

DESTIN EXECUTIVE AIRPORT (DTS) AND BOB SIKES AIRPORT (CEW)

OPERATING POLICY

Aircraft Maintenance and Fueling of Personally-Owned Aircraft by Aircraft Owners and their Employees

The performance of aircraft and engine repair, maintenance, and fueling operations are considered to be aeronautical services regulated by the Okaloosa County Board of Commissioners, except where such services are performed by the aircraft owner and/or their employees. Federal regulation requires that owners of aircraft and their employees be allowed to perform certain maintenance and fueling of their own aircraft.

With reference to the above, a policy is heretofore established which provides for the safety and economy of the airports. In this regard, the following areas are hereby designated for such activity with related comments for the compliance thereof:

1. Owners of aircraft who have a hangar lease for storage of aircraft with Okaloosa County are permitted to perform their own maintenance utilizing their employees upon Lessee's stored aircraft in the hangar premises subject to federal, state, and local regulations. Allowable maintenance activities in the leased areas pursuant to the approved hangar lease with Okaloosa County are limited to changing tires and batteries, servicing batteries, changing oil, vacuuming aircraft, washing aircraft, and replacement of plugs, with such allowable activities being considered minor maintenance for a personally-owned aircraft.

Repairs and maintenance of aircraft not personally-owned by the Lessee is strictly prohibited in the hangar.

2. Limited preventive (minor) maintenance in Group III aircraft t-hangars is limited to the following non-hazardous work:

- a. Removal, installation, and repair of landing gear tires.
- b. Replacing elastic shock absorber cords on landing gear.
- c. Servicing landing gear shock struts by adding oil, air, or both.
- d. Servicing landing gear wheel bearings, such as cleaning and greasing.
- e. Replacing defective safety wiring or cotter keys.
- f. Lubrication not requiring disassembly other than removal of nonstructural items such as cover plates, cowlings, and fairings.

- g. Making simple fabric patches not requiring rib stitching or the removal of structural parts or control surfaces.
- h. Replenishing hydraulic fluid in the hydraulic reservoir.
- i. Repairing upholstery and decorative furnishings of the cabin, cockpit, when the repairing does not require disassembly of any primary structure or operating system or interfere with an operating system or affect the primary structure of the aircraft.
- j. Making small simple repairs to fairings, nonstructural cover plates, cowlings, and small patches and reinforcements not changing the contour so as to interfere with proper air flow.
- k. Replacing side windows where that work does not interfere with the structure or any operating system such as controls, electrical equipment, etc.
- l. Replacing safety belts.
- m. Replacing seats or seat parts with replacement parts approved for the aircraft, not involving disassembly of any primary structure or operating system.
- n. Trouble shooting and repairing broken circuits in landing light wiring circuits.
- o. Replacing bulbs, reflectors, and lenses of position and landing lights.
- p. Replacing wheels and skis where no weight and balance computation is involved.
- q. Replacing any cowling not requiring removal of the propeller or disconnection of flight controls.
- r. Replacing or cleaning spark plugs and setting of spark plug gap clearance.
- s. Replacing and servicing batteries.
- t. Replacement or adjustment of nonstructural standard fasteners incidental to operations.
- u. The installations of anti-misfueling devices to reduce the diameter of fuel tank filler openings provided the specific device has been made a part of the aircraft type certificate data by the aircraft manufacturer, the aircraft manufacturer has provided FAA-approved instructions for installation of the specific device, and installation does not involve the disassembly of the existing tank filler opening.
- v. Removing, checking, and replacing magnetic chip detectors.
- w. The inspection and maintenance tasks prescribed and specifically identified as preventive maintenance in a primary category aircraft type certificate or supplemental type certificate holder's approved special inspection and preventive maintenance program when accomplished on a primary category aircraft provided:
 - (i) They are performed by the holder of at least a private pilot certificate issued under part 61 who is the registered owner (including co-owners) of the affected aircraft and who holds a certificate of competency for the affected aircraft

(1) issued by a school approved under Sec. 147.21(e) of NFPA 409; (2) issued by the holder of the production certificate for that primary category aircraft that has a special training program approved under Sec. 21.24 of NFPA 409 subchapter; or (3) issued by another entity that has a course approved by the Administrator; and

- (ii) The inspections and maintenance tasks are performed in accordance with instructions contained by the special inspection and preventive maintenance program approved as part of the aircraft's type design or supplemental type design.
- x. Removing and replacing self-contained, front instrument panel-mounted navigation and communication devices that employ tray-mounted connectors that connect the unit when the unit is installed into the instrument panel, (excluding automatic flight control systems, transponders, and microwave frequency distance measuring equipment (DME)). The approved unit must be designed to be readily and repeatedly removed and replaced, and pertinent instructions must be provided. Prior to the unit's intended use, and operational check must be performed in accordance with the applicable sections of part 91 of NFPA 409.
- y. Updating self-contained, front instrument panel-mounted Air Traffic Control (ATC) navigational software data bases (excluding those of automatic flight control systems, transponders, and microwave frequency distance measuring equipment (DME)) provided no disassembly of the unit is required and pertinent instructions are provided. Prior to the unit's intended use, and operational check must be performed in accordance with applicable sections of part 91 of this chapter.

3. Owners of aircraft and/or their employees who do not have a hangar lease with Okaloosa County are permitted to perform these maintenance activities on the paved apron, provided however, the Airports Director determines that the area is safe and will not interfere with airport operations. The type of maintenance activity and duration will determine the location after review with the aircraft owner.

4. No personal refueling of aircraft is permitted.

5. Any maintenance or fueling operations performed by persons other than owners and/or their employees are considered to be performing a commercial operation and requires a fully executed lease agreement with the Board of County Commissioners.

The term "EMPLOYEE" shall be defined as an individual who is on the payroll of the aircraft owner and is receiving compensation on a regular basis with federal income tax and social security taxes being deducted from his/her salary. Services provided by contract are considered to be a commercial activity and requires a fully executed agreement between the Board of County Commissioners and the Contractor.

6. No person or persons, except airmen, duly authorized personnel, passengers going to or from aircraft, or persons being personally conducted by the airport attendants shall be permitted to enter the landing area proper, taxi space or aprons. However, this does not give any person or persons so accepted the privilege of unrestricted use of the Airport. The privileges are confined to the necessary use of these spaces in connection with the flights, inspections and routine duties.

7. Airport Operating Restrictions:

- a) All banner towing by fixed, rotary or any other type of aircraft, to include pick-up and drop-off is prohibited at the Destin Executive Airport (DTS).
- b) CEW does not have a designated heliport, all rotary wing aircraft are required to operate in compliance with non-air traffic control tower procedures.
- c) All rotary wing aircraft operating at DTS will conform to DTS/ATC directions.



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Airports Director