



**SUBMISSION  
FOR  
BOARD APPROVAL**

**SUBJECT: Adoption of the Amended Leasehold Development Standards for Tenants at the Jacksonville International Airport and the General Aviation Airports (Cecil Field, Craig Airport, Herlong Airport)**

**COST: N/A                      BUDGETED: N/A                      SOURCE OF FUNDS: N/A**

**BACKGROUND:**

The Jacksonville Aviation Authority, (JAA) has established Leasehold Development Standards for all tenants to ensure that all construction and tenant improvements are in compliance with applicable Federal, State, and Local Building Codes, and adhere to the architectural design and integrity for construction of facilities at the Jacksonville International Airport (JIA), Cecil Field (Cecil), Craig Airport (Craig) and Herlong Airport (Herlong) as public airports.

**STATUS:**

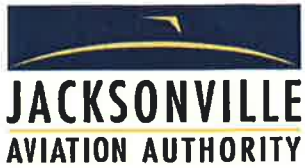
The JAA staff has determined that the existing document must be updated and issued as one (1) document to cover the needs of Jacksonville International Airport and the General Aviation airports. Staff has revised and updated this document from its previous version.

The Leasehold Development Standards have been reviewed by JAA staff members, the Office of General Counsel, and with JAA tenants.

**BUSINESS JUSTIFICATION:**

This is necessary to ensure that all construction and tenant improvements meet the architectural design and construction standards established by the JAA, which may be revised from time to time. Only minor revisions have been incorporated to update the documents to comply with current codes, design standards, and the permit and construction procedures as established by the JAA.

A condensed summary of the revisions to these documents is attached, as well as a full copy of the revised document.



SUBMISSION FOR BOARD APPROVAL

RECOMMENDATION:

Management recommends that the Board of Directors adopt the amended Leasehold Development Standards for the Jacksonville International Airport and General Aviation (Cecil Field, Craig Airport and Herlong Airport) to be effective on May 1, 2006.

RECOMMENDED FOR APPROVAL:

Maribel Hernandez
Chief Operating Officer

[Handwritten signature] 4/5/06
Signature and Date

SUBMITTED FOR APPROVAL:

John Clark, III
Executive Director/CEO

[Handwritten signature] 4/17/06
Signature and Date

BOARD APPROVAL:

4/17/06

Meeting Date

[Handwritten signature]

Recording Secretary

ATTEST:

[Handwritten signature]
James E. McCollum, Secretary

[Handwritten signature]
Mary P. Burnett, Chair

# LEASEHOLD DEVELOPMENT STANDARDS SUMMARY AND DESCRIPTION OF CHANGES

## **1 STATEMENT OF PURPOSE**

The Jacksonville Aviation Authority (JAA or the Authority) Leasehold Development Standards establish reasonable criteria to guide the development and improvement of leaseholds on Authority airports. These standards are necessary to assure consistent high-quality, efficient, aesthetically attractive development with a reasonable economic life.

## **2 APPLICATION OF OTHER STANDARDS AND REQUIREMENTS**

City of Jacksonville codes and regulations along with those of various other agencies apply to all construction and development on Jacksonville Aviation Authority property.

## **3 REVIEW PROCESS**

This section describes the Authority's review and approval process for tenant development including submittal requirements, items to be included in plans, permit requirements, security, as-built documentation, operational requirements during construction and insurance requirements.

### Significant Changes

Identified the JAA Design Review Committee as the entity responsible for general concurrence of a proposed development.

Requires JAA approval of final plans and specifications prior to submitting permit applications.

Requires As-Built Autocad files for all completed development.

Eliminated JAA as go-between for government agencies and developers for solid waste disposal.

## **4 SITE DEVELOPMENT STANDARDS**

This section discusses various standards which ensure the safety, security, cleanliness and utility requirements of the aircraft operating areas and occupied landside areas. Items addressed include airfield and roadway setbacks; parking; driveways and sidewalks; permits; landscaping and irrigation; site grading; drainage and storm water management; airfield and vehicular paving

requirements; fencing and gates; storage and delivery areas; exterior lighting; refuse collection; and electrical, telephone, water and sanitary sewer services.

#### Significant Changes

Deleted JAA landscape requirements and referenced City of Jacksonville Landscape Ordinance.

Increased minimum width of access roads from 16 to 20 feet.

Deleted JAA sidewalk requirements and referenced City of Jacksonville requirements.

Deleted specific requirements for pavement construction and referenced the appropriate guidelines for pavement design (FDOT, COJ or FAA Advisory Circular).

Increased security fence minimum height from 6 to 7 feet.

Deleted requirements for exterior illumination levels and referenced applicable codes.

Deleted requirement for estimating potable water and sewer usage, this is now coordinated directly with JEA.

## **5 BUILDING DEVELOPMENT STANDARDS**

This section identifies several types of building materials that have been or may be approved by the Authority for construction. Also discusses requirements for screening of mechanical/electrical equipment, roofs, sound attenuation and graphics and sign standards.

#### Significant Changes

Deleted requirements for signs and referenced the JAA Sign Program Standards Manual.

Referenced the Manual on Uniform Traffic Control Devices (MUTCD) for vehicular signs within a leasehold.



# **LEASEHOLD DEVELOPMENT STANDARDS**

**FOR**

**JACKSONVILLE INTERNATIONAL AIRPORT**

**Cecil Field  
Craig Airport  
Herlong Airport**

Revised April, 2006

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## **1 STATEMENT OF PURPOSE**

The purpose of the Jacksonville Aviation Authority (JAA or the Authority) Leasehold Development Standards is to establish reasonable criteria to guide the development and improvement of leaseholds on Authority airports. These standards are necessary to assure consistent high-quality, efficient, aesthetically attractive development with a reasonable economic life. Guidance in the form of written standards is required to assure a mutual understanding of minimum requirements. Furthermore, these Development Standards are designed to complement the requirements of other agencies and jurisdictions regulating land development on the Airport property.

It is the objective of these Development Standards to:

- A. Facilitate high-quality development which seeks to maximize the utilization of property for new buildings and facilities and, when appropriate, renovate existing facilities;
- B. Assure that all development is aesthetically attractive and presents a pleasing and reasonably consistent appearance;
- C. Promote measures that will assure that airport safety and security issues are properly addressed;
- D. Promote the efficient use of land to minimize the impact on wetlands or other environmentally constrained land areas;
- E. Assure compatibility of the development proposed by the various airport lessees;
- F. Designate and maintain appropriate corridors for utilities, public access to various airport facilities and controlled airside access;
- G. Provide adequate separation between buildings and public rights-of-way;
- H. Provide ample off-street parking with appropriate landscaping to screen vehicular and equipment storage areas;
- I. Maximize the availability and use of aircraft ramp areas;
- J. Assure the implementation of reasonable landscaping regulations;
- K. Eliminate conflicts with applicable regulations of the Federal Aviation Administration, Florida Department of Transportation, City of Jacksonville, and the various other agencies having jurisdiction.

Requests for information and assistance regarding these minimum standards and the application of these objectives to lessee leasehold development should be directed to:

Director, Planning and Development  
Jacksonville Aviation Authority  
14201 Pecan Park Road  
Jacksonville, Florida 32218  
Telephone: (904) 741-2405



## **2 APPLICATION OF OTHER STANDARDS AND REQUIREMENTS**

City of Jacksonville codes and regulations along with those of various other agencies apply to all construction and development on Jacksonville Aviation Authority property.

Development approval by the Jacksonville Aviation Authority does not guarantee the development proposed will be permitted or otherwise approved for any intended use or purpose or that required regulatory development permits or approvals can be obtained.

All pertinent requirements of public agencies must be adhered to in the development of airport property, and all plans must be routed through the permitting/approval process. Prior to development each lessee must verify the current code requirements as they may be amended. These Development Guidelines may be more restrictive than local land use site development standards or in other matters. In every case in which these guidelines are at variance with public agency requirements, the more restrictive regulations will govern.

Acquisition of all required regulatory permits and approvals, including construction permits and development approval by the Jacksonville Aviation Authority, are the sole responsibility of the lessee proposing a particular development. The consequences of failure to obtain required approvals or permits shall rest solely with the developer without recourse to the Authority.

### **3 REVIEW PROCESS**

#### **3.1 INTRODUCTION**

Development approval by the Authority is required prior to the undertaking of any site improvements, construction or installation, including clearing, grading, paving, signs, structures, landscaping, building additions or alterations or other improvements. This approval shall be in writing and shall become part of the file for each particular leasehold. Though the Jacksonville Aviation Authority shall not be responsible for monitoring or otherwise administering the actions of the various other jurisdictional agencies, copies of all permits or approvals issued to the lessee shall be forwarded to the Authority for retention in the lease file.

#### **3.2 OVERVIEW OF REVIEW PROCESS**

The following is a summary of the process required by the Authority for obtaining approval for any new development, alteration or renovation of leasehold property:

- A. Obtain a lease agreement or, if applicable, an amendment to an existing lease with the Authority covering the leasehold interest to be developed.
- B. Apply to the Authority for a general concurrence in the proposed improvement. Application for review shall be made to the JAA Design Review Committee. This application should be submitted as follows:

Director, Business Development  
Jacksonville Aviation Authority  
14201 Pecan Park Road  
Jacksonville, Florida 32218

- C. If Applicable, apply for and obtain approval of the leasehold improvement by the Federal Aviation Administration by submitting a properly documented FAA Form 7460-1. This document shall be developed by the lessee and submitted to the Authority for transmittal to the FAA. A copy of FAA Form 7460-1 is .
- D. Complete development of final plans and specifications for the leasehold development and submit to the Authority for approval. Two sets of plans and specifications, one copy of which must be sealed by appropriately licensed registered engineer(s), architect(s) and/or landscape architect(s) shall be submitted.

- E. Apply to the City of Jacksonville for a building permit for the proposed improvement, alteration and/or renovation as required by City Code.
- F. Provide the Authority with a copy of the City's building permit (evidencing satisfaction of required code requirements), evidence that the lessee's contractor has obtained satisfactory insurance and FAA approval of the development (FAA Form 7460-1).
- G. Within thirty (30) following substantial completion of the development, provide the Authority with "as built" documentation, including Autocad files of the construction drawings. Substantial completion shall be considered as the date of the Certificate of Occupancy issued by the City or other date acceptable to the Authority.

### 3.3 REQUIRED MINIMUM DOCUMENTATION.

Plans must be submitted to the Authority for review and approval at the completion of the schematic/preliminary planning and again following completion of construction documents. At each stage the development will be reviewed for consistency with applicable standards. Each review will include, but not necessarily be limited to, an evaluation of the proposed site plan, building design, landscaping and signage program, for possible operational problems and for conformance with the stated purpose of the program. This review will culminate with a review meeting to discuss the Authority's comments regarding required modifications and/or approval.

### 3.4 APPROVAL OF SCHEMATIC DESIGN

At the schematic or preliminary review, three (3) sets of preliminary or schematic plans and outline specifications and a preliminary estimate of cost should be submitted. This documentation shall include the following minimum information:

#### 3.4.1 SITE PLAN

1. General site location map providing a certified plat and legal description of the leasehold. This description shall be based on the Florida State Plane coordinate system.
2. Site topographic and wetlands survey showing existing topographic contours, to at least one half foot intervals, and wetlands. The survey shall be developed at scale appropriate for subsequent engineering analysis.
3. Details of the proposed site development:
  - a. Building location, orientation, overall dimensions and setbacks.

- b. Pedestrian and vehicular circulation patterns and dimensions of all facilities proposed.
- c. Number and location of employee, patron and/or visitor parking and truck loading and service areas.
- d. An estimate over time of the number of employees, patrons and visitors that will be accommodated by the proposed leasehold development.
- e. Connections to existing water, sanitary or electrical service.
- f. Location of solid waste collection point(s) and details of the screening that will be provided.
- g. Proposed easements or other right-of-way required over non-leasehold property and necessary for the development.
- h. Site drainage details including a general grading plan, retention and/or detention ponds and pre and post development runoff and outfall calculations.
- i. Landscape areas including quantity, location and type, i.e. ornamental tree or shrub, evergreen tree or shrub, deciduous tree or shrub, groundcover, annuals or perennial, and irrigation systems.
- j. Site lighting plan including lighting levels proposed for all aircraft aprons, automobile parking lots, roadways and airside access security gates and the type and orientation of all fixtures.
- k. Developed area in square feet as a percentage of total lease area.
- l. Fencing and security plans, if applicable, including the method proposed to maintain airside security.

### 3.4.2 BUILDING DESIGN

1. Dimensioned building elevations, all faces, showing the type, quality and color of all materials proposed. This drawing shall include the floor slab elevation and any item of permanent construction placed adjacent to or on top of the building.
2. Line of sight drawing evidencing a clear line of site from the FAA Air Traffic Control Tower cab over all leasehold development, including

aircraft parked adjacent to the development, to any aircraft operational area that may be impacted by the development.

3. Color scheme, layout and method of lighting for all exterior signage permanently attached to the building. If not shown on the building elevation, a separate drawing shall be submitted that shows the relationship between the proposed signage and the architecture of the building.
4. Color scheme, layout, location and method of lighting of all freestanding signs.
5. A colored perspective rendering for all development costing \$250,000 or more, suitable for presentation.

### 3.5 APPROVAL OF FINAL DOCUMENTS

At the second review three sets of construction plans plus the original marked up preliminary plans and a detailed final estimate of construction cost and schedule must be submitted for review of final engineering, architectural, site development and landscape working drawings and specifications. Samples of all exterior material of the type, texture and color proposed should be submitted. A sample panel of exterior materials may be required.

If the submittal is acceptable, the Director – Planning & Development shall issue an approval letter. If the Authority does not issue an approval letter but provides comments, appropriate revisions should be made and the revised plans and specifications resubmitted. The Authority will respond as quickly as possible with issuance of an approval letter once all requirements have been satisfied and documentation submitted.

### 3.6 MISCELLANEOUS DEVELOPMENT REQUIREMENTS

**Basis of Approval.** Review and approval will be based on standards set forth in these Leasehold Development Standards. Plans will be reviewed not only for the quality of the specific proposal, but also for the development's effect and impact on its neighbors and on the general existing or planned surroundings. Evaluation will be made of spatial relationships among buildings and between buildings and other surrounding elements with the intent of minimizing detrimental visual impact.

The Authority's interest in reviewing development proposed on its airports is to assure that a high quality of compatible development is consistently achieved. When questions of judgment or interpretation arise, the decision of the Authority

is final. All issues not covered specifically by these Standards will be resolved by the Authority on a case-by-case basis.

In order to meet special situations which may not be foreseen, it will be desirable from time to time for the Authority to allow variances of certain requirements. Any variance granted is made with the welfare of the overall development in mind and is not to be considered precedent setting.

1. General Security Requirements. The lessee shall design, construct and separate the development in a manner that assists the Authority in controlling access between the landside and the airfield, if applicable. Security access points shall be designated on the site plan.
  - a. The operation of all ground equipment, mobile or stationary, required for construction, repair, or any other purpose with the limits of the airfield shall be reviewed and approved by the Authority.
  - b. All lessees operating within the active aircraft operations area (AOA) are required to be badged by JAA Operations. Lessees shall be responsible for providing the required information to obtain badges.
2. Historical Resources. The lessee shall include a provision in all applicable construction operations should archeological and/or historical resources, as defined in Chapter 267 Florida Statutes, be discovered on the site of the development.
  - a. Such findings shall be immediately reported to the Properties Director who will in turn notify the Florida Division of Historical Resources (FDHR), the Northeast Florida Regional Planning Council (NEFRPC) and the City of Jacksonville Planning Department.
  - b. No disruption of the findings shall be permitted and no development as defined under Section 380.04, Florida Statutes, shall occur within a minimum 100 foot radius of the site(s) of discovery until such time as the FDHR has surveyed the findings and determined significance and appropriate protective measures.
  - c. The lessee shall be subject to all conditions determined by the FDHR and the NEFRPC without recourse to the Authority.
3. Wastewater Pretreatment. The lessee shall, in the development of schematic or preliminary design of industrial type leasehold developments, coordinate with the Jacksonville Electric Authority (JEA) in order to determine wastewater pretreatment requirements.

- a. The generation of hazardous wastewater shall be prohibited unless adequate facilities are constructed and used for hazardous effluent storage (temporary and/or permanent), treatment and/or removal, and appropriate sludge disposal methods are used in accordance with the rules and policies of the U.S. Environmental Protection Agency (USEPA), Florida Department of Environmental Regulation (FDER), and City of Jacksonville Department of Public Works.
  - b. Hazardous effluent shall be handled in accordance with USEPA and FDER criteria.
4. Storm water Management. All storm water management facilities shall meet the requirements of the St. Johns River Water Management District, the City of Jacksonville and FAA Advisory Circulars 150/5320-5, Airport Drainage and 150/5200-33, Hazardous Wildlife Attractants On or Near Airports.
5. Water Conservation. Water conservation measures shall be incorporated in all development. These measures may include the use of water-saving plumbing devices, drought resistant native vegetation for landscaping, limited irrigation during drought conditions, and all requirements of Chapter 553.14, Florida Statutes.
6. Hazardous Materials. All lessees that will use, handle, store, display or generate hazardous materials (materials that are ignitable, corrosive, toxic or reactive) shall meet the requirements of the USEPA, FDER and City of Jacksonville Department of Public Works.
7. Buildings where significant amounts of hazardous materials or hazardous wastes, as generally defined above, are to be used, displayed, handled, generated, or stored shall be constructed with impervious floors, without drains, to insure containment and facilitate cleanup of any spill or leakage. The temporary or permanent storage of hazardous materials shall be in a facility with impervious floor and side walls adequate to contain the hazardous materials.
8. The outside storage of hazardous materials or hazardous waste shall be prohibited.
9. All hazardous waste generators shall contract with a licensed public or private hazardous waste disposal service or processing facility and Duval County shall be provided copies of the following forms of documentation of proper hazardous waste management practices:
  - a. a hazardous waste manifest,

- b. a shipment to a permitted hazardous waste management facility; or
  - c. a confirmation of receipt of materials from a recycling or a waste exchange operation.
- 10. The generation of hazardous effluent shall be prohibited unless adequate facilities, approved by the City of Jacksonville and the Florida Department of Environmental Regulation, are constructed and used by tenants generating such effluent.
- 11. Hazardous sludge materials generated by effluent pretreatment shall be disposed of in a manner approved by the U. S. Environmental Protection Agency and the Florida Department of Environmental Regulation.
- 12. Proper on-site handling and temporary storage procedures for all hazardous waste that may be generated on site shall be identified in accordance with local, regional, state and federal hazardous waste programs.
- 13. Reasonable access to facilities shall be provided for monitoring by the City of Jacksonville and all applicable regulatory agencies.
- 14. Hazardous spill contingency plans shall be developed and approved as indicated below for all industrial parcels prior to beneficial occupancy of the leasehold development:
  - a. The plan shall be submitted to the Florida Department of Environmental Regulation and BESD for review and approval prior to development of any industrial leasehold.
  - b. Upon approval, the plan shall be submitted to the Northeast Florida Regional Planning Council, the Department of Community Affairs, and the Jacksonville Planning Department. In addition a copy of the approved plan shall be submitted to the Properties Director with documentation indicating regulatory approval.
  - c. This plan shall be implemented immediately in the event of any future spills.
- 15. As-Built Drawings. Within thirty (30) days following completion of the initial construction and any subsequent additions, alterations or improvements, lessee shall present to Authority a complete set of reproducible (Mylar) "record" drawings. This submittal will include a copy of the specifications and shop drawings. In addition, the site design



portion of the development plan will be presented on a computer diskette, using the AutoCAD format.

### 3.6.1 OPERATIONAL REQUIREMENTS DURING CONSTRUCTION

The operation of all ground equipment, mobile or stationary, required for construction, repair, or any other purpose within the limits of Jacksonville Aviation Authority property shall be governed as follows:

- A. All equipment and materials when not in use or about to be installed shall be stored on the leasehold or in a location approved for this purpose by the Airport Operations Department. All equipment on the airside of any leasehold, whether or not in use, shall be properly marked with orange and white checkered flags of a size not less than three (3) feet square during the day, and, with amber electric flasher lights at night, or as otherwise instructed by the Authority. No equipment shall be parked within seven hundred and fifty (750) feet of the centerline of any runway, or within two hundred and fifty (250) feet of the centerline of any taxiway, unless specifically authorized by the Operations Manager. Equipment parked on the airfield area shall be kept to an absolute minimum and restricted to equipment actually used or needed for the work under progress.
- B. No personnel, materials, equipment or deliveries shall be on the airfield without the written permission of the respective Airport Manager.
- C. Parking areas for Contractor equipment, supplies, materials and employee vehicles will be as established by the respective Airport Manager and indicated on the plans.
- D. Neither equipment nor personnel shall use any runway, taxiway or apron for the purpose of hauling materials or access to the work, unless approved by the respective Airport Manager. Authorized equipment operating on any hard surface is limited to that equipment with pneumatic tires. Prior to use of any hard surface, written permission shall be obtained from the respective Airport Manager. All drivers shall be required to pass a written test for driving on the airfield. All vehicles will be clearly marked to identify owner. No privately-owned vehicle will be operated on runways or taxiways.
- E. Prior to initiation of operations which will require the crossing of any hard surface used by aircraft, the Contractor shall assure the respective Operations department that a signalman, with visual and radio contact with the air traffic control tower, is on duty at the site of the crossing to regulate traffic. Moving aircraft have priority over all other traffic on the field. Only equipment equipped with pneumatic tires shall be allowed to

cross paved areas. It shall be the responsibility of the Contractor to keep paved surfaces free of any material at all times that might drop from moving vehicles while crossing paved areas.

- F. Contractor shall conform to the requirements of the respective Airport Manager as to the placement, type and service of special barricades, obstruction and hazard marking and lighting devices used to identify danger areas to aircraft.
- G. Hauling across clear zones of any runway will not be permitted, unless authorized by the respective Airport Manager.
- H. Contractor must agree to permit only his bona fide employees and those of his subcontractors' access and use of the airfield during actual hours of work.

### 3.7 MINIMUM INSURANCE REQUIREMENTS DURING CONSTRUCTION.

The Contractor shall procure and maintain continuously in effect throughout the term of its activities upon the Airport at contractor's sole expense, insurance of the types and in at least such minimum amounts as set forth in the schedule of Minimum Standards for the respective categories of aeronautical services involved. Insurance shall be placed with an insurance carrier rated A, or better, by Best's, or equivalent acceptable to the JAA, and, authorized to do business in the State of Florida.

Where more than one aeronautical service is proposed, the minimum limits will vary dependent upon the nature of individual service in such combination, but will in all cases be at least of the highest minimum limit stated in the grouping chosen. Because of these variables, the applicable minimum insurance coverage on combinations of services will be discussed with the prospective at the time of its application or otherwise during lease negotiations. In any event, the decision of the Executive Director/CEO of the JAA shall govern.

All insurance which the Contractor is required by the JAA to carry and keep in force shall include the JAA as additional named insured or loss payee, as the case may be. The applicable insurance coverage(s) shall be in force during the initial period of construction of the Contractor's facilities and/or prior to its entry upon the Airport for the conduct of its business. All insurance herein required shall apply as primary and not in excess of or contributing with other insurance which the contractor may carry. All policies shall provide contractual liability coverage sufficiently broad so as to include the liability assumed by the Contractor in the

indemnity and hold harmless provisions included in its Lease and/or Operating Agreements with the JAA.

The Contractor's insurance policies as required by the Agreement shall apply separately to the JAA as if separate policies have been issued to Contractor and JAA. The Contractor's Comprehensive General Liability policy shall protect the JAA against any and all liability created by reason of Contractor's conduct incident to use of the airport, or resulting from any accident occurring on or about the roads, driveways and camps used by the Contractor at the Airport.

The Contractor's insurance shall not be subject to cancellation or material alteration until at least thirty (30) calendar days written notice has been provided to the Executive Director/CEO. Lessee shall furnish to the Executive Director annually, Certificates of Insurance evidencing that all of the requirements listed herein have been met. The amount or amounts of all required policies shall not be deemed a limitation of the Contractor's agreement to indemnify and hold harmless the JAA, and in the event Contractor or the JAA shall become liable in an amount in excess of the amount or amounts of such policies, then the Contractor shall save the JAA harmless from the whole thereof, except in the event of negligence of the JAA.

The Contractor is required to maintain minimum insurance to protect the Contractor and the JAA from the normal insurable liabilities that may be incurred by Contractor in its operation at the Airport. In the event such insurance as required by this Leasehold Development Standard shall lapse, the JAA reserves the right to obtain such insurance at the Contractor's sole expense.

The following types and minimum amounts of insurance coverage shall be carried by all Operators at the Airport:

1. Workers Compensation Insurance with employer's liability coverage of not less than the amount required by State law, but in no event less than One Hundred Thousand Dollars (\$100,000.00).
2. Property and Casualty Insurance against loss or damage to improvements due to fire, lightning and all other perils included in standard extended coverage policies, plus vandalism and malicious mischief coverage, all in amounts of not less than ninety percent (90%) of replacement value. Upon request by the JAA, such replacement value shall be determined by a qualified appraiser, a copy of whose findings shall be submitted to the Executive Director/CEO, and thereafter, proper adjustment in the limits of insurance coverage shall be effected. Said property and casualty

insurance need not be maintained by Operator, if Contractor is renting or leasing improvements and Contractor's lessor maintains the required insurance.

3. Comprehensive General Public Liability Insurance against claims for bodily injury, death or property damage occurring on, in or about the Contractor's premises and the Airport, in not less than Two Million Dollars (\$2,000,000.00) combined single limit coverage.
4. During any period of construction on the Contractor's premises, a Builders Risk Completed Value policy with an all-risk endorsement, and an Owner's and Contractor's Protective policy in the minimum amounts determined by the Executive Director/CEO.
5. For any vehicles authorized in writing by the Executive Director/CEO to operate on the Airport Operating Area (AOA) of the Airport, automobile insurance in the minimum amount of Ten Million Dollars (\$10,000,000.00) combined single limit coverage is required. If the Contractor's Comprehensive General Public Liability coverage includes vehicular operations on the Airport, separate automobile insurance shall not be required.
6. Dependent upon the precise nature of the aeronautical activities to be conducted by the Operator, additional types of insurance coverage such as the following, among other, shall be carried by Operator:
  1. Aircraft Liability
  2. Hangar Keeper's Liability
  3. Products Liability
  4. Renter Pilot Liability
  5. Student Pilot Liability
  6. Chemical and Environmental Damage Liability
  7. Professional Liability
  8. Non-owned aircraft liability
  9. Installation floater
  10. Umbrella coverage

The types and amounts of the above insurance coverage required to be carried by Contractor shall be determined by the Executive Director/CEO on a case-by-case basis. In any event, for each of the above types of insurance required to be carried, no less than Two Million Dollars (\$2,000,000.00) coverage per accident per type of insurance shall be required. Coverage may be required at higher levels than the above minimum based upon the nature of Contractor's risk exposure.

## 4 SITE DEVELOPMENT STANDARDS

### 4.1 SETBACKS

#### A. Airside Setbacks.

All parking areas and buildings shall be set back from the airfield ramps, taxiways, and other areas used by aircraft in compliance with standards established by the FAA or as required by the Authority. All development shall conform to the dimensional requirements detailed on the Airport Layout Plan.

#### B. Building Setbacks

All buildings shall be set back at least fifty (50) feet from lessee lease lines along the landside access roads.

All buildings shall be set back at least twenty five (25) feet from all other lessee lease lines.

#### C. Parking Setbacks

All parking areas shall be set back at least twenty (20) feet from lessee lease lines along landside access roads.

All parking areas shall be set back at least ten (10) feet from all other lessee lease lines.

### 4.2 PARKING

Sufficient parking shall be provided on the leasehold for each lessee's employees, patrons and visitors unless common parking is provided for by the Authority. All parking areas and spaces shall be identified on the site plan.

Specific requirements are as follows:

- a. No parking shall be permitted on or adjacent to streets or driveways. All parking areas shall be paved and marked.
- b. Parking in areas between buildings and roads shall be acceptable if these are designated on the site plan as a parking areas, are screened

from roadways by landscaping and berms and required setbacks are maintained.

- c. Handicapped parking spaces will be located in areas convenient to building entrances. The number of spaces so provided shall be consistent with applicable state and local regulations.
- d. Curbs and gutters are required in all parking areas.
- e. Landscaping shall comply with the City of Jacksonville's Landscape Ordinance.

### 4.3 DRIVEWAYS AND SIDEWALKS

#### 4.3.1 DRIVEWAYS

- A. The width and number of driveways for a parcel or leasehold shall be determined by the type of use to which the leasehold is put and the volume of traffic projected to use the driveway(s). In general, driveways and other curb cuts will not exceed two (2) per lease area. Exceptional requirements may justify three driveways.
- B. Landside Access. In general, each lessee will be permitted a single driveway or joint-use driveway providing access to a public street. As an exception, additional driveway(s) may be permitted for large developments when it is shown that the additional driveway(s) is essential to provide adequate access to the development and will not adversely affect the safety or level of service of the existing roadway. Driveways on corner lots shall be designed and located to discourage traffic using the driveway as a bypass to avoid the intersection and/or other obstacles within public right-of-way.
- C. Airside Access. If the operational requirements of the lessee require airside access, a second access driveway will be permitted from landside to airside. Use of all such access points shall be strictly controlled by the lessee to assure the maintenance of an adequate security program.
- D. The minimum clear nominal width for all driveways for landside access shall be twenty (20) feet, and twelve (12) feet for airside access routes.

- E. Landscaping or commercial signs located within an island in a driveway shall be approved by the Authority. Landscaping shall not block sight distance or pose a traffic hazard.
- F. The lessee shall be responsible for all arrangements and agreements with adjacent property owners when joint use driveways or internal cross easements are permitted by the Authority. Said agreements shall be in writing and subject to the approval of the Authority.

#### 4.4 PERMITS

A permit to work within any public right-of-way will be required for all driveways constructed on City or State owned and maintained roadways. All building plans submitted for permits shall show all existing and proposed driveways, including any required acceleration/deceleration or left-turn lanes. The Authority shall review all such building plans on both City and State roadways.

Driveway permits will not be issued and access to a parcel will be denied unless a site plan showing the existing or proposed development is submitted or other documents submitted indicating the proposed usage of the driveway and parcel.

#### 4.5 SIDEWALKS

Sidewalks shall be permitted only to provide for internal landside circulation on leasehold property. Additional sidewalks may be required by the City of Jacksonville.

##### 1. Design Requirements.

Sidewalks shall meet the requirements of the City of Jacksonville Department of Public Works.

Sidewalks shall be designed and pedestrian roadway crossings located to minimize pedestrian/vehicle conflicts and to provide adequate site distance for both the pedestrians and the vehicle drivers. Proper warning signs and special markings shall be provided if deemed necessary by the Authority.

Handicap ramps shall be located at all pedestrian crossings through curbs.

#### 4.6 LANDSCAPING AND IRRIGATION

- A. A landscape and irrigation plan shall be prepared by a registered landscape architect and shall be submitted by the lessee to the Authority for approval. All landscaping shall conform to the City of Jacksonville Landscape Ordinance.
- B. A minimum of ten percent (10%) of the lessee's total lease area shall be landscaped. Airside/hangar sites shall have perimeter landscaping around the leased area that is accessible by the public as well as in the front area and parking lots. Landscaping shall include trees, shrubs, and ground covers other than grass.
- C. All other non-building and non-pavement areas shall be sodded. All front areas shall have a minimum of one-third (1/3) of the required parking setback areas landscaped with acceptable trees, shrubs, or ground covers other than grass.
- D. All landscaped and sodded areas shall be provided with one hundred percent (100%) coverage by an automatic underground irrigation system.
- E. Maintenance of all landscaping and irrigation systems shall be the responsibility of the lessee. All landscaped and sodded areas will be maintained in accordance with the approved plan and maintenance will be enforced.
- F. All shrubbery, bushes, groundcover and landscape berms located within a median or landscape island shall not be higher than two (2) feet from the pavement surface. Landscaping items located within the utility strip or adjacent to the outside edge of pavement shall not be greater than two and a half (2.5) feet in height when located within the line of sight required to maintain adequate sight distance at all intersections, horizontal curves, driveways and pedestrian crossings.
- G. Trees shall not be used for airside landscaping unless otherwise approved by the Authority.

#### 4.7 SITE GRADING

- A. A grading plan for the leasehold development shall be submitted by the lessee to the Authority for approval. The use of landscaped earth mounds and berms for screening and variety is encouraged to create a comprehensively designed drainage, landscaping and pedestrian system.



- B. The minimum first floor elevation shall be established above 100-year flood plain elevations as defined by the Federal Emergency Management Administration.
- C. Unless otherwise approved by the Authority for the preservation of wetlands or maintenance of retention or detention ponds, the entire leasehold development shall be graded to drain.
- D. The lessee shall provide measures to reduce soil erosion and sediment deposits in drainage channels, ponds and downstream areas during construction. Specific measures shall be included on all plans submitted for approval.
- E. The lessee shall protect all existing utilities to remain throughout construction. The lessee shall also be responsible to maintain access to adjoining existing buildings, if required. The lessee shall furnish, place and maintain all required safety and protection devices.
- F. The lessee shall conduct all grading operations to minimize the creation of dust and shall include measures in the leasehold development specifications to prevent or alleviate the possibility of a problem.
- G. Unless otherwise directed, it shall be the lessee's responsibility to remove all materials and equipment not necessary for the development of the lease property from the airport. The following items shall remain the property of the Authority and shall be delivered to a designated area on the airport, unless otherwise directed:
  - a. Chain link fencing and gates.
  - b. Light poles and Transformers
  - c. Parking bumpers
  - d. Suitable waste excavated material, as determined by the JAA Engineer.
- H. The lessee shall be responsible for the clean-up of debris and rubbish resulting from its construction activity. The lessee shall comply with all Federal, state and local hauling and disposal regulations.

#### 4.8 DRAINAGE AND STORM WATER MANAGEMENT

- A. All leasehold development shall satisfy the drainage and retention and/or detention requirements of the City of Jacksonville, the Florida Department of Environmental Regulation, the St. Johns River Water Management District, the US Army Corps of Engineers and FAA Advisory Circulars 150/5320-5, Airport Drainage and 150/5200-33, Hazardous Wildlife Attractants On or Near Airports.
- B. Specific requirements for each leasehold area should be coordinated with each regulatory agency early in the development of site engineering. This coordination should include a conceptual drainage plan which outlines the impact of the proposed development.
- C. All storm water retention/detention requirements shall be satisfied within the perimeter of each leasehold property. However, storm water does not have to be retained on the lessee's parcel if the Authority has constructed a common use storm water retention system serving the leasehold area and sufficient capacity exists to accommodate the requirements of the leasehold.
- D. Closed pipe storm sewer systems shall be installed to serve the entire leasehold. Curbs and gutters shall be installed around the perimeters of all parking areas and driveways to control surface runoff. All gutters shall be connected into the storm sewer system.

#### 4.9 PAVING REQUIREMENTS

All pavement shall be designed for a minimum 20-year life and take into account a reasonable growth in traffic.

Unless otherwise specified, the standard construction and material specifications of the Florida Department of Transportation or City of Jacksonville standard specifications (whichever is more stringent) shall be used for landside pavement (roadway, driveway and parking lots) and specifications prepared by the Federal Aviation Administration (Advisory Circular 150/5370-10, Standards for Specifying Construction of Airports) shall be used for aircraft operational areas.

All airfield pavement design shall conform to Advisory Circular 150/5320-6, Airport Pavement Design and Evaluation, current edition.

#### 4.10 FENCING AND GATES

- A. Security fencing shall comply with FAA specification F-162 for chain link fence. The fence separating the airside and the landside shall be chain link not less than seven (7) foot high and topped with three (3) strands of barbed wire. The barbed wire shall be slanted away from the airside at a forty-five (45) degree angle. If a landscaped screening is provided, it shall be located no closer than ten (10) feet from the fence and maintained in a manner to preclude overgrowth of the security fence.
- B. All other leasehold fencing shall be fractured fin, concrete masonry or chain link. A ten (10) foot landscape border screening the chain link fence shall be placed on the public side of the fence. Other types of fencing (including wood) may be used within the lease area subject to the written approval of the Authority upon the documentation of satisfactory durability of the material proposed.
- C. Under no circumstances will lessee fences be located on lands other than those leased by the lessees. Fences shall be provided, as needed, to prevent uncontrolled access from landside areas to airfield areas. All fences shall be designated on any site plan as to the location and type.
- D. All gate openings shall have a minimum ten (10) foot clear opening. Any gate that is electrically or electronically operated shall be provided with an alternate means of operation (manual). Any key card operated gate that is not connected into the airports central security control shall have a standard key override; the JAA shall provide a key or emergency passage through the gate.
- E. All gates that provide passage between landside and airside for ten (10) or more vehicles per day shall be connected into the central airport security system. Closed circuit television monitoring shall be provided if required for FAA Security Plan Approval.

#### 4.11 OUTSIDE STORAGE

- A. The location of outside storage areas and materials used for screening shall be a part of the site plan submitted by the lessee to the Authority.
- B. All outside storage of equipment or other materials shall be screened by an opaque screen utilizing materials that are the same as or similar to the main building or by installation of berms and landscaping acceptable to the Authority.

- C. Equipment and materials shall not be stored in areas fronting the landside access road.

#### 4.12 LOADING AREAS

- A. All truck loading docks and areas shall be visually screened from public view. No loading docks or areas shall be permitted on the fronts of buildings except for warehouse operations with proper screening approved by the Authority. Trucks are prohibited from using common passage service roads for access to loading docks and/or area. It shall be the lessees' responsibility to provide adequate off-street parking for trucks waiting access to loading areas or docks.
- B. All loading areas shall be designed to enable all truck maneuvering to occur in the lessee's parking area, not on the street system.
- C. Open storage in loading areas is prohibited. Loading areas shall be identified on any site plan. Standard turning radii shall be required for specific truck sizes intended to use loading areas.

#### 4.13 EXTERIOR LIGHTING

- A. Plans for lighting shall be submitted by the lessee to the Authority for approval. Lighting in parking areas shall be a uniform style throughout the development, as approved by the Authority.
- B. Where pedestrian walkways are not adequately illuminated by street lighting or parking lot lighting, uniform walkway lights shall be used consistent with the style and design of the street lighting system. Lighting poles in parking lots shall be located within parking medians or islands.
- C. Any plaza, courtyard, terrace or other exterior pedestrian area adjacent to buildings or incorporated as part of the individual site plan shall use lighting compatible with the lighting styles of the walkway and parking area.
- D. Architectural lighting shall be restricted to concealed up lighting or down lighting. Such lighting shall be restrained in design and levels of illumination so as not to be a hazard to Airport operations or interfere in Air Traffic Control Tower operations. If so requested by the Authority to resolve question of interference, the lessee shall submit a signed and sealed drawing provided by a registered lighting engineer.
- E. Illumination levels shall be as required by applicable code.

- F. All airfield lighting shall be designed in accordance with FAA Advisory Circular 150/5340-24, Runway and Taxiway Edge Lighting Systems and constructed in accordance with FAA Advisory Circular 150-5370-10, Standards for Specifying Construction of Airports.

#### 4.14 REFUSE COLLECTION AREAS

- A. All outdoor refuse collection areas shall be visually screened from public view, adjacent properties and the airfield by an opaque screen utilizing materials that are the same as or similar to the main building it serves or by installation of berms and landscaping acceptable to the Authority. No refuse collection area shall be permitted in a front area.
- B. The location of refuse collection areas and materials used for screening shall be designated on the site plan.

#### 4.15 ELECTRICAL UTILITY AND TELECOMMUNICATION LINES

All electrical and telecommunication transmission lines on the lessee's parcel shall be installed and maintained underground. Electrical and telecommunication service shall be coordinated with the appropriate utility provider (JEA, Bellsouth).

#### 4.16 POTABLE WATER AND SANITARY SEWER FACILITIES

- A. Each lessee shall coordinate its requirements for potable water and sanitary sewer service at the proposed leasehold location with JEA.
- B. Final details for the installation of the facilities required providing potable water and disposing of sanitary and industrial type wastes shall be subject to all applicable local, state and federal regulatory requirements. The lessee shall provide the Authority with a copy of all permits and/or approvals issued by any agency with jurisdiction.
- C. A copy of all permits obtained by the lessee at the date of site plan submission for Authority approval for construction shall be submitted along with the site plan. Any permit for which approval is pending shall be so identified and submitted immediately following issuance.
- D. All development constructed on property owned or controlled by the Jacksonville Aviation Authority shall fully conform to the requirements of the City of Jacksonville, all applicable regulatory agencies, the

Jacksonville Aviation Authority and be subject to the approval of the Authority.

## **5 BUILDING DEVELOPMENT STANDARDS**

### **A. Building Materials**

Colors, finishes, textures, and other details must be approved by the Authority's Design Review Committee as a part of the plans submitted by the lessee. There shall be no obligation or requirement for the Authority to approve any proposed material. Building materials that produce glare or other effects that are hazardous to aircraft operation shall not be permitted.

### **B. The following types of construction have been approved, or may be approved, by the Authority:**

- a. Exterior walls, office Buildings or portions of building containing offices;
- b. Fractured fin or fractured face concrete masonry units;
- c. Precast concrete with exposed coquina aggregate or natural Florida rock aggregate;
- d. Incidental type buildings or Aircraft Hangars including Maintenance Hangars;
- e. Metal buildings;
- f. Exterior fascia, fractured fin or fractured face concrete masonry units, flush profile metal panels or painted stucco.
- g. Exterior glazing. Tinted window glass shall be permitted to the extent that it may be required to satisfy Florida Energy Code requirements. The color of tinting shall be subject to the approval of the Jacksonville Aviation Authority.

### **C. Building Orientation and Profile**

- a. Distinct entrances for airfield and landside users shall be provided. Building footprints shall be presented on the site plan. The building on each site shall be oriented to minimize public view of service docks and overhead doors.

The building, or any component thereof, shall be oriented to preclude it from becoming an obstruction to a clear line of sight from the Air Traffic Control Tower (ATCT) to any portion of the air operations area. The lessee shall submit a scaled plan that depicts the impact on the ATCT's clear line of sight for approval by the Authority.

## **MECHANICAL AND ELECTRICAL SERVICE**

- A. All mechanical equipment shall be housed within the building when possible. When roof-mounted equipment is required, it must be concealed by parapet walls taller than the tallest piece of roof-mounted equipment. Plumbing vents are the only non-screened roof penetrations allowed.
- B. Any exterior equipment shall be enclosed or screened so as to be an integral part of the architectural design and not in public view. Large pieces of equipment shall be located at ground level.
- C. All electrical installations will conform to the National Electric Code and the City of Jacksonville building codes.

## **ROOF APPEARANCE AND CONSTRUCTION**

- A. Since roofs are highly visible from aircraft using the Airport, roofs shall be attractively designed and constructed. Signs, lettering, designs or other graphics shall not be placed, painted or otherwise located on roofs.
- B. Roofs shall not be constructed of materials that are reflective or create glare. Roofs shall not be white in color unless approved in writing by the Authority.

## **SOUND ATTENUATION**

Since the leaseholds are subject to noise levels associated with the Airport, noise abatement building construction techniques are required for office buildings and other buildings where people are located inside for a substantial portion of the work day.

## **GRAPHIC AND SIGN STANDARDS INTRODUCTION**

This section establishes the minimum standards for the design of signage and graphics on Authority property. In general, signage and graphics will be designed in harmony with the architecture of the leasehold improvements and other development on the airport, and in accordance with the JAA Sign Program Standards Manual.

Only those signs that conform to these standards will be approved. No sign will be erected until plans, elevations, sections, details and specifications have been reviewed and approved.

Location and Character: A hierarchy of signs has been established as follows:

- A. Standard Airport Directional Signs: These signs will be installed by the Jacksonville Aviation Authority, where appropriate, and maintained as a part of the development of the common area.
- B. Tenant Identification Signs: Tenants leasing an entire building shall display their company names or other identification on a building-mounted sign.
- C. If the building houses several sub-lessees' signs, additional signs will be allowed with additional identification for each business. Each sign will be considered on an individual basis.
- D. Temporary Signs and Locations: Each parcel may have one (1) sign designated for leasing or contractor identification, as applicable.
- E. Traffic signs such as Stop, One Way, Speed Limit, and other similar signs will be designed and installed as a part of the overall signage concept in accordance with the Manual on Uniform Traffic Control Devices (MUTCD).
- F. Manufacturing and Installation Standards: All signs will be manufactured and installed by competent professionals. Graphics will be accomplished in a professional manner. Under no circumstances will conduits, ballasts, transformers, and manufacturer labels be located within public view. Upon completion and installation, the affected construction site will be restored to a finish condition.
- G. Maintenance: All signage will be maintained in a safe and attractive condition so as to preserve the aesthetic qualities established for the airport.