement with the NAA will be grounds for revocation of the permit or agreement authorizing commercial aeronautical activities.

To the extent permitted by applicable law, the NAA reserves a right of setoff in all business operator's accounts with the NAA for all obligations of the business operator, its principals, affiliates, subsidiaries and related entities doing business at the Airport, including without limitation, the right to set off the balance in any Prepaid Fuel Account against delinquent obligations of the business operator, its principals, affiliates, subsidiaries and related entities, including amounts due the NAA for rent, tie-down fees, fuel charges and other Airport services provided to the business operator, its principals, affiliates, subsidiaries and related entities. The business operator, its principals, affiliates, subsidiaries and related entities authorize the NAA, to the extent permitted by applicable law, to charge or setoff all sums owing against any and all such accounts, and at the NAA's option, to administratively freeze all such accounts and deposits to allow the NAA to protect the NAA's charge and setoff rights provided herein.

G. Taxes

The business operator shall, at its sole cost and expense, pay any and all taxes for which it is responsible, or which may be assessed against it.

H. Land and Hangar Use

Land designated for aeronautical purposes must be developed and used for aeronautical activities as stipulated in the NAA approved lease agreement with the tenant. Non-aviation related activities will not be allowed in buildings or hangars located on land designated for aeronautical purposes. No commercial aeronautical service provider may conduct business from an NAA owned and operated T-hangar, T-shelter, common storage hangar, or storage unit. This does not preclude a business operator from storing the business operator's own aircraft or an aircraft under the exclusive control of the business operator in an NAA owned and operated aircraft storage space.

I. Signs

Business operators shall not erect, maintain, or display any sign on the leased premises, or elsewhere on the Airport, without the prior written consent of the Executive Director and without also obtaining any applicable permits from the City. Signage must comply with the NAA's signage plan and requirements in accordance with the NAA's Rules and Regulations.

J. Insurance

Airport tenants, business operators and other operators must, as a condition of their lease or other written agreement, obtain and maintain certain insurance coverage's as required by the lease or other written agreement and name the City of Naples Airport Authority as additional insured. Business operators are encouraged to purchase additional policy types and limits suited for their specific commercial activities at APF.

K. Multiple Activities

When more than one activity is conducted by an operator at APF, other than as a Maintenance Operations Facility or a Flight Operations Facility, the minimum standards or requirements shall be established by the Executive Director. The minimum standards or requirements for combined activities shall not be:

1) Less than the highest minimum standard or requirement for each element within the combined activities, or;
2) Greater than the cumulative standards or requirements for all the combined activities.

L. Vehicles

In addition to the requirements set forth in the Airport Rules and Regulations, vehicles operated for commercial activity on the airside of APF must be properly lighted and marked in accordance with NAA guidelines.

Section 3 – Aeronautical Activity Business Operators

A. Specialized Aviation Service Organization (SASO)

SASO operators provide the services that aircraft and pilots need to operate safely and efficiently. An SASO provides aeronautical services to the flying public which may include, but not limited to, aircraft charter operations, flight instruction and certification, aircraft rental and sightseeing, aerial photography, crop dusting, aircraft sales, aircraft repair and maintenance, avionics sales and maintenance, sale of aircraft parts, aircraft storage rentals, pilot and passenger services, and other aviation related services.

SASO services must be available to all users on a nondiscriminatory basis.

SASO operators must be Airport tenants with hangar/office space with access to ramp space (if required) sufficient for their activity. Unless specifically indicated, the requirement for tenancy does not preclude a SASO from doing business as an authorized sub-operator to an existing Airport tenant who meets the requirements indicated.

SASO operators must maintain the minimum insurance requirements as required by their lease or other written agreement with the NAA. The NAA must be listed as an additional insured on the insurance policy. The SASO is responsible for maintaining a current certificate of insurance with the NAA.

The NAA is under no obligation to construct or provide aircraft hangars, aprons or taxiways for personal or commercial use.

The NAA requires that all SASO activities be carried out in a professional manner that enhances the Airport's operation and ensures the safety of the flying public. SASO personnel shall at all times be properly uniformed, which, at a minimum, must identify the SASO's name, the employee's name, and shall display the Airport issued identification badge. Personnel uniforms shall be properly maintained.

An SASO engaged in any of the following activities shall meet the minimum standards provided for that activity in addition to the general requirements set forth in Section 2.

1. Independent Aircraft Sales Facility SASO

a) ACTIVITY – An Independent Aircraft Sales Facility SASO engages in the sale of new or used aircraft. The SASO engaging in this activity shall provide the necessary and satisfactory arrangements for repair and servicing of aircraft, in accordance with any sales guarantee or warranty period.

b) LEASED PREMISES – SASO engaging in this activity shall have adequate facilities to accommodate all activities of the operator, including but not limited to:

(1) Climate controlled office space and customer waiting area, including restrooms.
(2) Maintenance shop/hangar space (if performing self-maintenance).
(3) Aircraft storage space.
(4) Access to APF taxiways and runways.
(5) Adequate vehicle parking space.

c) DEALERSHIP – An operator, who is an authorized factory sales franchise, dealer, or distributor either on a retail or wholesale basis, shall have available or shall make available with reasonable advance notice, at least one current model demonstrator of aircraft in each of its currently authorized product lines.

d) PERSONNEL – The operator shall employ, or have available on call, a sufficient number of pilots with instructor ratings who shall be current in all models to be demonstrated. The operator shall provide a sufficient number of personnel to adequately and safely carry out the aircraft sales services in a courteous, prompt and efficient manner adequate to meet the reasonable demand of the public seeking such services on the leased premises.

e) HOURS OF ACTIVITY – The operating hours shall be appropriate for the type of business and posted at the location.

2. Maintenance Operations Facility (Aircraft Maintenance) SASO

a) ACTIVITY – A Maintenance Operations Facility SASO provides aircraft maintenance, parts, accessories, and related components (as defined in 14 CFR Part 43) for aircraft other than those owned, leased and/or operated by the operator at APF.

b) LEASED PREMISES – SASO engaging in this activity shall have adequate facilities to accommodate all activities of the operator, including but not limited to:

1) Climate controlled office space and customer waiting area, including restrooms.
2) Maintenance shop/hangar space.
3) Aircraft storage space.
4) Access to APF taxiways and runways.

c) EQUIPMENT – Operator shall have all reasonably necessary equipment for the proper performance of services being provided in accordance with the manufacturer's specifications and applicable FAA regulations. Such equipment shall comply with NAA Rules and Regulations, NFPA standards and other applicable governmental safety regulations. Operator shall have or provide for the capacity to handle the towing requirements of general aviation aircraft normally frequenting the operator.

d) PERSONNEL – The SASO will ensure that all aircraft maintenance personnel are current and properly certificated by the FAA with ratings appropriate to the work being performed. The operator must provide a sufficient number of personnel to adequately and safely carry out airframe and power plant repair services in a courteous, prompt, and efficient manner and adequate to meet the reasonable demands of the public seeking such services.

e) HOURS OF ACTIVITY – The operating hours shall be appropriate for the type of business and posted at the location.

3. Independent Repair Facility (Avionics or Instrument Maintenance) SASO

a) ACTIVITY – An Independent Repair Facility SASO provides maintenance or alteration of one or more of the items described in 14 CFR Part 43, Appendix A (i.e. aircraft radios, electrical systems, or instruments) for aircraft other than those owned, leased, and/or operated by the operator at APF.

b) LEASED PREMISES – SASO engaging in this activity shall have adequate facilities to accommodate all activities of the operator, including but not limited to:

1) Climate controlled office and shop space.
2) Aircraft storage space (for services beyond bench work).

c) EQUIPMENT – Operator shall have all reasonably necessary equipment for the proper performance of services being provided in accordance with the manufacturer's specifications and applicable FAA regulations. Such equipment shall comply with NAA Rules and Regulations, NFPA standards and other applicable governmental safety regulations.

d) PERSONNEL – The repair facility SASO shall have in its employ at least one (1) person properly certified by the FAA to adequately and safely support the type of services offered in a courteous, prompt and efficient manner adequate to meet the reasonable demands of the public seeking such services.

e) HOURS OF ACTIVITY – The operating hours shall be appropriate for the type of business and posted at the location.

4. Aircraft Rental Facility SASO

a) ACTIVITY – An Aircraft Rental Facility SASO provides aircraft rental services to the public.

b) LEASED PREMISES – SASO engaging in this activity shall have adequate facilities to accommodate all activities of the operator, including but not limited to:

1) Climate controlled office space and customer waiting area, including restrooms.
2) Maintenance shop/hangar space (if performing self-maintenance).
3) Aircraft storage space.
4) Access to APF taxiways and runways.

c) EQUIPMENT – Operator shall have an adequate number of properly certified and airworthy aircraft available for rental. All aircraft shall be owned or under written lease to the operator.

d) PERSONNEL – The aircraft rental facility SASO shall have in its employ at least one (1) person properly certified by the FAA to adequately and safely support the type of services offered in a courteous, prompt and efficient manner adequate to meet the reasonable demands of the public seeking such services.

e) HOURS OF ACTIVITY – The operating hours shall be appropriate for the type of business and posted at the location.

5. Aircraft Charter Facility SASO

a) ACTIVITY – An Aircraft Charter Facility SASO provides aircraft charter services to the public.

b) LEASED PREMISES – SASO engaging in this activity shall have adequate facilities to accommodate all activities of the operator, including but not limited to:

1) Climate controlled office space and customer waiting area, including restrooms.
2) Maintenance shop/hangar space (if performing self-maintenance).
3) Aircraft storage space.
4) Access to APF taxiways and runways.

c) EQUIPMENT – Operator shall have an adequate number of properly certified and airworthy aircraft available for charter. All aircraft shall be owned or under written lease to the operator.

d) PERSONNEL – The aircraft charter facility SASO shall have in its employ at least one (1) person properly certified by the FAA to adequately and safely support the type of services offered in a courteous, prompt and efficient manner adequate to meet the reasonable demands of the public seeking such services.

e) HOURS OF ACTIVITY – The operating hours shall be appropriate for the type of business and posted at the location.

6. Flight Training Facility SASO

a) ACTIVITY – A Flight Training Facility SASO provides flight training and certification services to the public.

b) LEASED PREMISES – SASO engaging in this activity shall have adequate facilities to accommodate all activities of the operator, including but not limited to:

1) Climate controlled office space and customer waiting area, including restrooms.
2) Maintenance shop/hangar space (if performing self-maintenance).
3) Aircraft storage space.
4) Access to APF taxiways and runways.
5) Sufficient classroom area and adequate training aids necessary to provide proper and effective ground school instruction.

c) EQUIPMENT – Operator shall have an adequate number of properly certified and airworthy aircraft available for rental or use in flight training and certification, as applicable. All aircraft shall be owned or under written lease to the operator.

d) PERSONNEL – The flight training facility SASO shall have in its employ at least one (1) person properly certified by the FAA to adequately and safely support the type of services offered in a courteous, prompt and efficient manner adequate to meet the reasonable demands of the public seeking such services.

e) HOURS OF ACTIVITY – The operating hours shall be appropriate for the type of business and posted at the location.

7. Multiple Use/Service Facility SASO

Certain SASO's may meet minimum requirements for climate controlled space for administration offices, public access/reception area, restrooms, administrative support area and other optional areas/services, together with vehicle parking, when subleasing space within a multiple use/service facility.

a) ACTIVITY – Eligible SASO's include: aircraft sales, aircraft charter, flight training, aerial photography/survey, aerial advertising and air cargo (administrative offices) may meet minimum requirements for climate controlled space for administration offices, public access/reception area, restrooms, administrative support area and other optional areas/services, together with vehicle parking, when subleasing space within a multiple use/service facility.

b) LEASED PREMISES – A multiple use/service facility is defined as a facility developed by the NAA or a tenant, to provide office space to NAA tenants or subtenants.

8. Other Independent Commercial Aeronautical Activities (Aerial Photography, Aerial Advertising, Aerial Surveying, Air Cargo Operations, Aircraft Storage Rentals, and Other) SASO

a) ACTIVITY – Aerial photography, aerial advertising, aerial surveying, air cargo operations, aircraft storage rentals, or any other independent commercial aeronautical activity not provided for in these Minimum Standards shall be subject to specific agreements and approval by the NAA.

b) LEASED PREMISES – SASO engaging in this activity shall have adequate facilities to accommodate all activities of the operator, including but not limited to:

1) Climate controlled office space and customer waiting area, including restrooms.
2) Maintenance shop/hangar space (if performing self-maintenance).
3) Aircraft storage space.
4) Access to APF taxiways and runways.

c) EQUIPMENT – The operator shall provide, either owned or under written lease to operator, not less than one (1) airworthy aircraft.

d) PERSONNEL – The operator shall provide a sufficient number of certified personnel to adequately and safely support the type of service offered in a courteous, prompt, and efficient manner adequate to meet the reasonable demands of the public seeking such services.

9. Aerial Applications SASO

a) ACTIVITY – Aerial application SASO provides crop dusting, agricultural spraying, and other commercial uses of chemicals as defined by the FAA under FAR Part 137. Due to the potential hazard posed by the chemicals and corrosives used in agricultural spraying and aerial applications, SASO's leaseholds must be utilized for that sole purpose, and may not be combined with a facility providing any other aeronautical service. Providers shall conform to all federal, state, and local laws, ordinances or regulations applicable to the safety and environmental protection of services offered. Providers shall be responsible for supplying waste disposal systems as mandated by all governmental agencies. **HAZARDOUS WASTES ARE NOT TO BE GENERATED ON THE NAPLES MUNICIPAL AIRPORT.**

b) LEASED PREMISES – SASO engaging in this activity shall lease an area of land from the NAA sufficient to provide space for all of the following:

1) Climate controlled office space, including restrooms.
2) Maintenance shop/hangar space.
3) Aircraft hangar of sufficient size to store operator's fleet of aircraft.
4) Paved aircraft apron.
5) Segregated chemical storage area, protected from public access, with a drainage system, specially paved area for aircraft loading, washing, servicing and dumping facility for handling of liquid spray and mixing liquids; facilities shall comply with all federal, state and local government controls and requirements.
6) All facilities associated with these activities shall be located on the Airport in a location which will provide the greatest protection to the public.
7) Access to APF taxiways and runways.

c) EQUIPMENT – Operator shall maintain appropriate equipment for the safe handling and loading of materials. Operator shall maintain at least one (1) aircraft specifically designed and equipped for aerial application and acceptable to the FAA for operations under a Part 137 certificate.

d) PERSONNEL – The SASO shall have in its employ at least one (1) person properly certified by the FAA, current, and holding the appropriate ratings, meeting all the requirements of FAR Part 137 and any other applicable federal, state and local regulations related to this activity. In addition, the operator must provide a sufficient number of personnel to adequately and safely carry out its services in a courteous, prompt, and efficient manner and adequate to meet the reasonable demands of the public seeking such services.

e) HOURS OF ACTIVITY – During normal aerial application season, operators shall be available on call every day, 24-hours per day.

f) INSURANCE - Insurance coverage's and coverage limits will be determined by the NAA.

g) EXEMPTIONS – Agencies of the state, or those working for agencies of the state, are exempt from these aerial application SASO requirements.

10. Temporary Non-Based Commercial Aeronautical Service Provider

a) ACTIVITY – Aircraft operators utilizing APF may require temporary specialized aeronautical assistance (i.e., aircraft maintenance, flight training, etc.) not available at the Airport through existing operators due to the specialized nature of the service requirements and/or existing operators are unable to provide the services required within a reasonable timeframe and/or the specialized aeronautical assistance is performed as a self-service by the operator. Due to the specialized nature of these activities, the Executive Director may allow an aircraft operator to solicit and utilize the services of a qualified and experienced entity to provide said services on a temporary basis.

b) NOTIFICATION – The aircraft operator will notify the Executive Director prior to the arrival of the non-based commercial aeronautical service provider, and provide the name of the company, the name of the company representative, and the date(s) and time(s) the representative will be at APF.

c) LOCATION – The non-based commercial aeronautical service provider shall conduct the activity on and from the leased premises of the aircraft operator or in an area designated by the Executive Director. The aircraft operator shall be responsible for ensuring the temporary non-based commercial aeronautical service provider complies with applicable regulatory measures at APF.

d) LICENSES AND CERTIFICATIONS – The non-based commercial aeronautical service provider shall have all licenses and certificates that are required, and provide evidence to the Executive Director upon request.

e) SECURITY – The commercial aeronautical service provider shall comply with the NAA's security requirements while at APF.

f) INSURANCE – The non-based commercial aeronautical service provider shall maintain appropriate limits of insurance coverage in amounts equal to or greater than those required of similar operators based at APF, naming the City of Naples Airport Authority as additional insured, and provide evidence to the Executive Director upon request.

B. Mobile Aircraft Washing Services

1. ACTIVITY - Mobile Aircraft Washing Services Operators engage in the cleaning, detailing or washing of aircraft either for the general public or for individual businesses. Aircraft washing is restricted to designated wash rack/pad areas and/or other areas permitted by the Executive Director and shall be performed in accordance with the Airport rules and regulations and the Airport Stormwater Pollution Prevention Plan.
2. APPROVAL PROCESS – Operator shall submit the following:
    a) Name of individual/company conducting washing services, contact name and phone number.
    b) A detailed description of washing method/operation, including the following
        1) Wash water containment method(s), i.e. ramp scrubber, berms, containment boom, tarps, dries, etc.
        2) Estimate of the amount of water used per wash and frequency of operation.
        3) Name and amount of chemical(s) used per wash.
        4) If "dry" washing or waxing/coating operations are conducted, provide affirmation that tarps, vacuum system and/or sweeping will be used to collect residual material for its proper disposal and to protect the ramp (if applicable). Operators must properly dispose of "dry" wash materials and/or residual waste.
        5) Material Safety Data Sheets (MSDS) for all chemicals to be used.
3. If washing is conducted outside of designated wash rack/pad, indicate the method of collection and disposal of the wash/waste water. If water is to be disposed of on Airport property the following steps shall be taken:
    a) If degreasing or engine cleaning is done, all wash/waste water must be captured and disposed of offsite by the Operator in compliance with State and Federal rules for industrial wash/waste water. Operations involving only cleaning the aircraft exterior with biodegradable soap may apply for on-site disposal as outlined in b) below.
    b) Approval for the discharge of wash/waste water on Airport property shall be obtained from the Executive Director. An approval letter shall be maintained by the Operator, and be accessible on-demand each time disposal is conducted on Airport property.
4. Pay fees as may be applicable and prescribed by lease, license, permit or agreement.

D. Previous SASO Categories

The NAA's 1993 Minimum Leasing Standards and Requirements provided the following categories that are referenced in certain existing land leases:

Category A – Independent Aircraft Sales Facility
Category B – Maintenance Operations Facility (Airframe, Power Plant, Propeller, Radio, Instrument and Accessory Repair)
Category C – Independent Repair Facility (Propeller, Radio, Instrument and Accessory Repair)

Category D – Flight Operations Facility (Aircraft Rental, Aircraft Charter, Aircraft Sales, Flight Training, Aerial Photo, Flight Shop, Aerial Advertising and Air Cargo)
Category E – Multiple Use/Service Facility, Independent Tenants
Category F – Other Independent Commercial Aeronautical Activities

Section 4 – Enforcement

A violation of the Minimum Leasing and Operating Standards will be handled as a default under the written agreement with the NAA. In the instance where the business operator is a subtenant, the default will be processed against the holder of the master agreement with the NAA. Any business operator that has been found in violation may appeal this finding in accordance with the appeals process set forth in the Rules and Regulations.

The conduct of a business or commercial activity without the prior written approval of the NAA is a violation of the Airport Rules and Regulations and may result in loss of access to the Airport.