

# OCEAN REEF CLUB AIRPORT

## INFORMATION 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 Information 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 <http://www.oceanreef.com/airport>.

**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', leaving 4000' remaining for landing. The maximum operating weights at 07FA are listed below:

<b>Single Wheel Gear</b>	<b>50,000 lbs.</b>
<b>Dual Wheel Gear</b>	<b>80,000 lbs.</b>

### **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 122.7 MHz. This frequency is used as a Common Traffic Advisory Frequency (CTAF) and is monitored during office hours for airport advisories and current weather. Inbound aircraft are asked to begin making radio calls approximately 10 minutes prior to landing; outbound aircraft are asked to request an airport advisory prior to moving from their parking space. 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 5 & 12 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.





### **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.

**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:**

Year-round: 0800L – 1800L\*<sup>1</sup>

\*After-hours service is available when requested at least 48 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 \$100 per hour may be charged anytime after-hours service is required. Callout fees are charged in one hour increments.

<sup>1</sup>The 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 to advise the staff of your intentions to use the airport. Calling ahead will allow you to be notified of parking availability, NOTAMs, and general weather conditions at the airport. Should parking become unavailable at any time, preference will be given to those who have advised of their arrival.

### **AIRPORT CLOSURES**

#### **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:	OPEN to all traffic, all day. NO OVERNIGHT PARKING
Saturday:	CLOSED to all traffic except approved aircraft exhibitors. NO OVERNIGHT PARKING.
Sunday:	CLOSED until 1300L, afterwards open to all traffic.

#### **Aviation Day:**

Aviation Day is another annual event that falls on the Saturday prior to Easter Weekend. On Aviation Day the airport will experience the following closures:

Friday:	NO OVERNIGHT PARKING.
Saturday:	CLOSED to all traffic except approved aircraft exhibitors.

**Please note that ramp space is reserved for exhibitors during events and that overnight parking requests cannot be approved more than 7 days prior to an event, even if available.**



## **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.

#### **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.

#### **Jet Slots & Reservations:**

Prior permission is required of all aircraft and is usually obtained after you have submitted a completed Aircraft Registration Packet. Jet aircraft are also REQUIRED to obtain a 'jet slot' prior to operating at the airport. 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, we will place you on a standby



list and call the primary contact 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 given month, or thirty-six slots within any year\*

The Airport Committee allows twenty jet noise events per 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)
- Arrival Only (1 noise event)
- Departure Only (1 noise event)
- Departure & Arrival (2 noise events)

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” (determined by the quantity of reservation requests received), in which the Club allows 4 additional noise events.

The following jets fall into the “light-jet” category at 07FA:

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

#### **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 use:**

**122.7**

It is recommended that all inbound aircraft make the first radio call approximately 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 and surface



weather conditions. This is also the best time to request any services that may be required (fuel, passenger/crew transportation, crew cart, GPU, catering, etc.).

#### **Ground Communication Outlet (GCO):**

A GCO is available for use to activate/cancel flight plans, receive weather briefings, request a ride from the Bell Stand or to contact emergency services.

To use, tune your radio to 135.075 and click the mic for the desired service

2 clicks	calls the Bell Stand (transportation)
4 clicks	calls Homestead Approach (ATC)
6 clicks	calls FSS WX Brief (weather briefings)
8 clicks	calls Public Safety (emergency response)

- The system will ask you to click the mic twice more if it is dialing the correct number. If you accidentally chose the wrong number, wait 5 seconds and start again.
- You will then hear the system dialing and you can communicate your needs over the radio as you typically would.
- When you are finished, click the mic three (3) times while the frequency is clear and the call will be terminated.
  - If there is no voice activity for sixty (60) seconds, the system will say "timing out". If you would like to remain on the call, key the mic within three (3) seconds of the message and the call will continue.
  - If the system does not respond at first, advise the UNICOM that you would like to reposition your aircraft to use the GCO.

### **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 122.7.

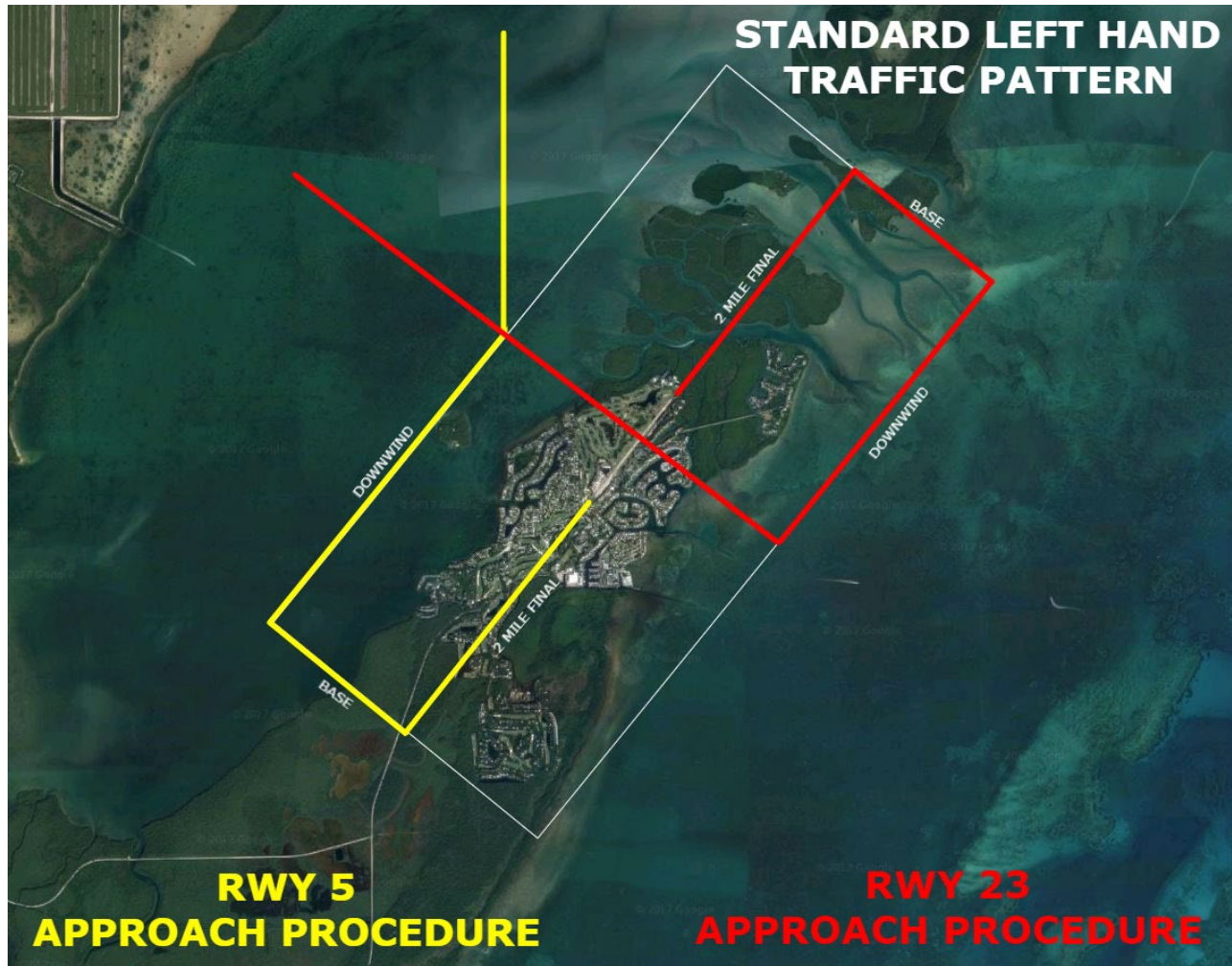
#### **BE CERTAIN TO CANCEL YOUR IFR FLIGHT PLAN VIA PHONE OR USING THE GCO ON 135.075**

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 to ensure you turn a two-mile final. Please see diagram below:

#### **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 on the next page.





#### 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 at the end of the runway while another aircraft lands. 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 if not listed on your registration packet. Complimentary “Brakes on/off” signs are available in the airport terminal building.**

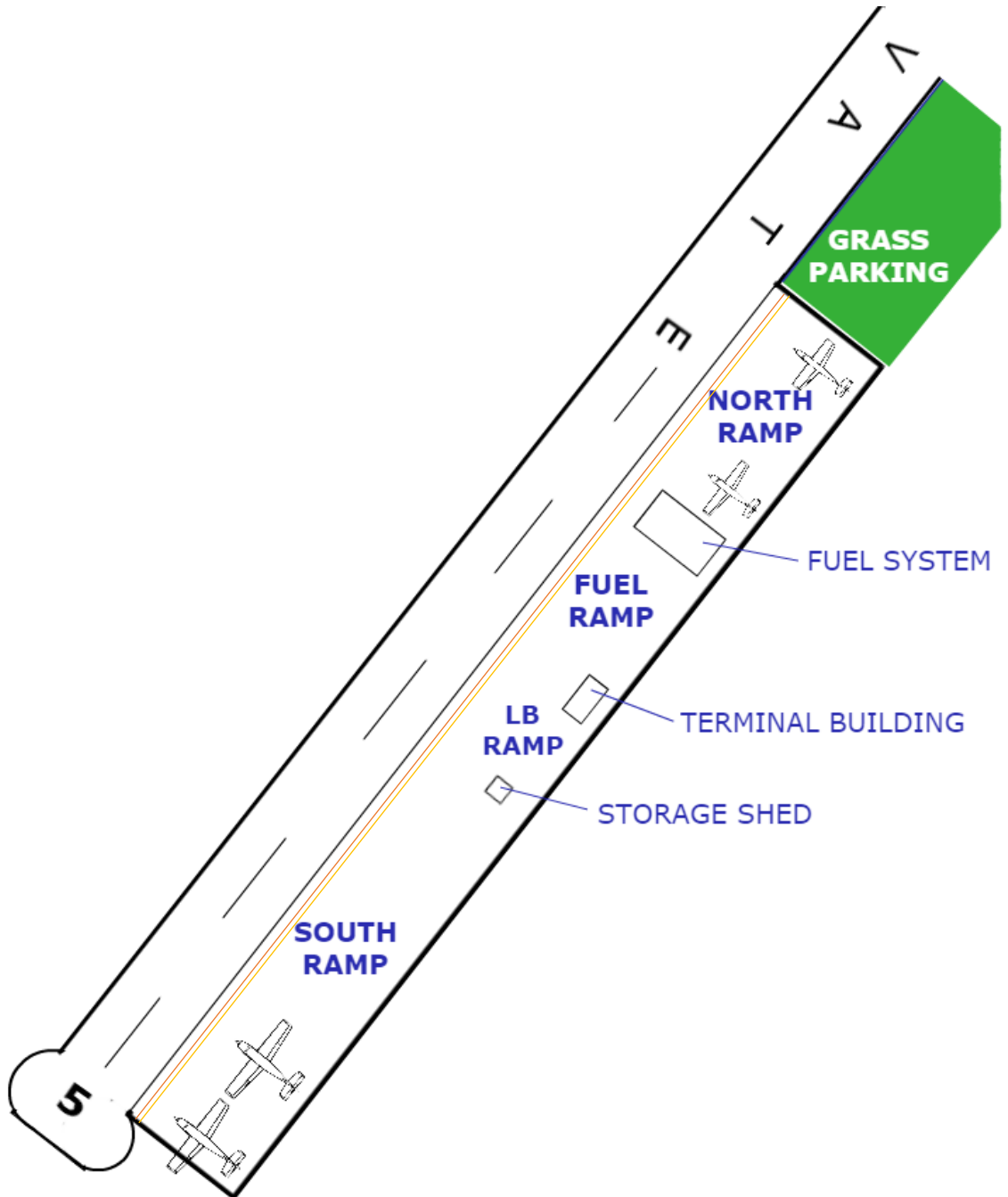
Grass parking prop planes: Please be mindful of other users and keep the amount of space between aircraft to a minimum when parking your aircraft. The grass parking area is equipped with two stainless steel cables to which you can secure an aircraft. Please bring your own straps or ropes as they are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

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

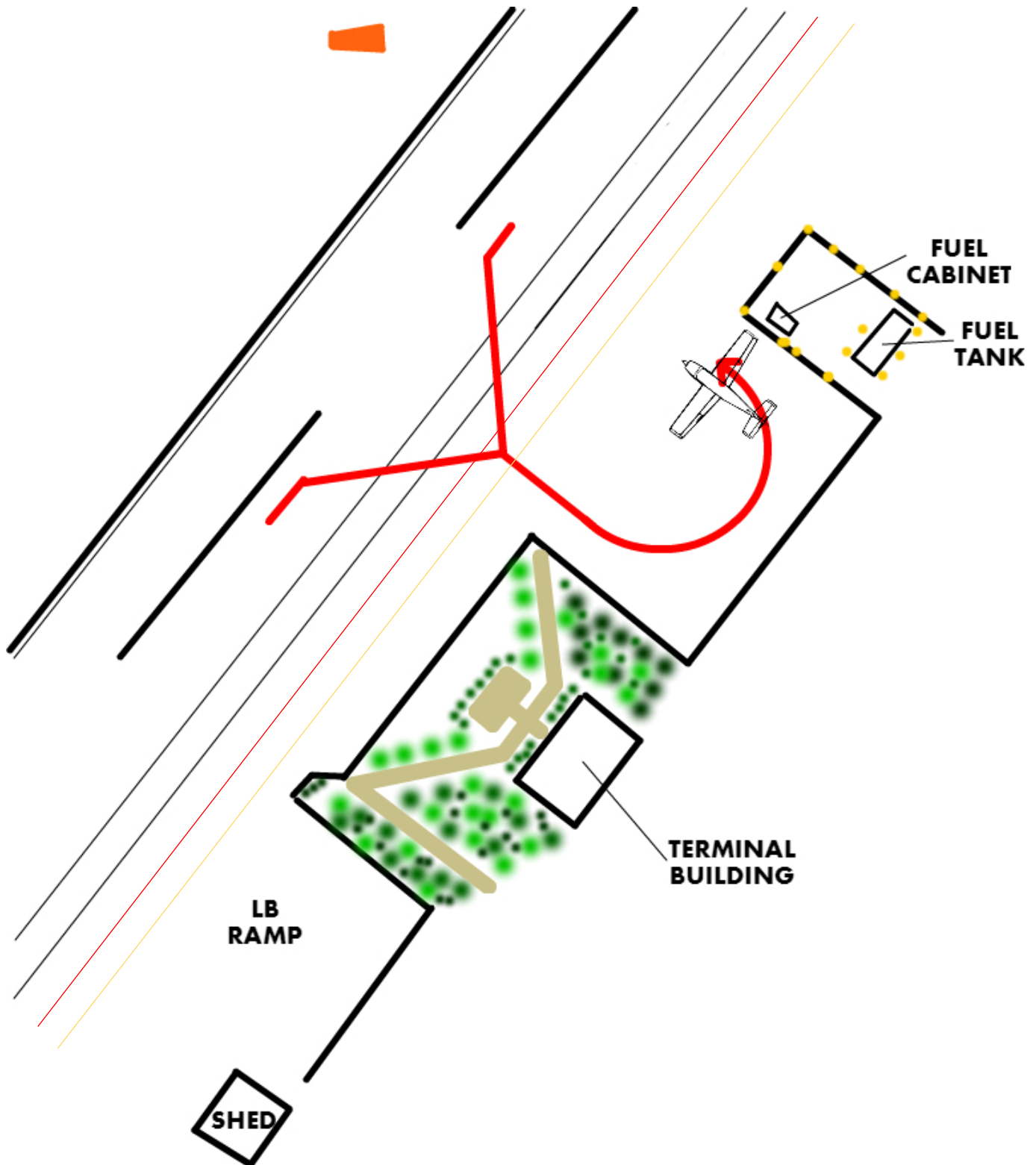
- Park as close as you can get to a neighboring aircraft or the end of the ramp/grass, we have very limited space.
- Always park with the nose of the aircraft perpendicular to, and facing toward the runway, unless asked otherwise by the airport staff.
- Aircraft should be parked as far as possible from 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 on peak days. 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.

We do not accept fuel orders for a top-off that doesn't allow ample room for expansion. Persons requiring a top-off as described above should plan to call the airport office in the morning on the day of departure to request such a fueling.

#### **Fuel Ramp Markings:**

Obstacle clearance markings show the distance from that line to the nearest obstacle. The markings are located at 25', 35' and 45' from the nearest obstacle.

#### **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 (N Ramp) and 35' of clearance to the GPU boxes (S Ramp).

### **LEKTRO TUG POLICIES**

Two 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, some 5-bladed aircraft, Cirrus SR20/22.
- 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.



### **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 aide 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. To be fair to all users, GPU's may not be reserved and can only be used in 30 minute increments upon request. The charge for using the GPU's is \$50 for each thirty-minute period.

#### **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 must be present while the service is performed.

#### **Engine Run-Ups:**

Normal engine run-ups should be performed at the approach end of the departure runway just prior to departure. 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.

#### **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 stating your intentions over the UNICOM and receiving an airport advisory from the airport staff (during office hours), you may begin your back-taxi to the run-up area. Upon departure, please correct for drift and track runway heading for two-miles prior to exiting the pattern.

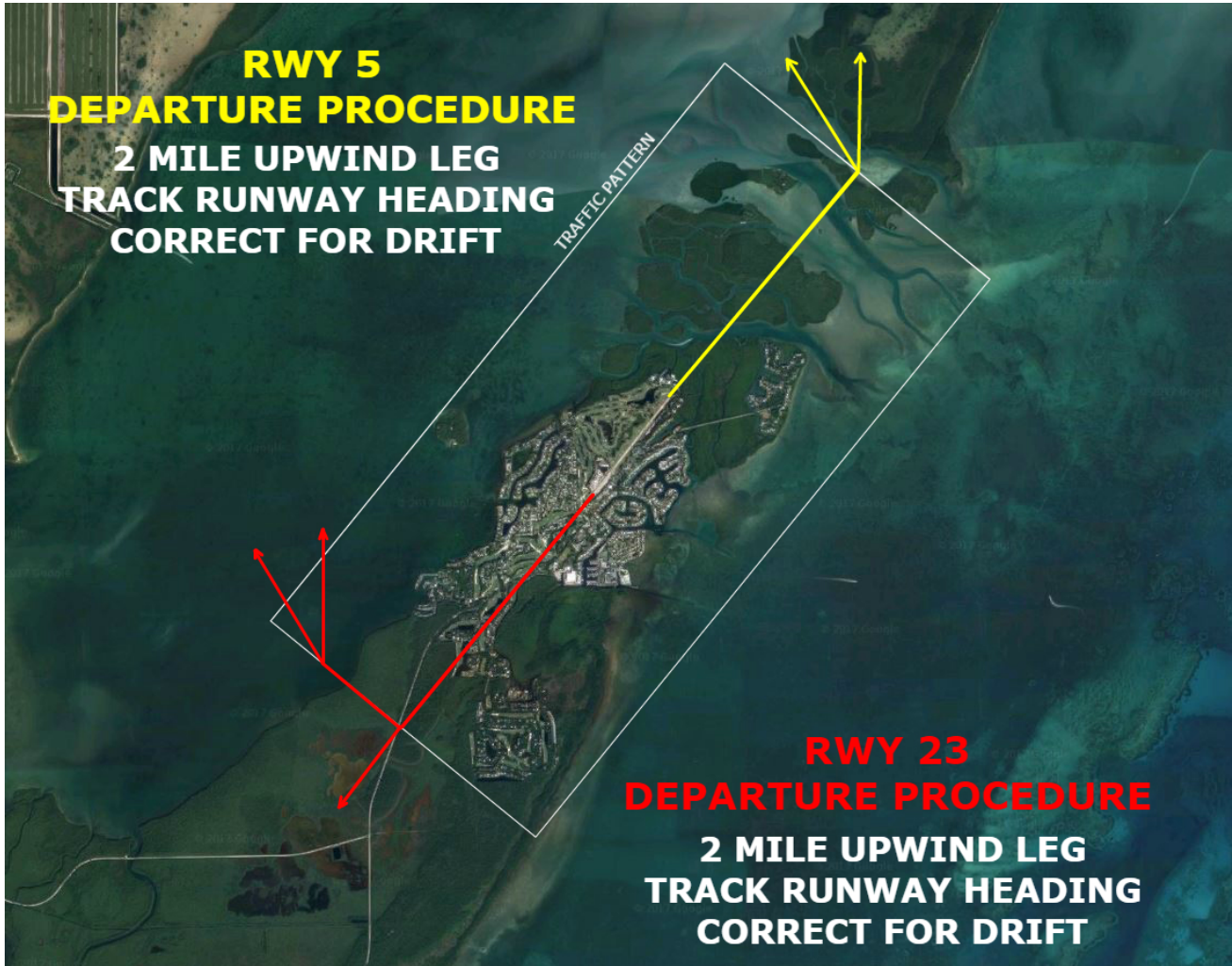
#### **IFR Departures:**

While on the ground at Ocean Reef, crewmembers will NOT be able to communicate with ATC via radio. There are two options to receive a clearance:

1. Depart VFR and pick up your clearance in the air on 123.8.
2. Call Homestead Approach via telephone (786-415-6524) and follow their instructions.

\*Aircraft on IFR flight plans are expected to follow the noise abatement protocols as pictured on the next page.







## **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. 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 the exception of traffic pattern altitudes.

## **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](mailto: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. Complete a Gate Clearance form, available in the Airport Terminal Building and submit to one of the Airport Associates.

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

### **Ramp & Tarmac access:**

Access to aircraft movement and parking areas is restricted to aircraft owners and crewmembers only. During office hours, please provide your name and/or tail number at the lift gate to gain access to the tarmac. Access PIN codes are available to aircraft owners/crewmembers. Persons who wish to get a ramp access PIN, should apply at the airport terminal building (limited to aircraft owners and crewmembers).



**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 operate with a wingspan wider than 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 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 <http://www.oceanreef.com/airport>.

**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 122.7 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 6) 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 extraction.

**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 on page 15). An aircraft handling fee of \$25 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 122.7 MHz (3 times- low, 5 times – high).

#### **Windsock:**

An illuminated windsock is installed across from the fuel ramp.

#### **Automated Weather Observing System (AWOS)**

AWOS is currently unavailable at Ocean Reef Airport. Current field conditions are available on the airport website (<http://www.oceanreef.com/airport>) or from the airport staff via radio or telephone. UNICOM advisories may include current wind direction and speed, temperature, dew point, and altimeter setting. A radio check is also available upon request.

KHST Automatic Terminal Information Service (ATIS): 132.275 MHz

#### **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"; 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 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:	122.7
Alert Area:	122.75	07FA GCO	135.075
Homestead General (X51):	122.8*		

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

**Available Amenities:**

<u>NEWSPAPERS:</u>	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.
<u>ICE:</u>	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.
<u>COFFEE:</u>	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.
<u>SNACKS:</u>	Small snacks are available in the terminal building at most times (while supplies last).
<u>HOT WATER:</u>	Hot water is available in the Flight Planning Room or upon request.
<u>LUGGAGE TAGS:</u>	Create your own 07FA luggage tag; inquire at the terminal building.
<u>BRAKE SIGNS:</u>	Brakes are on/off signs are available free of charge in the airport terminal building.
<u>COURTESY CART:</u>	A golf cart is often available upon request for crewmembers to go get lunch at select restaurants/stores.
<u>REFRIGERATION:</u>	Limited refrigerator space is available to store food or beverages (up to 48 hours).
<u>O.R.F.C.:</u>	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 <a href="http://www.OceanReefFlyingClub.com">http://www.OceanReefFlyingClub.com</a> .
<u>DIP-ER-DO:</u>	Kids aged 5+ can ask for a free Dip-er-do stunt airplane from any airport staff member.



**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.

### **SKYDIVING, HOT AIR BALLOONS, 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.

#### **Avanti Piaggio P180 Aircraft:**

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.

### **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:

<http://www.oceanreef.com/filelib/FileCabinet/Menus/PrivateDining-Menu.pdf>.

**PRIVATE DINING**

(305) 367-5898

[privatedining@oceanreef.com](mailto:privatedining@oceanreef.com)



**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](mailto:transportation@oceanreef.com)

Golf Carts: [cartrental@oceanreef.com](mailto: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](mailto: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.

### 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 from ORC Communications Department by calling (305) 367-5882.
2. Drone operator has notified airport staff of the intended path, altitude, time and duration of flight.
3. Drone will not be operated within the "No Fly Zones" located off the arrival and departure ends of each runway.

### 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.

\*For-hire aerial photo companies should contact the airport staff to advise of the date and time they plan to perform their photo work. Aircraft Registration is not required unless the aircraft plans to land at ORC. At no time should the aircraft fly directly over any home, or operate lower than 500' within the traffic pattern area.

### RECEIPT REQUESTS

To obtain a duplicate copy of a receipt, please send an email to [airport@oceanreef.com](mailto: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**

**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.

### **Noise Abatement:**

Any airport user that violates Ocean Reef Club noise abatement policies will be subject to the following disciplinary actions:

First Violation:	Written warning issued describing the violation and suggesting a corrective action.
Second Violation:	Written notification issued with the assessment of a fine suitable to the violation.
Third Violation:	Airport Privileges will be revoked for a minimum of 30 days; ORC Senior Staff and/or Airport Committee will review the case and issue additional disciplinary action depending on the severity of the violation(s).

## **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:

<b>Pilot Deviations</b>	<b>Vehicle/Pedestrian Deviations</b>
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.

<b>Category D</b>	<b>Category C</b>	<b>Category B</b>	<b>Category A</b>	<b>Accident</b>
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](http://www.FAA.gov)



## PRICING

### Landing and Overnight Fees:

<u>Category</u>	<u>Overnight Fee</u>		<u>Landing Fee</u>	
	(Airport Fee + 7.5%)		(Tax Exempt)	
Grass Parking Aircraft	Members	Non-Members	Members	Non-Members
I - Up to 5,000 lbs	31.00 + 2.32 = <b>\$33.32</b>	55.00 + 4.13 = <b>\$59.13</b>	<b>\$28.00</b>	<b>\$49.00</b>
II - 5,001 to 8000 lbs	43.00 + 3.23 = <b>\$46.23</b>	67.00 + 5.03 = <b>\$72.03</b>	<b>\$33.00</b>	<b>\$59.00</b>
III - 8,001 to 15,000 lbs	83.00 + 6.23 = <b>\$89.23</b>	118.00 + 8.85 = <b>\$126.85</b>	-	-

Ramp Parking Aircraft	Members	Non-Members	Members	Non-Members
III - 8,001 to 15,000 lbs	166.00 + 12.45 = <b>\$178.45</b>	235.00 + 17.63 = <b>\$252.63</b>	<b>\$107.00</b>	<b>\$167.00</b>
IV - 15,001 to 30,000 lbs	451.00 + 33.82 = <b>\$484.82</b>	524.00 + 39.30 = <b>\$563.30</b>	<b>\$305.00</b>	<b>\$413.00</b>
V - 30,001 lbs. and up	557.00 + 41.78 = <b>\$598.78</b>	633.00 + 47.48 = <b>\$680.48</b>	<b>\$493.00</b>	<b>\$610.00</b>

Corporate	(Airport Fee + 7.5%)	(Tax Exempt)
II	89.00 + 6.68 = <b>\$95.68</b>	<b>\$65.00</b>
III	267.00 + 20.02 = <b>\$287.02</b>	<b>\$209.00</b>
IV	643.00 + 48.22 = <b>\$691.22</b>	<b>\$420.00</b>
V	740.00 + 55.50 = <b>\$795.50</b>	<b>\$598.00</b>

Charters & Air Taxi	(Tax Exempt)	(Tax Exempt)
I	<b>\$110.00</b>	<b>\$64.00</b>
II	<b>\$218.00</b>	<b>\$171.00</b>
III	<b>\$381.00</b>	<b>\$271.00</b>
IV	<b>\$551.00</b>	<b>\$385.00</b>
V	<b>\$689.00</b>	<b>\$640.00</b>

<u>Additional Options</u>	<u>Annual</u>	<u>6 Month</u>	<u>Monthly Nov - Apr</u>	<u>Monthly May - Oct</u>
Grass Parking Aircraft	(Airport Fee + 7.5%)	(Airport Fee + 7.5%)	(Airport Fee + 7.5%)	(Airport Fee + 7.5%)
I - Up to 5,000 lbs	1,365.00 + 102.38 = <b>\$1,467.38</b>	816.00 + 61.20 = <b>\$877.20</b>	383.00 + 28.73 = <b>\$411.73</b>	204.00 + 15.30 = <b>\$219.30</b>
II - 5,001 to 8000 lbs	1,830.00 + 137.25 = <b>\$1,967.25</b>	1,124.00 + 84.30 = <b>\$1,208.30</b>	510.00 + 38.25 = <b>\$548.25</b>	281.00 + 21.08 = <b>\$302.08</b>

### 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 asks for an associate to be present for their arrival, departure and/or fueling. These fees are charged in one hour intervals.  
**\$100/hour**
- 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.  
**\$85/service plus tax**