

OPERATING DIRECTIVE

Aviation Authority

Number: D330.00.11

Effective: 10/14/08

Revised: 04/11/18

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Subject: Facility Inspections at General
Aviation Airports

PURPOSE: To establish procedures for facility inspections at the general aviation airports. For the purpose of this Operating Directive, the general aviation airports, Peter O. Knight, Plant City, and Tampa Executive, will be referred to collectively as Airport.

PROCEDURES:

- A. The Director of General Aviation and the Vice President of Real Estate, or their designees, will authorize, schedule and conduct random inspections of facilities at the Airport.
- B. The Authority will use the following guidelines to conduct random inspections in occupied facilities at the Airport:
 - 1. The Director of General Aviation and the Vice President of Real Estate, or their designees, will notify the tenant with a written request at least three business days prior to the selected inspection date. This request will include the scheduled inspection dates, list of facilities to be inspected, access needs and contact information for the Authority.
 - 2. If the facility to be inspected is under the fixed base operator's (FBO) lease, the sub-tenant will be notified by the FBO of the selected inspection through written notice at least three business days prior to the inspection date. This notification will include a copy of the inspection checklist and contact information for the Authority. The sub-tenant will be given the opportunity to be in attendance at the inspection. The FBO will have a representative available during the inspection to verify the information and provide access to all FBO leased facilities selected for inspection.
 - 3. Facilities will be inspected for general maintenance conditions including, but not limited to, unauthorized non-aviation storage of items, vehicles and liquids.
 - 4. Facilities will be inspected for evidence of unauthorized activities, such as commercial (aviation or non-aviation) operations, aircraft maintenance beyond preventive maintenance without prior Authority Special Use Permit, unsafe conditions or materials.

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5. The inspection checklist will be completed for each facility that is inspected. Discrepancies will be documented with photographs and attached to the checklist. The tenant or sub-tenant will be given seven days' notice to correct any non-safety/fire related discrepancies. A follow-up inspection will be conducted after the correction period to verify that the discrepancies have been satisfied.
 6. Facilities with safety/fire discrepancies, as noted on the inspection checklist, must have the discrepancies corrected by the tenant or sub-tenant within 24 hours. A follow-up inspection will be conducted after the 24-hour period.
- C. The Authority will use the following guidelines to conduct random inspections at vacant facilities at the Airport:
1. The Director of General Aviation and the Vice President of Real Estate, or their designees, will notify the tenant with a written request prior to the selected inspection date. This request will include the scheduled inspection dates, list of facilities to be inspected, access needs and contact information for the Authority.
 2. Facilities will be inspected for general maintenance conditions including, but not limited to, unauthorized non-aviation storage of items, vehicles and liquids.
 3. Facilities will be inspected for evidence of unauthorized activities, such as commercial (aviation or non-aviation) operations, aircraft maintenance beyond preventive maintenance without prior Authority Special Use Permit, unsafe conditions or materials.
 4. The inspection checklist will be completed for each facility that is inspected. Discrepancies will be documented with photographs and attached to the checklist. The tenant will be given seven days' notice to correct any non-safety/fire related discrepancies. A follow-up inspection will be conducted after the correction period to verify that the discrepancies have been satisfied.
 5. Facilities with safety/fire discrepancies, as noted on the inspection checklist, must have the discrepancies corrected by the tenant within 24 hours. A follow-up inspection will be conducted after the 24-hour period.

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- D. The Authority will use the following guidelines to address complaints relating to unauthorized activities at the Airport:
1. The Director of General Aviation and the Vice President of Real Estate, or their designees, will notify the tenant prior to the selected inspection date of the alleged complaint, scheduled inspection dates, list of facilities to be inspected, a copy of the inspection checklist, access needs and contact information for the Authority.
 2. If the facility to be inspected is under the FBO's lease, the FBO will be notified prior to the selected inspection date of the alleged complaint, scheduled inspection dates, list of facilities to be inspected, a copy of the inspection checklist, access needs and contact list for the Authority. The sub-tenant will be given the opportunity to be in attendance at the inspection.
 3. The facility will be inspected for evidence of unauthorized activities, such as commercial (aviation or non-aviation) operations, aircraft maintenance beyond preventive maintenance without prior Authority Special Use Permit, unsafe conditions or materials.
 4. The inspection checklist will be completed for each facility inspected. Discrepancies will be documented with photographs and attached to the checklist. The tenant or sub-tenant will be given seven days notice to correct any non-safety related discrepancies. A follow-up inspection will be conducted after the correction period to verify that the discrepancies have been satisfied.
 5. Facilities with safety/fire discrepancies, as noted on the inspection checklist, must have the discrepancies corrected by the tenant or sub-tenant within 24 hours. Follow-up inspection will be conducted after the 24-hour period.

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PENALTIES AND ENFORCEMENT PROCEDURES:

Any person in violation of this Operating Directive is subject to the penalties and relevant procedures set forth at Section 8, PENALTIES, of Authority Rules and Regulations No. R330.

APPROVED: Joe Lopano

DATE: 4/11/18