

**COLLIER COUNTY AIRPORT AUTHORITY
AIRPORT RULES AND REGULATIONS
FOR
COLLIER COUNTY AIRPORTS**



Approved as to form and legal COLLIER COUNTY AIRPORT AUTHORITY

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Airport Rules and Regulations

1. Introduction

This document sets forth the rules and regulations governing the use and operation of general aviation airports operated by Collier County Airport Authority (CCAA) - Marco Island Executive Airport (MKY), Everglades Airpark (X01), and Immokalee Regional Airport (IMM) (Collier County Airports). These regulations are designed to ensure the safe, efficient, and environmentally responsible operation of all activities within the airports premises.

1.1 Purpose and Scope

The primary purpose of these rules and regulations is to establish consistent guidelines for all airport users, including but not limited to tenants, commercial operators, general aviation pilots, and visitors. They are intended to:

- Ensure the safety and security of all airport users and the surrounding community.
- Protect the airports' assets, infrastructure, and environment from damage and misuse.
- Promote efficient use of airport facilities and fair access for all aeronautical users.
- Comply with all applicable federal, state, and local laws and regulations.

The scope of these rules encompasses all areas of airport operations, including aircraft operations, vehicular traffic, commercial activities, leasing, and the conduct of individuals on airport property. They apply to all people on the airport premises, regardless of the purpose or duration of their visit.

1.2 Application to Marco Island Executive, Everglades Airpark, & Immokalee Regional Airport

While these rules and regulations are broadly applicable to all three airports under the jurisdiction of Collier County, it is recognized that each airport has its unique characteristics and operational requirements. Marco Island Executive Airport serves as a gateway for business and leisure travel, accommodating a range of aircraft from small general aviation planes to larger business jets. Everglades Airpark, with its unique location and proximity to national parks, caters to a diverse mix of aviation activities, including recreational flying and eco-tourism. Immokalee Regional Airport supports a diverse mix of agricultural, commercial, and general aviation operations, reflecting its role in the regional economy.

This document provides an overview of the general rules and regulations that apply across all three facilities. However, specific provisions and exceptions tailored to the individual operational and environmental contexts of Marco Island Executive, Everglades Airpark, and Immokalee Regional Airport are detailed in subsequent sections. Airport users are encouraged to familiarize themselves with the sections relevant to their activities and the specific airport(s) they are utilizing.

2. Definitions and Acronyms

This section provides definitions of terms and acronyms used throughout this document to ensure clarity and consistency in the interpretation and application of the rules and regulations governing Marco Island Executive Airport, Everglades Airpark, and Immokalee Regional Airport.

- **Abandon:** To leave or forsake entirely, relinquishing any claim to, right in, or control over property or rights without intention to reclaim or resume ownership or control.
- **Aeronautical Activity or Service(s):** Any activity which involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations.
- **Aircraft Operator:** The person or entity having direct control over the operation of aircraft on CCAA airport property.
- **Air Operations Area (AOA):** All airport surfaces used or intended for aircraft takeoff, landing, or surface maneuvering, including runways, taxiways, taxi lanes, and apron areas.
- **Airport Authority (CCAA):** The Collier County Airport Authority, responsible for the management and operation of the County's airports.
- **Airport Management:** Airport operations personnel assigned to each CCAA airport to oversee operations.
- **Airside or Air Operations Area (AOA):** Areas designated for aircraft taxiing, takeoff, landing, parking, loading, or unloading, including aprons, taxiways, runways, and safety areas.
- **Apron or Ramp:** Designated areas within the AOA for aircraft loading, unloading, servicing, or parking.
- **Based Aircraft:** An aircraft in which the owner or Aircraft Operator is physically located at the airport with the intent and purpose to remain at the airport for a period of six (6) months or longer; which, whenever absent from the airport, its owner or Aircraft Operator intends to return to the airport for permanent storage; and whose presence on the airport is not transitory in nature. Aircraft shall be listed on the FAA website: www.basedaircraft.gov as being based at MKY, IMM, or X01.
- **Commercial Activity:** Any activity conducted on airport premises intended for the exchange, trading, buying, hiring, or selling of commodities, goods, services, or property, including activities generating revenue directly or indirectly.
- **Commercial Vehicle:** Vehicles engaged in business activities on airport premises, including but not limited to delivery trucks, shuttles, ride sharing companies, and taxi services.
- **Drone/UAS (Uncrewed Aircraft System):** Any aircraft operated without the possibility of direct human intervention from within or on the aircraft.
- **FBO (Fixed Base Operator):** A business granted the right by the CCAA to operate on airport premises, providing aeronautical services such as fueling, hangaring, tie-down and parking, aircraft rental, aircraft maintenance, or flight instruction. The CCAA has claimed the exclusive right to sell fuel at all three airports, and thus, is the only FBO on each airport.

- **Flying Club:** A nonprofit entity organized for providing its members with aircraft for personal use, which in some cases can be considered a commercial aviation operator under these standards.
- **Leased Aircraft:** All leased aircraft are divided into the following two categories:
 - **EXCLUSIVE AIRCRAFT LEASE:** Aircraft leased by written lease to a single lessee for a minimum of twelve (12) months, which aircraft may not be rented, re-leased, or used by the owner during the term of the lease. Such aircraft shall be for the exclusive use of, and under the exclusive control of, the lessee. Aircraft leased in this manner may be self-service maintained and self-fueled by the lessee or their direct employees in accordance with these Standards and FAA rules because the lease allows the lessee ownership-like powers and privileges.
 - **NONEXCLUSIVE AIRCRAFT LEASE:** Aircraft leased by a written lease to a single lessee for twelve (12) months or less, which aircraft may be rented, re-leased, or used by the owner during the term of the lease. Such aircraft are not for the exclusive use of the lessee and may not be under the lessee's exclusive control. Aircraft leased in this manner shall not be self-serviced, or self-fueled by the lessee.
- **Leasehold Interest:** The rights granted to a tenant or lessee under the terms of a lease agreement with the CCAA for airport property or facilities. This interest provides the tenant with the right to use and occupy the leased property for a predetermined period as specified in the lease agreement, without transferring ownership of the property itself. The value of a leasehold interest is often determined by the terms of the lease, including the duration, rent rate, and any conditions to renew the lease.
- **Movement Areas:** These are sections of the airport within the AOA where aircraft taxiing, takeoffs, and landings occur, and include runways and taxiways. Similar to the AOA, but it includes Runways and Taxiways, but not Taxilanes.
- **Non-Aeronautical Commercial Activity:** Commercial activities that occur at the airport but do not directly involve aircraft operations, such as retail services, car rentals, or office space leasing. These activities are not generally subject to the aeronautical Minimum Standards.
- **Non-Commercial Activity:** Activities not intended for profit, conducted for philanthropic, educational, charitable, or personal purposes without financial gain.
- **Non-Movement Areas:** Non-Movement Areas at non-towered airports are part of the AOA and include aprons, and some taxi lanes where aircraft park, load, unload, refuel, and undergo maintenance.
- **NOTAM (Notice to Airmen):** A temporary notice containing essential information for persons involved in flight operations, not permanently published elsewhere.
- **Operator:** A generic term for the entity applying for and/or proposing commercial or non-commercial opportunities at any of the three Collier County Airports.
- **Public Area:** Areas within the airport accessible to the general public without the need for special access or security clearance.
- **Restricted Area:** Portions of the airport designated to prohibit or limit access to authorized personnel only, to ensure safety, security, or efficient operations.

- **SASO (Specialized Aviation Service Operations):** Commercial aeronautical services providing specific support services other than fuel sales.
- **Self-Fueling:** Self-fueling is defined as the fueling of an aircraft by the owner of the aircraft, the owner's employee, or the exclusive lessee of the aircraft, as specifically approved by the Authority, using resources supplied by the aircraft owner.
- **Self Service Maintenance:** Self-service is defined as activities such as adjusting, repairing, cleaning, and otherwise providing service to an aircraft, provided the service is performed by the owner of the aircraft, the owner's employee, or the exclusive lessee of the aircraft, as specifically approved by the Authority, with resources supplied by the aircraft owner.
- **Self Service Fueling:** Self-service fueling is defined as the fueling of an aircraft by the pilot using commercial fuel pumps installed for that purpose. The fueling facility may or may not be attended by the FBO vendor.
- **Stakeholder:** Any individual, group, or organization with a vested interest in the airport operations, including but not limited to tenants, service providers, neighboring communities, and regulatory bodies.
- **Tenant:** Any person, firm, or corporation leasing property at the Collier County Airports for aeronautical or non-aeronautical purposes.
- **Through-The-Fence (TTF) Activities:** Activities that involve access to the public aircraft landing area to or from residential or commercial privately owned property that is adjacent to, but not part of the Airport. There are no existing TTF agreements authorized at any of the Collier County airports.
- **Transient Aircraft:** Aircraft temporarily at the airport not based or regularly stationed at the airport.
- **UNICOM:** A non-government air/ground radio communication station used at non-towered airports for local pilot communication, typically on the Common Traffic Advisory Frequency (CTAF).
- **Vehicle or Equipment Operator:** The person or entity having direct control over the operation of any vehicle or moving equipment on CCAA airport property.

Acronyms:

- **AOA:** Air Operations Area
- **ARFF:** Airport Rescue and Fire Fighting
- **CCAA:** Collier County Airport Authority
- **CTAF:** Common Traffic Advisory Frequency
- **EPA:** Environmental Protection Agency
- **FAA:** Federal Aviation Administration
- **FAR:** Federal Aviation Regulations
- **FBO:** Fixed Base Operator
- **FDOT:** Florida Department of Transportation
- **NFPA:** National Fire Protection Association
- **NOTAM:** Notice to Air Missions
- **SASO:** Specialized Aviation Service Operations
- **UAS:** Uncrewed Aerial System
- **UNICOM:** Universal Communications station

This list is not exhaustive and can be updated as necessary to reflect changes in airport operations, technology, and regulatory requirements.

3. General Airport Rules and Regulations

This section outlines the general rules and regulations for Marco Island Executive Airport, Everglades Airpark, and Immokalee Regional Airport. These rules apply to all individuals and entities (commercial and non-commercial) operating or just present within the premises of these airports to ensure safety, compliance, and respect for the surrounding communities and environment.

3.1 Conduct and Responsibilities

General Conduct: All airport users, including passengers, employees, tenants, visitors, and guests, are expected to conduct themselves in a manner that ensures safety, security, and respect for others at all times. Compliance with all federal, state, and local laws is mandatory, in addition to adherence to all airport-specific policies, standards, directives, rules, and regulations.

Responsibilities:

- **Operators and Pilots:** Must operate aircraft, vehicles and / or moving equipment responsibly, adhering to all operational guidelines and traffic control instructions. Safety checks and proper maintenance of aircraft and equipment is the operator's responsibility.
- **Commercial Entities:** Businesses operating on airport grounds must comply with all applicable regulations, ensuring their activities do not endanger public safety or disrupt airport operations.
- **Environmental Stewardship:** All users are responsible for minimizing their environmental impact, including proper disposal of waste and avoidance of actions that could harm local wildlife or ecosystems.

3.2 Environmental Policies and Noise Abatement/Fly Friendly

Environmental Policies:

- **Sustainability:** Efforts should be made to operate in an environmentally sustainable manner, including efficient energy use, minimizing pollution, and participating in recycling programs.
- **Wildlife Preservation:** Airport users are encouraged to avoid actions that could disturb or harm local wildlife. Special care should be taken during aircraft and vehicle operations to not disrupt natural habitats.
- **No Attraction of Wildlife:** Airport users are required to use proper waste management to eliminate food sources for birds and other wildlife. The CCAA will use bird deterrents, maintaining grass at a height that discourages nesting, and avoiding landscaping that attracts wildlife.

Noise Abatement/Fly Friendly Program:

The airports are committed to reducing noise impact on surrounding communities through an informal Fly Friendly Program. This program encompasses several strategies:

- **Avoidance of Residential Areas:** Pilots are encouraged to fly at altitudes and along flight paths that minimize noise over residential neighborhoods, especially during takeoff and landing.

- **Night Operations:** Recognizing that ambient noise levels decrease at night, making aircraft operations potentially more disruptive, pilots are urged to avoid overflight of residential areas between the hours of 10 PM and 7 AM whenever possible. Exceptions are made for emergency and essential flights.
- **Power Paraglider Operations:** Operators of power paragliders shall not harass animals on the ground. Flight paths should avoid low altitude maneuvers over areas with known wildlife or domestic livestock concentrations.
- **Aircraft Maintenance:** Maintenance activities generating significant noise should be scheduled during daytime hours whenever possible, and only in Airport designated areas.
- **Community Engagement:** The airports will maintain open lines of communication with the surrounding communities to address noise concerns and provide updates on noise abatement efforts.

3.3 Emergency Procedures and Disaster Response

This section details a framework for managing emergency situations and disaster response at Marco Island Executive Airport, Everglades Airpark, and Immokalee Regional Airport. During a prolonged emergency event, Airport Management will issue statements regarding the nature of the emergency if it affects access to the impacted airport(s).

Emergency Procedures:

- **Immediate Response:** All airport personnel and tenants must immediately report any emergencies, accidents, or significant incidents to local emergency services via 911, and to Airport Management.
- **Emergency Access:** Clear access must be maintained for emergency vehicles at all times. Designated emergency zones must not be obstructed. Airport users may not be able to access or leave their leasehold for a period of time while emergency operations are in progress.
- **Evacuation Plans:** Because of the threat of hurricanes, each tenant, if applicable at each airport facility must have an updated evacuation plan, coordinated with Collier County's overall emergency response strategy. These plans should be reviewed and updated regularly.
- **Communication:** A communication protocol may be posted at each airport, including the use of emergency frequencies, public address systems, and other communication tools to inform and direct airport users during an emergency.

Disaster Response:

- **Coordination with Local Authorities:** Airport Management will coordinate with local emergency services, FDOT, the FAA, and other relevant agencies to ensure a unified response to any disaster, aircraft accident, or other life-threatening scenarios.
- **Resource Allocation:** Resources such as emergency personnel, equipment, and facilities will be allocated based on the nature and scale of the disaster or incident, following predefined priorities to ensure effective response and recovery.
- **Recovery and Continuity:** Plans for post-disaster recovery and business continuity will be integrated into the overall emergency response plan. This includes assessing and repairing infrastructure damage and restoring airport operations as safely and quickly as possible.

Training and Exercises:

- **Periodic Drills:** Periodic training programs and emergency drills will be conducted to ensure that airport staff, tenants, and emergency responders are prepared to act effectively in various emergency scenarios. These exercises will also help identify potential improvements to emergency plans and procedures.

Special Considerations:

- **Hazardous Materials:** Procedures for handling emergencies involving hazardous materials (HazMat) have been established, including immediate containment measures and notification of specialized response teams.
- **Wildlife Incidents:** Protocols for managing wildlife-related incidents on the airfield that could pose a risk to aircraft operations or result in environmental concerns.

3.4 Insurance Requirements

This section outlines the minimum insurance coverage requirements for operators, tenants, and service providers at Marco Island Executive, Everglades Airpark, and Immokalee Regional Airport.

General Liability Insurance:

- **Minimum Coverage:** All commercial operators and tenants must maintain general liability insurance with minimum limits as described in **Appendix D of the Collier County Airport Lease Policy**, covering bodily injury, property damage, and personal injury.
- **Additional Insured:** CCAA, along with its officers, employees, and agents, must be named as additional insured on all policies.
- **Proof of Insurance:** Valid certificates of insurance must be provided to Airport Management annually or upon request, demonstrating compliance with the required coverage levels.

Aircraft Liability Insurance:

- **Coverage for Owned or Operated Aircraft:** Operators must carry aircraft liability insurance covering bodily injury (including passenger liability) and property damage, with limits appropriate to the size and use of the aircraft.
- **Non-Owned Aircraft:** For operators conducting flight training or aircraft rental, non-owned aircraft liability coverage is also required to protect against claims arising from the use of aircraft not owned by the operator but used in their business activities.

Other Provisions:

- **Indemnification:** By operating at the airport, all tenants, service providers, and operators agree to indemnify and hold harmless the CCAA and its affiliates from any claims, damages, or liabilities arising from their operations, except for those caused by the negligence or willful misconduct of the CCAA or its employees.
- **Notification of Changes or Cancellation:** CCAA must be notified immediately of any significant changes to insurance coverage or cancellation of policies. Operators and tenants are responsible for ensuring continuous compliance with all insurance requirements.
- **Property Insurance:** Tenants and operators with leased premises or owned property at any airport must maintain property insurance to cover the full replacement value of buildings, improvements, and contents against fire, theft, and other perils.

- **Special Events Insurance:** Organizers of special events held on any airport property, including air shows, exhibitions, and public gatherings, must obtain event liability insurance covering bodily injury and property damage, with limits specified by the CCAA.
- **Specialized Operations:** Operators engaged in specialized activities, such as aerial application, air charter services, or aircraft maintenance, may be subject to additional or higher insurance requirements based on the higher risks associated with these operations.
- **Vehicle Insurance:** All vehicles operating within the airport premises must be insured with coverage for bodily injury and property damage liability. The minimum coverage limits will be specified by the CCAA and comply with state and local regulations.

Compliance:

- Failure to maintain the required insurance coverage will result in the suspension of the right to operate at Marco Island Executive, Everglades Airpark, and Immokalee Regional Airport until compliance is achieved. Regular audits may be conducted to ensure ongoing compliance with these insurance requirements.

4. Aircraft Operations

4.1 Based Aircraft

- **Definition:** As mentioned, Based Aircraft means an aircraft in which the owner or Aircraft Operator is physically located at the airport with the intent and purpose to remain at the airport for a period of six (6) months or longer; which, whenever absent from the airport, its owner or Aircraft Operator intends to return to the airport for permanent storage; and whose presence on the airport is not transitory in nature.
- **Relation to Leased Hangar/Tie Down Space:** The total number of Based Aircraft listed at any leasehold cannot exceed the total number of aircraft that can fit within the hangar at any one time unless the primary lease holder is operating as a licensed FBO.
- **Other Conditions:** In order for an aircraft to be considered a Based Aircraft, one of the following conditions must be met:
 - The aircraft must be owned or operated by a company or individual with an Agreement for space with CCAA, or
 - The aircraft must have a Sublease Agreement for a minimum of six (6) months with a Lessee who has an Agreement with the CCAA for the right to provide aircraft storage.

4.2 General Operating Procedures

The following operating procedures are meant to ensure safety within the premises of the Collier County Airports for all aviation users.

- **Compliance with Regulations:** All aircraft operations must comply with FAA regulations, including but not limited to, FAR Part 91 for general operating and flight rules and other FARs applicable to various aircraft operators' circumstances.

- **Operational Briefings:** Pilots are required to familiarize themselves with all relevant NOTAMs, weather conditions, and airport-specific advisories before commencing operations.
- **Runway and Taxiway Usage:** Aircraft must use designated runways and taxiways for all ground movements, adhering to posted signage, markings, and air traffic advisories (if present). Unauthorized use of non-movement areas for takeoff, landing, or taxiing is strictly prohibited.
- **Aircraft Parking:** Aircraft parking must be conducted in designated areas only. Prior permission for overnight parking from November through April at Marco Island Airport must be adhered to, with special consideration given to managing the increased seasonal traffic.
- **Engine Run-up and Testing:** Engine run-ups and pre-flight testing must be performed in designated areas where noise impact is minimized, and in a manner that does not endanger personnel or other aircraft.
- **Fueling Operations:** Aircraft fueling must follow strict safety protocols as outlined in Section 4.3 of these regulations. Self-fueling may be subject to additional requirements and must be conducted in designated areas.
- **Noise Abatement:** Pilots are encouraged to follow noise abatement procedures and fly-friendly practices, especially when operating near residential areas, to minimize noise impacts.
- **Foreign Object Debris and Damage:** Pilots in Command are responsible for propwash effects, rotor wash, and jet blast effects of their aircraft, including damage or foreign object debris.

4.3 Disabled Aircraft Removal and Liability

To ensure the prompt and safe removal of disabled aircraft to minimize disruption to airport operations and reduce potential hazards to airport users and the surrounding community the following procedures should be used:

- **Immediate Notification:** In the event of an aircraft becoming disabled on or near runways, taxiways, or other critical areas, the pilot or Aircraft Operator must immediately notify Airport Management.
- **Removal Responsibility:** The primary responsibility for removing a disabled aircraft rests with the owner or Aircraft Operator. CCAA may assist in coordinating removal efforts but is not responsible for costs or damage incurred during removal.
- **Liability for Damages:** Aircraft Operators are liable for any damage to airport property or facilities resulting from the incident that led to the aircraft's disablement or the removal process. Aircraft Operators must ensure their insurance policies cover such liabilities.
- **Timeliness of Removal:** Disabled aircraft must be removed as promptly as possible to restore normal airport operations. If the owner or Aircraft Operator fails to initiate removal actions within a reasonable timeframe, the CCAA reserves the right to remove the aircraft at the owner's/Aircraft Operator's expense.
- **Insurance Requirements:** Aircraft Operators must have insurance coverage that includes liability for bodily injury, property damage, and the costs associated with the removal of a disabled aircraft. Proof of such insurance must be provided to the CCAA upon request.

4.4 Fueling Operations

This subsection establishes guidelines for fueling operations at Marco Island Executive, Everglades Airpark, and Immokalee Regional Airport. CCAA operates as the FBO at all its airports, with provisions for self-fueling.

General Fueling Procedures:

- **Compliance with Regulations:** All fueling operations must adhere to appropriate FAA regulations, NFPA standards, and EPA guidelines. This includes proper handling, storage, and disposal of fuel and fuel-related waste.
- **Fueling Personnel Training:** Individuals performing fueling operations, whether CCAA FBO staff or individuals involved in self-fueling, must be adequately trained in safe fueling practices, emergency response, and spill prevention and containment.
- **Fuel Storage:** Fuel storage facilities, including mobile fueling units and fixed fuel farms, must be maintained in accordance with NFPA guidelines, ensuring tanks are adequately secured, labeled, and equipped with appropriate spill containment measures, and fire extinguishers. Tenants may not store more than 5 gallons of flammable liquid in an approved container within any hangar.

County FBO Fueling Operations:

- **Service Availability:** CCAA, as the FBO, will provide fueling services during designated hours. Aircraft Operators requiring fuel outside of these hours must either use self-fueling or call for after-hours service, which may involve surcharges.
- **Fueling Safety:** FBO personnel will follow strict safety protocols during fueling, including grounding the aircraft, using appropriate fueling nozzles, and ensuring that fueling is conducted away from sources of ignition.
- **Hot Fueling Restrictions:** Hot fueling, defined as refueling an aircraft with engines running, is strictly prohibited at all three airports. This policy is in place to minimize the risk of fire and to ensure the safety of personnel and property. All aircraft must be turned off and properly secured outside of any hangar prior to the commencement of any fueling operation.
- **High-Wing Aircraft Fueling:** Airport personnel will not provide fuel service for aircraft requiring fuel access at heights exceeding 6 feet (such as certain high-wing aircraft and seaplanes). The actual fueling operation must be conducted by the Aircraft Operator or their designated personnel. While self-serve 100LL fuel is available at designated fueling stations, Jet-A fuel requires positioning by the FBO fuel truck. In cases where the aircraft wing height prohibits airport personnel from dispensing the fuel, the FBO will provide the fuel truck only for positioning near the aircraft. The Aircraft Operator or their designated personnel must accept all responsibility for fueling their aircraft, including possible spills or other damage.
- **Environmental Protections:** Spill prevention equipment and procedures will be in place to minimize environmental impacts. In the event of a spill, immediate containment and cleanup actions will be taken in accordance with EPA guidelines.

Self-Fueling Procedures:

- **Authorization:** Aircraft Operators desiring to conduct self-fueling must obtain prior permission from the CCAA, demonstrating proof of training and insurance coverage specific to fueling operations. In addition, CCAA must approve the location of any self-fueling storage tanks.
- **Equipment and Safety:** Self-fueling operators are responsible for using equipment that meets FAA and NFPA standards for fueling operations. This includes proper fuel transport, storage, fire extinguishers, and dispensing apparatus that are regularly inspected and maintained.
- **Spill Prevention and Response:** Aircraft Operators must have spill prevention materials and equipment readily available during self-fueling operations. Any spills must be immediately reported to Airport Management and addressed following established environmental protection protocols.
- **Fuel Quality Assurance:** Self-fueling operators are responsible for ensuring the quality of the fuel used, including contamination prevention. Random inspections may be conducted by the CCAA to ensure compliance with fuel quality standards.

Emergency Procedures:

- **Immediate Actions:** In the event of a fuel spill or fire, immediate actions must be taken to contain the situation, including stopping the fuel flow, using fire extinguishers as appropriate, and notifying Airport Management and emergency services.
- **Training and Equipment:** All personnel involved in fueling operations, including self-fueling individuals, must be familiar with the location and use of emergency equipment, such as fire extinguishers, spill kits, and emergency shut-off valves.

4.5 Maintenance Spaces and Policies

Designated Maintenance Spaces:

- **Allocation:** Maintenance and repair of aircraft must be conducted in areas specifically designated for such activities by the CCAA. These areas are equipped to accommodate various maintenance tasks while minimizing environmental and safety risks.
- **Facility Requirements:** Maintenance facilities must comply with all applicable local, state, and federal regulations, including environmental protection and occupational safety standards. Facilities should be equipped with necessary spill containment and fire suppression equipment or systems.

Maintenance Policies:

- **Certification Requirements:** All aircraft maintenance and repair work must be performed by certified personnel holding leases or written agreements with the CCAA, and in accordance with FAA regulations and guidelines.
- **Record Keeping:** Maintenance operators must maintain accurate and complete records of all maintenance and repair activities performed on aircraft, including details of parts replaced, maintenance personnel, and inspection outcomes. These records must be available for inspection by the CCAA upon request.
- **Waste Disposal:** All waste materials, including used oil, solvents, and other hazardous materials, must be disposed of in accordance with environmental regulations.
- **Noise and Disturbance:** Maintenance operations that generate noise should be conducted during daylight hours if possible.

4.6 Hangar Use and Aircraft Storage

Hangar Use Policies:

- **Primary Use:** Hangars are primarily intended for the storage of aircraft. Non-aviation use of hangar space is limited and must not compromise the primary function of aircraft storage or violate fire safety and building codes.
- **Lease Compliance:** Tenants must adhere to the terms of their lease agreements regarding hangar use, including any restrictions on subleasing and the types of activities permitted within the hangar space.
- **Maintenance in Hangars:** Minor preventative maintenance and repairs may be performed inside hangars, provided that such activities comply with the maintenance spaces and policies outlined in Section 4.5. Major maintenance, repairs, or alterations must be conducted in designated maintenance facilities.

Aircraft Storage Guidelines:

- **Security Measures:** Tenants are responsible for securing their hangars and aircraft. The CCAA will provide general security for the hangar areas, but specific security measures for individual aircraft and hangars are the responsibility of the tenant. Examples of locking methods that are considered satisfactory include:
 - Locking aircraft entry door
 - Locking cockpit door
 - Locking hangar door
 - Keyed magneto switch
 - Keyed starter switch
 - Keyed master power switch
 - Throttle lock
 - Mixture lock
 - Locking fuel cut-off
 - Locking control surface "gust-lock"
 - Propeller lock
 - Propeller chain
 - Propeller cable
 - Locking wheel lock or chock
 - Locking tie-down cable
 - Lock-in-place pitot tube cover
 - "Club" type devices for the control yoke

In no event shall the Airport Operator be liable for any damage resulting to or from an Aircraft that has not been properly secured.

- **Hangar Doors:** To ensure safety and security, hangar doors must be kept closed when hangars are unattended. Exceptions may be made during active maintenance or aircraft movement or, in the case of Everglades Airpark, until repairs to the hangars are made.

4.7 Flight Training and Flying Club Regulations

Flight Training Operations:

- **Certification and Compliance:** All flight training providers operating at the airports must hold valid certification from the FAA and comply with all applicable FAA regulations, including but not limited to, Parts 61 or 141 of the FARs.
- **Operational Compatibility:** Flight training activities should be scheduled and conducted in a manner that minimizes disruption to other airport operations. This includes adhering to designated flight patterns and avoiding unnecessary noise in residential areas.
- **Aircraft and Instructor Requirements:** All aircraft used for flight training must be properly maintained and insured. Instructors must possess the appropriate FAA certifications and be in good standing with regulatory authorities.
- **Safety and Emergency Procedures:** Flight training operators must provide comprehensive safety briefings to all students, covering airport layout, emergency procedures, and local airspace restrictions, where appropriate.

Flying Club Regulations:

- **Club Structure and Membership:** Flying clubs must be organized as non-profit entities with a clear membership structure. Clubs are required to submit a list of members, aircraft, and proof of insurance to the CCAA annually or upon request.
- **Aircraft Ownership and Usage:** Aircraft operated by flying clubs must be owned or leased by the club on behalf of its members. The use of club aircraft is restricted to members; aircraft cannot be rented or leased to non-members.
- **Insurance Requirements:** Flying clubs must carry liability insurance covering all club activities, aircraft, members, and instructors. Minimum coverage amounts will be specified by the CCAA and must include provisions for property damage, bodily injury, and passenger liability.
- **Flight Instruction:** Flying clubs may permit their aircraft to be used for flight instruction in a club-owned aircraft as long as both the instructor providing instruction and person receiving instruction are members of the club owning the aircraft.
- **Ground School Training:** The bulk of ground school training should be conducted at the airport where the flight school or flying club has an office. Use of conference rooms or other facilities for ground school purposes requires prior permission from the CCAA and is subject to availability and applicable fees.

5. Power Paragliders (PPG) and Ultralight Activities

Given the unique operational characteristics and requirements of Power Paragliders (PPG) and ultralight vehicles, specific guidelines are established to ensure their safe integration into airport activities, particularly at Immokalee Airport where these activities are predominantly based.

5.1 Operational Guidelines for PPG

- **Registration and Briefing:** Operators of PPGs and ultralights must register with the CCAA to receive airport access. CCAA may charge an access fee for badges, at its discretion. A briefing on local air traffic procedures, designated flying areas, and any temporal restrictions is required for all new registrants.
- **Equipment Standards:** All PPG equipment must meet safety standards as defined by the United States Powered Paragliding Association (USPPA) or equivalent governing bodies. This includes regular maintenance and safety checks of the paraglider, harness, and emergency parachute systems.
- **Pilot Qualifications:** To the extent that FAA mandates, pilots must possess a current rating or equivalent, demonstrating proficiency in handling and safety procedures. Proof of qualification must be presented upon registration.

5.2 Safety and Coordination with Airport Operations

- **Pre-Flight Notifications:** PPG pilots should coordinate their activities with Airport Management by notifying the airports' Unicom or the designated airport staff representative of their flight intentions, including estimated time of departure, flight duration, and intended flight area.
- **Avoiding Busy Airspace:** PPG and ultralight pilots should avoid crossing active runways and taxiways that are being used for fixed wing and helicopter aircraft operations.

6. Security and Access Control

6.1 Security Measures and Surveillance

Enhanced Surveillance:

- **CCTV:** The airports are equipped with state-of-the-art surveillance systems, including Closed Circuit Television (CCTV) cameras strategically located throughout the premises to monitor activities in real-time. These systems cover access points, movement areas, hangars, parking lots, and other critical infrastructure.
- **Monitoring:** Surveillance footage is monitored by trained security personnel to identify and respond to potential security breaches or safety concerns.

Perimeter Security:

- **Fencing:** Perimeter fencing is installed around the airports to delineate boundaries and restrict unauthorized entry. Gates and access points are secured with electronic locking systems, and access is monitored 24/7.
- **Inspections:** Regular inspections are conducted along the perimeter and within the airport premises to ensure the physical security measures are intact and effective.

Emergency Response:

- **Emergency Response Plan:** The airports maintain an emergency response plan, including protocols for security incidents. Airport personnel are trained in incident management and coordinate closely with local law enforcement and emergency services.

- **Communications:** Emergency communication systems are in place to facilitate rapid response and information sharing during security incidents. However, for any significant emergencies, calling 911 should be the first action.

6.2 Badge System and Access Control

Badge Issuance:

- **Badge System:** Access to each airport's operational area is controlled through a badge system. Badges are issued to airport tenants and employees. Service providers must request access from Airport Management to an airport on each visit.
- **Applications:** The badge application process includes a brief security training session to ensure individuals granted access understand their responsibilities and the security protocols of the airports.

Access Control:

- **Badge Readers:** Electronic access control systems are utilized to manage on-airport entry. Badge readers at access points ensure that only individuals with authorized badges can enter.
- **No Piggybacking:** Each person entering or exiting an airport access gate shall ensure the gate closes behind the vehicle prior to leaving the vicinity of the gate. The vehicle operator shall also ensure no unauthorized vehicles or person(s) gain access to the airside while the gate is open.
- **Loaning of Badges:** Under no circumstances shall any badge holder loan their badge to any other person.

Badge Compliance and Enforcement:

- **Compliance:** Failure to comply with access control protocols may result in disciplinary actions, including revocation of badge privileges. Grounds for suspension include, but are not limited to the following:
 - Unauthorized runway crossing or other incursion
 - Excessive speeding
 - Reckless driving
 - Deviating from Airport Management directions
 - Allowing unauthorized access to any part of the airport in which access authorization is required
 - Blocking or leaving access control doors/gates open
 - By passing any security system
 - Interfering with security/operations personnel, police, or police procedures
 - Failure to swipe a gate access badge in the badge reader when entering through a vehicle gate
 - Not having a current lease or written agreement with CCAA.

These violations also apply to Section 7 of this document.

- **Enforcement:** Airport Management conducts regular audits and inspections to ensure compliance with the badge system and access control policies. Unauthorized access attempts are investigated, and appropriate measures are taken to address security issues.

- **Agreement Termination:** Individuals or entities holding a gate access badge are required to surrender their badges upon the cancellation or termination of their agreements with the CCAA.

7. Vehicle Regulations

7.1 Speed Limits and Traffic Flow

Speed Limits:

- **Maximum Speed:** A maximum speed limit of 15 mph, except for authorized emergency services vehicles in the performance of their official duties, is enforced in all general parking and service areas within the airport boundaries.
- **Exceptions:** A lower speed limit of 5 mph is set for areas within 50 feet of any aircraft to enhance safety for all airport users.

Traffic Flow:

- **Right of Way:** Aircraft taxiing on any runway, taxiway, or apron areas shall have the right-of-way over any and all vehicular traffic.
- **Directional Signage:** Vehicles must adhere to the established traffic patterns within the airport, following all directional signage and ground markings designed to facilitate safety and traffic flow.
- **Violations:** Areas designated for one-way traffic, no entry, or restricted access must be respected at all times. Violation of these designations may result in restricted access to airport facilities.

Enforcement:

- **Enforcement Actions:** Airport Management at each airport will enforce speed limits and traffic flow regulations. Non-compliance may result in revocation of on-airport driving privileges and airport access badges. Violators will receive a warning for their first offense. A second violation within the same year may result in revocation of on-airport access privileges and badging.

7.2 Vehicle Access to Airport Operations Areas

AOAs:

- **On-Airport Access:** Access to AOAs (all airport surfaces used or intended for aircraft takeoff, landing, or surface maneuvering, including runways, taxiways, and apron areas) by vehicles is strictly controlled and limited to authorized personnel only. No crossing runways or driving on taxiways is permitted without prior permission from Airport Management. Authorization is granted based on operational need and requires a valid airport-issued badge.
- **On-Airport Access Protocols:** Vehicles permitted in movement areas must either be equipped with proper identification markings, high-visibility flashing light; or they must use emergency flashers when operating on the airport. On-airport vehicles should maintain continuous radio communication with the airports' UNICOM and follow procedures outlined by Airport Management.

- **Non-AOAs:** General vehicle access to non-airport operations areas (parking lots, access roads, and service areas) is permitted for all airport users and visitors. All users and visitors must comply with parking stay limits, directional traffic flows, no-parking areas, and other posted signs.
- **Special Provisions:** Special provisions for vehicle access, including temporary passes or escorts, may be granted for construction, maintenance, or emergency response activities. These provisions are issued on a case-by-case basis and require prior approval from Airport Management or staff.

Violation Penalties:

- **Two-Violation Policy:** The CCAA has a "two-violation" policy for parking violations within a 1-year period. The first violation will result in a warning. A second violation within the same year will lead to a ban from using airport parking facilities for one year.

7.3 Parking Regulations and Extended Parking Management

Parking Regulations:

- **No Parking:** No person shall park or leave any vehicle standing, whether occupied or not, on any portion of the airside movement and non-movement areas. Vehicles will be towed at the owner's expense.
- **Hangar Parking:** Hangar leaseholds shall only park their vehicle in the aircraft storage space designated for their aircraft.
- **Maximum Parking Duration:** The maximum length of time a vehicle may be parked in any airport parking area is limited to 30 days. Attempts to circumvent this rule by moving a vehicle to a different parking area will not reset the 30-day maximum period.
- **Enforcement of Extended Parking:** Vehicles parked beyond the 30-day limit will be considered in violation of airport regulations. The CCAA will issue notifications to the vehicle owner with instructions for removal. Failure to comply may result in the revocation of the vehicle owner's airport access badge.

7.4 Vehicle Requirements and Permits

Permit System Adjustments:

- **Badges for Tenants:** Airport vehicle access badges are issued exclusively to airport tenants, recognizing their need for regular access to certain areas of the airport for operational purposes. Service providers requiring temporary access must seek specific permissions for each visit or operation. Badge may be denied if: 1) the applicant is not current in their financial obligation to CCAA; 2) not current with insurance requirements; 3) not a lessee of the airport.
- **Crossing Runways:** No vehicle is permitted to cross runways without prior permission from Airport Management. This rule is strictly enforced to ensure safety and minimize disruptions to airport operations.
- **Training and Compliance:** All badge holders and permitted vehicle operators must undergo airport-specific safety and operational training. This training will cover protocols for safely crossing runways (when permitted), the use of hazard lights, and the airport's parking regulations and penalties. The training may take the form of a handout, which would require the signature of the badge holder.

Enforcement and Accountability:

- **Runway Crossing Violations:** Similar to parking violations, a violation system is also applied to unauthorized runway crossings. A first offense results in a warning, emphasizing the importance of compliance with airport safety protocols. A second offense within a 1-year period may result in the revocation of vehicle access badge to the airport for one year.

8. Airport Facilities and Leasing Policies

8.1 Hangar Development and Maintenance

Development Standards:

- **Planning and Approval:** All new hangar developments must receive prior approval from the CCAA. Proposals for development must include detailed plans that comply with airport design standards, safety regulations, and environmental considerations.
- **Construction Standards:** Hangar construction must adhere to local building codes, FAA regulations, and environmental protection standards. The use of sustainable materials and practices is encouraged to minimize environmental impacts.

Maintenance Responsibilities:

- **Tenant Responsibilities:** Tenants are responsible for the regular maintenance and upkeep of leased hangar spaces. This includes minor repairs, cleaning, and ensuring that hangars remain free of hazards.
- **CCAA Oversight:** Airport Management will conduct periodic inspections of hangar facilities to ensure compliance with maintenance standards and lease agreements. Tenants will be notified of any deficiencies and given a reasonable timeframe to address them. The CCAA can force the repair and invoice the lessee for the repairs, if needed.

Environmental Compliance:

- Maintenance and development activities must comply with environmental regulations, including waste management and hazardous materials handling.

8.2 Lease Agreements and Compliance

Lease Requirements:

- **Application Process:** Entities interested in leasing airport facilities, including hangars, office space, or ground areas, must submit an application detailing the intended use, operational requirements, and business plans.
- **Lease Terms:** Lease agreements outline the specific terms and conditions of the lease, including duration, rental rates, maintenance obligations, insurance requirements, and compliance with airport rules and regulations.

Compliance and Enforcement:

- **Regular Audits:** Airport Management will conduct regular audits of leased facilities to ensure tenants are in compliance with their lease agreements and airport policies.
- **Non-Compliance:** Tenants found to be in non-compliance with their lease terms or airport policies may face penalties, including lease termination or eviction. Tenants will have the opportunity to remedy violations within a specified period before penalties are imposed.

Insurance and Indemnification:

- **Insurance Requirements:** Tenants are required to maintain adequate insurance coverage for their leased facilities and operations. This includes liability insurance and property damage as set by the CCAA.
- **Indemnification:** Tenants must agree to indemnify and hold harmless the CCAA and Collier County from any claims, damages, or liabilities arising from their use of airport facilities or breach of lease terms.

8.3 Commercial and Non-Commercial Use

Commercial Use Regulations:

- **Definition and Scope:** Commercial activities at the airports are defined as those involving, but not limited to, aircraft charter services, maintenance and repair operations, flight training schools, and other businesses directly related to aviation that generate revenue. The Minimum Standards document governs specific operational requirements and standards for these commercial activities.
- **Approval and Compliance Process:** To undertake commercial activities, businesses must secure approval from the CCAA. This includes the submission of a comprehensive business plan outlining the nature of the commercial activity, financial projections, evidence of adequate insurance coverage, and adherence to all applicable aviation and safety regulations.

Non-Commercial Use Guidelines:

- **Definition and Scope:** Non-commercial uses at the airports include private aircraft storage, activities by hobbyist aviation clubs, and other activities not intended for profit-making.
- **Access and Operational Restrictions:** All CCAA airports are open to the public 24 hours per day and require badging for access to on-airport leased facilities.

8.4 Facility Use by Third Parties

Third-Party Access:

- **Leasing:** Airport facilities, including hangars, office space, and meeting rooms, may be leased to third parties for both aviation and non-aviation related activities, subject to CCAA approval. Subleasing requires explicit permission from the CCAA to ensure compliance with airport regulations and policies.
- **Event Hosting:** Third parties interested in hosting events or meetings at airport facilities must obtain prior permission, adhere to established guidelines for event management, and coordinate with Airport Management to ensure minimal disruption of airport operations.

Compliance and Liability:

- **Regulatory Compliance:** All third-party users of airport facilities must comply with airport rules, local ordinances, and federal aviation regulations.
- **Liability Insurance:** Third parties must provide proof of liability insurance naming the CCAA and Collier County as additional insured parties. This insurance must cover all potential risks associated with the proposed use of the facility.

8.5 Delinquency and Enforcement Procedures

Addressing Delinquency:

- **Notification:** Tenants or third parties delinquent on payments, insurance, or compliance with lease terms will receive written notification from the CCAA outlining the nature of the delinquency and the steps required to remedy the situation.
- **Grace Period:** A grace period may be offered to allow the delinquent party to address outstanding issues. Failure to rectify the situation within the grace period may result in further action.

Enforcement Actions:

- **Penalties:** Continued delinquency may result in penalties, including suspension of airport access privileges or termination of lease agreements.
- **Legal Action:** In cases of significant non-compliance or failure to resolve delinquency issues, the CCAA reserves the right to take legal action to recover owed amounts, enforce compliance, or terminate agreements.
- **Recovery and Rehabilitation:** CCAA aims to work collaboratively with tenants and third parties to resolve delinquency issues. Opportunities for negotiation and remediation will be explored before enforcing penalties or legal action.

9. Emerging Technologies

As aviation technology evolves, Marco Island Executive, Everglades Airpark, and Immokalee Regional Airport are committed to integrating and accommodating emerging technologies within their operations.

9.1 Drones and UASs (Uncrewed Aerial Systems)

Regulatory Compliance:

- **Commercial Drones:** All drone and UAS operations within airport airspace must comply with FAA regulations, including Part 107 rules for commercial drone use and any applicable local laws. This includes notification procedures with Airport Management prior to commercial drone or UAS flights.
- **Recreational Drones:** Non-commercial UAS operators are urged to coordinate with the Airport Management at each facility prior to launching UAS or drones over airport property near runways and other critical airport infrastructure.

Operational Guidelines:

- **Flying Near Airports:** Operators should avoid flying drones near the CCAA airports to prevent interference with crewed aircraft.
- **General Rules for All Drone Pilots:** Both commercial and recreational drone pilots must adhere to certain rules:
 - Fly at or below 400 feet.
 - Register drones weighing over 0.55 pounds and not exceeding 55 pounds.
 - Use the B4UFLY Mobile App for real-time airspace restrictions.
 - Always maintain visual line of sight with the drone.
 - Be aware of No Drone Zones, especially around airports.

- **Recreational Pilots:** Recreational flyers must pass the Recreational UAS Safety Test (TRUST), follow safety guidelines of an FAA-recognized Community-Based Organization (CBO), and need authorization for flying in controlled airspace through LAANC or DroneZone. Additionally, drones must be marked with the registration number, and proof of registration should be carried during flight.
- **Commercial Pilots:** For commercial operations (FAR Part 107), pilots must obtain a Remote Pilot Certificate from the FAA and pass the initial aeronautical knowledge exam. Commercial operations have more leniency in terms of operations over people and at night, provided certain conditions are met, including having the necessary airspace authorization.

9.2 Electric Aircraft and Charging Stations

Infrastructure Development:

- **Charging Stations:** The airports will explore the development of charging stations to support the operation of electric aircraft.
- **Locations:** Charging station locations will be strategically placed to ensure accessibility while avoiding interference with airport operations.

Operational Policies:

- **Following Safety Guidelines:** Electric aircraft operators must follow specific procedures for charging their aircraft, adhering to safety guidelines to prevent hazards related to electricity use.
- **Monitoring Usage:** The CCAA will monitor the use of electric aircraft and charging stations, adjusting policies as needed to support the growth of electric aviation while ensuring safety and operational efficiency.
- **Fees:** Fees for the use of electric charging stations will be developed, based on CCAA costs and emerging industry standards.

9.3 Automated Vehicles

Integration into Airport Operations:

- **Autonomous Vehicles:** Automated ground vehicles, including shuttles and service vehicles, will be welcomed into airport operations provided they are equipped with the necessary sensors and technology to operate safely within the airport environment.
- **Operational Guidelines:** Operational guidelines for automated vehicles will include designated routes, speed limits, and interaction protocols with pedestrians and crewed vehicles.

9.4 Ridesharing (Uber, Lyft, etc.)

Operational Guidelines:

- **Registration:** Ridesharing companies may be required to register with the CCAA to operate at the airports, agreeing to comply with operational guidelines, including a potential future fee structure.

- **Monitoring Operations:** The CCAA will monitor ridesharing operations at its airports and request information from companies such as Uber and Lyft to determine the extent of operations and growth.

9.5 E-scooters and E-bikes

Deployment and Usage:

- **Deployment:** E-scooters and e-bikes may be made available through approved vendors for use within designated areas of the airport.
- **Usage Guidelines:** Usage guidelines, including speed limits, parking restrictions, and helmet requirements, will be established and enforced to ensure the safe operation of e-scooters and e-bikes on airport property.

Vendor Responsibilities:

- **Permit or Lease:** Vendors providing e-scooter and e-bike services must have a lease or permit issued by the CCAA, which may require a fee.
- **Safe Operation:** Vendors are responsible for educating users on safe riding practices and the specific rules for using their services at the airports.

10. Environmental Sustainability

10.1 Renewable Energy and Sustainable Fuels

Renewable Energy Initiatives:

- **Solar Panels:** The airports will actively pursue the integration of renewable energy sources, such as solar panel farms, to meet operational energy needs sustainably.
- **Site Assessments:** Site assessments will identify the most effective locations and technologies for renewable energy installations.

Adoption of Sustainable Aviation Fuels (SAF):

- **Sustainable Aviation Fuels:** Recognizing the significant role of aviation fuel in the industry's carbon emissions, the CCAA will encourage the use of Sustainable Aviation Fuels (SAF) where practical. SAF are produced from renewable resources, significantly reducing lifecycle carbon emissions compared to conventional aviation fuels.
- **Partnerships:** Partnerships with fuel suppliers and other stakeholders will be sought to increase the availability and use of SAF at the airports. This includes exploring infrastructure adjustments necessary to store and dispense SAF alongside traditional aviation fuels.

10.2 Waste Management and Hazardous Wastes

Waste Management Practices:

- **Waste Reduction:** Waste reduction strategies will be encouraged, aiming to minimize the generation of waste.
- **Recycling:** The CCAA encourages the segregation and recycling of materials at the source.

Hazardous Wastes and Spills

- **Waste Disposal:** The CCAA has strict protocols to govern the disposal of hazardous waste, including oils, solvents, and other chemicals, ensuring safe handling, and minimizing environmental risks. Tenants must familiarize themselves and abide by these protocols and plans.
- **Spill Response:** In addition, the CCAA has spill response plans that detail immediate actions to contain and remediate any accidental releases of hazardous substances.

11. Amendments, Waivers, and Modifications

11.1 Procedure for Amendments

Initiation of Amendments:

- **Amendment:** Amendments to airport rules, regulations, and policies may be initiated by the CCAA from time to time based on stakeholder feedback, changes in federal or state aviation regulations, or the introduction of new technologies and operational practices.
- **Amendment Review:** Proposed amendments will undergo a review, including risk assessments, stakeholder consultations, and compatibility checks with existing regulations and airport infrastructure. Public notice of proposed changes will be provided at least two weeks prior to formal adoption.

Implementation:

- **Communication:** Approved amendments will be communicated to all airport users, tenants, and stakeholders through official notices, updates to the airport website, and informational meetings, as necessary.
- **Transition Periods:** Adequate transition periods will be provided for stakeholders to adjust to the new regulations, with support and guidance offered by the CCAA to ensure smooth implementation.

11.2 Temporary Waivers and Exceptions

Granting of Waivers and Exceptions:

- **Temporary Waivers or Exceptions:** Temporary waivers or exceptions to airport rules and regulations may be granted in response to special circumstances, such as emergency operations, special events, or to accommodate specific operational needs.
- **Waiver Requests:** Requests for waivers or exceptions must be submitted in writing to the CCAA, as far in advance as possible, detailing the rationale, duration, and any proposed measures to mitigate potential impacts on safety and operations.

Evaluation Criteria and Revocation:

- **Evaluation of Requests:** The CCAA will evaluate requests based on criteria such as the necessity of the waiver, potential safety implications, the effect on airport operations and other users, and compliance with overarching regulatory requirements.
- **Temporary Waivers:** Temporary waivers or exceptions will not be granted if they compromise safety, security, or significantly disrupt airport operations.

- **Revocation:** The CCAA reserves the right to revoke waivers or exceptions if conditions are violated or if unforeseen safety or operational concerns arise.

12. Compliance Monitoring and Enforcement

12.1 Inspection and Compliance Audits

Regular Inspections:

- **Periodic Inspections:** Airport Management will conduct regular inspections and audits of facilities, operations, and activities within the airport premises to ensure compliance with airport regulations, safety standards, and environmental guidelines.
- **Inspection Scope:** Inspections may include reviewing maintenance records, examining the condition of aircraft and facilities, and ensuring that operational activities are conducted in accordance with established procedures.
- **Assistance:** Airport Management will work collaboratively with tenants, operators, and airport users to facilitate compliance, offering guidance and assistance in understanding and meeting regulatory requirements.

12.2 Violation Reporting and Penalties

Reporting Mechanisms:

- **Reporting Process:** A formal process will be established for the reporting of violations or concerns related to airport operations, safety, or compliance. This can include a confidential reporting system to encourage the reporting of potential issues without fear of reprisal.
- **Investigations:** Airport Management will investigate all reported violations to determine their validity and severity.

Penalties for Non-Compliance:

- **Airport Use Privileges:** Given the limited direct enforcement capabilities, penalties for non-compliance will primarily focus on the revocation of airport use privileges for a determined period, depending on the severity of the violation.
- **Potential Legal Action:** For serious violations or repeated non-compliance, the CCAA may pursue legal action or coordinate with local law enforcement or federal agencies, as appropriate, to ensure accountability and adherence to laws.

12.3 Appeals and Dispute Resolution

Appeal Process:

- **Appeals:** Individuals or entities subject to penalties or actions by the CCAA will have the right to appeal such decisions. The appeal process will be clearly outlined, including deadlines for submitting appeals and the required format for submission.
- **County Review:** The CCAA will send appeals to an impartial agency such as the County Contractor Licensing Board, or Building Board of Adjustments and Appeals, as appropriate, ensuring a fair and transparent process for disputing enforcement actions or penalties.

Dispute Resolution:

- **Equitable Solutions:** The CCAA is committed to resolving disputes amicably and efficiently, engaging in mediation or arbitration processes as necessary to reach equitable solutions.
- **Collaboration:** Efforts will be made to address the underlying causes of disputes and violations, working collaboratively with involved parties to implement corrective actions and prevent future occurrences.

13. Airport-Specific Regulations

Everglades Airpark, Immokalee Regional, and Marco Island Executive airports each play a role, serving distinct communities and aviation needs. This section outlines the rules and regulations specific to each airport, tailored to their unique environments and operational challenges.

13.1 Everglades Airpark

Everglades Airpark, nestled in a unique natural setting, experiences specific challenges that necessitate customized operational guidelines to ensure the safety, functionality, and sustainability of airport operations.

Wildlife Hazards:

- **Bird Strike Avoidance:** Special emphasis is placed on mitigating bird strikes, particularly with waterfowl. Because there is water on both runway ends, pilots should be vigilant when operating in the vicinity of the Everglades Airpark during landings and takeoffs.

Flying Club and Flight Training Operations:

- **Space Rental:** The flying club's rental of space within the terminal is acceptable, however, with very little office space to offer, the space would be advertised competitively. Award for the office space would go to the entity most likely to increase revenues for CCAA. Flight training, particularly ground school, should occur primarily at Everglades Airpark in the rented space, if it exists, rather than in public space within the other two CCAA airports' terminals.
- **Membership Lists:** The flying club's membership lists are to be shared with Airport Management periodically, to ensure badging and airport access privileges are current.

Infrastructure and Operational Issues:

- There are a number of infrastructure and recurring operational issues that pilots should be aware of at Everglades Airpark. These include, but are not limited to:
 1. Non-functional, lighted windsock (shielded by trees from the wind)
 2. Runway flooding during some high tide events
 3. Recurrent issues with PAPI (Precision Approach Path Indicator) systems shorting out and fuel farm flooding.
 4. Inoperable T-hangar doors due to electric floor motors shorting out during a hurricane or other weather event.
 5. Limited airport parking.
- On-airport parking is limited to T-hangar locations, where a pilot can park directly outside hangar doors or inside hangars. Outside the gate, there are only about 10 parking spaces available.

13.2 Immokalee Regional Airport

Although located just outside the community of Immokalee, Immokalee Regional Airport has agricultural land uses on three sides. The airport supports small general aviation, corporate aviation, agricultural spray operations, flight training, and other industries, reflecting a versatile aviation hub within the region.

Regional Traffic Regulations:

- **Runway Incursion Mitigation:** Access to movement areas (runways, taxiways, and safety areas) by vehicles is strictly limited to authorized personnel only. No crossing runways (particularly Runway 18-36) or driving on taxiways is permitted without prior written permission from Airport Management. Authorization is granted based on operational need and requires a valid airport-issued badge.

Crosswind Operations:

- **Operational Adjustments for Safety:** Given the airport's susceptibility to crosswind conditions, pilot advisories on the Airport's UNICOM will be given along with recommendations for alternative runway use during significant crosswind conditions.

Power Paragliders Relocation and Management

- **Preferred Flying Areas:** Specific areas of Immokalee Airport and surrounding airspace are preferred for PPG and ultralight use. These areas are selected to minimize conflicts with fixed wing aircraft operations and ground activities. Maps of preferred areas will be provided during the registration process.
- **Respect for Wildlife and Local Community:** PPG pilots should operate in a manner that minimizes disturbance to local wildlife and residential areas. Special care should be taken to avoid flying low over sensitive habitats or densely populated areas.
- **Access Fee and Safety Agreement:** Power paraglider operators are required to pay an access fee and sign a safety agreement acknowledging that they will avoid flying below 500 feet over and across runways to mitigate air traffic conflicts.

Communication Enhancements

- **Radio Equipment:** Operators of power paragliders are encouraged to carry and use radios for communication, especially when crossing runways or operating in proximity to crewed aircraft, to improve safety and situational awareness.

Emergency and Seasonal Operations

- **Fire Season Preparedness:** During fire season, the airport may host large emergency response helicopters. Users are expected to cooperate with any temporary operational adjustments necessary to support these critical activities.
- **Fee Structure for Emergency Operations:** A specific fee structure is in place to support the logistical needs of emergency response operations.

13.3 Marco Island Executive Airport

Marco Island Executive Airport, situated in a coastal area and experiencing significant tourist traffic, operates under specific regulations to ensure safety, efficiency, and the optimal use of airport facilities.

Vehicle Access and Parking:

- **Restricted Vehicle Access:** Unauthorized vehicle access to the airfield is strictly prohibited. Vehicles are permitted to park directly outside hangar doors or inside hangars. Special provisions apply to Civil Air Patrol (CAP) meetings, with designated parking at the CAP building.
- **Controlled Access System:** Access to the airfield and other secure areas is controlled via card access systems, replacing code-based access to enhance security and monitoring.
- **Limited Parking:** Because Marco Island Executive has very limited auto parking, rules for length of stay will be enforced. The maximum length of time a vehicle may be parked in the airport lot is limited to 30 days. Attempts to circumvent this rule by moving a vehicle to a different parking area within the parking area will not reset the 30-day maximum period.
- **Infraction Penalties:** A policy of one warning for unauthorized on-airport vehicle access or parking will be enforced. Subsequent infractions will result in the withdrawal of access privileges.

Flight School and Commercial Operations:

- **Flight School Operations:** All flight schools operating at Marco Island Executive Airport must ensure that ground schooling activities conducted on-site use designated facilities, without impacting airport operations or other tenants. Use of public space, such as the Pilot Lounge, requires prior permission from Airport Management and may be subject to special fees.
- **Flying Club Member Access:** Flying clubs based at the airport are required to provide a current list of members to ensure controlled access and security compliance. Detailed Flying Club requirements are listed in the CCAA Airport Minimum Standards.
- **Helicopter Tour Operations:** Helicopter tours seeking to operate from Marco Island Executive Airport must adhere to established commercial activity guidelines, including applicable fees and charges.

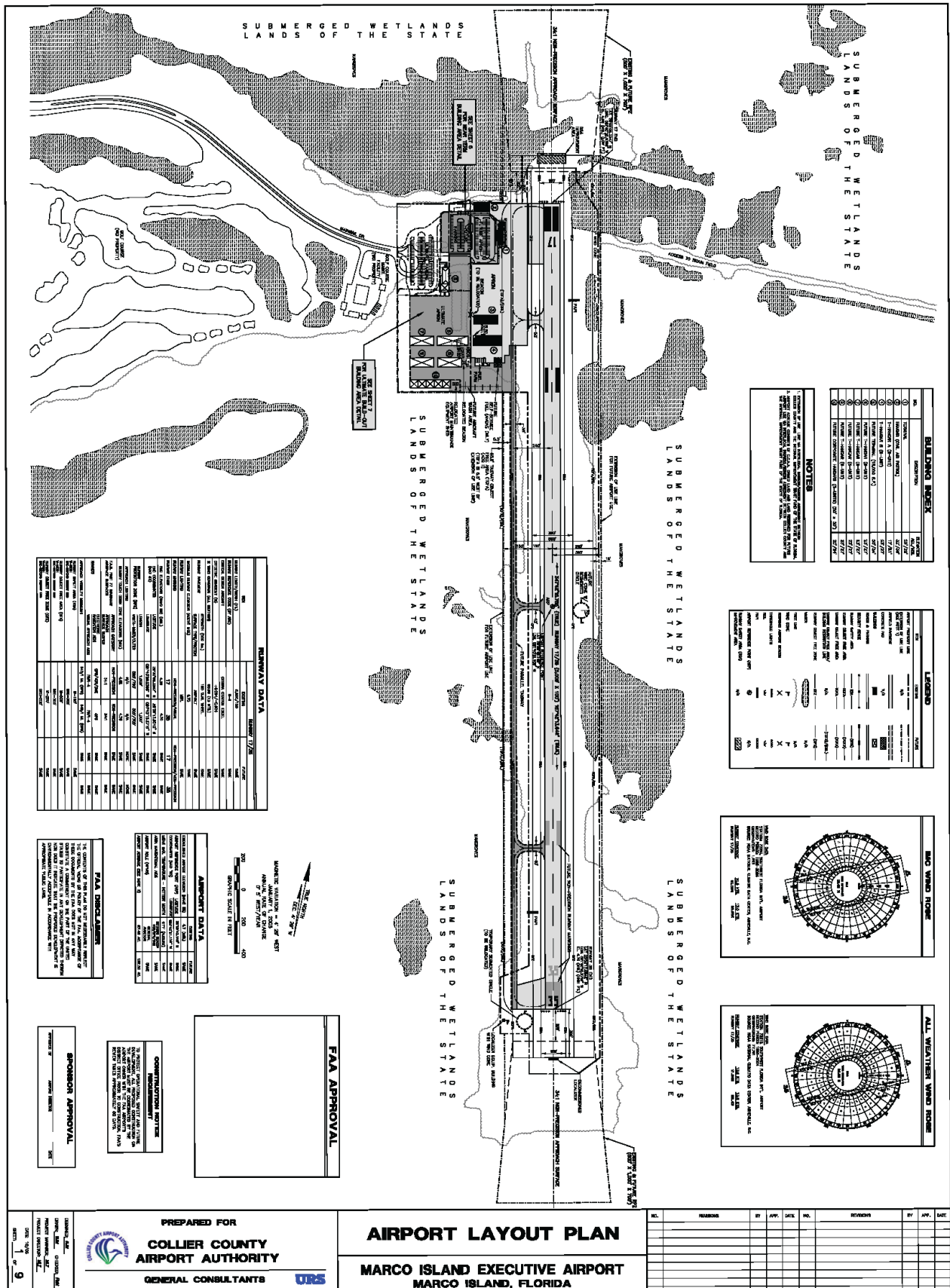
Environmental and Safety Regulations:

- **Air Boat Refueling:** The refueling of airboats using cans or portable containers must comply with safety regulations to prevent spillage and environmental hazards.
- **Fuel Spillage Reporting:** All fuel spills are to be reported to Airport Management.
- **Weather-Related Fueling Restrictions:** Fueling operations will be suspended during lightning conditions within a 3–5-mile radius of the airport to ensure safety.

Appendix A - Airport Layouts and Designated Areas

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Marco Island Executive Airport (MKY)



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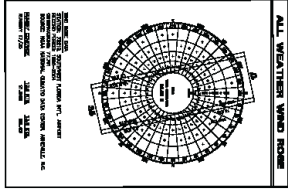
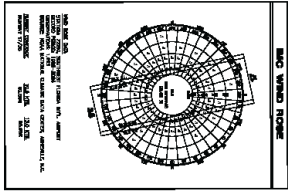
SUBMERGED WETLANDS
LANDS OF THE STATE

SLIDING INDEX

NO.	DESCRIPTION	REVISION
1	ISSUED	5/27/25
2	REVISED	5/27/25
3	REVISED	5/27/25
4	REVISED	5/27/25
5	REVISED	5/27/25
6	REVISED	5/27/25
7	REVISED	5/27/25
8	REVISED	5/27/25
9	REVISED	5/27/25
10	REVISED	5/27/25

LEGEND

SYMBOL	DESCRIPTION
(Symbol)	Runway
(Symbol)	Taxiway
(Symbol)	Apron
(Symbol)	Terminal Building
(Symbol)	Submerged Wetlands
(Symbol)	Water
(Symbol)	Land
(Symbol)	Other



RUNWAY DATA

NO.	DESCRIPTION	LENGTH	WIDTH	ASPHALT	CONCRETE	PAVEMENT	STATUS
1	Runway 1	1000	150	ASPH	CONC	ASPH/CONC	ACTIVE
2	Runway 2	800	100	ASPH	CONC	ASPH/CONC	ACTIVE

AIRPORT DATA

NO.	DESCRIPTION	LENGTH	WIDTH	ASPHALT	CONCRETE	PAVEMENT	STATUS
1	Taxiway 1	200	50	ASPH	CONC	ASPH/CONC	ACTIVE
2	Taxiway 2	150	40	ASPH	CONC	ASPH/CONC	ACTIVE
3	Apron 1	100	100	ASPH	CONC	ASPH/CONC	ACTIVE
4	Apron 2	80	80	ASPH	CONC	ASPH/CONC	ACTIVE

FAA DISCLAIMER

THE CONTENT OF THIS DRAWING IS THE PROPERTY OF URS AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF URS.

FAA APPROVAL

APPROVED FOR THE FAA BY: _____

DATE: _____

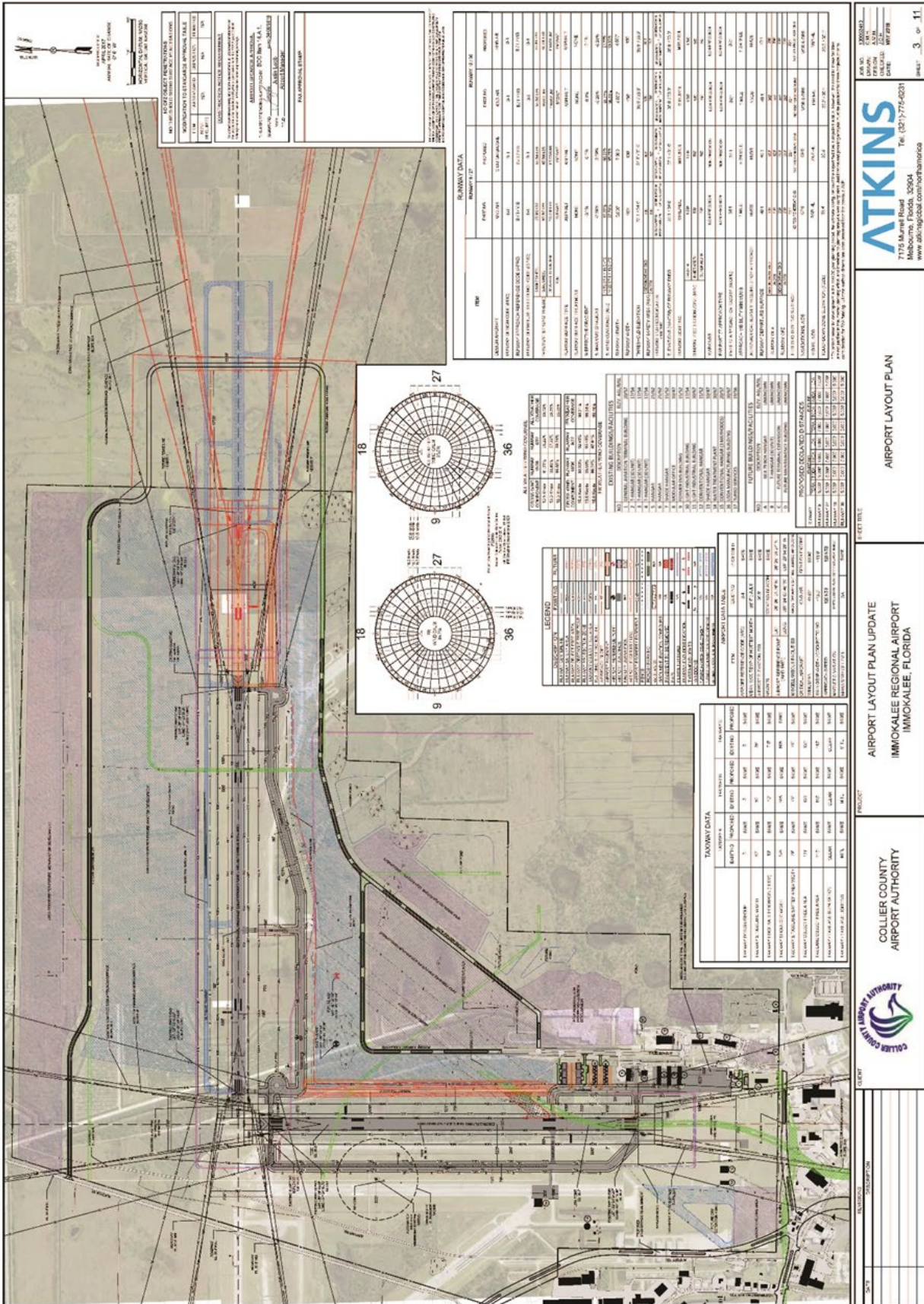


PREPARED FOR
COLLIER COUNTY AIRPORT AUTHORITY
GENERAL CONSULTANTS

AIRPORT LAYOUT PLAN
MARCO ISLAND EXECUTIVE AIRPORT
MARCO ISLAND, FLORIDA

NO.	DESCRIPTION	DATE	BY	APP.	DATE

Immokalee Regional Airport (IMM)



ATKINS
 7775 Marne Road
 Melbourne, Florida 32904
 Tel: (321) 776-6201
 www.atkinsglobal.com/home

CLIENT
 COLLEER COUNTY
 AIRPORT AUTHORITY

PROJECT
 AIRPORT LAYOUT PLAN UPDATE
 IMMOKALEE REGIONAL AIRPORT
 IMMOKALEE, FLORIDA

DATE
 11/15/2024

DESCRIPTION
 AIRPORT LAYOUT PLAN UPDATE

SCALE
 AS SHOWN

REVISIONS

NO.	DATE	DESCRIPTION
1	11/15/2024	ISSUED FOR PERMITTING

PROJECT
 AIRPORT LAYOUT PLAN UPDATE
 IMMOKALEE REGIONAL AIRPORT
 IMMOKALEE, FLORIDA

CLIENT
 COLLEER COUNTY
 AIRPORT AUTHORITY

PROJECT
 AIRPORT LAYOUT PLAN UPDATE
 IMMOKALEE REGIONAL AIRPORT
 IMMOKALEE, FLORIDA

DATE
 11/15/2024

DESCRIPTION
 AIRPORT LAYOUT PLAN UPDATE

SCALE
 AS SHOWN

REVISIONS

NO.	DATE	DESCRIPTION
1	11/15/2024	ISSUED FOR PERMITTING

Everglades Airpark (X01)



AVCON, INC.
1000 AVCON INDUSTRIAL PARKWAY
CORCORAN, FLORIDA 33603-1000
TEL: 813-963-1000
WWW.AVCON.COM

EVERGLADES AIRPARK

INTERIM ALP UPDATE

AIRPORT LAYOUT PLAN DRAWING

DATE: JUNE 2020

DESIGNED BY: M.A.
DRAWN BY: J.P.
CHECKED BY: M.S.
APPROVED BY: M.S.

FAA AIP NO. N/A
FDOT FM NO. 441815-04-01
AVCON PROJECT NO. 2017-254-02

SHEET NUMBER
4

LEGEND		EXISTING	FUTURE
ITEM			
AIRPORT PROPERTY LINE		---	---
PROPERTY ACQUISITION		N/A	---
RUNWAY ENDICION		---	---
ROADS & PARKING		---	---
BUILDINGS		---	---
FENCE		---	---
LAND USE DESIGNATION		N/A	---
RUNWAY SAFETY AREA		---	---
RUNWAY OBSTACLE FREE AREA		---	---
TAXIWAY SAFETY AREA		---	---
TAXIWAY OBSTACLE FREE AREA		---	---
APPROACH OBSTACLE FREE ZONE		---	---
DISPLACED THRESHOLD OBSTACLE FREE ZONE		---	---
RUNWAY PROTECTION ZONE		---	---
APPROACH OBSTACLE PROTECTION ZONE		---	---
DEPARTURE OBSTACLE PROTECTION ZONE		---	---
P1 77 APPROACH SURFACE		---	---
THRESHOLD STOP SURFACE		---	---
BUILDING RESTRICTION THE		---	---
THRESHOLD SURFACE		---	---
NAVIGABLE OBSTACLE		---	---
BOAT MARINA		---	---
PAV		---	---
THRESHOLD LIGHTS		---	---
WIND CONE		---	---
AIRPORT LIGHTS		---	---
ROTATING OBSTACLE		---	---
THRESHOLD		---	---
SAFETY MONUMENT		---	---

EXISTING BUILDING/TENANT INDEX		
NO.	DESCRIPTION	ELEVATION (FT.) AMSL
1	TERMINAL BUILDING	36
2	T-HANGAR (B-UNIT)	23
3	T-HANGAR (C-UNIT)	23
4	HALL, ADMIN	19

FUTURE BUILDING/TENANT INDEX		
NO.	DESCRIPTION	ELEVATION (FT.) AMSL
A	T-HANGAR (B-UNIT)	23
B	T-HANGAR (C-UNIT)	23
C	T-HANGAR (D-UNIT)	23
D	HANGAR	23

GENERAL NOTES

1. ALL LETTERS AND DIMENSIONS CONCERNING THE NORTH AND SOUTH OF THE (N/S) (N/S) ARE TO BE USED AS SHOWN.
2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
3. THE LINE MARKS THE TRANSITION FROM EXISTING TO FUTURE. A CHANGE IN THE LINE MARKS THE TRANSITION FROM EXISTING TO FUTURE. A CHANGE IN THE LINE MARKS THE TRANSITION FROM EXISTING TO FUTURE.
4. THE LINE MARKS THE TRANSITION FROM EXISTING TO FUTURE. A CHANGE IN THE LINE MARKS THE TRANSITION FROM EXISTING TO FUTURE.
5. THE LINE MARKS THE TRANSITION FROM EXISTING TO FUTURE. A CHANGE IN THE LINE MARKS THE TRANSITION FROM EXISTING TO FUTURE.
6. THE LINE MARKS THE TRANSITION FROM EXISTING TO FUTURE. A CHANGE IN THE LINE MARKS THE TRANSITION FROM EXISTING TO FUTURE.
7. THE LINE MARKS THE TRANSITION FROM EXISTING TO FUTURE. A CHANGE IN THE LINE MARKS THE TRANSITION FROM EXISTING TO FUTURE.
8. THE LINE MARKS THE TRANSITION FROM EXISTING TO FUTURE. A CHANGE IN THE LINE MARKS THE TRANSITION FROM EXISTING TO FUTURE.
9. THE LINE MARKS THE TRANSITION FROM EXISTING TO FUTURE. A CHANGE IN THE LINE MARKS THE TRANSITION FROM EXISTING TO FUTURE.
10. THE LINE MARKS THE TRANSITION FROM EXISTING TO FUTURE. A CHANGE IN THE LINE MARKS THE TRANSITION FROM EXISTING TO FUTURE.



Appendix B: Contact Information for CCAA and Airport Management

The Collier County Airport Authority is under the Collier County Transportation & Growth Management Department and the Operations & Performance Management Division.

Collier County Operations & Performance Management Division Director:

Darren Hutton

darren.hutton@colliercountyfl.gov

(239) 252-5162

Collier County Airport Authority Executive Airports Manager:

Bryant Garrett, AAE

bryant.garrett@colliercountyfl.gov

(239) 252-8425

Airport Operations Manager for Marco Island Executive Airport:

Nick Rossdale

nick.rossdale@colliercountyfl.gov

(239) 252-6297

Airport Operations Manager for Immokalee Regional Airport and the Everglades Airpark:

Spencer Brillion

spencer.brillion@colliercountyfl.gov

(239) 252-6296