

Martin County Airport/Witham Field

Rules and Regulations



As approved by the
Martin County Board of County Commissioners
October 10, 2017

RULES AND REGULATIONS
for
MARTIN COUNTY AIRPORT/WITHAM FIELD

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SECTION 1 GENERAL

Section 1.1 - Definitions

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

Aeronautical Activity (or "Aeronautical Activities" or "Activity" or "Activities"). Any Operator of Aircraft or another Aeronautical Activity, or which contributes to or is required for the Activity or service that involves, makes possible, facilitates, is related to, assists in, or is required for the safety of such operations. The following Activities, without limitation, which are commonly conducted on Airports, are considered Aeronautical Activities within this definition: charter operations, pilot training, Aircraft rental, sight-seeing, aerial photography, aerial spraying and agricultural aviation services, aerial advertising, aerial surveying, air carrier operation (airline passenger and air cargo), Aircraft sales and service, sale of aviation fuel and oil whether or not conducted in conjunction with other included Activities, repair and maintenance of Aircraft, sale of Aircraft parts, and any other Activities which, in the sole judgement of the County, because of their direct relationship to the operation of Aircraft or the Airport, can appropriately be regarded as an "Aeronautical Activity." For all purposes of these Minimum Standards, all products and services described herein are deemed to be "Aeronautical Activities."

Aeronautical Services. Any service 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 on the airport by a person who has a lease or agreement from the airport owner to provide such services.

Agreement (or "Lease"). A contract between the County and an Entity granting a concession, transferring rights or interest in property, or otherwise authorizing the conduct of certain Activities which is in writing, executed by both parties, and enforceable by law.

Air Charter. An Entity that provides on-demand, non-scheduled passenger services and operates under the appropriate FAR with Aircraft that provide no more than 30 passenger seats.

Aircraft. Any contrivance, now known or hereinafter invented, used, or designed for navigation of or flight in the air. Excluded from this definition are ultralights, gliders, and paragliders.

Aircraft Maintenance. The repair, maintenance, adjustment, or inspection of Aircraft. Major repairs include major alterations to the airframe, power plant, and propeller as defined in Part 43 of the FARs. Minor repairs include normal, routine annual inspection with attendant maintenance, repair, calibration, or adjustment or repair of Aircraft and their accessories.

Airport. Martin County Airport/Witham Field, Stuart, Florida.

Airport Operating Area ("AOA"). Runway/taxiway/ramp system at the Airport.

Airport Layout Plan ("ALP"). A drawing depicting the physical layout of the Airport and identifying the location and configuration of runways, taxiways, buildings, roadways, utilities, NAVAID's, etc.

Airport Administration. The designated individual or duly authorized representative appointed by the County Administrator to manage the operation and development of the Airport.

Applicant. An Entity desiring to acquire the use of a portion of the Airport or to establish or use any facility at the Airport to engage in Aeronautical Activities and who shall apply in writing and in the manner or form prescribed for authorization to engage in such Activities at the Airport.

Apron. A paved area suitable for Aircraft staging and parking.

Authorized Area. A specified location, approved by the Airport Administration, as accessible to authorized persons only.

Based Aircraft. An aircraft that is operational and air worthy, which is typically based at the Airport for a MAJORITY of the year.

BCC. Board of County Commissioners.

Commercial Aeronautical Activity. Any Aeronautical Activity where the purpose of such Activity is to secure earnings, income, compensation, or profit, whether or not such objectives are accomplished. Such Activities are further defined throughout these Minimum Standards.

Commercial Aviation Operator. An Entity engaging in an Activity which involves, makes possible, or is required for the operation of Aircraft, or which contributes to, or is required for the safe conduct and utility of such Aircraft operations, the purpose of such Activity being to secure earnings, income, compensation, or profit, whether or not such objectives are accomplished. A commercial aviation Operator may be classified as either a Fixed Base Operator or a specialized aviation service Operator.

Commercial Hangar Operator. A commercial operator that develops hangars facilities for the purpose of furnishing to the public aircraft storage hangar facilities.

Directive. Ministerial instructions and guidance serving to govern and direct operational matters. Directives can be used for both internal and external guidance. All directives will be approved by the Airport Administration or designee.

Entity. A person, persons, firm, partnership, Limited Liability Company, unincorporated proprietorship or association or group, or corporation other than the County.

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

Exclusive Right. A power, privilege, or other right excluding or preventing another from enjoying or exercising a like power, privilege, or right. An exclusive right may be conferred either by express Agreement, by imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more parties, but excluding others from enjoying or exercising a similar right or rights, would be an exclusive right. An exclusive right to conduct an Aeronautical Activity, which is forbidden by Federal regulation, is distinguished from an exclusive right to occupy real estate, which is permitted by Federal regulation under certain conditions.

FAA. Federal Aviation Administration.

FAR. Federal Aviation Regulations.

Fire Department. That fire department having jurisdiction over the Airport.

Fixed Base Operator ("FBO"). An Entity which is authorized and required by Agreement with the County to provide, at a minimum, the following Aeronautical Activities at the Airport:

- A. Sale of Aviation Fuel and Lubricants.
- B. Tie-down, Hangaring, and Parking.
- C. Aircraft Maintenance.
- D. Ancillary Aircraft Ground Services and Support.

Flying Club. A non-commercial organization established to promote flying, develop skills in aeronautics, including pilotage, navigation, awareness and appreciation of aviation requirements and techniques through ground or flight instructional procedures.

Fuel. The aviation petroleum product used to operate piston or jet turbine engines.

Fuel Operations. The dispensing of aviation fuel directly into aircraft or dispensing the same from a separate medium such as a fuel truck or self-fueling facility.

Holding out to the public. Openly advertising or offering service to the public (persons or property) for hire.

Hours of Operation. Unless otherwise specified in this document the normal hours of operation shall be for 8 consecutive hours between 7am and 6pm. Operators who are conducting contract only operations may be granted an exclusion from the requirement of being open to the public.

Improvements. All buildings, structures, and facilities including pavement, fencing, signs, and landscaping constructed, installed, or placed on, under, or above any Leased area.

Large Aircraft. An aircraft of more than 12,500 pounds maximum certified takeoff weight or turboprop and turbojet aircraft.

Lease. A contract between the County and an Entity granting a concession, transferring rights or interest in property, or otherwise authorizing the conduct of certain Activities which is in writing, executed by both parties, and enforceable by law.

Maintenance. The inspection, overhaul, repair, preservation, and replacement of parts of an aircraft, excluding preventive maintenance.

Master Plan. An assembly of appropriate documents and drawings covering the development of the Airport from a physical, economic, social, and political jurisdictional perspective. The Airport Layout Plan is a part of this Master Plan.

Minimum Standards. Those qualifications, standards, and criteria set forth herein as the minimum requirements to be met as a condition for Operator to engage in Aeronautical Activities at the Airport.

Motor Vehicle. A self-propelled device in, upon or by which a person or property may be transported, carried or otherwise moved from point to point except aircraft or devices moved exclusively upon stationary rails or tracks.

Movement Area. The runways, taxiways, and other areas of the Airport which are used for taxiing or hover taxiing, air taxiing, take off, or landing of aircraft, exclusive of loading ramps and aircraft parking areas.

NFPA. The National Fire Protection Association.

Noncommercial Aviation Operator. An Entity that either owns or Leases and operates Aircraft for personal or recreational purposes. In the case of a business, the operation of Aircraft must be an ancillary Activity or unit to support the business's purposes by providing transportation for the exclusive use of its employees or agents. In all cases, the Noncommercial Aviation Operator neither offers nor provides Aeronautical Activities for compensation.

NOTAM. A Notice to Airmen published by the FAA.

Operator. As used in these Minimum Standards, the term "Operator" refers to both Commercial Aviation Operators and Noncommercial Aviation Operators.

Park. To let a motor vehicle or aircraft stand or stop in any location whether the operator thereof leaves or remains in such vehicle or aircraft when such standing or stopping is not required by traffic controls or conditions beyond the control of the operator.

Person. Any individual, firm, partnership, corporation, company, association, joint stock association or body politic, including any trustee, receiver, committee, assignee or other representative or employee.

Policy. A general principle or plan by which the BCC is guided in its management of public affairs. The BCC will approve all policies.

Preventive Maintenance. Simple or minor preservation operations of aircraft and the replacement of small standard parts not involving complex assembly operations.

Ramp/Apron. A paved area suitable for Aircraft staging and parking.

Repair Facility. A facility utilized for the repair and maintenance of Aircraft to include airframe, power plant, propellers, radios, instruments, and accessories.

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

Small Aircraft. An aircraft of 12,500 pounds or less maximum certified take-off weight.

Solicitation or to Solicit. To ask, request, implore or plead repetitively or continuously, directly or indirectly, actively or passively, openly or subtly, orally, in writing or otherwise for money or anything of pecuniary value. Solicitation also includes requests to sign a petition.

Specialized Aviation Service Organization ("SASO"). A Commercial aviation Operator that provides Aeronautical Activities not included in the minimum services listed under the definition of a Fixed Base Operator. These may include any one (1) or a combination of the following:

- A. Airframe and Power Plant Repair and Maintenance.
- B. Aircraft Rental/Flying Club.
- C. Flight Training.
- D. Aircraft Charter/Air Taxi.
- E. Avionics, Instrument, or Propeller Repair.
- F. Aircraft Sales.

Standard Procedures. A specific method or course of action or an established way or order of accomplishing a specific matter. All standard procedures will be approved by the Airport Administration.

Sublease. An Agreement entered into by a lessee under a Lease with another Entity transferring rights or interests in property and/or facility(ies) and enforceable by law.

Taxilane. The portion of the aircraft parking area used for access between taxiways and aircraft parking positions.

Taxiway. A defined path, usually paved, over which Aircraft can taxi from one part of an Airport to another.

Temporary (or Mobile) Structure. A structure that has no permanent foundation and/or is capable of moving or being moved from place to place, including modular buildings constructed off-site.

Tie-down. An area paved or unpaved suitable for parking and mooring of Aircraft wherein suitable Tie-down points have been located.

"Through-the-Fence" Rights. The right to have direct access to the Airport from private property contiguous to the Airport and/or the right to engage in Commercial Aeronautical Activities at the Airport without an approved Agreement with the County.

Section 1.2 - Applicability of Rules and Regulations

All Persons on, and users of, the Airport shall comply with and be governed by these Rules and Regulations.

Section 1.3 - Compliance

(a) The use of and entry upon the Airport shall create an obligation on the part of the user to comply with these Rules and Regulations. Any permission granted by the Board or the Airport Administration to a Person, directly or indirectly, expressly or by implication, to enter upon or use the Airport, is conditioned upon compliance with these Rules and Regulations and the payment of any fees or charges to the County for the use of the Airport or any facility located thereon. (b) It shall be unlawful for any Person to do or commit any act forbidden herein or to

fail to perform any act required by these Rules and Regulations or to fail to pay any administrative fees or fines established and payable.

Section 1.4 - Other Laws

All applicable provisions of the laws of the United States, Federal Aviation Regulations, laws of State of Florida and other ordinances of the County, now in existence or hereafter enacted, shall be in effect at the Airport. All applicable provisions of pertinent regulations promulgated by the County affecting the operation of the Airport not in conflict with these Rules and Regulations, now in existence or hereafter enacted, shall be in effect at the Airport.

Section 1.5 - Enforcement

These Rules and Regulations, as well as all applicable state laws and County ordinances, shall be enforced at the Airport by County law enforcement officers, the Airport Administration, and law enforcement officers appointed pursuant to law.

Section 1.6 - Penalties

(a) Violation of these Rules and Regulations shall constitute a second degree misdemeanor and may include a fine not to exceed \$500 per violation and/or imprisonment in the County jail for a period not to exceed sixty (60) days for each violation as well as payment of all costs and expenses incurred in prosecuting the offense, or such penalties provided in Florida Statutes Ch. 332.08, whichever is lesser. In addition, violators shall be subject to all other civil penalties as may be provided herein. The provisions set forth in this section are additional and supplemental penalties. Nothing in this section shall prevent the County from enforcing these Rules and Regulations by any other means allowed by law.

(b) In addition to any misdemeanor penalties set forth in the prior paragraph, the Airport Administration may remove or eject any Person from the Airport who knowingly and willfully violates any instruction issued by the Airport Administration, and may deny the use of the Airport to such Person (including, but not limited to requesting that the Board of County Commissioners terminate any lease for facilities at the Airport) if the Airport Administration determines that such denial is necessary under the circumstances. The Airport Administration may take such other measures as may be permitted by law to enforce these Rules and Regulations and maintain the County's control, and the safe operation, of the Airport, including but not limited to issuing warning letters and publishing the names of Persons who have been issued such warning letters. Any Person aggrieved by a decision of the Airport Administration removing or ejecting such Person from the Airport or denying the use of the Airport to such Person pursuant to this Section may appeal such decision to the Board of County

Commissioners. If the Airport Administration determines that such violation(s) presents a threat to the public, health, safety, or welfare, such right of access shall be suspended pending completion of such appeal.

Section 1.7 - Severability

If any provision of these Rules and Regulations or the application thereof to any Person or circumstance is held invalid, the remainder of these Rules and Regulations shall not be affected.

Section 1.8 - Repeal of Rules and Regulations

All Airport Rules and Regulations previously enacted are hereby repealed.

SECTION 2 AIRPORT SECURITY

Section 2.1 - Entry to AOA or Other Restricted Areas

No Person shall enter the AOA or other Restricted Area of the Airport except Persons who enter in accordance with security clearance pursuant to the security program established or authorized by the Airport Administration.

Section 2.2 - Security Devices and Directives

No Person shall in any way tamper or interfere with a lock or closing mechanism of any door or gate leading to the AOA or other Restricted Area, nor shall any Person otherwise knowingly breach, disobey or disregard any Security Program, directive or plan at the Airport.

Section 2.3 - Intentional Security Violation

Any Person who knowingly or intentionally enters or allows another Person to enter any Restricted Area without proper authorization by use of any key, gate card, identification badge, or other such instrument shall immediately and permanently be denied access to the Airport and shall be required to immediately relinquish such instrument to the County.

No person may enter a leasehold without lease holders approval, consent, or contractual authority.

Section 2.4 - Security Violations

In addition to other remedies, violation of the Security Program, if any, shall subject such Person or Tenant to damages equal to the greater of the following:

- (a) \$1,000 per occurrence - not as a penalty, but as liquidated damages for fines or administrative costs incurred by the County as a result of the violation; or
- (b) An amount equal to any civil fine imposed by the FAA upon the County as a result of the violation.

Section 2.5 - Tenant Responsibilities

In addition to the Additional Obligations of Tenants, contained in Section 5 of these Rules and Regulations, each Tenant shall comply with the following:

(a) Each Tenant shall be responsible to ensure that the employee list provided to the Airport Administration is maintained in a current status.

(b) Each Tenant or business shall Escort each visitor or guest who has access to the aircraft parking areas or AOA unless such visitor or guest is authorized access to such areas pursuant to Section 2.5(a) of these Rules.

Section 2.6 - Badging Program

A copy of the ID – Access Card Application Forms required for this program can be found in Attachment C at the end of this document.

SECTION 3 PERSONAL CONDUCT

Section 3.1 - Preservation of Property

(a) No Person shall:

(1) Destroy, injure, or deface any building, sign, equipment, fixture, marker or other structure or property on the Airport; or

(2) Destroy, injure, or deface the trees, flowers, shrubs, or other vegetation on the Airport or drive or park on any landscaped, lawn area or stormwater pond of the Airport; or

(3) Fish, swim or dive in the lakes, canals or bodies of water at the Airport; or

(4) Operate an aircraft in a manner that causes undue hazards to Persons or property on the Airport.

(b) Any Person who causes or is responsible for damage to Airport property may, in addition to the penalties set forth in Section 1.6, be held liable for the full amount of such damage.

(c) Any Person who trespasses on the Airport or on Tenant premises without permission shall be in violation of these Rules and may, in addition to the penalties set forth in Section 1.6, be held liable for the full amount of damage caused thereby.

Section 3.2 - Sanitation

No Person shall:

(a) Dump or dispose of garbage, papers, refuse, or other trash anywhere on the Airport except in receptacles provided for such purpose; or

(b) Dump or dispose of any fill, building material or other waste material on the Airport or in any canal or drainage ditch serving the Airport, except in such areas that are specifically designated by the Airport Administration for such purpose; or

(c) Use a restroom, toilet or lavatory facility other than in a clean and sanitary manner and in the manner for which the facilities are intended to be used; or

(d) Dispose of material in a manner in violation of applicable County, state or federal rules, regulations or statutes governing the disposal of such material.

Section 3.3 - Alcoholic Beverages and Drugs; Disorderly Conduct

(a) No Person under the influence of alcohol or drugs shall operate any motor vehicle or aircraft of any type on the Airport.

(b) The consumption of alcoholic beverages on Airport property outside Tenant premises is limited to those places designated by the Airport Administration, by lease for on-premises liquor consumption, or by Airport Use Agreement.

(c) No Person shall be or become intoxicated or drunk, commit any disorderly, obscene or indecent act, or commit any nuisance, nor shall any Person enter Airport Facilities without wearing a shirt and shoes.

Section 3.4 - Weapons, Explosives and Flammable Materials

No Person other than federal, state or local law enforcement officers, armed forces on duty, or Persons otherwise duly authorized by law and/or the Airport Administration shall carry or transport any weapon, explosives or flammable materials on any part of the Airport grounds.

Section 3.5 - Lost Articles

Any Person finding lost articles at the Airport should immediately deposit them with a representative of the Airport Administration. Articles unclaimed by their proper owner within three months shall upon request be turned over to the finder or be otherwise lawfully disposed of in accordance with applicable state laws or County ordinances. Nothing in this paragraph shall be construed to deny the right of Tenants to maintain "lost and found" services for their passengers and customers, for which the Tenants shall be fully responsible.

Section 3.6 - Animals

- (a) No Person shall enter any part of the Airport grounds with a domestic animal, unless the animal is restrained by a leash and under control.

- (b) No Person shall permit any wild animal under his custody or control to enter the Airport, except for animals that are to be transported by air and are properly confined for such air travel.

- (c) All animals, domestic or wild, shall be properly confined in Airport Facilities by a leash, or in a cage, crate or other device. Exempt from this requirement are seeing-eye dogs, guard and search dogs under the control of authorized handlers and approved by the Airport Administration, or service dogs trained to assist the physically disabled.

- (d) No Person other than in conduct of an official act shall hunt, pursue, trap, capture, injure or kill any animal on the Airport.

- (e) No Person shall ride horseback on the Airport without prior authorization of the Airport Administration.

- (f) All Persons shall use utmost care to prevent any animal under their care or control from urinating, defecating, vomiting upon or otherwise soiling the sidewalks of the Airport or Airport Facilities or other public building. If an animal under any Person's care or control does so, the owner or handler shall clean the soiled area.

- (g) No Person shall feed or do any other act to encourage the congregation of birds or other animals on the Airport or the congregation of birds in aircraft traffic patterns. Refer to the Airport's published Wildlife Hazard Assessment and/or Wildlife Hazard Management Plan for best management practices for dissuading the congregation of birds and other animals.

Section 3.7 - Interfering or Tampering with Aircraft

No Person shall interfere or tamper with any aircraft or put in motion the engine of such aircraft, or use any aircraft, aircraft parts, instruments, or tools without written permission of the Owner or by specific direction of the Airport Administration. No person shall relocate an aircraft from one leasehold to another without the consent of all leaseholders and property owners.

Section 3.8 - Use of Tenant Facilities, Roads and Walks

No Person shall travel on the Airport other than on roads, walks, or places provided for the particular class of traffic, or shall occupy the roads, walks or Tenant facilities in such a manner as to hinder or obstruct their proper use.

Section 3.9 - Loitering and Refusal to Comply

No Person shall loiter or loaf on the Airport or in any building on the Airport; nor shall any Person come upon or use the Airport after such Person has been denied the use of the Airport by the Airport Administration except while traveling through as a passenger of Limousine or Taxi, customer of a rental car Tenant, or while enplaning or deplaning as a passenger on an aircraft operating on the Airport. Any Person who refuses to comply after the proper request to do so by the Airport Administration, his designee or authorized law enforcement personnel, shall be requested to leave the Airport and in the event of failure to comply with proper request shall be regarded as a trespasser.

Section 3.10 - Smoking

No Person shall smoke in any buildings on the Airport except in smoking areas designated by the Leaseholder, Airport Administration or within the premises of a Tenant, as designated by that Tenant. No Person shall smoke on the Apron or in any hangar. This rule includes all electronic and vapor smoking apparatus as further defined by County policy which states "Martin County is dedicated to providing a comfortable, productive, and healthy work environment for its employees. As a further step to ensure conformity to Florida Clean Indoor Air Act, all County owned/leased buildings and vehicles are entirely smoke-free. Smoking is strictly prohibited in all areas including: hallways, 50 feet from any entryway, restrooms, private offices, open work spaces, waiting/reception rooms, conference/meeting rooms, elevators, lobby, lunch rooms, and all community areas. This policy specifically extends to electronic cigarettes ("e-cigarettes") or any other personal vaporizing devices."

Section 3.11 - No Commercial Activities without Permission

No Person shall conduct any business or commercial activity identified in the Minimum Standards at the Airport without first having obtained a written contract, lease, or agreement from the Airport Administration.

Section 3.12 - No Solicitation or Advertising

No Person may solicit at the Airport. No Person may post, distribute or display signs, advertisements (including but not limited to political advertisements) or any other printed or written matter except for Tenants as permitted by County Ordinances.

Section 3.13 - No Commercial Photography

No Person may take still, motion or sound pictures for commercial purposes on the Airport without prior written permission from the Airport Administration, except for (i) photographs by members of the working press for news purposes or (ii) photographs of a Tenant's premises authorized by the Tenant. A Tenant may deny access to its premises for the purposes of photography of any sort.

SECTION 4 SAFETY HAZARDS

Section 4.1 - Cleaning Fluids

No Person shall use flammable liquids in the cleaning of an aircraft or any part of an aircraft unless such cleaning operations are conducted in open air or in a properly fireproofed room or building designated for such purpose in accordance with NFPA standards and applicable provisions of the County Code. No Person shall use flammable substances for cleaning in hangars or in any other building on the Airport.

Section 4.2 - Open Flame Operations

No Person shall conduct any open-flame operations on Airport grounds unless specifically approved by the Airport Administration. Any such activities, if authorized, shall be conducted in accordance with NFPA standards, the Airport Administration's authorization and applicable provisions of the County Code. The Airport Administration may grant limited-time exceptions to this provision for social events if he is satisfied that adequate safeguards will be maintained.

Section 4.3 - Storage of Material

(a) No Person shall keep or store material or equipment in such a manner as to constitute a fire hazard, wildlife attractant or be in violation of applicable provisions of the County Code, Operational Directives of the Airport Administration, Best Management Practices identified in the Wildlife Hazard Assessment and Wildlife Hazard Management Plan, or NFPA standards.

(b) No Person shall keep or store any flammable liquids, gases, explosives, signal flares or other hazardous materials on the Airport, except in proper receptacles or in areas specifically approved for such storage in compliance with NFPA standards and applicable provisions of the County Code, state and federal law, and with the approval of the Airport Administration.

(c) No Person shall keep or store lubricating oils on the Airport, except in containers and receptacles designed for such purpose and in structures or areas specifically approved for such storage in compliance with NFPA standards and applicable provisions of the County Code, and with the approval of the Airport Administration.

Section 4.4 - Disposal of Petroleum Products and Industrial Waste

No petroleum products or other industrial waste shall be dumped or permitted to drain onto paved or unpaved surface areas of the Airport or into drainage ditches, canals, rivers, ponding areas or into sewer systems or storm drains. All petroleum products and other industrial waste

shall be discharged only into approved industrial waste collection and treatment systems or disposed of in an alternate manner approved by the Airport Administration and the responsible County or state agency for regulating such disposal.

Section 4.5 - Response to Spillage

Any Person, including Owners, operators and into-plane fuelers, causing overflow or spillage of excess oil, grease, fuel, hazardous material or any similar material anywhere on the Airport, shall be responsible for the immediate cleanup of such spillage in compliance with applicable County, state or federal rules, regulations or laws. In the event of the default of the responsible Person to clean such spillage area, the Airport Administration shall provide the necessary cleaning and charge the responsible Person for the expense.

Section 4.6 - Doping, Paint Stripping and Spray Painting

(a) No Person shall perform doping processes, spray painting, or paint stripping except in areas or facilities approved for such purposes under NFPA standards and applicable provisions of federal and state law and the County Code.

(b) No Person shall enter or work in a "dope" room while doping is in process, or in a spray painting room or area while spray painting is being conducted, unless such Person is properly clothed in accordance with NFPA standards and applicable provisions of the County Code.

Section 4.7 - Operating Motor Vehicles in Hangars

No Person, except in an emergency, shall operate a tractor, tug, or other motor vehicle in any hangar or other building used as an aircraft maintenance facility when an aircraft is present, unless the exhaust system of such tractor, tug or other motor vehicle is protected by screens or similar devices to prevent the escape of sparks or the propagation of flame, in accordance with NFPA standards.

Section 4.8 - Repairing of Aircraft

No Person shall repair an aircraft, aircraft engine, propeller, or other aircraft apparatus in any area of the Airport other than the area or areas specifically designated by the Airport Administration for such purpose, except that minor adjustments or repairs may be made while the aircraft is at a parking position or stand on the Apron being prepared for departure in a manner consistent with Federal Aviation Regulations. In accordance with Federal Aviation Regulations and Grant Assurances, aircraft owners and operators are allowed to repair their aircraft to a status to be considered worthy of a ferry permit.

All engine run-ups shall be conducted in a safe and responsible manner to prevent injury, loss of life and/or property damage, on the compass calibration pad, an area designated by ATC, or other areas designated by Airport Administration. Engine Run-ups for maintenance purposes are only allowed between the hours of 8:00 AM and 6:00 PM Monday – Saturday.

Section 4.9 - Operating Aircraft Engines in Hangars

No Person shall start or operate an aircraft engine inside any hangar, other than the rotating of engines without fuel or ignition.

Section 4.10 - Electrical Equipment and Lighting Systems

(a) Explosion-proof or vapor-proof electrical equipment shall be used as required in areas defined as hazardous by the NFPA. No portable lamp assembly shall be used in any maintenance shelter or hangar without a proper protective guard or shield over such lamp assembly to prevent breakage.

(b) All electric power-operated tools and equipment shall be shut off while not in actual use.

(c) Electrical lighting systems in hangars, aircraft maintenance facilities or other areas shall be as required by NFPA standards.

(d) The provisions of subsection (c) of this section shall not apply to facilities in existence at the time of the adoption of these Rules.

(e) All electrical and lighting improvements or modification must obtain required County Building Permit, if required.

Section 4.11 - Fueling and Defueling

The following rules shall govern and control the fueling and defueling of aircraft and motor vehicles at the Airport:

(a) No aircraft shall be fueled or defueled unless the aircraft and the fuel dispensing apparatus are both electrically grounded or bonded and in good working condition as required by Federal Aviation Regulations and NFPA standards. All hoses, funnels, and appurtenances used

in fueling and defueling operations shall be equipped with a positive grounding device in good order to prevent ignition of flammable liquids due to static spark.

(b) No Person shall use any material, including but not limited to a cellular or similar telephone device, which may cause a static spark within one hundred (100) feet of the nearest point of an aircraft during fueling or defueling of the aircraft.

(c) Motor vehicles shall be fueled on the Airport only from approved locations and dispensing devices.

(d) No Person shall be permitted in any aircraft during fueling or defueling, unless authorized flight crew or maintenance personnel are present at or near the cabin door and a passenger boarding ramp or bridge is in place at the cabin door.

(e) Where feasible, the fueling and defueling of aircraft shall be conducted at a distance of at least fifty (50) feet from any hangar or other building unless at an aircraft loading/unloading gate and fifty (50) feet from any combustion or ventilation air intake to any boiler, heater, or incinerator room in accordance with NFPA standards. Fueling and defueling of aircraft may be conducted within a hangar only if the aircraft cannot be moved for maintenance reasons and only if authorized maintenance personnel are present.

(f) No Person shall engage in aircraft fueling and defueling operations without adequate fire extinguishers within ready reach.

(g) As specified by NFPA standards, no Person shall place into operation any electrical appliance in an aircraft when the aircraft is being fueled or defueled.

(h) No Person shall fuel or defuel an aircraft while an operating engine of such aircraft is running; provided, however, that nothing herein shall prohibit fueling or defueling of an aircraft during auxiliary power unit ("APU") operations, and provided further that in a situation resulting from an inoperative on-Board jet engine mounted at the rear of the aircraft or on the wing on the side opposite the fueling point may be operated to provide aircraft electrical power during fueling, provided:

- (1) The operation follows procedures published by the manufacturer of the aircraft and its operator to assure safety of the operation.

- (2) Prior approval is obtained from the Airport Administration's Airport operations office.
 - (i) When a fuel spill into or involving state waterways or over twenty five (25) gallons occurs, the Airport Administration shall be notified immediately and valves and dome covers shall be shut down. If the engine of the fueling vehicle is running at the time of the fuel spill, the vehicle shall be removed from the area unless contrary orders are issued by the senior fire official at the scene. All procedures required by state or federal regulations or laws for reporting and remediation of fuel spills shall be followed. In no event shall fueling or defueling operations resume following a fuel spill until all areas upon which fuel has spilled or flowed over have been thoroughly flushed and the senior fire official at the spill site has issued an order permitting the resumption of fueling operations.

 - (j) If a fire occurs in or near a fuel delivery device while servicing an aircraft, the fire department shall be notified immediately, fueling shall be discontinued immediately, emergency valves and dome covers shall be shut down at once and the fueling vehicles and equipment shall immediately be removed from the vicinity of the aircraft unless deemed unsafe. Any Persons onboard the aircraft shall be evacuated and other equipment removed from the area. If necessary, the aircraft shall be towed to a position at a safe distance from buildings and other aircraft. Upon his or her arrival, the senior fire officer will be in charge.

 - (k) The fueling of aircraft is prohibited within the AOA, except for emergency conditions under the standby watch of the fire department or during airshows with the approval of the Airport Administration.

 - (l) A daily check for the presence of water in the fuel and storage dispensing tanks shall be made in accordance with applicable state and federal regulations. The results of such checks shall be provided to the Executive Administration on at least a quarterly basis.

 - (m) Maintenance and testing of aircraft fueling systems shall be conducted under controlled conditions in compliance with NFPA standards and applicable provisions of the County Code.

(n) All Persons and fueling companies shall refuse to fuel any aircraft when an order has been issued by the Airport Administration prohibiting the fueling of such aircraft.

Section 4.12 - Self-Fueling Operations

Persons desiring to service their aircraft ("Self-fuel") with gasoline or fuel normally used in automobiles shall obtain a self-fueling permit from the Airport Administration, for which an administrative fee will be charged and environmental protection insurance will be required. Refer to the Airport's Minimum Standards, Attachment A - Insurance Requirements and Attachment B - Airport Rates and Fees Schedule for fee amount. Such operations shall be authorized only for:

- (a) Aircraft which display an approved Self-fueling permit.
- (b) Self-fueling operations in the designated area during daylight hours.
- (c) Self-fuelers who pay the fuel flowage fee which is currently in effect.
- (d) Operations that comply with NFPA standards.

Section 4.13 - Fire Extinguishing Equipment Instruction

All Airport employees and employees of Tenants shall be trained and be proficient in the operation of fire extinguishers in the immediate vicinity of their place of employment. Records of such training shall be available for review during inspections.

Section 4.14 - Heating System in Hangars

Heating in any hangar shall only be by approved systems or devices as listed by the Underwriters Laboratories, Inc. as suitable for use in aircraft hangars, and shall be installed in the manner prescribed by applicable provisions of the County Code.

Section 4.15 - Hazardous Materials

(a) No Person shall store, keep, handle, use dispense or transport at, to or from the Airport any Class A explosive.

(b) No Person shall store, keep, handle, use, dispense or transport at, to or from the Airport any Class P or Class C explosive, Class A poison, or red label materials in a manner other than in conformity with all applicable regulations.

(c) other than for emergency purposes as defined by Federal Aviation Regulations, no Person shall carry a compressed air or gas tank aboard a commercial aircraft, unless such tank is reduced to a pressure slightly above ambient, or is an integral component of the aircraft system.

Section 4.16 - Airborne Radar Testing

No airborne radar equipment shall be operated or ground tested in any area on the Airport where the directional beam of high intensity radar is within three hundred (300) feet, or the low intensity beam is within one hundred (100) feet, of a Person, an aircraft fueling operation, aircraft fueling truck, or aircraft fuel or flammable liquid storage facility, unless an approved shielding device is provided and used during the radar operation.

SECTION 5 ADDITIONAL OBLIGATIONS OF TENANTS

Section 5.1 - Use of Premises

(a) No Tenant shall use or permit its leased premises or premises within its control to be used or occupied for any purpose not authorized by its lease or prohibited by these Rules and Regulations.

(b) All shops, garages, equipment, and facilities leased to the Tenant are expressly reserved for the conduct of the Tenant's business and operations. No Persons other than employees of the Tenant shall make use of the facilities without express written permission of the Airport Administration.

Section 5.2 - Protection of Leased Areas

(a) All Tenants under whose control are any vehicle or personnel gates, doors or any other means of ingress and egress to the AOA shall keep the same secured or controlled at all times to prevent the access of unauthorized Persons to the AOA.

(b) Tenants shall be responsible for control of guests or visitors within their leased premises.

Section 5.3 - First Aid Equipment

All Tenants of hangars or aircraft maintenance facilities or buildings shall provide in their respective areas first aid kits in a conveniently accessible place.

Section 5.4 - Minimum Insurance Requirements

The Airport Administration may require Tenants to maintain the minimum insurance requirements set forth in the Martin County Minimum Standards for Aeronautical Activities. Such insurance policies shall name the County as an additional insured. Minimum insurance coverage may include the following:

(a) Aircraft Liability - Each Tenant operating an aircraft on the Airport shall carry, at its expense, aircraft liability insurance including its occupied premises in the amount established by the Airport Administration in the Martin County Minimum Standards for Aeronautical Activities for the entire period covered by any written agreement.

(b) Automobile/Vehicle/Golf Cart/Utility Vehicles Comprehensive Liability - Each Tenant whose Persons are trained and authorized to operate any vehicle on the Airport shall carry, at its expense, comprehensive liability insurance covering any automobile or vehicle so operated on the Airport in the amount established by the Airport Administration in the Martin County Minimum Standards for Aeronautical Activities.

(c) Pollution Liability Insurance - Each Tenant who maintains a fuel tank shall carry pollution liability insurance required by the agreement in the amounts established by the Airport Administration in the Martin County Minimum Standards for Aeronautical Activities for the entire period covered by the written agreement, which insurance shall name the County as an additional insured.

(d) Other Liability Insurance - Each Tenant who has in effect any written agreement shall carry, at its expense, all insurance required by the agreement in the amounts established by the Airport Administration in the Martin County Minimum Standards for Aeronautical Activities for the entire period covered by the written agreement.

Section 5.5 - Notice of Cancellation

With respect to the insurance requirements set forth in Section 5.4 of these Rules and Regulations, said policies shall provide that the County and the Tenant shall be given a minimum of thirty (30) days written notice by certified or registered mail by the insurance company prior to cancellation, termination, or change in such insurance. The Tenant shall provide the Airport Administration with copies of the policies or certificates evidencing that such insurance is in full force and effect and stating the terms of the coverage.

Section 5.6 - Lapse in Insurance Coverage

Any Person or Tenant who does not maintain the required minimum levels of insurance and continues to operate on the Airport shall be subject to immediate denial of access to the Airport. Any Person who knowingly or intentionally delivers fraudulent, counterfeit, or otherwise invalid proof of insurance to the County shall immediately and permanently be denied access to the Airport.

Section 5.7 - Environmental Laws

Each Tenant shall comply with federal, state, regional, and local governmental laws, ordinances, regulations, order, and rules protecting the environment from the direct or indirect results and impacts to the environment and natural resources due to, or in any way resulting from, the

conduct by Tenant of its operations on the Airport. Such environmental laws shall include, but not be limited to, the Federal Clean Water Act, Safe Drinking Water Act, Clean Air Act, Resource Conservation Recovery Act, and Comprehensive Environmental Response, Compensation, and the Liability Act of 1980 (Superfund).

Section 5.8 - Environmental Indemnification

Each Tenant shall indemnify and hold harmless the County from and against any and all liability for fines and physical damage to property or injury or death to Persons, including reasonable expense and attorneys' fees, arising from or resulting out of, or in any way caused by such Tenant's failure to comply with any law or regulation, now or hereafter promulgated for the purpose of protecting the environment. Each Tenant shall cooperate with any investigation or inquiry by any governmental agency regarding possible violation of any environmental law or regulation.

Section 5.9 - Leasehold Cleanliness

All Tenants on the Airport shall keep all areas of the premises leased or used by them clean and free of oil, grease and other flammable material. Tenants shall provide suitable metal Underwriters Laboratories ("UL") approved flammable liquid storage receptacles with self-closing covers for the storage of oily waste and rags. The floors of hangars and other buildings shall be kept cleaned and continuously kept free of rags, waste material or other trash or rubbish. Dumpsters shall be within enclosures as required by County Code. Lids on all waste receptacles and dumpsters shall be closed and construction waste and material stockpiles shall be managed as outlined in the Wildlife Hazard Assessment and Wildlife Hazard Management Plan.

Section 5.10 - Sanitation

All environmentally hazardous or toxic materials shall be disposed of in accordance with Section 5.7 of these Rules and Regulations. No vehicle used by a Tenant for hauling trash, dirt, or any other material shall be operated on the Airport unless such vehicle is constructed so as to prevent the contents from blowing, dropping, sifting, leaking, or otherwise escaping.

Section 5.11 - Storage of Equipment and/or Vehicles

No Tenant of the Airport shall store or stack material or equipment in such a manner as to constitute a hazard to Persons or property or that could interfere with the safe operation or movement of aircraft. No outside storage of materials permitted without written authorization from Airport Administration.

In accordance with FAA's Airport Compliance Handbook, and their Policy on the Non-Aeronautical Use of Airport Hangars, aircraft storage hangars must be used primarily for aeronautical purposes. Non-aeronautical items may be stored in hangars provided the items are incidental to aeronautical use of the hangar and occupy an insignificant amount of hangar space.

Section 5.12 - Abandonment

If a Tenant fails to actively conduct and engage in business and activities permitted at the Airport for a period of one hundred twenty (120) consecutive days, the Airport Administration may request that the Board of County Commissioners terminate the lease, contract or permit under which the Tenant conducts business at the Airport.

Section 5.13 - Right of Entry

The Airport Administration shall have the right of entry at all reasonable times, or with a 24 hour notice or as stipulated per lease agreement, for inspection, maintenance, repair and modification of all rooms, areas, hangars and buildings on the Airport.

Section 5.14 - Compliance with FAA Security Directives

The County shall notify Tenants of FAA security directives, regulations or rules that may apply to the Tenant's operations, premises or employees. Each Tenant shall be responsible for ensuring that its employees comply with the latest and most current directives, regulations or rules. Violation of any such directives, regulations or rules shall constitute violation of these Rules and Regulations.

SECTION 6 COMMERCIAL GROUND TRANSPORTATION

Section 6.1 - Commercial Vehicles

Only those Taxicabs, Buses, Limos, shuttles, Courtesy Vehicles or other for-hire vehicles, licensed and operating in accordance with applicable provisions of the County shall have the right to transport Persons and/or their baggage from the Airport, unless prior authorization is given by the Airport Administration.

Section 6.2 - Public Transportation.

In accordance with FAA Grant Assurance 36. Access by Intercity Buses. The Airport will permit, to the maximum extent practicable, intercity buses or other modes of transportation to have access to the airport; however, the Airport has no obligation to fund special facilities for intercity buses or for other modes of transportation.

SECTION 7 LAND TRAFFIC

Section 7.1 - Governing Law

All motor vehicles operated on Airport roadways and parking facilities shall be governed by applicable provisions of the County Code and Florida Statutes. No Person shall operate any motor vehicle on the Airport in violation of these Rules and Regulations or in violation of applicable Federal Aviation Regulations.

Section 7.2 - Traffic Control Devices

- (a) No Person shall operate a vehicle on Airport roadways or parking facilities in violation of official traffic control devices.

- (b) No Person shall operate a motor vehicle of any kind on the Airport roadways in excess of speed limits indicated by posted traffic signs, except in emergencies, nor shall any Person operate any motor vehicle on the Airport in a reckless manner.

Section 7.3 - Parking for Motor Vehicles

- (a) No Person shall park a motor vehicle or other equipment on the AOA except in those areas designated or authorized by the Airport Administration, nor park a vehicle in any manner contrary to any posted signs, traffic control devices or pavement markings.

- (b) No Person shall park a motor vehicle or equipment on the AOA so as to interfere with the use of a facility by others or prevent the passage or movement of aircraft, emergency vehicles or other motor vehicles.

- (c) No Person shall park a motor vehicle or other motorized equipment on the AOA in a manner which may interfere with or prevent an aircraft fueling vehicle from being readily driven away from such aircraft in the event of an emergency.

Section 7.4 - Removal of Vehicles

- (a) Law enforcement officers and specifically designated Airport employees are authorized immediately to remove or cause the removal of any vehicle when the vehicle is parked in violation of any provision of these Rules and Regulations. Vehicles so removed shall be temporarily impounded on Airport property in a designated impoundment area until the owner

has complied with recovery provisions established by the Airport Administration or the vehicle is disposed of in accordance with applicable state or local requirements.

(b) The owner of any vehicle removed to a temporary impoundment area, or his authorized representative, may recover possession of such vehicle within seven days after its removal to the temporary impoundment area, unless such period is extended by the Airport Administration. Upon acceptable proof of ownership and payment of appropriate parking, storage and towing charges, the owner may recover possession. Charges for towing and storage of removed vehicles shall be posted at the vehicle impoundment and recovery area.

(c) In the event any removed vehicle is not recovered by its owner or the authorized representative from the temporary impoundment area within the period established in section (b), such vehicle is considered abandoned and may be removed from the temporary impoundment area in accordance with the Airport Administration's procedures for abandoned vehicles.

(d) The owner or authorized representative of any vehicle removed from the temporary impoundment area may recover possession of the abandoned vehicle upon proof of ownership and payment of appropriate charges accrued against such vehicle, in addition to any charges provided by state or local law.

(e) No vehicles, including cars, recreational vehicles or boats shall be stored outside a hangar without permission from the Airport Administration. Information required with request includes dates the vehicle will be stored and proof of additionally insured.

Section 7.5 - Abandoned Vehicles

No Person shall abandon a vehicle upon the Airport. For the purposes of this section, any vehicle or equipment, except one parked within a Tenant's premises, which shall have been left unattended for a period of more than forty-eight (48) hours shall be presumed to be abandoned. Law enforcement officers and specifically designated Airport employees are authorized to remove or cause the removal of any abandoned vehicles or equipment to the designated impoundment area of the Airport. The abandoned vehicle can be removed from the impoundment area at the owner's expense, upon payment of appropriate storage and towing charges. Charges for towing and storage of abandoned vehicles shall be posted at the vehicle impoundment area.

Section 7.6 - Accident Reports

Any Person operating a motor vehicle within the AOA which is involved in an accident resulting in injury to Person(s) or damage to property shall:

- (a) Immediately stop such vehicle at the scene of the accident or as close thereto as possible, in a manner so as to minimize any obstruction to aircraft and other vehicles;

- (b) Notify the Airport Administration and law enforcement officers; and

- (c) Remain at the scene of the accident and complete any required accident report, including the names and addresses of the individuals involved, the registration and license number of the vehicles involved, and such other information relevant to the accident on request of a representative from the Airport Administration or any law enforcement officer investigating same. The operator or owner of any motor vehicle involved in such accident shall, upon request, exhibit any license, registration or other relevant documents regarding the Person or property involved, to any law enforcement officer investigating same.

SECTION 8 VEHICULAR TRAFFIC ON AIR OPERATIONS AREA

Section 8.1 - Governing Law

The control of all vehicular traffic on the AOA shall be governed by applicable laws of the state and County and these Rules and Regulations, and are to be enforced by any designated Airport representative or law enforcement officer.

Section 8.2 - Authority to Operate on the Air Operations Area

(a) No Person shall operate or cause to be operated any motor vehicle on the AOA, unless such operation is required and is directly related to an aviation activity or the business of the Airport, or to the business of a Tenant of the Airport engaged in business activity authorized by the Airport Administration.

(b) The Airport Administration is authorized to establish restrictions, guidelines and training requirements for the use of motor vehicles on the AOA, and to issue identification cards, passes and/or motor vehicle decals.

(c) Motor vehicles operated on the AOA shall not be driven in excess of ten (10) miles per hour, except in the case of emergency. Motor vehicles operated within fifty feet of an aircraft shall not be driven in excess of five (5) miles per hour, except in the case of emergency or as authorized by the Airport Administration.

(d) No Person shall operate any motor vehicle on the AOA in violation of any traffic control device. Each vehicle operating in the AOA must be issued an access permit and be equipped with a radio capable of transmitting and receiving on the ATCT ground control and the Common Traffic Advisory frequencies and with a flashing yellow light.

(e) Any vehicle owned or operated by a Tenant, business or Commercial Activity shall be clearly marked on the exterior to show the name of the Tenant or the Tenant's business name. Refer to FAA AC 150/5210-20A, Ground Vehicle Operations to include Taxiing or Towing an Aircraft on Airports for vehicle marking requirements.

Section 8.3 - Yielding to Aircraft

All motor vehicles, including emergency response vehicles, on the AOA shall yield to aircraft in motion, under all conditions.

Section 8.4 - Crossing Runways and Taxiways

(a) Vehicles operators must first receive permission from the Airport Administration and be given a call sign. While the Control Tower is open, no Person shall operate a motor vehicle in the following areas, without first having received clearance to proceed from the Control Tower:

- (1) In landing areas;
- (2) Beyond the hold bars of an active runway;
- (3) Closer than one hundred fifty (150) feet from the edge of an active runway; or
- (4) Closer to an active taxiway than as may be provided in the specific Operational Directives for the Airport.

(b) While the Control Tower is open, the operator of a motor vehicle in these areas shall maintain direct two-way radio contact with the Control Tower, or in the event the two-way radio is inoperable or unavailable, shall operate said vehicle only under the escort of an authorized motor vehicle equipped with a two-way radio in contact with the Control Tower. This requirement shall not apply, however, to operators of motor vehicles authorized by the Airport Administration to receive pre-established visual signals from the Control Tower, or to operators of vehicles following pre-established special procedures of the Airport Administration which have been approved by the FAA.

(c) During periods when the Control Tower is shut down, no Person shall operate a motor vehicle beyond the hold bars of an active runway or closer to an active taxiway stated in the Operational Directives for the Airport, without first determining that no aircraft are approaching and transmitting his or her intentions on the appropriate common traffic advisory frequency. Movement across said runway or taxiway shall then be made rapidly.

Section 8.5 - Designated Vehicle Routes

No Person shall operate a motor vehicle on the AOA unless such vehicle operates on established vehicle routes only, except operators of emergency vehicles responding to an alarm or Airport vehicles in the performance of individual duties.

Section 8.6 - Vehicle Equipment and Safety Requirements

No Person shall operate a motor vehicle or equipment on the AOA unless such vehicle or equipment is in a fully operable condition and is equipped with appropriate safety equipment.

Section 8.7 - Lights on Motor Vehicles

(a) All motor vehicles on the AOA shall be equipped with two (2) headlights and one (1) or more tail and brake lights. Vehicles designed for only one (1) headlight or taillight are exempt from this requirement. All headlights and taillights shall be lit between sunset and sunrise or when in poorly lit areas. Any motor vehicle other than an emergency vehicle operating on the AOA shall display an overhead flashing and rotating light at all times while so operating. Between the hours of sunrise and sunset a motor vehicle not so equipped with a flashing overhead light may operate if such vehicle displays a flag approved for such use by the Airport Administration.

(b) All baggage and cargo carts shall be equipped with reflectors of fluorescent taped material on front, rear and sides of the cart, and shall be in the color and size as approved by the Airport Administration.

Section 8.8 - Repair and Fueling of Motor Vehicles on AOA

(a) No Person shall service, clean, repair, maintain or overhaul any motor vehicle or other equipment on the AOA except for immediate minimum repairs required to remove said vehicle from the AOA, or as otherwise approved or authorized by Operational Directive.

(b) No Person shall fuel a motor vehicle or other equipment on the AOA in any area other than those established by the Airport Administration or contrary to any procedures established by the Airport Administration.

SECTION 9 LIMITATIONS ON THE SIZE OF AIRCRAFT WHICH MAY OPERATE AT THE AIRPORT

Section 9.1 - Declared Distances

The Declared Distances for the Airport runways are as published in the current Airport/Facility Directory, see Attachment A.

Section 9.2 - Runway Separation Standards

All aircraft must comply with runway-taxiway separation standards as published in the current FAA Advisory Circulars.

Section 9.3 - Determination of Compliant Aircraft

Compliant Aircraft are those aircraft which:

- (a) Are aircraft operated by the United States Government for military purposes;
- (b) Are in ARC A-I, A-II, A-III, B-I, B-II, B-III, C-I, C-II, D-I, or D-II as set forth in Appendix 13 to the Advisory Circular;
- (c) According to manufacturers' specifications, can operate within the Declared Distances (and, for Runway 7/25, the runway length) assuming maximum design weight, high temperature and wet runway;
- (d) Do not have a maximum certificated weight that exceeds the runway load bearing capacity of the Airport runways as published in the current Airport/Facility Directory;
- (e) Have 2-way radio communication ability; and
- (f) Have a minimum final approach speed of 35 mph or greater.

Section 9.4 - Non-Compliant Aircraft Prohibited

Unless an aircraft operator is eligible for a waiver pursuant to Section 9.5, aircraft that are not Compliant Aircraft may not operate at the Airport.

Section 9.5 - Waivers for Non-Compliant Aircraft

(a) Any Person desiring to operate an aircraft at the Airport which is not a Compliant Aircraft may operate only pursuant to a waiver and only subject to the conditions set forth in this section.

(b) An operator of a non-Compliant Aircraft shall be permitted to operate only if such aircraft:

(1) is certificated to comply with, at a minimum, the stage 3 criteria set forth in Federal Aviation Regulations Part 36; and

(2) does not have a maximum design weight in excess of the limitations set forth in Section 9.3 of these Rules; and

(3) operates consistent with NOTAMs that may be issued by the Airport Administration that are designed to avoid conflicts between non-Compliant aircraft and other aircraft using taxiways or runways at the Airport by prohibiting the use of designated runways and taxiways during times that the Air Traffic Control Tower is not operational; and

(4) operates subject to such additional terms and conditions as the Airport Administration determines are necessary to ensure the safe and efficient operation of the Airport and to protect the safety of Persons, property, and other aircraft at the Airport.

(c) All operators of Non-Compliant Aircraft that operate pursuant to a waiver shall maintain a liability insurance policy as provided in Section 5.4(a) of these Rules.

(d) The Airport Administration may revoke a waiver for any non-Complaint aircraft if he determines that the operations of such aircraft would compromise the safe and efficient operation of the Airport or the safety of Persons, property, and other aircraft at the Airport.

(e) In addition to any other penalties available pursuant to law, operation of a non-Compliant Aircraft in violation of the requirements of this Section 9.5 shall be grounds for the Airport Administration to deny access to the Airport to such aircraft.

Section 9.6 - Airshows: Extraordinary Temporary Waivers

Notwithstanding the provisions of Sections 9.5, the Airport Administration may issue an extraordinary temporary waiver, for a period not to exceed seven days, for any aircraft participating in an air show or similar demonstration at the Airport, regardless of size, weight or stage classification pursuant to Federal Aviation Regulations Part 36. Such extraordinary temporary waiver shall be issued by the Airport Administration for all aircraft participating in an airshow or similar event without fee, application, or certification by the operator of participating aircraft.

Section 9.7 – Blimp Operations

Blimp Operator shall make arrangements through an FBO for access to the airfield. The FBO is responsible for coordinating with Airport Administration and ATCT. Airport Administration will determine available area for blimp parking and issue appropriate NOTAMs. Refer to published Airport Rates and Fees for blimp parking fee.

SECTION 10 AIR TRAFFIC

Section 10.1 - Governing Law

All aeronautical activities at the Airport shall be conducted in conformity with current provisions of the Federal Aviation Regulations, these Rules and Regulations, Operational Directives, and air traffic control directions, if applicable.

Section 10.2 - Denial of Departure

The Airport Administration may prohibit an aircraft from taking-off from the Airport if, in his judgment, any of the following circumstances exist:

- (a) The flight may result in danger to Persons or property;
- (b) The pilot has indicated an intention to commit an illegal or dangerous act;
- (c) The pilot is physically incapacitated, by the use of drugs or alcohol, or otherwise;
- (d) The payment or arrangement for payment has not been made for use of Airport facilities or services rendered by the airport;

Section 10.3 - Aircraft Accidents

(a) Any Person operating an aircraft who is involved in an accident on the Airport resulting in injury to any Person or damage to any property shall immediately stop such aircraft at the scene of the accident or as close thereto as possible so as to minimize the obstruction of other aircraft or vehicle traffic. The Person operating said aircraft shall then comply with the FAA Notification Procedures and notify the Airport Administration. Such Person shall then return to and remain at the scene of the accident, if possible, until he has fulfilled all reporting requirements, including those set forth in subsection (b).

(b) Any Person operating an aircraft involved in an accident on the Airport, as specified in subsection (a), and the Owner of such aircraft, if other than the operator, shall make a full report of the accident to the law enforcement officials and the authorized representative of the Airport Administration as soon after the accident as possible. This report should include, but is not limited to, names and addresses of the individuals involved, description of the property and all

aircraft involved, registration and license number of all aircraft involved, and such other information relevant to the accident on request of any law enforcement officer investigating same. The operator of any aircraft involved in such accident shall, upon request, exhibit licenses, registrations or other documents relevant to the accident, or the Persons or properties involved in an accident, to any law enforcement officer investigating same.

(c) In the event of an accident, the Airport Administration may move damaged aircraft at the expense of the owner without liability to the County for damage which may result in the course of such moving.

Section 10.4 - Landing and Take-off

(a) Persons landing an aircraft at any time when the Control Tower is closed will use the common traffic advisory frequency (a) to announce its position and intentions prior to entering the downwind leg of the traffic pattern for the active runway at the airport; and (b) to announce its position when turning onto final approach to the active runway.

(b) Persons preparing for departure at any time when the Control Tower is closed will use the common traffic advisory frequency (a) to announce its position and intentions to taxi, and direction of taxiing, and (b) to announce its position just prior to taking the active runway, and (c) upon departure, to announce its position and intended direction of flight.

(c) Persons landing or taking-off in an aircraft from the Airport shall operate in strict accordance with instructions given by the Control Tower.

Section 10.5 - Taxiing Rules

(a) No Person shall taxi an aircraft until it is ascertained that there is no danger of collision with a Person or property in the immediate area by visual inspection, and, when available, through information provided by attendants, and, if line personnel are in attendance, only at the direction of such personnel.

(b) All aircraft shall taxi at a safe and reasonable speed or as established by Operational Directive.

(c) Aircraft shall only taxi onto or cross a runway or taxiway when cleared to do so by the Control Tower or, if the Control Tower is closed, until it is ascertained that the runway or taxiway is clear of traffic.

(d) Aircraft shall not taxi near buildings, parked aircraft or equipment, unless an attendant is present on the ground to assist.

(e) No aircraft shall taxi other than in accordance with the instructions of the Control Tower or, if the Control Tower is closed, in accordance with the taxiing patterns and procedures prescribed for the particular runway to be used.

(f) No Person shall push, tow or back an aircraft from a designated parking position in a Terminal area or Apron without assuring that conditions are safe and in accordance with Operational Directives.

Section 10.6 - Parking of Aircraft

Aircraft shall not be parked outside designated areas within Tenant premises and shall not be parked in any area designated for aircraft movement, including taxiways, runways, applicable portions of aprons and ramps.

All aircraft shall be parked in the designated parking area of a FBO or aeronautical tenant.

Section 10.7 - Registration at Airport

The owners of all aircraft based at the Airport must register their aircraft with the Airport Administration. An aircraft shall be deemed to be based at the Airport if the owner has a contract for the use of a hangar or tie-down facility for such aircraft for at least six continuous months. Information included in the registration shall include the owner(s) name, make, model and type of aircraft, and registration number ("N" number). The owner of a based aircraft, and/or their representative, will be required to have an access badge.

Section 10.8 Radio Ground Control.

The operator of an aircraft taxiing or being towed at the Airport shall monitor the ground control frequency being used by the Control Tower and shall remain in direct communication with the Control Tower at all times when so operating anywhere on the AOA under the active control of the Control Tower.

Section 10.9 - Starting and Running Aircraft Engines

- (a) No Person shall start engines or operate an aircraft unless he is a qualified licensed pilot or mechanic.

- (b) Blocks or chock shall be placed under the wheels before starting the aircraft engines(s) unless the aircraft is provided with adequate parking brakes and same are in an applied position.

- (c) Aircraft engine maintenance Run-ups may only take place in those areas approved for such purposes by the Airport Administration, and only between the hours of 8 a.m. to 6 p.m. (local time) Monday through Saturday, unless otherwise approved by the Airport Administration. Engine run-ups conducted for the purpose of checking the aircraft engine prior to take-off may only be conducted on the taxiway run-up areas near the approach end of each runway. Aircraft being run-up shall not be left unattended.

- (d) Aircraft shall be parked so that fumes, prop wash and jet blast are not directly blown into non- enclosed passenger holding or loading and baggage areas at a Terminal.

- (e) Noise emanating from aircraft engines during ground operations shall be maintained within the applicable aircraft engine noise limits as set by the federal government, state, or County ordinance, whichever is the most restrictive.

- (f) Aircraft engine testing shall be done in a manner that will not cause undue hazards to Persons and property within the jet blast safety area as such area is defined in the appropriate engine manufacturer's maintenance manual.

Section 10.10 - Aircraft Lights

No Person shall park an aircraft at any Terminal, parking position, or other established area by the Airport Administration within the AOA during periods of low visibility or between the hours of sunset and sunrise unless the wingtip lights or other suitable warning lights are kept lighted while the aircraft is so parked or Apron lighting is such that all portions of the aircraft are clearly visible.

Section 10.11 - Non-operating, Abandoned and Derelict Aircraft

(a) No Person shall park or store a Non-operating Aircraft on Airport property, including leased premises, for a period in excess of sixty (60) days without written authorization from the Airport Administration.

(b) No Person shall store or retain aircraft parts or components being held as inventory anywhere on the Airport, other than in an enclosed authorized facility, unless approved by the Airport Administration, in writing.

(c) Whenever any aircraft is parked, stored, or left in non-operating condition on the Airport in violation of these Rules and Regulations, the Tenant upon whose leasehold such aircraft is located, other responsible party as determined by the Airport Administration, or the Airport Administration shall follow the procedures required by federal or Florida law to notify the Owner or operator thereof and require removal of said aircraft.

(d) Abandoned and derelict aircraft will be handled in accordance with Section 705.183 Florida Statute - Disposal of derelict or abandoned aircraft on the premises of public-use airports.

Section 10.12 - Removal of Liened Aircraft

No Person shall move or remove an aircraft from the Airport, or parts from such aircraft, when a lien has been posted upon and against such aircraft by the Airport Administration.

Section 10.13 - Interference with Aircraft Operations

No Person shall, while on the Airport, disturb, interrupt or otherwise interfere with:

(a) The enplanement or deplanement of aircraft passengers;

(b) The departure or arrival of any aircraft;

(c) Any flight crew member or other flight crew representative in the performance of his or her duties.

Section 10.14 - Prohibited Air Operations

The following aircraft and air operations are prohibited unless prior permission is obtained from the Airport Administration in writing:

- (a) The take-off, landing and operation in the airspace of the Airport motorless aircraft, hang-gliders, ultralight aircraft, or model aircraft; and
- (b) Ballooning, parachute jumping, skydiving or similar activities.

Section 10.15 - Flying Clubs / Hangar Clubs

Flying Club aircraft may be based at the Airport only upon compliance with the following requirements.

- (a) The Flying Club / Hangar Club must be organized as a nonprofit corporation chartered for the purpose of operating the aircraft for pleasure, developing skills in aviation, and developing an awareness and appreciation of aviation requirements and techniques. A Flying Club may be organized in any other manner (for example, joint ownership of a single aircraft) only with the prior written consent of the Airport Administration and upon satisfaction of such additional obligations as the Airport Administration may impose.
- (b) The Flying Club / Hangar Club must provide to the Airport Administration a copy of the articles of incorporation, by-laws, a list of officers and directors and their addresses, operating rules and membership agreements. This information must be kept current at all times.
- (c) The Flying Club / Hangar Club may not derive greater revenue from the use of Club aircraft than the amount necessary for the operation, maintenance and replacement of the Club aircraft.
- (d) The Flying Club / Hangar Club shall maintain a membership record containing the full names, addresses and pilot license number and rating of all its members, past and present, together with the date when their membership commenced and terminated. These records shall be made available for inspection at any reasonable time upon request by the Airport Administration.

(e) The Flying Club / Hangar Club shall provide to the Airport Administration upon request a list of all instructors who are or have been instructing members of the club and the names of each of the members who received the instruction and the dates and time duration of such instruction, for the six-month period immediately preceding the request.

(f) The Flying Club / Hangar Club shall not offer instruction to student pilots or otherwise allow use of its facilities or aircraft by pilots who possess only a student pilot certificate.

(g) The Flying Club / Hangar Club shall obtain and keep at all times insurance in the amounts and types as listed in the Minimum Standards.

(h) All Flying Club / Hangar Club aircraft must be registered with the Airport Administration in the manner provided in section 10.6 of these Rules and Regulations.

(i) Upon request from the Airport Administration, the Flying Club / Hangar Club shall provide contact information for all individuals with access to the Club's aircraft and/or hangars.

If the Airport Administration believes that a Flying Club is not operating in accordance with the provisions of this section, the Airport Administration may, after notice to the Club, classify the Club as a flight school or commercial operation.

Section 10.16 - Flight Schools; Security

(a) No Person may operate a flight school on the Airport without compliance with the Martin County Minimum Standards for Aeronautical Activities. All Persons instructing students shall be liable for the conduct of their students while the students are under the supervision of such Person or while the students are proceeding with uncompleted courses of instruction.

(b) All flight schools operating at the Airport shall comply with the Martin County Minimum Standards for Aeronautical Activities and these Rules and Regulations.

(c) Flight Schools shall Escort all students within the AOA or Restricted Areas except students who possess a valid pilot certificate issued pursuant to Federal Aviation Regulations Part 61.3 (including but not limited to student pilot certificates issued pursuant to Federal Aviation Regulations Part 61, Subpart C).

(d) Flight Schools shall remain in compliance with all applicable Federal, State and Local laws pertaining to flight instruction.

SECTION 11 NOISE ABATEMENT

Section 11.1 - Data Survey

The voluntary noise abatement procedures in this Section are based on the existing and future Noise Exposure Maps contained in the Airport Master Plan for the Airport. All pilots are requested to familiarize themselves with the published noise abatement procedures.

Section 11.2 - Preferred Noise Abatement Procedures for Jet Aircraft; Preferred Takeoff Paths

- (a) Unless otherwise directed by the Control Tower, all Jet Aircraft are requested to observe the voluntary noise abatement procedures contained in the noise abatement brochure.
- (b) The pattern altitude for jet and turboprop aircraft shall be 1500 feet.
- (c) Aircraft should follow the published Standard Instrument Departures (SIDs).

Section 11.3 - Preferred Noise Abatement Procedures for Other Aircraft; Preferred Takeoff Paths

Unless otherwise directed by the Air Traffic Control Tower, all Other Aircraft are requested to use the following traffic pattern:

- (a) Use one thousand (1,000) feet for traffic pattern altitude.
- (b) See Attachment B - VFR Arrivals and Departures Maps included at the end of this document.

Section 11.4 - Preferential Runway System for Aircraft Operating During Daylight Hours (Sunrise to Sunset)

- (a) In a calm wind, all aircraft are requested to use Runway 12.
- (b) When some wind exists, the preferred runway is Runway 12 and Runway 07 next in sequence.

(c) Pursuant to Federal Aviation Regulations, the pilot in command may refuse to use a designated runway if the pilot deems the runway unsafe.

Section 11.5 - Preferred Aircraft Arrival Procedures

All aircraft arriving for landing at Martin County Airport are requested to make every effort to remain clear of residential areas during their approach.

ATTACHMENT A
FAA AIRPORT/FACILITY DIRECTORY

FLORIDA

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STUART

WITHAM FLD (SUA)(KSUA) 1 SE UTC-5(-4DT) N27°10.90' W80°13.28'

MIAMI
H-8I, L-23C
IAP, AD

16 B NOTAM FILE MIA

RWY 12-30: H5828X100 (ASPH-GRVD) S-65, D-105, 2D-190 MIRL

RWY 12: REIL. PAPI(P4L)—GA 3.0° TCH 35'. Thld dsplcd 460'. Tree.

RWY 30: REIL. PAPI(P4L)—GA 3.0° TCH 28'. Tree.

RWY 16-34: H4998X100 (ASPH) S-55, D-90, 2D-160

RWY 16: Thld dsplcd 336'. Tree.

RWY 34: Thld dsplcd 880'. Tree.

RWY 07-25: H4652X100 (ASPH-GRVD) S-58, D-95, 2D-170 MIRL

RWY 07: PAPI(P4L)—GA 3.0° TCH 42'. Tree.

RWY 25: PAPI(P4L)—GA 3.0° TCH 44'. Trees.

ARRESTING GEAR/SYSTEM

RWY 12: EMAS

RWY 30: EMAS

SERVICE: S4 FUEL 100LL, JET A LGT ACTIVATE REIL Rwy 12, Rwy 30 after 0300Z†, ACTIVATE MIRL Rwy 12-30 and Rwy 07-25 from 0300Z†—CTAF. PAPI Rwys 07, 12, 25 and 30 opr continuously.

AIRPORT REMARKS: Attended 1200-0100Z†. Birds on and in vof arpt. Acft with wingspans exceeding 79' are prohibited from opr on Twy A btn Twy C and AER 12 when acft with wingspan exceeding 79' is on apch to ldg or tkf Rwy 12-30. PPR for acft exceeding rwy wt capacity. Touch and Go ops permitted Mon-Sat (exc New Years, Christmas and Thanksgiving) 1400Z† until 2 hrs past SS and are ltd to 3 ops per pilot per day. Stop and Go ops and int tkfs strongly discouraged at all times. Stage 1 and 2 jet ops strongly discouraged 0300-1200Z†. Noise sensitive areas all quadrants. NS ABTMT procedures call arpt mgr 772-221-2374. PAPI rstd to 7.5 NM west of Rwy 25 due to 1548' MSL twrs within 10° of extended centerline.

AIRPORT MANAGER: 772-221-2374

WEATHER DATA SOURCES: AWOS-3 (772) 692-7399

COMMUNICATIONS: CTAF 126.6 ATIS 134.475

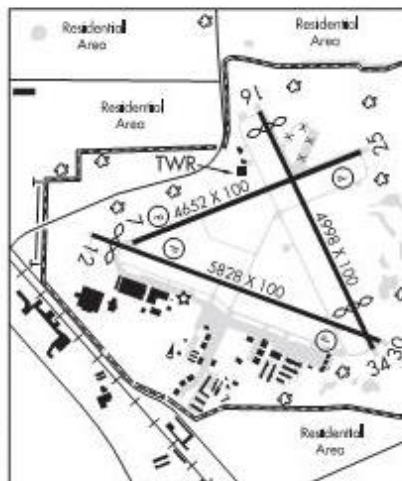
® PALM BEACH APP/DEP CON 128.3

STUART TOWER 126.6 (1200-0300Z†) GND CON 121.7

AIRSPACE: CLASS D svc 1200-0300Z† other times CLASS G.

RADIO AIDS TO NAVIGATION: NOTAM FILE VRB.

TREASURE (H) VORTAC 117.3 TRV Chan 120 N27°40.70' W80°29.38' 161° 33.0 NM to fld. 19/7W. HIWAS.

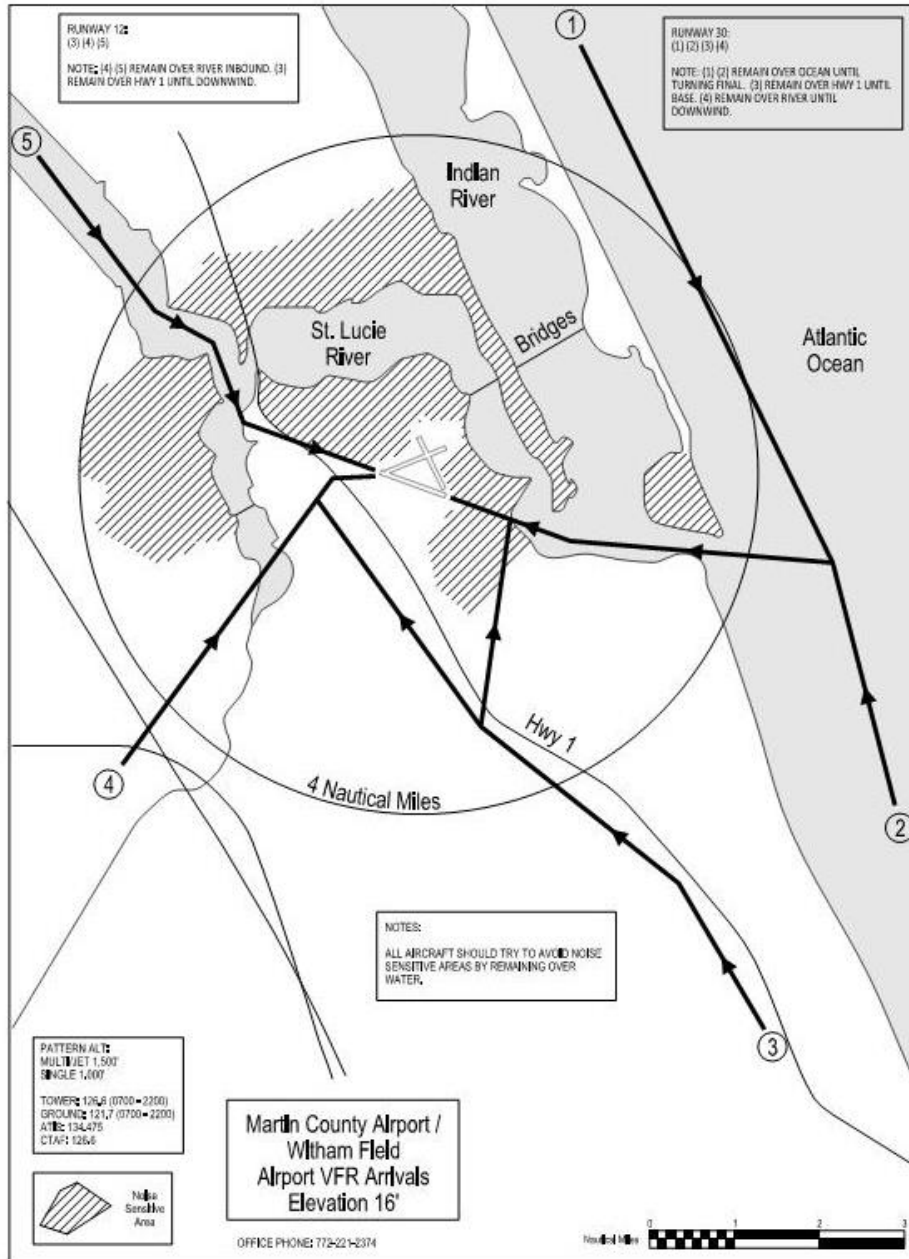


NOTE: This is a graphic representation for informational purposes only. Check the current Airport/Facility Director for current information.

ATTACHMENT B
VFR ARRIVALS MAP

SPECIAL NOTICES

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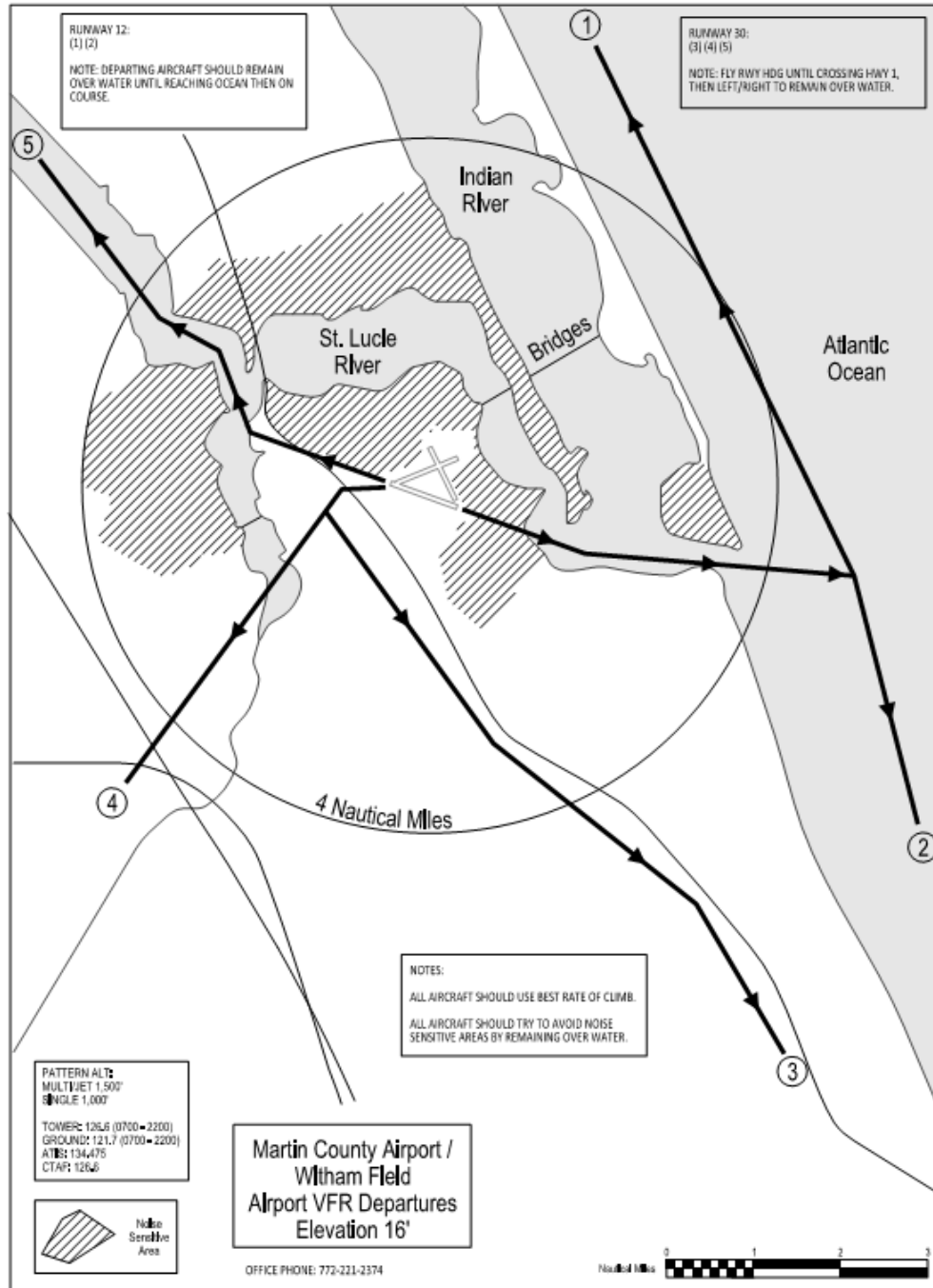


NOTE: This is a graphic representation for informational purposes only. Check the current Airport/Facility Director for current information.

ATTACHMENT B
VFR DEPARTURES MAP

SPECIAL NOTICES

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NOTE: This is a graphic representation for informational purposes only. Check the current Airport/Facility Director for current information.

ATTACHMENT C
ID – ACCESS CARD
APPLICATION FORMS
(4 PAGES)

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Martin County Airport
Witham Field

NEW Security ID - Access Card
Gate Access Request Form

Exempt FSS 119 - Due to the security information within this document, this is considered exempt and confidential from FSS 119, as described in "Exemptions" 119.071.2.2.d or 119.071.3. This entire document contains protected information and is not for public knowledge.

NOTE: Only Forms hand signed by applicant will be accepted \$30.00 - New Card Cost

Employer - (Dept. / Company) Phone Number
Last Name First Middle Name Alias or Nicknames
Permanent Street Address (No P.O. Box #) City State Zip
Phone Number Email Address
Driver's License Number State of Issue Expiration Date Date of Birth
YOU MUST PROVIDE VALID GOVERNMENT ISSUED PHOTO ID AND AUTOMOBILE INSURANCE. (WE WILL MAKE COPIES OF)

Applicant Association (check one)
Administration/County Fire Rescue Life Star Sheriff's Office Security
Tenant Sub-Tenant Pilot Student Tower
Special (explain) Aircraft Owner - - Tail #:
Temporary ID/Access Card to expire: (MAX 90 DAYS) Card cost plus \$100.00 DEPOSIT
(Tenants Refunded when ID/ Access Card Returned)
Tenant Association (check one)
Atlantic Aviation (ATL) Martin Co. Airport (MCA) Stuart Jet Center (SJC)
Triumph/Precision (TRI/PRI) Witham Aero Club (WAC) Other (OTH)

REQUESTING PERMISSION TO DRIVE ON RAMP: YES NO
(FBO: Please insure to select YES or NO box and sign) Approval Signature Required Print Name of Approver
REASON FOR REQUESTING ACCESS:
Emergency Responders AOA Driving Class
for Witham Field/SIA: Date Class Completed Signature of Approving Authority Print Name of Approver

Gate 1 RESTRICTED Gate 5 Gate 8 Gate 10
Gate 2 Gate 6 Gate 8.5 Gate 11 RESTRICTED
Gate 3 Gate 7 Gate 9 Gate 12 RESTRICTED
Ped Gate 1 RESTRICTED Ped Gate 2 Ped Gate 8 Ped Gate 11

Signature MCA Approved Authority (Tenant / FBO / Department) Print Name and Title of Approved Authority
Signature Airport Manager

Signature of Applicant Date



ID - ACCESS CARD RELEASE FORM

LAST NAME, FIRST NAME

I hereby accept this ID Security Access Card from Martin County Airport/Witham with the following understanding:

- That I, as cardholder, agree this access will act as a license for vehicular, pedestrian, and aeronautical access, ingress, and egress to county non-movement areas and authorized privately leased areas of Martin County Airport.
- That I have viewed my ID Security Access Card and ensure that all information that has been provided and printed is correct.
- That I will keep my driver's license and insurance current. At such time that I renew the aforementioned items, I will notify the Main Office of the Martin County Airport of such a change and provide the updated materials.
- That if I should have a change in any of the original information provided, I will notify the Martin County Airport Administration Office and fill out the necessary paperwork.
- That I will carry my ID Security Access Card in accordance to Martin County Airport policies.
- That if my ID Security Access Card is **lost or stolen**, I will immediately report the ID/Access Card as missing, with the knowledge that if the ID Security Access Card is missing, it will be deactivated and a new ID/Access Card will be issued, with a fee.

During office hours, lost or stolen ID Security Access Cards should be reported to Martin County Airport Administration @ 772-221-2301. After hours and weekends, lost or stolen should be reported to Martin County General Services @ 772- 260-3026.

- That upon termination of relationship between Martin County Airport/Witham Field, to include all FBO's and me, I will immediately return my ID Security Access Card to the Martin County Airport Administration office.
- That vehicle access at the gates prohibits tailgating and that I will ensure the gate is securely closed behind my vehicle each time I enter and exit any gate, disallowing entry by others while doing so.
- That I understand and accept the Applicability of Rules and Regulations stated in the Martin County Airport/Witham Field Operating Rules and Regulations, Section 1.2, page 5.
- That I understand the penalties involved in Martin County Airport/Witham Field Operating Rules and Regulations, Section 1.6, page 4 and I understand the penalties involved in a security violation mentioned in the Martin County Airport/Witham Field Operating Rules and Regulations in Section 2.4, page 5.
- That by signing this document, I am complying with Section 2.7(c), page 6 in the Martin County Airport/Witham Field Operating Rules and Regulations, which states, "Sign a document acknowledging an understanding of these Rules and Regulations and the operator's agreement to comply with these Rules and Regulations."
- That I understand Martin County Airport/Witham Field uses Security Cameras at Various locations on the airport to provide a deterrent in regards to criminal acts and provide a recovery tool in case of incidents involving criminal behavior or loss.
- **I have received training/information in regards to operating near EMAS at Witham Field. I understand that the materials used for the EMAS will crush underneath the weight of any vehicle and I agree I will not access the EMAS unless authorized by the Airport Manager or in the case of an Emergency Operation under the direction of an emergency responder (Law enforcement, Fire Department, or Federal Aviation Administration). I agree not to conduct any towing operation removing any aircraft or vehicle with the EMAS unless under the direction of the Airport Manager or emergency response organization who has the authority to do so.**

_____ - **I received a copy of the Rules & Regulations**

_____ - **I do not need a copy of the Rules & Regulations**

Signature: _____

Date: _____

For Airport Administration Use Only

Signature of Issuer

Printed Name of Issuer

Date

Security ID - Access Card #

Receipt #

Cash Check

Exempt FSS 119 - Due to the security information within this document, this is considered exempt and confidential from FSS 119, as described in "Exemptions" 119.071.2.2.d or 119.071.3. This entire document contains protected information and is not for public knowledge.

Witham Field
2011 SE Airport Road
Stuart, FL 34996



Martin County Airport
772-221-2301 ...Office
772-221-2381...Fax

ID - ACCESS CARD RENEWAL / REPLACEMENT / GATE ACCESS CHANGES

- ✓ **This Renewal Form MUST be entirely completed, FBO signed and brought to appointment**
 - ✓ **Cash or Check written to "MC BOCC" (Martin County Board of County Commissioners)**
 - ✓ **Must bring Valid Driver's License and Proof of Current Auto Insurance**
 - ✓ **Badging Services by Appointment Only**
 - ✓ **Call 772-221-1458 for appointment**
- FEES**
- \$20.00 – Replacements & Late Renewals – (up to 30 days past renewal date)**
\$30.00 – Renewals – After 30 Days Expiration

LAST NAME	FIRST NAME	MIDDLE
STREET ADDRESS		CITY
STATE	ZIP	HOME TELEPHONE
CELL PHONE		LAST 4 DIGITS SOCIAL
BADGE HOLDER'S SIGNATURE	TAIL NUMBER	DATE

GATE ACCESS VERIFICATION (To be completed by FBO):			
Gate 1 <input type="checkbox"/> RESTRICTED	Gate 5 <input type="checkbox"/> _____	Gate 8 <input type="checkbox"/> _____	Gate 10 <input type="checkbox"/> _____
Gate 2 <input type="checkbox"/> _____	Gate 6 <input type="checkbox"/> _____	Gate 8.5 <input type="checkbox"/> _____	Gate 11 <input type="checkbox"/> RESTRICTED
Gate 3 <input type="checkbox"/> _____	Gate 7 <input type="checkbox"/> _____	Gate 9 <input type="checkbox"/> _____	Gate 12 <input type="checkbox"/> RESTRICTED
Ped Gate 1 <input type="checkbox"/> RESTRICTED		Ped Gate 8 <input type="checkbox"/> _____	
Ped Gate 2 <input type="checkbox"/> _____		Ped Gate 11 <input type="checkbox"/> _____	

CURRENT: FBO/SUB	UPDATES/CHANGES: FBO/SUB
FBO PRINTED NAME & DATE	SUB-TENANT PRINTED NAME & DATE
FBO SIGNATURE	SUB-TENANT SIGNATURE

For Airport Administration Use Only

Security ID-ACCESS CARD #	Signature of Issuer	Printed Name of Issuer	Receipt #
---------------------------	---------------------	------------------------	-----------

Cash
 Check

Martin County Airport Access Renewal Form 2017-01



**ID - ACCESS CARD
RELEASE FORM**

LAST NAME, FIRST NAME

I hereby accept this ID Security Access Card from Martin County Airport/Witham with the following understanding:

- That I, as cardholder, agree this access will act as a license for vehicular, pedestrian, and aeronautical access, ingress, and egress to county non-movement areas and authorized privately leased areas of Martin County Airport.
- That I have viewed my ID Security Access Card and ensure that all information that has been provided and printed is correct.
- That I will keep my driver's license and insurance current. At such time that I renew the aforementioned items, I will notify the Main Office of the Martin County Airport of such a change and provide the updated materials.
- That if I should have a change in any of the original information provided, I will notify the Martin County Airport Administration Office and fill out the necessary paperwork.
- That I will carry my ID Security Access Card in accordance to Martin County Airport policies.
- That if my ID Security Access Card is **lost or stolen**, I will immediately report the badge as missing, with the knowledge that if the ID Security Access Card is missing, it will be deactivated and a new badge will be issued, with a fee. **During office hours, lost or stolen ID Security Access Card should be reported to Martin County Airport Administration @ 772-221-2301. After hours and weekends, lost or stolen should be reported to Martin County General Services @ 772-260-3026.**
- That upon termination of relationship between Martin County Airport/Witham Field, to include all FBO's and me, I will immediately return my ID Security Access Card to the Martin County Airport Administration office.
- That vehicle access at the gates prohibits tailgating and that I will ensure the gate is securely closed behind my vehicle each time I enter and exit any gate, prohibiting others to enter while doing so.
- That I understand and accept the Applicability of Rules and Regulations stated in the Martin County Airport/Witham Field operating Rules and Regulations, stated in Section 1.2, page 5.
- That I understand the penalties involved in, Martin County Airport/Witham Field Operating Rules and Regulations, Section 1.6, page 4, and I understand the penalties involved in a security violation mentioned in the Martin County Airport/Witham Field Operating Rules and Regulations in Section 2.4, page 5.
- That by signing this document, I am complying with Section 2.7(c), page 6 in the Martin County Airport/Witham Field Operating Rules and Regulations, which states, "Sign a document acknowledging an understanding of these Rules and Regulations and the operators agreement to comply with these Rules and Regulations."
- That I understand Martin County Airport/Witham Field uses Security Cameras at various locations on the airport to:
 1. Provide a deterrent in regards to criminal acts.
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- I have received training/information in regards to operating near EMAS at Witham Field. I understand that the materials used for the EMAS will crush underneath the weight of any vehicle and I agree I will not access the EMAS unless authorized by the Airport Manager or in the case of an Emergency Operation under the direction of an emergency responder (Law enforcement, Fire Department, or Federal Aviation Administration). I agree not to conduct any towing operation removing any aircraft or vehicle with the EMAS unless under the direction of the Airport Manager or emergency response organization who has the authority to do so.

Card Holder Signature

Date