

OCEAN REEF CLUB AIRPORT

OPERATIONS MANUAL



OCEAN REEF CLUB®

A UNIQUE WAY OF LIFE

KEY LARGO, FLORIDA

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DETAILED AIRPORT INFORMATION

Scope:

Ocean Reef Airport is a private airport, owned and operated by Ocean Reef Club, Inc. The Ocean Reef Airport Committee through the ORC Board of Directors have both the authority and the responsibility to oversee the operation of the airport. All flying activities at Ocean Reef Airport are regulated by the Federal Aviation Administration (FAA) and by the recommended procedures published in the Aeronautical Information Manual/Federal Aviation Regulations (AIM/FAR). In addition, a number of local rules and procedures, described herein, have been established to promote a safe and enjoyable airport. All residents, tenants and invitees are required to abide by these rules and procedures. By using the Ocean Reef Airport and facilities, you indicate your acceptance of, and agreement to be bound by, the terms of this Airport Operations Manual and any subsequent amendments.

Ocean Reef Airport:

This is a private airport operating under a renewable Private Airport Registration and Site Approval issued by the State of Florida. Rules and restrictions imposed by Ocean Reef Club Association (ORCA), Ocean Reef Club, and Federal, State, and County laws, govern its use. It is the responsibility of the resident or tenant extending an invitation to make all invitee pilots aware of the rules, restrictions, and operating procedures of this airport, in addition to having them register their aircraft online at <https://www.oceanreef.com/aircraft-registration-form/>.

All aircraft operating at the Airport must have liability insurance that meets or exceeds the limits posted in this manual.

Areas surrounding the runway:

This area is for the use and enjoyment of all residents, tenants, and invitees. Given the lack of barricades, any type of movement in close proximity to the runway requires special vigilance. No person or vehicles are allowed within 15' of the white runway edge line at any time. All children should be kept under close supervision at all times because of the proximity to an active runway. Pets are to be on a leash at all times.

Runway Description:

The grooved asphalt runway is designated 5/23; it is 4456' long and 70' wide at an elevation of 7' MSL. The threshold is displaced for landing on RWY 23 by 456', 4003' remaining for landing. The maximum operating weights at 07FA are listed below:

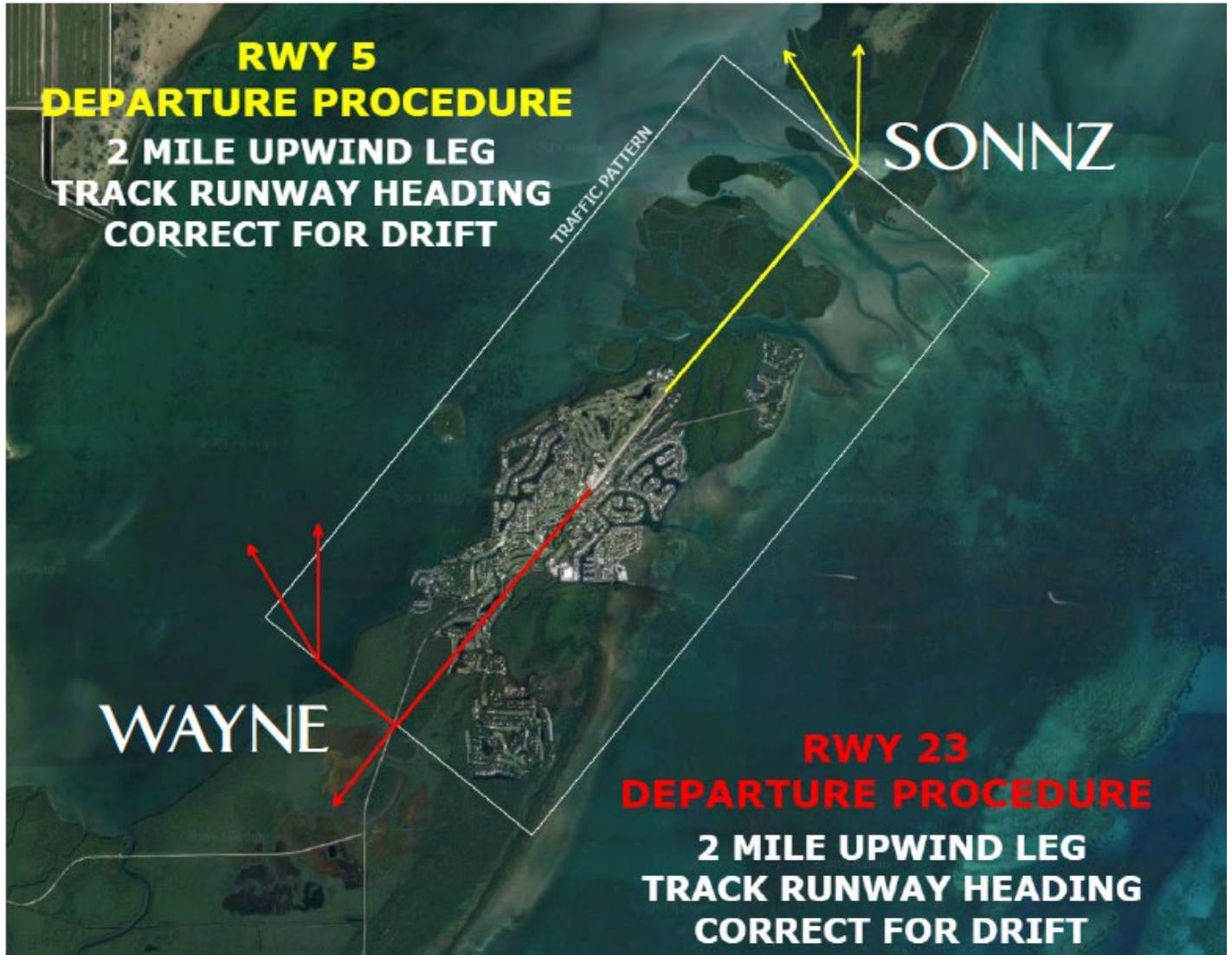
Single Wheel Gear	50,000 lbs.
Dual Wheel Gear	80,000 lbs.

Communications:

All pilots are required to equip their aircraft with a VHF radio and to use proper radio procedures recommended in the Advisory Circular for non-towered airports. The assigned UNICOM frequency is 122.725 MHz. This frequency is used as a Common Traffic Advisory Frequency (CTAF) and is monitored during office hours for airport advisories and service requests. Inbound aircraft are asked to begin making radio calls approximately 10 minutes prior to landing; outbound aircraft must **announce their intentions before leaving the non-movement/parking area**. During office hours, all radio calls should receive a response. If you do not receive a response during office hours, check frequency, continue making position reports and exercise extreme caution.

Noise Sensitive Areas:

Pilots should be aware that all residential and commercial areas surrounding the airport are **extremely noise sensitive**. At no point in time should any aircraft overfly any buildings unless you are established on your 2-mile final or upwind leg. Please see the diagrams below and on pages 8, 9 & 17 showing the correct final approach and upwind legs (please be sure to correct for any drift and **track runway headings**). Any time there is a crosswind component during a departure, the PIC should know that he will need to correct to avoid drifting off the departure path and over residential areas. GPS coordinates WAYNE and SONNZ mark 2.1 miles straight off each departure



HOURS OF OPERATION

Aircraft Operating Hours:

Rotor-driven and propeller-driven aircraft may operate 0700L – 2200L only, reservations encouraged.

Jet aircraft (without a propeller or rotor) may operate 0800L – 2000L only, reservations/slots required.

No aircraft is permitted to have engines or APU running outside of the hours of operations. There are no exceptions to these curfews and failure to abide by them may result in loss of airport privileges.

Airport Office / Terminal Building Hours:

November-April: 0800 – 1800 *

May-October: 0800 – 1700 *¹

*Early/after-hours service is available when requested at least 24 hours in advance. We will do our best to accommodate all requests but we are unable to guarantee staff availability without proper notice. Callout fees of \$200 per hour will be charged anytime after-hours service is requested. Callout fees are charged in one hour increments.

¹The airport office may open late and/or close early on off-peak days depending on the expected traffic for that day.

It is strongly recommended that ALL AIRCRAFT call ahead or make a reservation through the online platform Schedule Master so that the airport can anticipate service needs. Should parking become unavailable at any time, preference will be given to those who have advised of their arrival.

AIRPORT CLOSURES & OVERNIGHT PARKING DURING EVENTS

Vintage Weekend:

Vintage Weekend is an annual event and each year it takes place over the first weekend in December. Over Vintage Weekend, the airport will experience the following closures:

Friday: CLOSED to all traffic except approved exhibitors beginning at 1400L (PM Airshow)

Saturday: CLOSED to all traffic except approved aircraft exhibitors.

Sunday: CLOSED until 1300L for arrivals, afterwards open to all traffic.

Aviation Day:

Aviation Day is another annual event that falls on the Saturday prior to EAA's Sun N Fun show in Lakeland, FL. On Aviation Day the airport will experience the following closures:

Friday: Open

Saturday: CLOSED to all traffic except approved aircraft exhibitors.

Sunday: Expect heavy GA usage in the morning hours as we host a Young Eagles Rally.

***Please note that ramp space is reserved for exhibitors during events and that overnight parking requests will only be approved 7-days prior to an event, if available.**

SAFETY

Safety Management System:

Ocean Reef Airport strives to continually provide a safe environment for aircraft to operate. Our commitment to safety should be visible in everything we do. If you ever witness something that is out of place or something that is or could become a safety concern, we ask that you please complete a safety report at <https://www.oceanreef.com/safetyreport>.

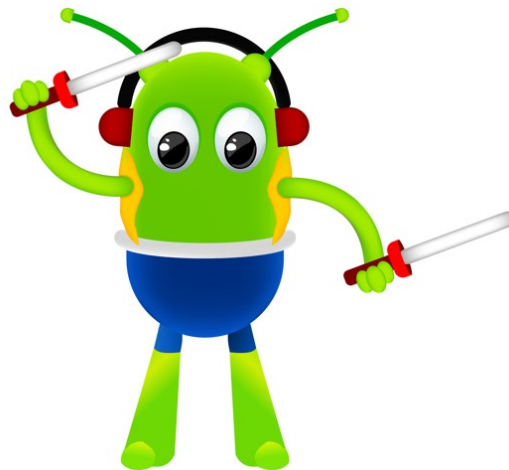
Safety Initiative:

Pilots, customers and guests are all welcome to participate in our Safety Initiative housed at <https://www.oceanreef.com/airport> to earn rewards and contribute to the overall safety at O7FA. This voluntary program has three tiers, each of which will help increase safety and awareness.

Once you have fully completed a tier, you can send the form to airport@oceanreef.com, or stop by the terminal building to claim your reward.

Safety Mascot:

AABO (ä-bō) can be found hanging around the Community. He is a constant reminder of our commitment to safety.



FLYING INTO OCEAN REEF AIRPORT

PRIOR TO ARRIVAL

Aircraft Registration:

All aircraft will need to register electronically by visiting <http://www.oceanreef.com/airport>. Every Pilot In Command (PIC) that operates at Ocean Reef Airport is required to possess a valid Pilot Certificate, a current medical certificate (if required), and be appropriately rated for the aircraft they are flying. In addition, airport users should be familiar with the guidelines and policies set forth in this manual.

Airport Release/Indemnification and Insurance Agreement:

FOR GOOD AND VALUABLE CONSIDERATION, including the opportunity to use the Ocean Reef Club Airport and its facilities, the undersigned, on behalf of himself or herself, his/her guests, and his/her invitees, and his/her respective heirs, personal representatives and assigns (collectively, "Protected Parties"), agrees to release, indemnify and hold harmless Ocean Reef Club, Inc., Ocean Reef Community Association, Inc. and their respective officers, directors, employees, agents and members (collectively, "Indemnified Parties") from any and all claims, suits, actions, damages, judgments, liabilities and expenses (including court costs, expert's fees and attorney's fees at trial and through all levels of appeal) for personal or bodily injury, property damage or wrongful death related to the acts or omissions of the undersigned and the undersigned's pilot, their staff and the undersigned's Protected Parties resulting from the landing, taking off, taxiing, disembarking and parking of the below referenced aircraft at the Ocean Reef Club Airport, and any other activity or incident from their use of the Ocean Reef Club Airport.

In no event will the undersigned be liable for any losses, costs, damages, injuries or expenses arising out of the gross negligence or willful misconduct of any Indemnified Party.

INSURANCE: The undersigned shall procure commercial general liability insurance in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence, and aviation liability insurance (to include aircraft liability) in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence, which shall each name Ocean Reef Club, Inc. as an additional insured, and contain a waiver of subrogation in favor of Ocean Reef Club, Inc. The insurance provided by the policies shall be primary and without right of contribution from any other insurance which may be available to the additional insured and the insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability. Charter/Commercial Operators shall also procure Workers Compensation coverage with statutory limits. The undersigned shall maintain such coverage at all times during which the undersigned uses the Ocean Reef Club Airport. The undersigned shall give at least thirty (30) days' written notice to Ocean Reef Club, Inc. in the event of any termination or non-renewal of policies by the insurer. The undersigned shall provide Ocean Reef Club, Inc. with proof of such coverage in the form of a certificate of insurance.

Slots & Reservations:

Prior permission is required of all aircraft and is usually obtained after you have submitted a completed Aircraft Registration Packet and made a formal reservation request OR have scheduled a slot using the online reservation platform available through the ORC Member Portal. If you do not have login credentials or access through the member portal, please email, text or telephone the office to get you set up. Guests & invitees will need to contact the airport office to make reservations.

Jet aircraft are REQUIRED to obtain 'jet slots' prior to operating at the airport, propeller aircraft only need to book a reservation. Jet slots are limited by quantity per day. Once a slot is confirmed, it allows that jet aircraft to operate anytime between 0800L and 2000L. If a jet slot is unavailable, you can opt to be placed on a standby list and a notification will be sent if/when a jet slot becomes available. Priority is given to Equity Members by allowing them to book their slots ahead of others. Once a slot is confirmed, it cannot be bumped or revoked provided that it was booked within the following parameters:

EQUITY MEMBERS:	365 days in advance
LEGACY AND SOCIAL MEMBERS:	30 days in advance
GUESTS:	7 days in advance

Jet slots can be requested for a maximum of two consecutive days

No member can request more than twelve slots in any 30-day period

No member can request more than thirty-six slots within any 365-day period

Maximum of two slots, per member number, per day

The Airport Committee allows twenty noise events (slots) for jets each day; each landing or take-off is considered a noise event. Eight of the allowable noise events are available only to those aircraft defined as a "light jet" by Ocean Reef Club. Jet slots can be reserved using any of the following approaches:

- Arrival & Departure (2 noise events/slots)
- Arrival Only (1 noise event/slot)
- Departure Only (1 noise event/slot)
- Departure & Arrival (2 noise events/slots)

Airport users are limited to reserving two noise events per member number on any given day. Requests for more than two noise events on any given day are automatically placed on the standby list and only confirmed within 48 hours of the scheduled operation, provided the slots are available. Government operations and medical emergencies do not count toward this limitation.

Recently introduced are "peak days" in which the Club allows 4 additional noise events. There are 25 peak days each year and they are determined by member demand for jet slots.

Avanti Piaggio aircraft are limited to 4 operations per day between the hours of 0800-2000L.

Light Jet / VLJ Category:

The following jets can reserve "light-jet" slots at 07FA:

Citation CJ Series (CJ1, 2, 3, 4)	Citation Bravo
Citation Ultra	Citation Encore
Citation Mustang & M2	Premier
Cirrus Vision Jet	Phenom 100 (not 300)
Honda Jet	Citation V

Jet Slot Cancellation Policy:

In order to provide reasonable notice to members placed on a standby list, all jet slots must be cancelled by 8am on the day prior to the date of the reservation. If ample notice is not provided, a 'No-Show' or 'Cancellation' fee, equivalent to the appropriate landing fee will be charged.

UNICOM:

122.725

It is recommended that all inbound aircraft make the first radio call over the UNICOM 10 minutes prior to landing and then continue to announce 5 minutes out and each leg of the pattern. Following the first radio call, each aircraft will receive an airport advisory of any known aircraft in the vicinity. This is also the best time to request any services that may be required (fuel, passenger/crew transportation, crew cart, GPU, catering, etc.).

Clearance Delivery:

135.075

Clearance Delivery Services are available on frequency, or if unavailable there, via phone by calling (786) 415-6524.

ALL aircraft are encouraged to contact Homestead on the CD Frequency prior to departure, this includes VFR traffic.

**Important to note that communication with Clearance Delivery does not change the pilot's responsibility of reporting his/her position, intentions, and back taxi over the UNICOM frequency

Automated Weather Observing System (AWOS)

119.025

An AWOS III-PT provides current altimeter setting, density altitude, temperature, dew point, wind speed and direction with gust indication (from 60' MSL), visibility, cloud height and sky conditions, precipitation identification and intensity, and thunderstorm reporting with local-area lightning tracking. Current AWOS conditions and NOTAM's can also be found on the airport website (<http://www.oceanreef.com/airport>), or by calling the telephone number below. UNICOM will no longer provide weather advisories, unless requested.

AWOS Phone Number: (305) 367-3013

AWOS Website: <https://OceanReef.com/AWOS>

TRAFFIC PATTERNS

Runway Selection:

Runway selection is at the pilot's discretion; during attended hours, airport staff can advise which runway the winds are favoring and/or the last runway used. During a direct crosswind or calm winds, the preferred runway is RWY 05.

IFR Arrivals:

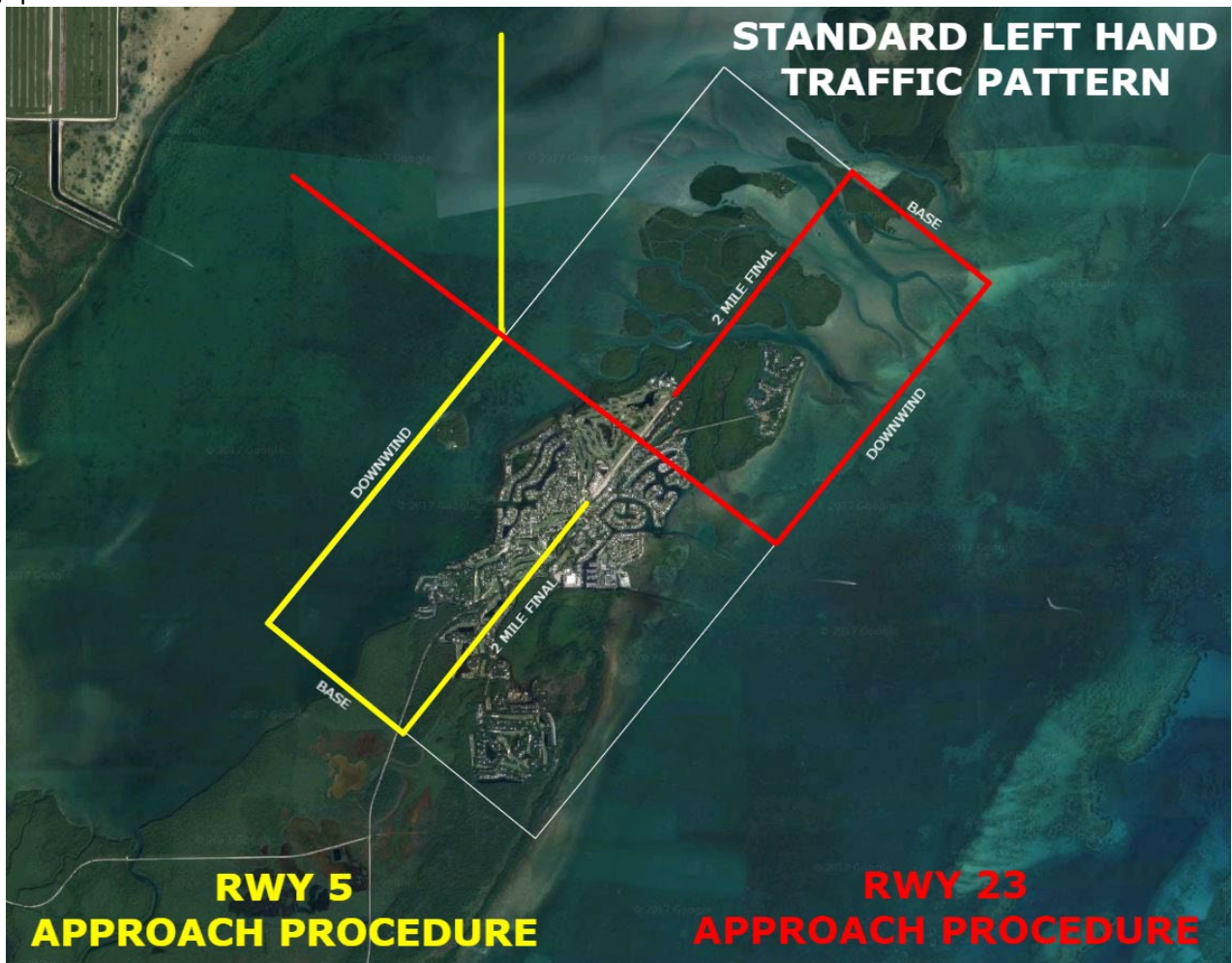
Pilots are expected to monitor and make appropriate radio calls to announce their intentions on the local UNICOM frequency 122.725.

BE CERTAIN TO CANCEL YOUR IFR FLIGHT PLAN AIRBORNE, OR BY USING THE CLEARANCE DELIVERY FREQUENCY (135.075) AFTER YOU LAND

Noise abatement procedures for all aircraft (including helicopters) dictate left-hand traffic patterns for both runways with a 2-mile final approach. Use the GPS waypoints WAYNE and SONNZ pictured on page 2 of this manual to ensure you turn a two-mile final.

Go-Around Procedure:

In the event that a go-around is needed, aircraft are to maintain runway heading and fly a two-mile upwind leg to reenter the pattern. At no point in time should any aircraft be flown over the community off of the pattern legs pictured below:



AFTER LANDING / PARKING POLICIES

Upon Arrival:

RWY 5: Once you have landed and come to a safe taxi speed, do not turn around on the runway as there is a designated turn-around spot near the end of the runway. The “NO TURN ZONE” near the Barracuda Business Center applies to all aircraft. Aircraft should execute a left hand turn around to back taxi to avoid golfers.

RWY 23: Once you have landed and come to a safe taxi speed, please make your way to your assigned parking spot.

***Aircraft are not allowed to hold or perform run-up's in the turnaround areas at the end of the runways, especially while another aircraft is using the runway. To prevent a runway incursion, both the runway and turn around areas must be clear prior to any operation.



Taxiing:

There are no taxiways at Ocean Reef Airport. After announcing your intentions over the UNICOM, aircraft will taxi/back-taxi on the runway. Pilots will taxi at a reasonable and safe speed. The speed limit for all vehicles operating on the ramp area is 13 knots (15 mph).

Aircraft always have the right of way.

Parking Policies:

Once you have landed, airport staff will advise where to park. If you arrive after hours or no one is available to marshal you into place, please follow these standard protocols:

Jets remaining overnight: The first aircraft will park as far SW as possible, near the approach end of RWY 05. Subsequent jets remaining overnight will park as close as possible to another aircraft and fill in working in a northeastern direction.

Jets not remaining overnight: The first aircraft will park as close as possible on the SW side of the shed. Subsequent arrivals will park as close to the first aircraft as possible and fill in, working in a southwestern direction.

Ramp parking prop planes: The first aircraft will begin at the far NE end of the ramp and park with their wing hanging over the grass (if able). Subsequent aircraft will park as close as possible to the first aircraft and fill in, working in a southwestern direction. The southern-most end of the north ramp (near the fuel system) is

reserved for fueling helicopters, non-towable aircraft, and for use as a wash rack. Please allow ample room for aircraft to utilize that area.

Any aircraft with a maximum ramp weight less than 8001 lbs., which chooses to park on the ramp will be subject to ramp parking rates.

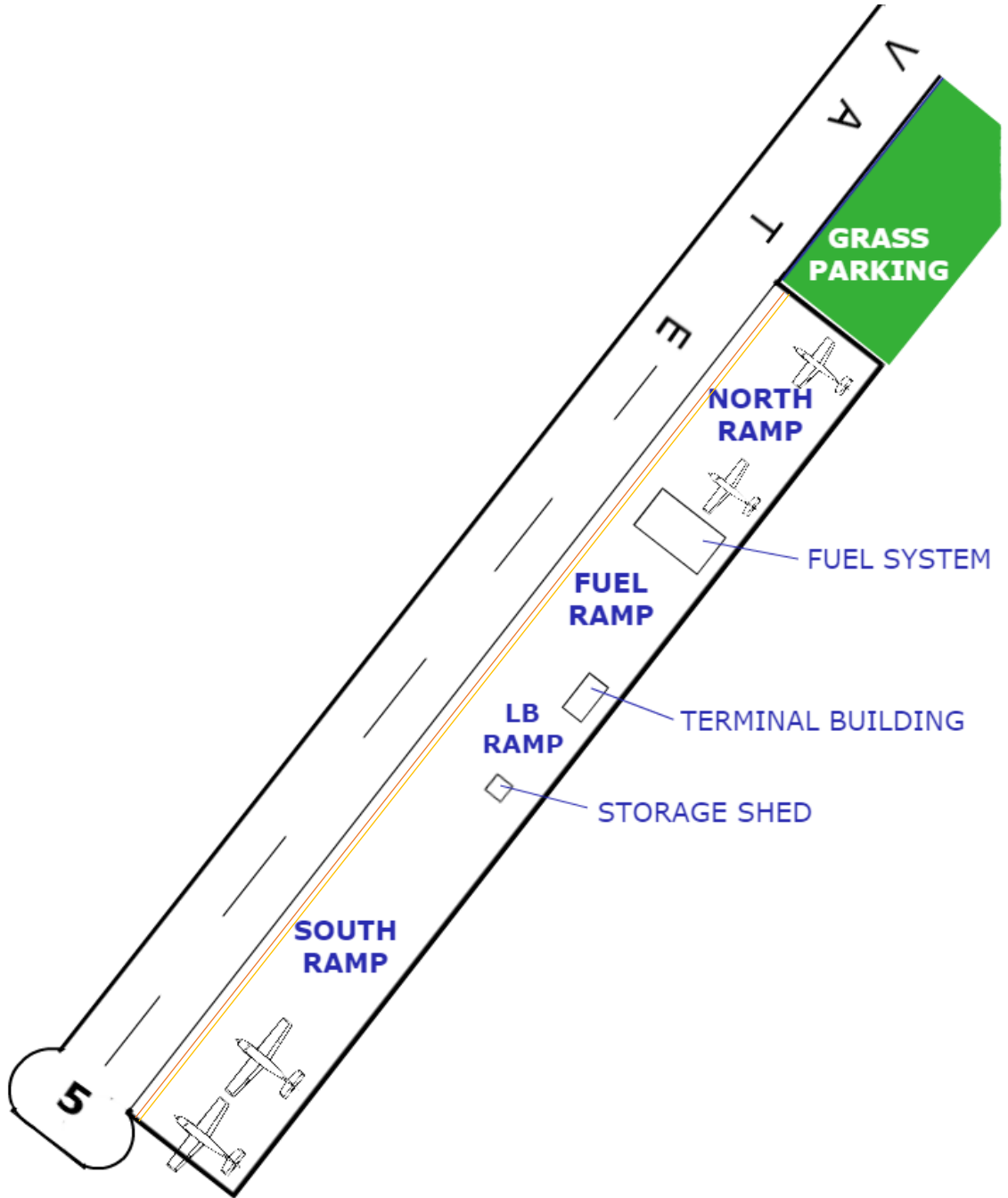
All aircraft on the ramp are to be left in a towable configuration: brakes off, pins in/out, etc. It is recommended that all aircraft parking on the ramp display a departure date and contact info on the glare shield. Complimentary “Brakes on/off” signs are available in the airport terminal building.

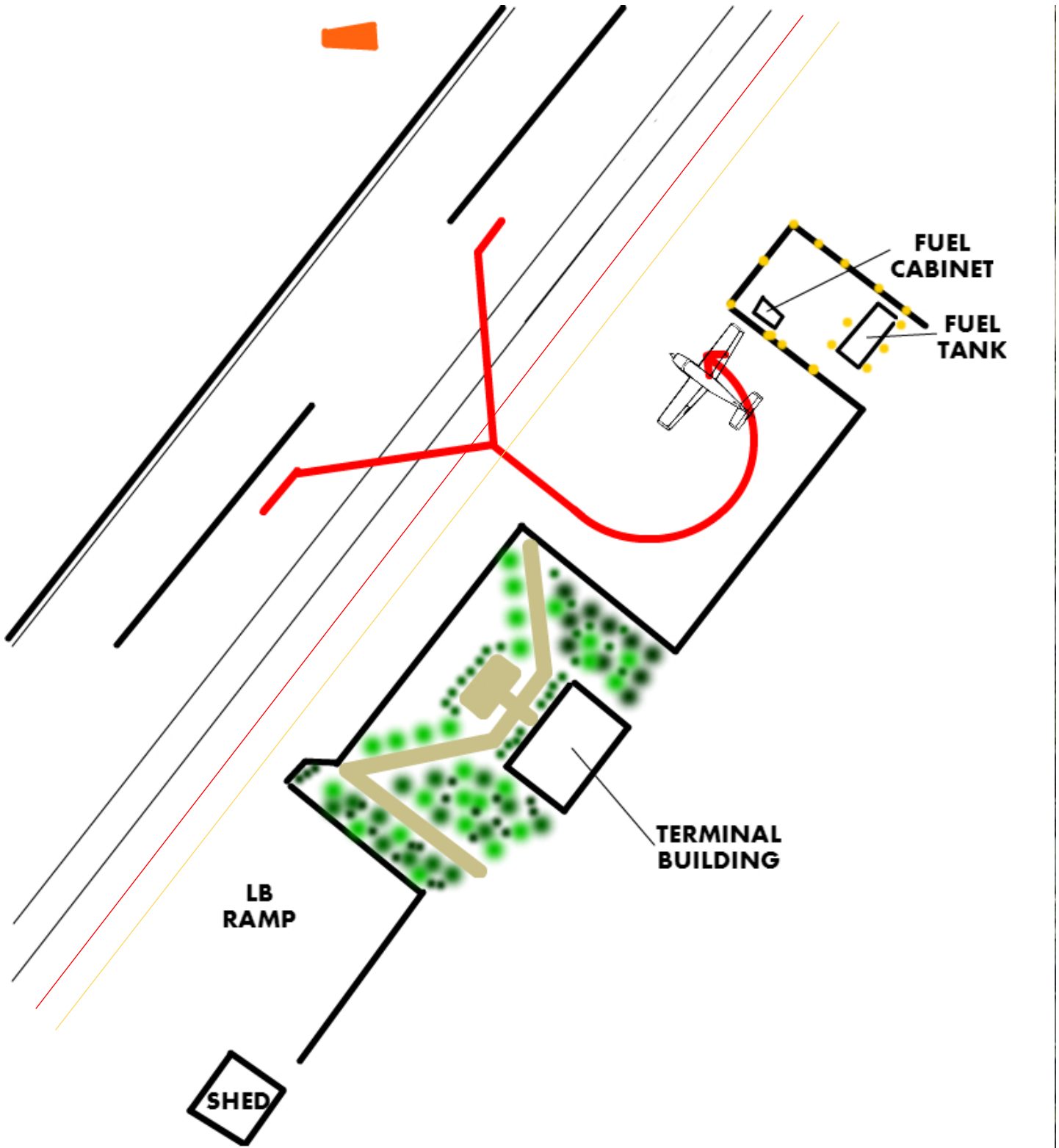
Grass parking prop planes: Please be mindful of other users and keep the amount of space between aircraft to a minimum when parking your aircraft. The grass parking area is equipped with two stainless steel cables to which you can secure an aircraft. Please bring your own straps or ropes as they are unavailable at the terminal building.

FOR ALL AIRCRAFT: when parking on the grass or ramp area, it is important to remember the following:

- Aircraft should be parked in a manner where no part of the aircraft extends outside of the yellow non-movement area marking.
- Park as close as you can get to a neighboring aircraft or the end of the ramp/grass, we have very limited space and this helps to maximize the usable area.
- Always park with the nose of the aircraft perpendicular to, and facing toward the runway, unless asked otherwise by the airport staff.
- Aircraft should be parked as far as possible from the runway. There is no parking in front of the Terminal.
- When parking in the fuel ramp, make a left-hand turn around so you finish with your right wing tip near the silver fuel cabinets. ALL aircraft allowed to operate at Ocean Reef Airport are capable of making the turn-around in the fuel ramp.
- The “LB RAMP” is private property and should not be used unless instructed by Airport Staff.

Please see the labeled parking diagrams on the following pages.





FUEL PROCEDURES

Fuel Availability:

The only aviation fuel available at Ocean Reef Airport is JET-A premixed with Fuel System Icing Inhibitor (FSII). Fuel is available during office hours, or from sunrise to sunset if either falls within operational hours.

Fuel supply and availability can be very limited. Fuel is offered on a 'first-come, first-served' basis and we are unable to reserve fuel for a departure date. We strongly encourage all fuel orders to be completed upon arrival.

Fuel Upon Arrival:

To minimize delays, we urge all crewmembers to know if fuel is needed upon arrival. If parking in the fuel ramp, have your fuel orders ready when you get parked. If you need additional time to calculate your fuel order, advise the airport staff over the UNICOM and parking arrangements will be adjusted accordingly.

Fuel Prior to Departure:

Crewmembers may request fuel at any time during your stay. It is recommended that fuel orders are placed 24 hours prior to your scheduled departure to ensure availability and uninterrupted departures. Fuel orders can be called in, emailed, or made in person.

Requests for a top-off will be fueled up to the bottom of tabs/filler neck as appropriate to allow room for expansion. Requests for a full top-off should be made on the day of departure to avoid fuel leaking on the ramp as it expands in the tanks.

Fuel Ramp Markings:

Obstacle clearance markings show the distance from that line to the nearest stationary object. The markings are located at 25', 35' and 45' from the nearest stationary object. Stationary objects do not include vehicles, golf carts and ground service equipment.

Parking Area Markings:

The white lines that run parallel to the fence behind the ramp areas indicate 35' of clearance from the line to the fence on the North Ramp, and 35' of clearance to the GPU boxes on the South Ramp.

LEKTRO TUG POLICIES

Four Lektro AP8750CX aircraft tugs are available for airport staff to maneuver aircraft into and out of the fuel ramp. Below are a few items airport users should know regarding the Lektro Tugs:

- Lektro tugs are not to be operated in the grass parking area.
- The following aircraft are currently unable to be towed: Falcon 10 & Falcon 20.
- Tugs may be used as a start cart for a fee of \$50 per use.
- Additional fees may apply if a request is made to move an aircraft simply for convenience, or multiple times in the same day.

GROUND NOISE LIMITATIONS

The “15-minute” Rule:

No aircraft is allowed to make sustained, uninterrupted engine and/or APU noise for more than 15 minutes at a time. If an aircraft has been making ground noise for 15 minutes, crewmembers should either begin to taxi or shut down and restart when they are ready to depart. Crewmembers should wait until their passengers are present and loaded up before starting engine/APU. This limitation is a noise abatement procedure implemented by the Airport Committee and violations can result in a loss of airport privileges.

Luggage Service:

To aid in the compliance of the 15-minute rule, passengers and crew-members can request luggage service from the Airport Staff and/or the Bell Stand. A courtesy shuttle will deliver luggage from the passenger(s) residence, deliver it to the aircraft for loading while the engine/APU are off, and then return 10-15 minutes later with the passengers.

GPU’s:

Four 28v Ground Power Units (GPU’s) are available on the south ramp parking area, closest to the approach end of Runway 05. TRU-28 GPU’s will start and power all known 28 VDC aircraft with 1200A service, unless otherwise specified by the crew. To be fair to all users, GPU’s may not be reserved. The charge for using a GPU is \$75 for up to one hour.

Lavatory Service:

An AeroSpecialties LC180-RJ2 lavatory cart is available upon request to clean and replenish an aircraft’s lavatory system. The charge for this service is \$85.00, and a crew member should be present while the service is performed.

Engine Run-Ups:

Normal engine run-ups should be conducted in a safe manner on the tarmac side of the yellow non-movement area designation. Check with the airport staff should you require anything other than a normal run-up. Pilots shall exercise good judgment in attempting to minimize the effects of prop wash/jet blast and noise production during run-up. The total duration of ground noise (from APU/engine start to taxi) is limited and should not exceed 15 minutes. **Aircraft are not to remain in the turn-around areas while another aircraft is using the runway for arrival or departure** (image on page 9).

Take-offs:

All fixed wing aircraft are encouraged to use the full length of the runway to provide the greatest margin of safety. Departing aircraft are to climb straight out, correcting for any drift caused by a crosswind component, and track runway heading for two miles before turning on course. Aircraft on IFR flight plans are expected to follow noise abatement procedures too. Pilots shall use noise abatement climb procedures including after-takeoff power and prop speed reductions consistent with safe operating practice and techniques.

Pilots are encouraged to use landing lights for all landings and departures.

VFR / IFR DEPARTURE PROCEDURES

For ALL Departures:

All aircraft are expected to fly a two-mile upwind leg immediately after departure and adjust for any drift caused by crosswind. Directional assistance can be used by flying direct to one of two GPS waypoints:

RWY 5:	Fly direct SONNZ
RWY 23:	Fly direct WAYNE

VFR Departures:

After performing a run-up in your parking spot (or other safe area), state your intentions to depart over the UNICOM. Airport Staff will provide an advisory (during office hours), and then you may taxi for departure. Upon departure, please correct for drift and track runway heading for two-miles prior to exiting the pattern.

IFR Departures:

- Use the Clearance Delivery Frequency 135.075 to contact ATC and receive your clearance and any additional information about your departure and any pertinent inbound aircraft.
- When you are ready to move from the non-movement area and begin your back-taxi, call your intentions over the UNICOM, 122.725.
- Remain on 122.725 and continue to monitor 135.075 until you are airborne.
- All IFR departures from 07FA should include a fix from the MIAMI NINE departure procedure as displayed on the following page.

***Aircraft on IFR flight plans are still expected to follow the noise abatement protocols as pictured below. ATC is expecting you to fly a two-mile upwind before turning to your assigned heading.**

AIRSPACE UPDATE

Due to recent changes to the South Florida airspace, it is imperative that pilots file proper flight plans when flying IFR out of 07FA.

Some practices can place a huge strain on the NAS and as a result decrease safety and efficiency, causing delays and requiring airborne amendments.

Some of these practices include:

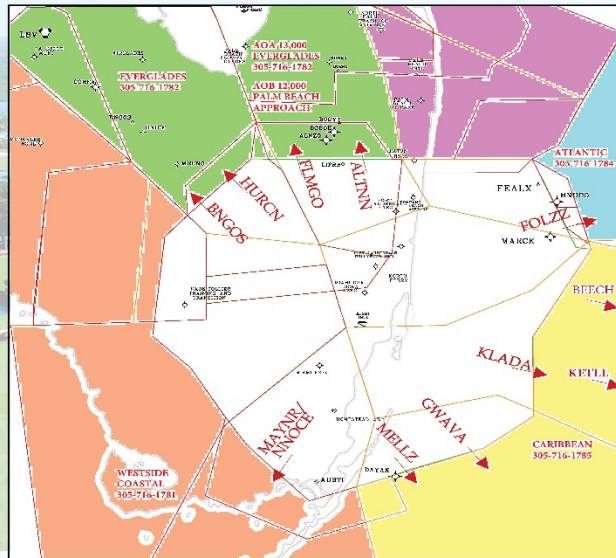
- Filing direct destination
- Improper routing
- Departing VFR and expecting IFR handling

To help prevent delays and imparting additional work onto Air Traffic Controllers, pilots are strongly encouraged to file to the appropriate first fix on the correct procedure for their route of flight. For 07FA, you should refer to the MIAMI NINE departure.

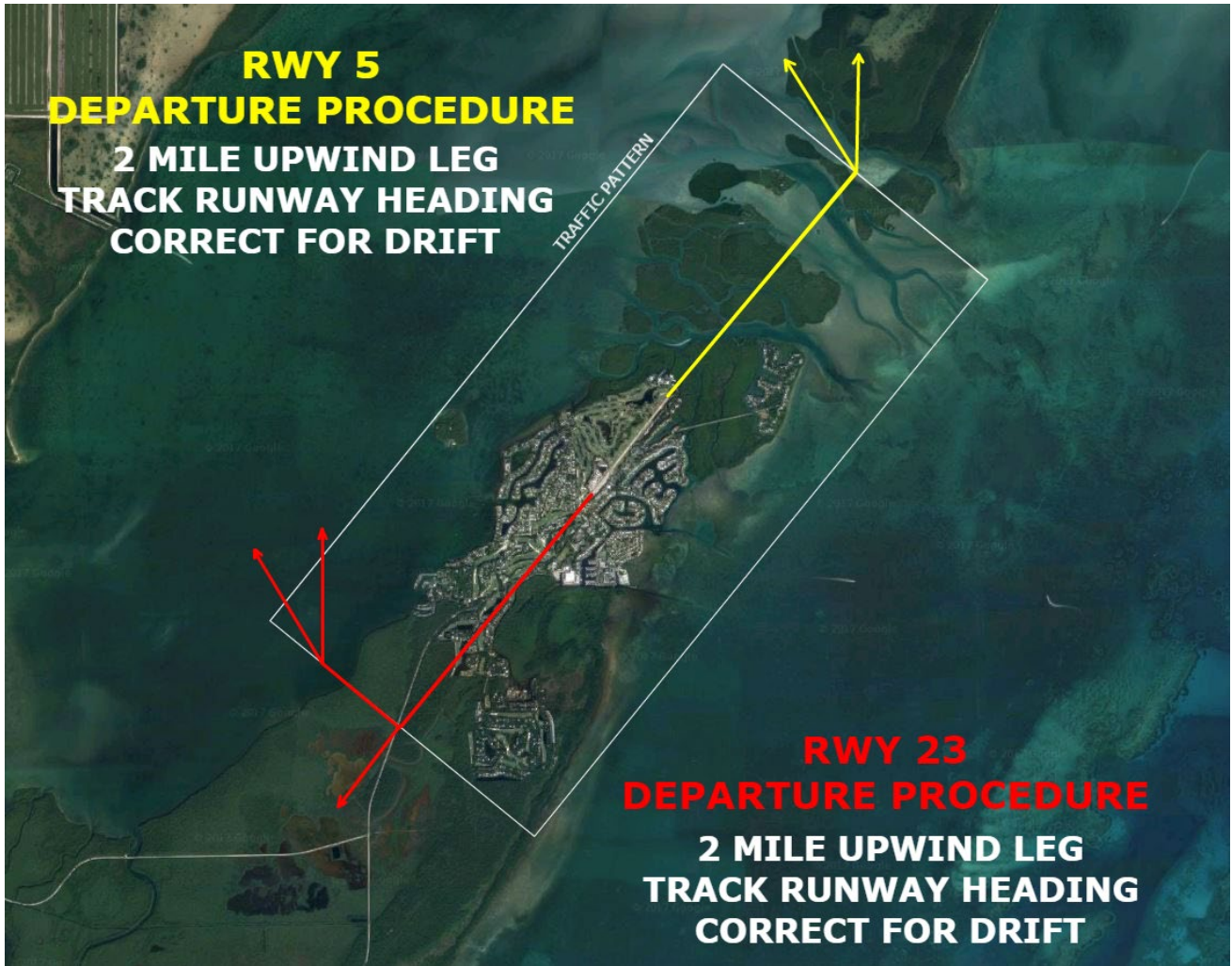
Example:

- Jets flying to Chicago (KORD) would file 07FA...HURCN... HURCN3...[rest of route unchanged].
- Props and turbo-props headed North would file 07FA...BNGOS...[rest of route unchanged].

Clearance Delivery available on the ground on 135.075.



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HELICOPTER OPERATIONS

Helicopter Approaches:

Helicopters shall follow all of the same rules and procedures as fixed-wing aircraft operating at Ocean Reef Airport, except that helicopters do not need to use the full length of the runway for their departure, and can fly a lower, but reasonable, pattern altitude. Approaches must be made over the centerline of the runway with a two-mile final. Pilots are encouraged to plan the approach so as to spend minimum time on the runway or in hover. Hover taxi to your parking spot without delay.

Taxiing:

Hover taxiing is expected to be kept to a minimum.

Start-Up:

Run-ups are to be conducted in your parking spot prior to departure.

Departures:

After announcing your intentions over the Unicom, helicopters are expected to depart from their parking spot and track runway course for two miles before turning on course. Helicopters are to follow the same arrival and departure procedures as fixed-wing aircraft, with exception given only to traffic pattern altitudes and taxiing.

Limitations:

Helicopters are limited to four operations per day, per helicopter.

GENERAL FACILITY INFORMATION, GROUND OPERATIONS AND ACCESS SCHEDULES

Service Policies:

Generally speaking, the airport and its users aim to operate on a first-come first-served basis. Here are some examples of how this policy affects operations:

- Two aircraft start engines and are ready to taxi for departure at roughly the same time. Whichever aircraft makes the first call for an airport advisory and states their intention to taxi for departure, should be the first to depart. If another aircraft were to cut out in front of a back-taxiing aircraft, that would be considered a runway incursion.
- Throughout a standard day, it is common for the airport to have three or four airplanes in line to be fueled. While we will do our best to accommodate all requests, it is risky to call in a fuel order thirty minutes before your scheduled departure as that would be likely to cause a delayed departure.

Front Gate Clearances:

Crewmembers must obtain authorization from airport staff to leave and/or return to the Ocean Reef Club property. There are two ways to do this:

1. Send an email to airport@oceanreef.com with the first and last names of everyone that needs to be cleared through the gate along with the dates that gate clearance is needed.
2. Obtain a Gate Clearance Pass from the Airport Terminal and provide the pass to the Guard Gate on your way out.

** A valid Government Photo ID is required to get through the front gate.

Accessing Ocean Reef Club for Mechanics, Detailers, and others:

Third-party vendors, working on property, who need access to property should do so by visiting <https://www.orcareef.com>, hovering the cursor over the "BUSINESS" tab and then clicking "Temporary ID / Day Pass – Credit Card".

They will need the name of the ORC Member that they will be working for, or the Authorized Company Name. Once the Day Pass is paid for (\$8.00), they can print and hand to the Front Gate to gain access to property. If this form is not prepaid and submitted online, vendors will need to stop at the Welcome Center prior to approaching the Main Gate to obtain the day pass.

Ramp & Tarmac access:

Access to aircraft movement and parking areas is restricted to aircraft owners and crewmembers only. Unique Access PIN codes are available to aircraft owners/crewmembers by request after they have viewed the safe driving video available at http://www.oceanreef.com/safety/driving_video. There are five designated and numbered vehicle staging spots, if you are waiting for an aircraft to land, this is where the vehicle should be staged. If adequate staffing is available, we will escort you to the aircraft once it is parked, otherwise, you may drive to the aircraft when it is safe to do so.

Walking and Driving Vehicles & Carts on the Tarmac:

Aircraft ALWAYS have the right of way. No vehicle or pedestrian should ever go on the runway side of the red "NEVER CROSS LINE" or near the runway without permission or an escort (airport staff member). Please understand that certain aircraft use the entire width of the runway; In the interest of safety, pedestrians and vehicles should always be as far from the runway as possible. Speed limit for all vehicles is 13 knots (15 mph).

Temporary Flight Restrictions:

TFR's are occasionally imposed on flight operations over and near Ocean Reef Airport. Pilots shall check with Flight Service or other facilities for current TFR information. TFR information affecting 07FA will also be posted in the airport terminal building.

NOTAM's:

As a private airport, we are unable to issue public NOTAM's. NOTAM's from Ocean Reef Airport can be found by visiting the Airport website <https://www.oceanreef.com/notams>.

Night Operations:

If runway lights are inoperative after civil twilight, the runway is closed. Jets are not permitted to operate or have engines/APU running between 2000L and 0800L; propeller-driven aircraft are not permitted to operate or have engines running between 2200L and 0700L.

VFR Operations:

Traffic Pattern – Arriving VFR aircraft should report position and intentions on the UNICOM frequency 122.725 MHz beginning approximately 10 nm out. During attended hours, local weather and traffic will be provided by airport personnel. The traffic pattern altitude is 1000' AGL. For large and/or high speed aircraft, the traffic pattern is 1500' AGL. All arriving aircraft shall fly a Standard Left-Hand Traffic pattern (refer to page 8) at the appropriate altitude using recommended radio calls and procedures. Aircraft approaching from the North planning to land on RWY 23 may enter the pattern on a right base, provided that they enter at least a 2-mile final and do not overfly any homes.

Emergency Operations:

The airport is closed to ALL traffic during any emergency landing, incident or medical evacuation.

RED 'NEVER CROSS' LINE & YELLOW PARKING LINE

The red NEVER CROSS LINE was introduced as an added safety precaution to ensure the best possible protection against injury and/or damage to persons or property. At no point in time should any person or vehicle pass beyond this line without permission and/or being escorted by airport personnel.

The yellow line along the ramp parking areas along with the red NEVER CROSS LINE can be used as a safe passageway for pedestrians and vehicles to travel along the ramp area, though we encourage all persons and vehicles to remain as far from the runway as possible at all times. All aircraft parking on the ramp should allow ample space for vehicles, pedestrians and service equipment to pass between the aircraft and the yellow line (see photo below). An aircraft movement fee will apply to any aircraft that needs to be pushed back when ample parking space is available.

Crossing onto the runway side of the NEVER CROSS LINE (by foot or vehicle) is considered a runway incursion.

It is important for pilots to exercise caution when parking an aircraft to ensure there is ample distance between the nose of the aircraft and the yellow line to allow pedestrians, vehicles and service equipment room to pass by without damaging the aircraft. Please understand that there are times when more than one vehicle will need to pass in front of an aircraft. While the red and yellow lines can be used as a travel lane for vehicles, we encourage everyone to remain as far away from the runway as possible at all times. Bicycles and similar vehicles are allowed to transport owners & passengers to and from their aircraft.



AIRPORT FACILITY AND AMENITIES

Runway Lights:

Runway lights operate via photocell and are normally set on low from 0700L to 2200L. When runway lights are on, light intensity can be controlled by the pilot by using the PTT or mic switch on 122.725 MHz (5-10 clicks).

Windsock:

An illuminated windsock is installed across from the fuel ramp.

Precision Approach Path Indicator (PAPI):

The standard 2-unit PAPI installed on the left side of RWY 5, 365' beyond the threshold and 35.5" tall; it is calibrated for a 4.03-degree glide slope which makes for a 25' 8" TCH. The standard 2-unit PAPI installed on the left side of RWY 23, 404' from the displaced threshold; it is calibrated for a 4.00-degree glide slope which makes for a 28' 3" TCH.

Emergency Procedures:

An Emergency Procedures manual has been created by the Ocean Reef Community Association Public Safety Department, which establishes an action plan for aircraft accidents and incidents.

Security Issues:

Runway encroachment by vehicles or individuals, vandalism of aircraft or airport facilities, unauthorized vehicles, or other activities deemed to be a hazard or a potential hazard to aircraft operations should be reported immediately to Public Safety by calling (305) 367-5444. Theft, vandalism or destruction of an aircraft is a federal offense. All aircraft parking areas are patrolled and under video surveillance by the Airport and Public Safety Department 24 hours a day. Aircraft damage and accidents are investigated by the Florida Highway Patrol (800) 240-0453.

Runway Inspection and Maintenance:

Inspections of the runway are conducted three times daily to determine condition, cleanliness, and condition of all visual aids. Report any observed deficiencies to the Airport over the UNICOM or by calling (305) 367-3690. Pilots and crewmembers are not allowed to perform condition inspections, or enter the runway area without permission and/or being escorted by airport staff.

Common Frequencies:

Homestead Approach:	123.8*	HST ATIS:	132.275*
Homestead AFB Tower:	133.45*	HEJC (X51 F.B.O.):	122.85*
Miami Approach:	125.5*	07FA UNICOM:	122.725
Alert Area:	122.75	Clearance Delivery	135.075
Homestead General (X51):	122.8*	07FA AWOS:	119.025

*Unavailable for communication while on the ground at Ocean Reef.

Available Amenities:

- NEWSPAPERS:** The Ocean Reef Press is available in the terminal building; any other newspapers can be ordered through Private Dining or by visiting the Gift Shop.
- ICE:** An ice machine is located on the Northeast side of the terminal building and ice bags are against the wall in a steel storage container. There is no charge for ice, we only ask that you do not leave the ice scoop in the ice machine as it is against Florida health codes.
- COFFEE:** Regular, Decaf and espresso coffees are available in the Flight Planning Room or upon request. Please empty your larger pots outside prior to requesting coffee.
- SNACKS:** Small snacks are available in the terminal building at most times (while supplies last).
- HOT WATER:** Hot water is available in the Flight Planning Room or upon request.
- BRAKE SIGNS:** Brakes are on/off signs are available free of charge in the airport terminal building.
- COURTESY CART:** A golf cart is often available upon request for crewmembers to go get lunch at select restaurants/stores.
- REFRIGERATION:** Refrigerator space is available to store food or beverages (up to 48 hours).
- O.R.F.C.:** Ocean Reef Flying Club is an aviation themed club. They welcome all aviation enthusiasts whether you have an airplane or not. The Flying Club is a social group known for good parties, interesting aviation related events and some actual flying to various scheduled fly-out events. For more information, please visit <http://www.OceanReefFlyingClub.com>.
- DOG TREATS:** The airport team encourages all four-legged aviators to stop in the terminal building for a pre-flight or post-flight snack (or both).
- OIL:** Phillips 66 100AW Motor Oil and Eastman 2380 Turbo Oil are available for purchase in the terminal.
- RETAIL:** We have a rotating inventory of 07FA branded merchandise.

SKYDIVING, HOT AIR BALOONS, FLIGHT TRAINING & PROHIBITED OPERATIONS

Ultra-Light Operations:

Ultra-light aircraft may operate at Ocean Reef Airport provided that they are registered with the airport and the pilot holds a valid Pilot and Airman Medical Certificate.

Balloon Operations:

Lighter than air and/or Hot Air Balloon operations are prohibited by Ocean Reef Club regulations.

Flight Training:

Flight training techniques, including touch & go, low passes, simulated engine failures, and other maneuvers are not permitted in the vicinity of Ocean Reef Airport.

Sky diving:

Sky diving and parachuting are prohibited by Ocean Reef Club regulations unless contracted for an approved Club Event.

Honeywell (Garrett) TPE331 Engines:

Prohibited from operating at Ocean Reef Airport.

Cross-Bleed Engine Starts:

Prohibited at Ocean Reef Airport.

Aircraft with wingspans greater than 70':

Must be member-owned and receive special permission to operate at Ocean Reef Airport.

Commuting:

Thirty operations within a month or more than three or four in a single day is considered excessive.

CATERING, RENTAL CARS, TAXI, CREW CARTS, ETC.

Catering Orders:

Airport staff cannot place catering orders. To place a catering order, please call or email Ocean Reef Club's Private Dining Department using the information listed below. To place an order or view the menu and hours of operation, please visit, call, or email:

REEF EATS

(305) 367-5898 • reefeats@oceanreef.com • <http://www.oceanreef.com/dining>
Order online at: https://ordering.orders2.me/menu/reef_eats

Rental Cars and Golf Carts:

Rental cars are offered to members, guests and crewmembers through Enterprise. Because Ocean Reef is a private community, Enterprise rentals cannot be booked online. Enterprise rentals and golf carts can be reserved by contacting the Ocean Reef Club Transportation Department.

TRANSPORTATION

(305) 367-5952

Rental Cars: transportation@oceanreef.com

Golf Carts: cartrental@oceanreef.com

Taxi:

Chauffeured rides can be requested by calling the Ocean Reef Transportation Department.

Ride-sharing Services:

Ride hailing/sharing services such as Uber and Lyft are occasionally available at Ocean Reef Club but should not be relied on. If you schedule a pick-up or drop off, you must provide the first and last name of everyone in the vehicle to airport staff so they can be cleared through the gate. The preferred means to do this is by emailing airport@oceanreef.com. Drivers entering ORC property may be asked to leave their license at the gate and pick it up on their way out. A Government issued ID is required for access to the property.

BELLSTAND

(305) 367-5985

Bellstand provides courtesy transportation to any property located within Ocean Reef Club and Angler's Club. To request a ride upon arrival, you can do this over the UNICOM by requesting a van and providing the number of passengers it will need to accommodate.

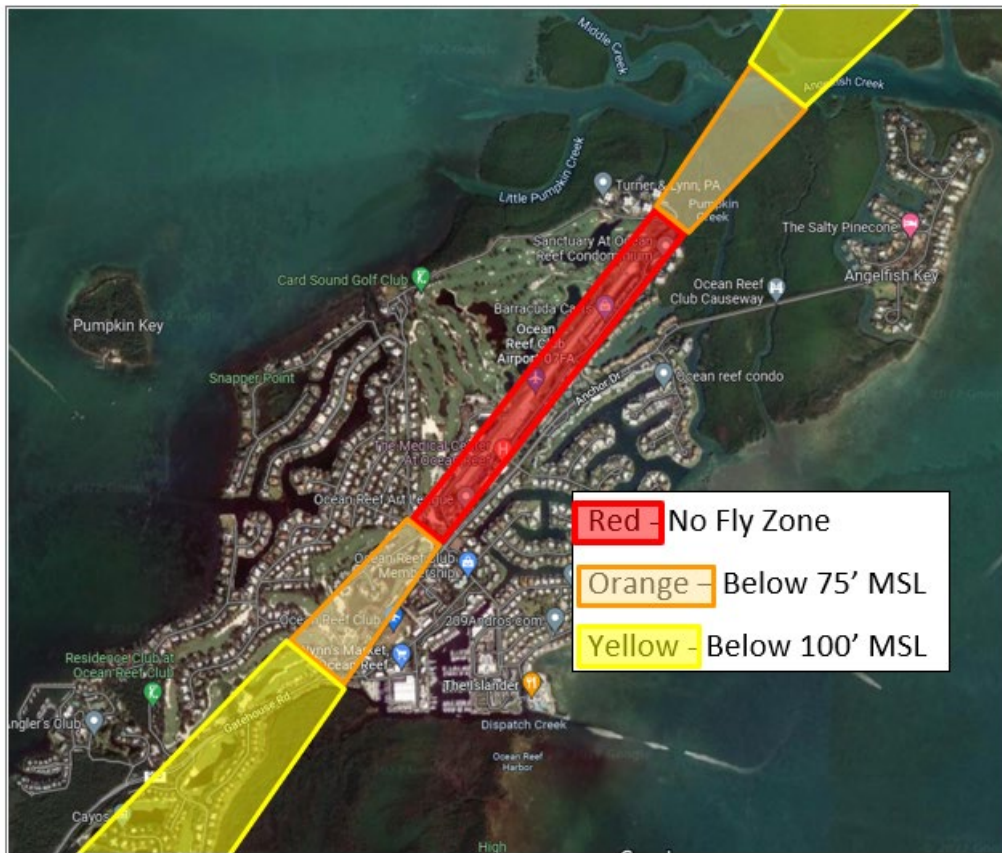
*Requests for pick-up from the Airport must be made by the Airport Team over the UNICOM

To request transportation from a residence to 07FA, please call the number above and provide them with the address where you would like to be picked up and how many bags/passengers there will be in total.

DRONE USAGE

Only commercially operated drones may be used around the community provided the following conditions have been met:

1. Drone operator has obtained permission and map of allowable fly zones from ORC Communications Department by calling (305) 367-5882.
2. If operating within a No Fly Zone, Drone operator has notified airport staff of the intended path, altitude, time and duration of flight. *Certain flights may require an escort from the Airport Team.
 - a. Unicom 122.725
 - b. Airport Operation (305) 367-3690
3. Drone operator understands that Ocean Reef Club is located in intermittent Class E, Controlled Airspace.



AERIAL PHOTOGRAPHY

Express consent is required prior to engaging in any type of aerial photography. Prior to notifying the airport, permission must be obtained through the Ocean Reef Club Communications Office by calling (305) 367-5882.

RECEIPT REQUESTS

To obtain a duplicate copy of a receipt, please send an email to airport@oceanreef.com. Be sure to include as much information as possible to expedite your request:

- Date of transaction
- Aircraft tail number
- Transaction amount
- Type of purchase (fuel, landing fee, etc)

We will locate your receipt as quickly as possible and reply to your email with a copy of the receipt.

VIOLATIONS

Noise Abatement & Policy Violations: Policy violations will be handled on a case-by-case basis. Depending on the type and severity of the violation, the Airport Committee and/or ORC Board of Directors may opt to issue written warnings, fines, suspensions, loss of privileges, or any combination thereof.

RUNWAY INCURSIONS

Runway Incursion / Incidents:

Any person that causes a runway incursion or incident of any severity may be subject to disciplinary action by the Airport Committee.

What is a runway incursion?

- Any occurrence at the airport involving the incorrect presence of an aircraft, vehicle or person on the area designated for the landing and take-off of an aircraft. This area consists of the entire length of the runway and all areas beyond the "NEVER CROSS LINE", assuming that line extends into the grass parking area as well.

There are two types of deviations that could occur at Ocean Reef Airport, these are further divided into five categories that define the severity of a runway incursion:

Pilot Deviations	Vehicle/Pedestrian Deviations
Action of a pilot that violates any Federal Aviation Regulation. Example: A pilot enters the runway while another aircraft is on their departure roll.	Pedestrians or vehicles entering any portion of the airport movement area without authorization.

Category D	Category C	Category B	Category A	Accident
Incident that meets the definition of runway incursion such as incorrect presence of a single vehicle/person/aircraft on the protected area of a surface designated for the landing and take-off of aircraft but with no immediate safety consequences.	An incident characterized by ample time and/or distance to avoid a collision.	An incident in which separation decreases and there is a significant potential for collision, which may result in a time critical corrective/ evasive response to avoid a collision.	A serious incident in which a collision was narrowly avoided.	An incursion that resulted in a collision

*Charts taken from www.FAA.gov

PRICING

Landing and Overnight Fees:

Category	Overnight Rate with FL Monroe County Tax			7.50%			Landing Fee	
	Member	Tax	Total	Guest	Tax	Total	Members	Guest
I - Up to 5,000 lbs	35.00	2.63	\$37.63	55.00	4.13	\$59.13	\$30.00	\$50.00
II - 5,001 to 8000 lbs	48.00	3.60	\$51.60	67.00	5.03	\$72.03	\$37.00	\$60.00
Ramp Parking Aircraft								
III - 8,001 to 15,000 lbs	190.00	14.25	\$204.25	270.00	20.25	\$290.25	\$130.00	\$180.00
IV - 15,001 to 30,000 lbs	480.00	36.00	\$516.00	600.00	45.00	\$645.00	\$350.00	\$455.00
V - 30,001 lbs. And UP	595.00	44.63	\$639.63	725.00	54.38	\$779.38	\$520.00	\$670.00

Category	Overnight Rate	Tax	Total	Landing Fee
Corporate III	370.00	27.75	\$397.75	\$280.00
Corporate IV	740.00	55.50	\$795.50	\$550.00
Corporate V	875.00	65.63	\$940.63	\$740.00

Category	Overnight Rate	Tax	Total	Landing Fee
Charters and Air Taxi I	130.00	9.75	\$139.75	\$75.00
Charters and Air Taxi II	270.00	20.25	\$290.25	\$210.00
Charters and Air Taxi III	450.00	33.75	\$483.75	\$350.00
Charters and Air Taxi IV	650.00	48.75	\$698.75	\$525.00
Charters and Air Taxi V	800.00	60.00	\$860.00	\$750.00

OTHER FEES

GPU: This fee is assessed any time an aircraft is connected to one of our GPU's.

\$75.00

Aircraft Handling/Movement Fee: This fee is assessed each time an aircraft needs to be moved for a purpose other than a single fueling within a day.

Member: \$25.00 / Non-member: \$50.00

After Hours Fee: This fee is assessed when an aircraft arriving or departing outside of office hours requests for an associate to be present for their arrival, departure and/or fueling.

\$200/hour

Callout Fee: This fee is assessed any time that an associate is required to make a special trip to O7FA to service an aircraft or perform a task for a customer. This fee is charged in addition to the appropriate After Hours Fee.

\$300.00

Cancellation / No-Show: In the event that a jet slot is either cancelled without proper notice (by 8am the day prior) or an aircraft fails to use a confirmed jet slot, a fee will be charged.

Equal to appropriate landing fee

Lavatory Service: This fee is charged for each lavatory service performed on an aircraft. A crewmember must be present during servicing. One service includes a single empty and refill as needed.

\$85/service plus tax

Oil: Eastman 2380
Piston Oil

\$40 plus tax

\$20 plus tax

Personnel Escort: This fee is charged anytime that an airport associate is needed to shadow an individual or group during activities within the no-fly zone or any sterile area on the ground.

\$100/hour

References

AC 90-66B – Non-towered Airport Flight Operations

https://www.faa.gov/documentLibrary/media/Advisory_Circular/AC_90-66B.pdf