

OPERATING DIRECTIVE	Number: <u>D330.00.09</u>
Aviation Authority	Effective: <u>09/12/07</u>
	Revised: <u>04/11/18</u>
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Subject: Special Use Permits at General Aviation Airports	

**PURPOSE:** To establish a procedure for obtaining a special use permit for authorization of requested aviation activities that can be accommodated on a controlled, case by case basis. For the purpose of this Operating Directive, the general aviation airports, Peter O. Knight, Plant City, and Tampa Executive, will be referred to collectively as Airports.

**GENERAL:**

- A. Special Use Permit applications can be obtained through the Director of General Aviation or designee.
- B. In accordance with Rules and Regulations No. R330, the following listed activities are permitted only with the acquisition of a Special Use Permit:
  - 1. Self-Fueling of Aircraft at General Aviation Airports
  - 2. Major Repair of Aircraft at General Aviation Airports
  - 3. Operation of Ultralight Vehicles at General Aviation Airports
  - 4. Airship Operations at General Aviation Airports
  - 5. Powerless aircraft operations
  - 6. Banner towing
  - 7. Ballooning
  - 8. Parachuting
  - 9. Other activities which may constitute a hazard or disruption to the normal flow of operations on or within the vicinity of the Airport.

**PROCEDURE:** Any person, hereinafter referred to as permittee, requesting to perform the listed activities must obtain a permit from the Director of General Aviation or designee, unless activity is pursuant to a lease agreement with the Authority. Permits will be considered on a case by case basis and are subject to the following provisions:

- A. The permittee will sign an affidavit certifying the ownership of involved aircraft.
- B. The permittee will present a safety plan for approval to demonstrate that proper procedures will be implemented to safely conduct the proposed operation. The plan will include a fire safety element to insure that the proposed activity meets all federal, state,

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and local fire regulations and codes, and that an adequate number of fire extinguishers of the proper type and size are available for the proposed activity.

- C. The permittee agrees to indemnify fully and save and hold harmless the Authority, its officers, agents, and employees from and against all losses, damages, claims, liabilities, and causes of action of every kind and character and nature, as well as costs and fees, including reasonable attorney's fees connected therewith and the expense of the investigation thereof based upon or arising out of damages or injuries to the third persons or their property caused solely by the negligence of the permittee. The Authority will give to permittee prompt and reasonable notice of any such claims or actions and permittee will have the right to investigate, compromise, and defend the same to the extent of permittee's own interests.
- D. Permittee agrees to carry, at its own expense, and keep in force from the effective date of the permit for the duration of the permit, liability insurance covering bodily injury and property damage and such other insurance as may be necessary to protect the Authority herein from such claims and actions set forth in the foregoing indemnity clause. The insurance required will include the Authority, members of the Authority's governing body, and the Authority's officers, volunteers and employees as additional insureds under the policies (except for workers compensation and professional liability) as to the operations of the permittee under the permit. The naming of the Authority, members of the Authority's governing body, and the Authority's officers, volunteers and employees as additional insureds in such policies of liability insurance will not thereby cause the Authority to be deemed a partner or joint venture with the permittee in their business conducted on the Airport. Permittee will provide Authority with an insurance certificate, acceptable to the Authority, evidencing the types and amounts of insurance as is required herein. No permit will be issued until a properly completed insurance certificate is presented to and approved by the Authority. If the location for the proposed activity is within the fixed base operator's (FBO) lease space, then the FBO will also be added as an additional insured under the policies.
- E. Specific types and minimum amounts of insurance coverage will be determined on a case by case basis by the Authority's Risk Management after a review and evaluation of the proposed activity.

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**PENALTIES AND ENFORCEMENT PROCEDURES:**

Any person in violation of this Operating Directive is subject to the penalties and relevant procedures set forth at Section 8, PENALTIES, of Authority Rules and Regulations No. R330. A complaint affidavit is included in this Operating Directive for submission to the Authority by any parties aware of possible violations.

APPROVED: Joe Lopano

DATE: 4/11/18

**COMPLAINT AFFIDAVIT**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Complainant Name: \_\_\_\_\_

Nature of Complaint:


Location of Incident (hangar number; tie-down; location)

Hangar #: \_\_\_\_\_ Tie-Down: \_\_\_\_\_

Location: \_\_\_\_\_

Type of Violation: \_\_\_\_\_

\_\_\_\_\_

Alleged Violator(s), if known: \_\_\_\_\_

By signing said complaint affidavit, the complainant agrees to provide any additional testimony as may be required by the Authority.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Witness(es):**

\_\_\_\_\_

\_\_\_\_\_