

# *BOCA RATON*

## **AIRPORT REGULATIONS**



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**SECTION I  
GENERAL INFORMATION REGARDING  
AIRPORT REGULATIONS**

**PURPOSE**

The provisions of this document are intended to ensure the safe, orderly and efficient operation of the Boca Raton Airport.

These Airport Regulations (sometimes referred to as airport rules & regulations) have been adopted by the Boca Raton Airport Authority and shall be enforced by the Airport Manager in accordance with laws of the State of Florida and Regulations of the Federal Aviation Administration.

**SCOPE**

The airport is owned by the State of Florida and operated by the Boca Raton Airport Authority. The Airport Authority is organized under Chapter 2004-468, Laws of Florida. These Airport Regulations shall govern all users, customers and visitors of the airport. Administration of the terms of the Airport Regulations shall be under the authority, responsibility and control of the Airport Manager. Policymaking activities of these Airport Regulations reside with the Boca Raton Airport Authority.

When an emergency exists at the airport, the Airport Manager is empowered to issue such directives and take such action as necessary to protect people, property and assets and promote the safe operation of the airport.

Such directives and actions of the Airport Manager have the power of regulation as long as the emergency exists.

Should any part of these Airport Regulations conflict with federal, state or local government law or ordinance, then such federal, state or local governmental authority takes precedence.

These Airport Regulations shall in no way supersede or abrogate regulations set forth in FAA FAR's (Federal Aviation Regulations).

If any provision of these Airport Regulations is held invalid, the remainder of the Airport Regulations shall be valid. Future amendments, additions, deletions or corrections to these Airport Regulations will be incorporated into the document as required and as directed by the Airport Authority.

**OWNERSHIP AND OPERATION**

The current Boca Raton Airport was once part of the 5800 acre Boca Raton Army Airfield. After World War II the airport was conveyed as a surplus war asset to a civilian use airport. The

remaining 212-acre airport is now owned by the State of Florida and is operated by the Boca Raton Airport Authority. The Airport Authority was created by the Florida Legislature to have jurisdiction over the operation of and maintenance of and improvements to the Boca Raton Airport. By agreement between the Airport Authority and the City of Boca Raton, the City provides police and fire services at the airport. The City is encouraged to incorporate these Airport Regulations as adopted by the Airport Authority into ordinance for ease of enforcement.

### **DEFINITIONS OF TERMS**

#### **AGL**

Above Ground Level at a specific location, usually expressed in feet or meters.

#### **AIR CARRIER - ALSO AIRLINE**

A business using the airport for the transport of passengers or goods and operating the business under the terms and conditions of FAR Part 121.

#### **AIRCREW: SEE FLIGHT CREW**

#### **AIRCRAFT**

Any contrivance now known or hereafter invented and used for navigation and flight in air or space.

#### **AIRCRAFT EMERGENCY**

A problem or condition involving an aircraft in flight or on the ground that could endanger lives or property. A pilot, air traffic control personnel or other designated employees, can declare an aircraft emergency responsible for the safe operation of aircraft on the airport.

#### **AIRCRAFT MAINTENANCE**

Any work performed on an aircraft by a pilot, owner or mechanic other than the routine cleaning, upkeep and servicing of an aircraft in preparation for flight. Removal of engine cowling, replacement of parts, defueling of an aircraft or temporary removal of parts normally used for safe flight are activities that place any aircraft in an "aircraft maintenance" mode. For safety and liability purposes, aircraft maintenance must be accomplished in designated areas only.

#### **AIRCRAFT MOVEMENT AREA**

The runways, taxiways, aprons and other aircraft maneuvering areas of the airport that are used for aircraft taxiing, hover taxiing, landings, takeoffs and temporary parking of aircraft. The Aircraft Movement Area is usually defined under formal agreement with the FAA air traffic control tower chief, Airport Manager, and other major aviation users of the airport. It includes all areas under the direct and positive control of ground control or tower control. In most cases, it includes all of the AOA.

#### **AIRCRAFT NON-MOVEMENT AREA**

Those areas of the airport where aircraft taxi, or are towed or pushed without radio contact with the air traffic control tower or with other aircraft. These areas are usually confined to those immediately adjacent to hangars, shops, terminal buildings, self-fueling sites and other

structures. Aircraft Non-Movement Areas are usually defined as part of the same formal agreement referenced above under Aircraft Movement Areas.

### **AIRCRAFT OPERATION**

An aircraft takeoff or an aircraft landing.

### **AIRCRAFT OPERATOR**

Any person who pilots, controls, owns or maintains an aircraft.

### **AIRCRAFT PARKING AND STORAGE AREAS**

Those hangar and apron locations of the airport designated by the Airport Manager for the parking and storage of aircraft. These areas include "tie-down" aprons equipped with rope or chain devices that are used to secure lightweight aircraft during windy conditions.

### **AIRFIELD: SEE AIR OPERATIONS AREA**

### **AIR OPERATIONS AREA - ALSO AOA**

Any area of the airport used for landing, takeoff or surface maneuvering of aircraft. The AOA is considered a restricted area and is off-limits to the general public. The apron areas directly in front of hangars/operations buildings and self-fueling areas are not part of the AOA.

### **AIRPORT - ALSO AERODROME**

All of the land, improvements, facilities and developments within the boundaries of the Boca Raton Airport.

### **AIRPORT AUTHORITY**

The official body of individuals appointed by the Boca Raton City Council and the Palm Beach County Commission as provided for in Chapter 2004-468, Laws of Florida, which has the responsibility for policy, control, overall management and financial matters of the airport.

### **AIRPORT BOARD: SEE AIRPORT AUTHORITY**

### **AIRPORT LAYOUT PLAN - ALSO ALP**

A graphic presentation to scale of existing and proposed airport facilities, their location on the airport and the pertinent clearance and dimensional information required to show conformance with applicable standards. A current ALP approved by the FAA is a prerequisite to FAA approval of federal funding in support of any airport capital improvement project.

### **AIRPORT MANAGER**

That person appointed by the Airport Authority as responsible for the day-to-day administration, operations and maintenance of all Airport Authority-owned property, material assets, financial assets and employees.

### **AIRPORT MINIMUM STANDARDS**

A document adopted and formally approved by the Airport Authority within which are detailed provisions outlining the minimum standards acceptable by the Airport Authority for business firms aspiring to conduct business operations on the airport.

**AIRPORT MOVEMENT AREA: SEE AIRCRAFT MOVEMENT AREA**

**AIRPORT PROPERTY**

All real estate and other material assets owned by the State of Florida and under the control of the Airport Authority.

**AIRPORT REGULATIONS - ALSO AIRPORT RULES & REGULATIONS**

A document adopted and formally approved by the Airport Authority that contains detailed provisions for the safe, orderly and efficient operation of the airport.

**AIRSIDE: SEE AIR OPERATIONS AREA**

**AIR TRAFFIC CONTROL TOWER - ALSO ATCT, CONTROL TOWER**

Air traffic control tower as sanctioned and certified by the FAA for the control, separation and movement of aircraft in the air or on the ground. An ATCT can be either staffed by FAA employees or by FAA-sanctioned contract civilian (private enterprise) employees.

**AOA: SEE AIR OPERATIONS AREA**

**APRON - ALSO RAMP, TARMAC**

Those areas of the airport, both public and private/leased, designated by the Airport Manager for the parking or storage of aircraft. As a rule, these areas are usually restricted areas and involve activities such as enplaning and deplaning pilots, passengers and cargo and the servicing of aircraft.

**ARFF**

Aircraft Rescue and Fire Fighting includes the personnel, equipment and facilities, on or off the airport, dedicated to dealing with aircraft accidents/incidents and all rescue and fire fighting tasks, structural fires and other fire fighting emergency activities.

**ATC**

Air traffic control, as established by the FAA, includes personnel, equipment, facilities and services provided by the FAA or by other private enterprise business firms under contract to the FAA or the Airport Authority.

**AUTHORITY: SEE AIRPORT AUTHORITY**

**BASED AIRCRAFT**

Any aircraft whose "home base" or "predominate residency" is the Boca Raton Airport.

**BOARD: SEE AIRPORT AUTHORITY**

## **CARGO AREA, CARGO RAMP AREA**

That area of the airport designated for acceptance and processing of air cargo or airfreight.

## **COMMERCIAL AGREEMENT**

The legal agreement between the Airport Authority and a Commercial Aviation Business that authorizes the Commercial Aviation Business the right to conduct business on the airport and identifies the conditions, rates and charges due the Airport Authority for that right. Lease and rental agreements are examples of commercial agreements.

## **COMMERCIAL AVIATION BUSINESS - ALSO COMMERCIAL OPERATION/OPERATOR, AVIATION OPERATOR, AVIATION SERVICE OPERATOR**

Any person or organization engaged in any business on the airport that is authorized and licensed to conduct such business by virtue of a contract or agreement with the Airport Authority. The business may be directly associated with aircraft and aviation activities or may be associated with non-aviation activities. At some airports, this activity is further divided into Aeronautical Commercial Business (which includes only direct aviation-related businesses) and Non-Aeronautical Commercial Business (which includes all businesses not engaged in an aviation-related activity service for profit). Non-Aeronautical Commercial Businesses would include activities such as entertainment, recreation and amusement facilities, hotels, restaurants, and retail stores.

## **CONCESSIONAIRE: SEE COMMERCIAL AVIATION BUSINESS**

## **COURTESY VEHICLE**

Any motor vehicle operated free of charge and used to transport people, baggage or other goods from one location to another on the airport or to/from locations off the airport.

## **CUSTOMER SERVICE**

Customer service personnel are provided by an FBO to take customer orders, arrange for aircrew and passenger food, lodging and surface transportation. They also provide information on airport and community facilities and activities.

## **EMERGENCY VEHICLES**

Vehicles that are painted, marked, lighted or escorted and used by the police (security officers), fire department (ARFF), ambulances or other airport officials in response to an emergency situation.

## **ENGINE RUN-UP - ALSO RUN-UP**

The operation of an aircraft engine at power settings in excess of those power settings needed for normal taxiing of the aircraft. Engine run-up is usually associated with relatively high power settings needed to check out the performance of an aircraft engine prior to takeoff.

## **ENGINE RUN-UP AREAS**

Areas designated by the Airport Manager that allow high power settings of an aircraft engine. These areas are usually in remote sections of the airport adjacent to active runway takeoff locations.

**EPA**

U.S. Environmental Protection Agency.

**EXCLUSIVE AREA**

An area of the airport designated by the Airport Manager as selected for and restricted to the sole control of one of the airport's Commercial Aviation Businesses. For example, exclusive areas are often reserved for FBO sites and fuel farm locations.

**EXCLUSIVE RIGHT**

An exclusive privilege granted by the Airport Authority to a Commercial Aviation Business for which that privilege is not granted any other business firm. As a rule, exclusive rights are usually not granted unless unusual circumstances exist.

**FAA**

U.S. Federal Aviation Administration.

**FAR**

Federal Aviation Regulation as written, approved and published by the FAA.

**FBO**

Fixed base operator, which further means a Commercial Aviation Business engaged in the enterprise of supplying transient and home-based aircraft services as authorized and licensed by the Airport Authority. FBO services normally include aircraft fueling, flight training, aircraft sales, airframe and power plant repair and maintenance, hangaring, parking (tie-down), aircraft rental and air taxi/air charter service.

**FIRE CHIEF**

The person in charge of the Boca Raton Fire Department.

**FLIGHT CREW**

Persons authorized to pilot, ground service, maintain or provide in-flight aircraft services. Flight crews include but are not limited to pilots, flight examiners, flight instructors, crew chiefs, flight engineers, navigators, loadmasters and medical technicians.

**FUELING AGENT**

A business licensed and authorized to dispense fuel into aircraft or to accept delivery of fuel from a major oil company or a fuel wholesaler at the fuel tank storage facility or fuel farm. At the fuel farm, the fueling agent will further dispense fuel from the fuel storage tanks into fuel servicing vehicles usually associated with an airport FBO.

**FUEL SERVICING VEHICLE - ALSO FUEL TANKER VEHICLE,  
REFUELING TRUCK/VEHICLE**

Any motor vehicle used for transporting, handling or dispensing aviation fuel, oils and lubricants.

### **FUEL STORAGE AREA - ALSO FUEL FARM**

Those facilities where AVGAS, JET-A and other types of fuel are stored. These facilities must be in areas designated, inspected and approved by the Airport Manager and meeting minimum standards for the safe storage and handling of fuel.

### **FLYING CLUB: SEE COMMERCIAL AVIATION BUSINESS**

### **GENERAL AVIATION**

All categories and types of aviation/aircraft in the U.S. except for certified air carriers (under FAR Part 121) and Department of Defense military aviation/aircraft.

### **GOVERNMENT AIRCRAFT**

Any aircraft owned by a U.S. federal, state or local government entity.

### **GROUND TRANSPORTATION**

The business of transporting passengers, material, baggage, or other goods, usually for a fee, either within the boundaries of the airport or to/from the airport and other locations outside the airport boundaries. Ground transportation includes activities such as rental cars, taxicabs, buses, trains, courtesy vehicles and lodging shuttle service.

### **HANGAR**

Any fully or partially enclosed storage space for an aircraft.

### **HAZARDOUS MATERIAL**

A substance or material in a quantity or form that may pose an unreasonable risk to health, safety, or property when stored, transported or used in commerce as defined by the U.S. Department of Transportation or the Environmental Protection Agency.

### **INSTRUCTOR**

Any individual providing or offering to provide instruction in the operation (piloting) of an aircraft. Instructor also includes those individuals teaching the methods and procedures of aircraft systems or power plant repair, maintenance and overhaul.

### **ITINERANT AIRCRAFT - ALSO TRANSIENT AIRCRAFT**

Any aircraft not "home based" at the airport but transiting the airport, obtaining fuel service or other service at the airport, or on-loading or off-loading passengers or cargo. Itinerant aircraft are "home based" elsewhere but may park or hangar at the airport for short periods of time.

### **LANDING AREA: SEE AIR OPERATIONS AREA**

### **LANDSIDE**

The general public common use areas of the airport such as public roadways, public parking lots, non-restricted areas of the FBO operations center and other public access non-restricted areas of

commercial businesses located on the airport. As a rule, "landside" includes all those areas of the airport that are not defined as the AOA or otherwise fenced, posted or controlled as restricted areas.

### **LICENSE - ALSO PERMIT**

An official written instrument granting a special privilege to conduct specific business activities on the airport. The license is authorized and granted by the Airport Manager on an annual basis after the licensee satisfies all necessary conditions as established in the airport Minimum Standards document and pays the required annual license fee. Granting of an airport license is mandatory prior to conducting business on the airport.

### **LINE SERVICE**

Trained FBO personnel normally provide line services. These services consist of marshaling aircraft for parking, towing and hangaring of aircraft, fueling of aircraft and other aircraft general service needs. Line service personnel also assist aircrews and passengers with baggage handling and transportation to and from aircraft parking areas.

### **MASTER PLAN**

The airport master plan includes the official concept of the ultimate development of the airport. It presents the research and logic from which the plan evolved and displays the plan in written and graphic forms. It typically presents schedules of proposed development in the 0 - 5, 6 - 10 and 11 - 20 year time periods.

### **VEHICLE PARKING AREAS - ALSO PARKING LOT**

Those areas designated by the Airport Manager as vehicle parking areas for passengers, other customers, employees and ground transportation staging areas (rental cars, taxicabs, buses and shuttles). Some of these areas are also restricted areas. These areas may require payment of fees for the privilege to park a motor vehicle. Some motor vehicle parking areas are under the exclusive control and direction of private enterprise Commercial Aviation Businesses.

### **MOVEMENT AREA: SEE AIRCRAFT MOVEMENT AREA**

### **NFPA**

National Fire Protection Association.

### **NOTAM**

Notice To Airmen as issued by a representative of the FAA, the Airport Manager or other authorized official.

### **NON-MOVEMENT AREA: SEE AIRCRAFT NON-MOVEMENT AREA**

### **NON-SCHEDULED OPERATION/OPERATOR**

A business using the airport for the transport of passengers or goods under the terms and conditions of FAR Part 135.

### **PERMIT: SEE LICENSE**

## **PUBLIC USE AREAS**

Those areas normally used by the general public. These areas include public transportation waiting areas, viewing areas, roads, sidewalks and public motor vehicle parking lots. They do not include areas leased by Commercial Aviation Businesses unless those businesses so designate certain areas as public use areas. They do not include the AOA, restricted areas and employee parking lots.

## **RAMP: SEE APRON**

## **RESTRICTED AREAS OF THE AIRFIELD**

Areas closed to access by the general public. These are limited access areas that the Airport Authority, the FAA, or Commercial Aviation Business owners have elected to restrict for purposes of security or safety. These areas include but are not limited to the AOA, airport perimeter roadways, fenced-in areas, aircraft hangars and maintenance shops, military facilities, fuel storage areas and hazardous materials storage areas.

## **RUNWAY**

An area of the airport developed and improved for the purpose of accommodating the landing and takeoff of aircraft.

## **SECURITY OFFICER**

Any law enforcement officer and other persons authorized and empowered by the Airport Authority to enforce these Airport Regulations, regulate motor vehicle traffic, control disturbances and perform other security and safety tasks.

## **STOP AND GO LANDING**

An aircraft landing on an airport runway, coming to a full stop on that runway, remaining on that runway and then adding full power to the aircraft and proceeding to takeoff.

## **TAXILANE**

An area of the airport developed and improved for the purpose of maneuvering aircraft between taxiways and aircraft parking/hangar positions.

## **TAXIWAY**

An area of the airport developed and improved for the purpose of maneuvering aircraft on the ground between runways and aprons and between other parts of the airport.

## **TENANT**

An entity having a written lease, rental agreement or other agreement with the Airport Manager or Airport Authority which grants that entity certain rights and privileges on the airport.

## **TERMINAL - GENERAL AVIATION TERMINAL**

That central or primary facility or facilities, in which airport passengers, air cargo and general aviation activities are accommodated, housed and processed.

**TIEDOWN AREA: SEE AIRCRAFT PARKING AND STORAGE AREA**

**TOUCH AND GO LANDING**

An aircraft landing on an airport runway, slightly slowing down on that runway, remaining on that runway and then adding full power to the aircraft and proceeding to takeoff.

**TRANSIENT AIRCRAFT: SEE ITINERANT AIRCRAFT**

**TRANSITIONAL LANDING: SEE TOUCH AND GO LANDING**

**UFC**

Uniform Fire Code.

**COMPLIANCE AND ENFORCEMENT**

All persons (employees, users, customers, and visitors) are expected to comply with the provisions of these Airport Regulations. The Airport Manager is hereby officially empowered by the Airport Authority to enforce these Airport Regulations and utilize the Boca Raton Police Department for assistance.

Any violation of these rules or regulations, except those identified as voluntary, is a misdemeanor and the punishment shall be a warning for first time violators and a \$500 fine for each repeat violation or as otherwise provided by the laws of the state of Florida.

**GENERAL CONDITIONS FOR COMPLIANCE**

**ACCIDENTS** resulting in damage to property or injury requiring professional medical treatment must be reported in person or by telephone to the Airport Manager's office.

**ADVERTISING** of any kind requires the written authorization of the Airport Manager and payment of fees as required.

**ANIMALS** required for assistance to blind, hearing-impaired or security enforcement persons are permitted on the airport. All other animals, domestic or exotic, are prohibited from the airport administration building, FBO operations center or other restricted areas except when such animals are containerized for air shipment. Domestic dogs are permitted in other public areas of the airport when restrained by leash and kept completely under control.

**COMMERCIAL ACTIVITY** of any kind, involving the tender of money or barter, requires the written authorization of the Airport Manager and payment of fees as required.

**COMMERCIAL PHOTOGRAPHY** of any kind requires the written authorization of the Airport Manager and payment of fees as required.

**DAMAGE OR DESTRUCTION OF PROPERTY** is prohibited and persons so involved will be fully liable to the Airport Authority.

**DEMONSTRATIONS** by the general public or by any airport employees require written permission of the Airport Manager and will be conducted only in designated locations. Demonstrators who interfere with or impede the normal operation of the airport will be held liable and may be arrested and then punished to the full extent of the law.

**DISORDERLY CONDUCT OR OBSCENE ACTS** will be punished to the full extent of the law.

**GAMBLING** on the airport is prohibited.

**LIGHTS** on the airport shall be adjusted or shielded so as not to create glare in the eyes of pilots operating aircraft. Rotating lights shall be used only as permitted by the Airport Manager.

**LITERATURE DISTRIBUTION** requires the written authorization of the Airport Manager and payment of fees as required.

**LOST OR MISPLACED PROPERTY** shall be deposited at the Airport Manager's office and if not claimed by the owner within thirty (30) days, becomes the property of the Airport Authority to be sold, used or disposed of at the discretion of the Airport Authority.

**RESTRICTED AREAS** are established for safety and security reasons. Except for passengers enplaning or deplaning aircraft, the general public is prohibited from the AOA unless escorted by an authorized airport employee. The general public is also prohibited from all other areas of the airport posted as being restricted areas.

**SIGNAGE** standards are established by the Airport Authority. No sign, advertisement, or notice shall be displayed on the outside or inside of any structure on the airport unless authorized by the Airport Manager or otherwise approved as part of a lease or contractual agreement.

**SOLICITING FUNDS** requires the written authorization of the Airport Manager and payment of fees as required. This activity is restricted to those areas specified and directed by the Airport Manager.

**STORAGE OF PROPERTY OR EQUIPMENT** outside of buildings, which is not used for flight operations or other aviation activities, is normally prohibited. Any outside storage of property or equipment of a non-aviation nature must be provided for by lease or other contractual agreement with the Airport Authority.

**WASHING OF VEHICLES AND EQUIPMENT** is only permitted at designated wash locations. The washing of vehicles or equipment by anyone in an airport or tenant parking lot is a violation of the airport storm water permit from EPA and is not permitted.

## **SECTION II AIRCRAFT OPERATIONS**

### **AERONAUTICAL ACTIVITIES REGULATED BY AIRPORT MANAGEMENT**

1. Closure of the airport.
2. Restricted or prohibited flight activities.
3. NOTAM's issued by airport management personnel in addition to those issued by the FAA.
4. Written approval for air shows and other special events.

### **AIRCRAFT ACCIDENTS/INCIDENTS ON THE AIRPORT**

1. Aircraft accidents/incidents must be reported immediately to airport management staff.
2. Disabled aircraft are the responsibility of the aircraft owner. The Airport Manager, however, has the power, authority and option to direct removal or relocation of a disabled aircraft from any location on the airport.
3. Access to aircraft accident/incident scenes is controlled by the Airport Manager or by the designated person-in-command at the scene.

### **TAXIING, TOWING OR REMOVAL OF AIRCRAFT FROM THE AOA**

1. Taxiing, towing or removal of aircraft from the movement area of the AOA requires clearance from the control tower if it is in operation.
2. The Airport Manager is authorized to tow or otherwise direct the relocation of aircraft parked or stored in unauthorized areas.
3. Aircraft engines will not be run in hangars and aircraft will not be taxi into or out of any hangar under actual aircraft engine power. Aircraft will be towed or pushed by machines or by hand into and out of hangars.

### **AIRCRAFT OPERATIONS - MANDATORY COMPLIANCE OR PROHIBITED ACTIVITIES**

1. A qualified pilot or mechanic must be in the cockpit and at the controls of the aircraft when an aircraft engine is operating.
2. Aircraft repair/maintenance will be performed only in designated areas.

3. Operating aircraft engines inside a hangar is prohibited.
4. Aircraft will be parked, serviced, loaded and unloaded at parking locations designated for each type of aircraft.
5. Derelict/non-airworthy aircraft must be parked in the designated non-flyable aircraft storage area or removed from the airport.
6. Any aircraft weighing more than the runway, taxiway and apron load-bearing capacity limit is prohibited except in an emergency or by special prior approval of the Airport Manager for a one time limited operation.
7. All aircraft shall use the full runway length, including the overrun portion preceding the displaced threshold, for take-off except when the end of the parallel taxiway (taxiway "P") is blocked by another aircraft whereupon, take-off run may be started at taxiway "A" or taxiway "H" respectively.
8. Upon landing all aircraft must exit the runway, except that between the hours of 9 A.M. and 5 P.M. Monday through Friday, excluding Federal and/or State holidays, pilots and student pilots may execute Touch and Go's for the purpose of proficiency and training.
9. Stop and Go activity without exiting the runway shall not be conducted at any time on the Boca Raton Airport runway.

**SECTION III**  
**SPECIALIZED AERONAUTICAL ACTIVITIES**

**ACTIVITIES REGULATED BY AIRPORT MANAGEMENT**

1. Specialized aeronautical activities requiring coordination and regulation through the office of the Airport Manager include the following:
  - Ultralight aircraft
  - Hot air balloons
  - Experimental aircraft
  - Home-built aircraft
  - Parachute drops
  - Banner towing
  - Glider operation
2. An ultralight operations at the airport must be with aircraft registered with the Federal Aviation Administration (FAA) and have a registration number affixed in order to operate at the Boca Raton Airport. Such registered ultralight class aircraft operating on the airport must be under the control of a FAA licensed pilot or a student pilot under the supervision of a FAA licensed flight instructor. The operation of recreation vehicles not having a valid FAA registration on the airport is prohibited.
3. Because of the substantial fees charged by insurance underwriters for liability coverage of ultralight aircraft at the Boca Raton Airport and the intensity of aircraft operations at the airport, routine operation of ultralight aircraft is discouraged by the Airport Authority.
4. Operation of ultralight aircraft into the airport traffic area, landings, parking and takeoffs of ultralight aircraft require prior coordination and approval of the Airport Manager.
5. The Airport Manager has the authority and responsibility to designate specific runways, taxiways, or other suitable paved or prepared surfaces for occasional ultralight class aircraft activity. No grass landings or takeoffs of ultralight aircraft is permitted
6. The Airport Manager has the authority and responsibility to approve/disapprove requests for use of the airport facilities for hot air balloon launches, experimental aircraft tests, home-built aircraft tests, glider operations and parachute drops.
7. Parachute drops are normally not permitted due the high volume of aircraft operations and the lack of a suitable drop zone.
8. Glider operations are not normally permitted as operational limitations preclude the safe and efficient launch and recovery of gliders.

9. Due to lack of space for the safe pick-up and dropping of banners, no banner towing activity is permitted on the airport.
10. The Airport Manager will coordinate these activities with the air traffic control tower supervisor.

**MANDATORY COMPLIANCE BY OWNERS/OPERATORS OF  
SPECIALIZED AERONAUTICAL ACTIVITY EQUIPMENT**

1. Prior to operating any type of equipment listed above, the owner/operator of the specialized aeronautical equipment must obtain approval in writing from the Airport Manager.
2. The owner/operator of such specialized aeronautical equipment will be limited by the Airport Manager to launching, testing, high-speed taxi to/from specific sites on the airport. Those sites might be runways, portions of runways, taxiways, clear zones or other airport property. Specific site location may also be limited by designated time of day use.
3. Proof of liability insurance in an amount acceptable to the Airport Manager is required.

**SECTION IV  
VEHICLE OPERATIONS**

**VEHICLE OPERATIONS REGULATED BY AIRPORT MANAGEMENT**

1. The Airport Manager has the authority to deny, restrict or cancel the right of any motor vehicle driver from operating on the AOA.
2. The Airport Manager and staff have the right to tow or otherwise move any motor vehicle for reasons of safety, security, abandonment or police investigation.
3. The Airport Manager will establish minimum liability insurance limits for tenant business vehicles and other privately owned vehicles that are allowed access to the AOA.
4. Liability insurance limits for motor vehicles operating on unrestricted public airport roadways will be consistent with state motor vehicle insurance laws.
5. Access to construction sites will be reviewed during a pre-construction conference and must be approved by the Airport Manager. Failure to comply with the approved access shall constitute a violation of these rules.

**VEHICLE OPERATIONS - MANDATORY COMPLIANCE OR  
PROHIBITED ACTIVITIES**

1. All airport roadways shall be deemed to have City "status".
2. All motor vehicles on airport roadways and parking lots shall conform to City of Boca Raton Traffic Ordinances.
3. Unless otherwise posted, the speed limit on all airport roadways is 35 miles per hour (MPH).
4. The maximum speed on the AOA ramps is 15 mph. Vehicles operating on the ramps, aprons and operational areas of the airport shall proceed with care. Erratic driving or excess speed is prohibited.
5. For night or low visibility operations, all headlights, taillights, and running or clearance lights on vehicles shall be operational. The driver of each vehicle shall be responsible for the proper operation of such lights.
6. Motor vehicles operated on the AOA shall be in sound mechanical order with adequate lights, horn and brakes. Trailers and semi-trailers shall be equipped with proper brakes so that when disengaged from towing vehicle, neither aircraft engine blast nor wind shall cause them to become free rolling. Drivers will comply with police directives.
7. Aircraft and pedestrians have the right of way over motor vehicles.

8. Motor vehicle drivers will not operate vehicles on a runway or taxiway unless authorized to do so by the Airport Manager.
9. Motor vehicle drivers will park in designated parking areas only. **The aircraft-parking apron is not a designated motor vehicle parking area.** Vehicles will not be parked within 15 feet of a fire hydrant, including hydrants that are flush with the ground, or so as to block a driveway, AOA gate or fire lane.
10. Motor vehicle drivers/owners/agents shall not clean or repair a motor vehicle other than in designated vehicle maintenance and clean-up areas.
11. Motor vehicle drivers will yield to aircraft and pass at least 100 feet to the rear of taxiing aircraft.
12. Driving under any portion of an aircraft is prohibited.
13. Motor vehicles will not be parked or maneuvered closer than ten (10) feet from any aircraft. Specialized vehicles needed to service an aircraft are exempt from this rule.
14. The driver of any vehicle involved in an accident on the AOA shall stop and render assistance at the scene. All drivers involved in accidents on the AOA shall give his/her name, address and operators license number to others involved in the accident and to any witness, police/security officer, and airport official upon request.

**SECTION V  
TENANT OPERATIONS**

**TENANT OPERATIONS REGULATED BY AIRPORT MANAGEMENT**

1. All tenant commercial operators on the airport must have a lease/operating agreement with the Airport Authority or be operating as an Airport Authority approved subtenant of another approved tenant operator. The lease/operating agreement identifies specific commercial activities approved for each airport business firm.
2. All airport based tenant operators (excludes approved sub tenants) must be party to a fully executed lease/operating agreement with the Airport Authority.

**TENANT OPERATIONS - MANDATORY COMPLIANCE OR PROHIBITED ACTIVITIES**

1. Tenants of Airport Property are prohibited from subleasing any portion of any premises located on Airport Property or assigning any lease agreement with the Airport Authority without the prior written approval of the Airport Authority, which may be withheld for any reason. This does not apply to the subletting of hangar or tie-down space by an FBO. Tenants shall require all proposed Subtenants to complete an Affidavit of Corporate Representative of Proposed Subtenant, which the Airport Manager will provide upon request. Tenants shall submit the completed Affidavit of Corporate Representative of Proposed Subtenant, along with the Tenant's written request to sublease any portion of any premises located on Airport Property. The provision of accurate, truthful and complete information in the Affidavit of Corporate Representative of Proposed Subtenant shall be an absolute condition precedent to the Airport Authority's approval of a proposed Subtenant, if such approval is given. If the Airport Authority finds, at any time, that the information provided in the Affidavit of Corporate Representative of Proposed Subtenant is not or was not accurate, truthful and complete, the Airport Authority's approval of a Subtenant shall be rescinded and the Subtenant will be required to vacate Airport Property within thirty (30) days.
2. Tenants are responsible for training employees on the contents of the Airport Regulations; Airport Emergency Plan, Airport Minimum Standards and applicable portions of the tenant lease agreement with the Airport Authority.
3. Tenants must ensure that all tenant employees meet physical and mental standards necessary for the safe conduct of each employee's job task, especially as these tasks relate to safe and rational conduct in and around aircraft and all other areas of the AOA.
4. Tenant shall keep hangars, shops, offices, buildings, structures and areas adjacent thereto free of waste material, rubbish, junk, landscaping litter and flammable material. Sanitation, trash and garbage receptacles will be placed in pedestrian traffic areas to accommodate and encourage the disposal of refuse. Restrooms will be maintained in clean and sanitary conditions. All floors, walls and ceilings will be maintained in clean, sanitary and well-lighted condition.

5. All tenants are required to be co-permittees in the airport storm water discharge permit. Tenants are responsible for reporting to the Airport Manager and the appropriate regulatory agency any type of discharge having the potential to do damage to the environment.
6. Tenants are responsible for undertaking any required environmental clean up on their leasehold.
7. Structural and decorative changes to any building, structure, ramp, or other airport property requires prior written approval of the Airport Manager and must comply with local building codes and inspections.
8. Tenants shall, at the request of the Airport Authority or Airport Manager, provide the names, addresses and phone numbers of all users, customers, and visitors whether individual or entities using the leased premises and/or subleased premises.
9. Tenants shall obtain a folio or other parcel identification number, if applicable, from the Palm Beach County Property Appraiser for all non-aviation tenant improvements, and shall pay any and all applicable ad valorem taxes, other taxes, assessments, franchise fees, and other fees and charges, unless otherwise provided by law. This provision shall not be amended by the Boca Raton Airport Authority without the prior written consent of the City of Boca Raton.
10. Tenants shall obtain the prior consent of the Airport Authority for transactions, actions or events related to or impacting their lease and/or the leasehold premises, including but not limited to physical changes and/or changes to the use of the leasehold premises, amendments to leases of subtenants, environmental compliance, refinancing of leasehold mortgages, corporate restructurings, changes to ownership of closely held entities, and mergers with or acquisitions by or of other corporate entities. In order to obtain the consent of the Airport Authority for a particular transaction, action or event, the Tenant shall request consent and provide all necessary documentation for the transaction, action or event to the Airport Manager at least twenty (20) calendar days prior to a regularly scheduled meeting of the Airport Authority. Depending on the complexity of the transaction, action or event, the Airport Authority may extend its review time by one or more 10-day periods. Except as provided for elsewhere, the Tenant shall reimburse the Airport Authority for reasonable attorneys' and/or consultants' fees and costs incurred in the review and approval related to the particular transaction, action or event. Notwithstanding any other statement made by the Airport Authority, any consent given by the Airport Authority for a particular transaction, action or event shall be conditional until such time that the attorneys' fees and costs incurred in the review and approval of the documentation related to the particular transaction, action or event have been reimbursed.

## **SECTION VI SAFETY PROCEDURES**

### **SAFETY PROCEDURES REGULATED BY AIRPORT MANAGEMENT**

1. Fuel vendors must be licensed, inspected and approved by the Airport Manager.
2. Fueling of aircraft and fuel servicing of all types of over-the-road motor vehicles must be performed in locations designated by the Airport Manager. Aviation fuels will not be dispensed for use in over the road vehicles.
3. Smoking is permitted only in designated areas.
4. All applicable National Fire Protection Association (NFPA) standards concerning fueling activities are hereby incorporated as part of this Airport Regulations document.
5. Except as approved by the Airport Manager, no Class A or Class B explosives, Class A poisons or radioactive material is permitted on the airport.
6. The Airport Manager and staff have the right to inspect all tenant premises and to observe tenant activities and records as a condition to and method of preventing unsafe practices.
7. The provisions of fire code, except provisions specifically exempted by the Airport Authority, as adopted by the City of Boca Raton are hereby adopted by the Airport Authority and incorporated as part of this Airport Regulations document.

### **SAFETY PROCEDURES - MANDATORY COMPLIANCE OR PROHIBITED ACTIVITIES**

1. Fuel storage areas will be fenced, with gates and warning placards, prohibiting general public access.
2. Fueling of aircraft in an airport hangar is prohibited.
3. Fueling an aircraft with one or more of the aircraft's engines running is prohibited.
4. Aircraft and fuel servicing equipment (trucks, carts, hydrants, nozzles) must be bonded to each other before fuel flow starts.
5. Open flames are not permitted within fifty (50) feet of any fuel service activity or fueling equipment.
6. Smoking is prohibited on all aircraft aprons, within fifty (50) feet of any aircraft, within fifty (50) feet of a fuel handling vehicle and at all other locations on the airport where specifically prohibited by signs.

7. Fuel service activity will cease when lightning discharges occur within the vicinity of the airport.
8. Any one causing a fuel spill in excess of twenty gallons must report it to the Airport Manager. A fuel spill of any amount that enters the airport storm water system must be reported to the Airport Manager.
9. The culpable party must also report fuel spills in excess of twenty gallons to the Boca Raton Fire Department.
10. Electric switches and fixtures must be "explosion proof" when installed for use in the immediate vicinity of fuel vapors.
11. Fuel servicing vehicles are prohibited from being parked or stored inside a building.
12. During fuel servicing, two (2) dry chemical fire extinguishers (15 pounds or larger) or CO2 equivalent will be available for immediate use.
13. All tenants are responsible for supplying and maintaining fire extinguishers on tenant premises.
14. No flammable, corrosive or toxic liquids will be disposed of into or onto storm drains, sewer drains, toilet/shop/hangar drains, aprons, parking lots, roadways, catch basins, ditches or raw land.
15. Cylinders of compressed flammable gas will not be stored inside any buildings except as provided by NFPA standards and local codes.
16. Storage of flammable liquids, gases, flares (except signal flares maintained as a part of a pilot's emergency kit) or other similar items in any building or structure on the airport are prohibited unless approved in writing by the Airport Manager.
17. Open fires of any type are prohibited on the airport unless approved by the Airport Manager.
18. All welding operations shall be conducted in approved welding booths or approved aircraft maintenance areas according to local code.
19. Storage of lubricating oils by commercial vendors must be in code-approved locked storage cabinets.
20. Storage of a volatile compound having a flash point of less than 110 degrees Fahrenheit is prohibited on the airport unless use of the compound is required for aviation purposes, approved in writing by the local fire marshal and in a room fireproofed or otherwise fire protected according to code.

21. All fire extinguishing equipment must be inspected and tagged in accordance with NFPA standards and local codes.
22. No person shall intentionally obstruct, delay, physically disturb or interfere with the free movement of any other person on the airport. Law enforcement officers are exempt from this rule.
23. Hunting on airport property is prohibited.

## **SECTION VII SECURITY REQUIREMENTS**

### **SECURITY REQUIREMENTS REGULATED BY AIRPORT MANAGEMENT**

1. RESTRICTED AREAS are established for safety and security reasons. Except for passenger enplaning or deplaning of aircraft, the general public is prohibited from the AOA unless escorted by an authorized airport employee. The general public is also prohibited from all other areas of the airport posted as being RESTRICTED AREAS.
2. Aircraft requiring the presence of security guards or police officers must coordinate this requirement with the Airport Manager.
3. Only flight crews, passengers going to and from aircraft, aircraft service and maintenance technicians, FAA, ARFF and security personnel, or others authorized by the Airport Manager, shall be permitted into the AOA.
4. Pedestrians or motor vehicle operators observed in other than public use areas without authorization by the Airport Manager will be considered trespassing and subject to arrest.
5. Law enforcement officers have the power and authority to enforce laws, ordinances, rules and regulations within the airport boundaries.

### **SECURITY OF AIRCRAFT AND AOA**

1. When the condition or mission of an aircraft requires security guards or police, the owner or operator of the aircraft is responsible for obtaining and paying security service personnel.
2. Tenants are responsible for the security of all aircraft and other private property entrusted to their care on the AOA or other locations on their airport tenant-leased areas of responsibility.
3. Tenants and tenant employees are responsible for safeguarding doors, gates and other forms of passageways between the AOA and the landside of the airport.
4. A breach in security caused by a tenant employee that results in an FAA or Airport Authority finding of negligence will be cause to review, fine and possibly curtail tenant employee access to the Movement Area.

### **WEAPONS**

No person will carry a weapon on the airport except encased sporting weapons carried for shipment. Federal, state, local government and airport employees designated by the Airport Manager are exempt from this rule.

**SECTION VIII  
NOISE ABATEMENT**

**MANDATORY COMPLIANCE BY PILOTS**

1. High Power Maintenance Run-Ups require prior authorization of the Authority (561-391-2202) and are only permitted 8am to 8pm.

**VOLUNTARY COMPLIANCE BY PILOTS**

1. In addition to complying with FAA regulations for minimum altitude overflights, all pilots are requested to avoid overflights below 1,000 feet AGL prop driven and 1,500 feet AGL turbo jet, of the residential areas in the vicinity of the airport.
2. Please limit Touch and Go landings on the runway to Monday thru Friday between 9 a.m. and 5 p.m., and please avoid legal holidays.
3. Stop and go activities are discouraged at all times.
4. Please limit intersection takeoffs to an absolute necessity. Use full Safety Overruns for takeoff.
5. Pilots are requested to use the NBAA close in noise abatement procedures on take-off.
6. Pilots are requested to follow the airport noise abatement procedures on departure.
7. Pilots/aircraft operators are requested to abide by the voluntary curfew for arrivals and departures between 10 p.m. and 7 a.m.
8. Pilots are expected to use good judgment and flight procedures that result in minimum noise and avoidance of low altitude maneuvers while conducting flight in the airport traffic area. Optimum power settings and maximum altitudes shall be maintained consistent with safety.

**SECTION IX  
SPECIAL ACTIVITIES**

**ACTIVITIES REGULATED BY AIRPORT MANAGEMENT**

1. These special events requiring the written coordination, regulation and approval by the Airport Manager include the following:

- Air Shows
- Static Displays
- War Bird Shows
- Fly-In Meets
- Parachute Team Demonstrations
- Special events which will promote public use and awareness of the Airport involving the Boca Raton Community Hospital, which said Hospital provides medical facilities and services to the Airport in connection with the Airport's Emergency Response Plan

2. All special events require written authorization by the Airport Manager in the initial planning stage. The authorization will be in the form of a letter of authorization from the Airport Manager to the special event sponsor in which the sponsor is recognized as involved in the planning process for a specific type of special event. The letter of authorization may be used as an introduction to other local government agencies, the FAA, potential event sponsors and local business leaders. The letter will recognize the special event sponsor as a legitimate representative of a proposed special event, that the type of special event is suitable and compatible with the policies of the Airport Authority and that the sponsor is authorized to pursue the planning process.

*(NOTE- This letter of authorization by the Airport Manager is not a permit or license to proceed with the event. It is merely an authorization to pursue the feasibility and planning process for the special event. This step is necessary so that details of the planning will not get too far along before the Airport Authority is brought into the process.)*

3. **All special events whether an entrance fee applies or not, must be officially approved by the Airport Manager and the City of Boca Raton in the form of a Special Events Permit or License.**

4. All special events for which a fee is charged by the sponsor for admission must be coordinated with the Airport Manager prior to the granting of a Special Event Permit.

*(NOTE - During this step, the Airport Manager and special event sponsor will agree on the terms and fee structure of the event and the percentage of gate or fixed fee to be paid to the Airport Authority, thus offsetting extra overhead costs and enhancing revenues.)*

5. The special event sponsor will be required to obtain liability insurance for the event. The insurance policy will identify the Airport Authority as a "named insured" for the event.

### **MANDATORY COMPLIANCE BY SPECIAL EVENT SPONSOR**

1. If the special event is expected to attract an attendance of 1,000 persons or more, the sponsor must coordinate road and highway impacts with local police, sheriff and/or highway patrol.
2. The sponsor must prepare and present to the Airport Manager an "adverse weather" plan for the event.
3. The sponsor must make arrangements for ambulance, auto towing, garbage pick-up, refuse clean-up, structural fire and ARFF services.
4. The special event must be planned to accommodate the normal ingress and egress of motor vehicles for general aviation users of the airport, or other business activities normally conducted at the airport.
5. Airport runways and/or landside "closure" must be coordinated in advance with the Airport Manager and other users of the airport.
6. Special events involving aerial activities that are not of a routine nature for the airport will require the designation and approval of an "air boss" who is experienced in directing and controlling the aerial activities planned for the event. The person designated as "air boss" must be approved by the Airport Manager.
7. A special event that involves aerobatic maneuvers by aircraft must be coordinated with the Airport Manager and the local Flight Standards District Office of the FAA.
8. Failure of the sponsor to adequately perform trash and litter clean-up of the airport and repair or compensate for damaged property as a result of the special event will be billed for extra overhead expense and damages by the Airport Authority.

**SECTION X  
CONSTRUCTION ACTIVITY**

MANDATORY COMPLIANCE BY CONTRACTORS

1. The Airport Manager must be notified two (2) weeks in advance of all construction activity planned to take place on the airport.
2. Contractors and or tenants planning to undertake construction activities on the airport must present a Safety During Construction Plan for approval by the Airport Manager.
3. Contractors are responsible for insuring that all persons involved in the construction project follow the approved safety during construction plan.
4. All personnel and equipment shall remain in approved staging areas, haul routes and construction areas.
5. If the Control Tower is in operation, no vehicle, equipment, or personnel shall enter the movement area of the AOA without permission of control tower personnel. This permission is normally granted via radio.
6. Contractors shall provide personnel as necessary at the contractors AOA access gate to insure AOA security and provide escort for inspectors, etc. to the construction site where necessary.
7. All construction vehicles entering the AOA shall be marked with a three-foot square orange and white checked flag for daytime activities and a 360 degree rotating or flashing amber light during nighttime activities.
8. The airport has numerous underground utilities not identifiable by normal locator services. All excavation on the airport must be coordinated with the Airport Manager prior to commencing any digging.
9. Contractors shall locate and mark utility routes at intervals of not more than 25 feet in the vicinity of construction.
10. Contractors shall mark excavations and closed pavement areas with lighted barricades or other devices acceptable to the Airport Manager.
11. Contractors shall immediately notify the Airport Manager of any cable cuts and shall properly repair any damage at the contractor's expense.
12. Any type of fueling support equipment used is subject to inspection and must comply with local fire and safety codes.

13. Contractors shall provide trash dumpsters and insure that trash from construction is not wind blown beyond the construction site limits.
14. Contractors shall provide sweeping capabilities to clean pavement areas if deemed necessary by the Airport Manager.