

**GARFIELD COUNTY REGIONAL AIRPORT
Minimum Standards for Aeronautical Activities**

PART I - INTRODUCTION, PURPOSE & DEFINITIONS

INTRODUCTION

Prudent and proper administration requires that standards be adopted to establish the minimum acceptable qualifications of participants, level and quality of service, and other conditions which will be required of those proposing to conduct Aeronautical Activities at the Airport. The requirement to impose standards on those proposing to conduct Aeronautical Activities on a public airport relates to the public interest and provides protection from irresponsible, unsafe or inadequate service.

The adoption and enforcement of such standards ensures that the Operator is reasonably fit, willing and able to discharge both its service obligations to its patrons and its obligations to the Airport community and thereby protects established commercial enterprises, the aviation user, and the public.

The standards established for any particular Aeronautical Activity must be relevant to that activity, must be reasonable in scope and must be applied objectively and uniformly. Standards, thus established and applied, promote economic stability by discouraging unqualified applicants and foster the level of services desired by the public.

This document is promulgated under the authority granted by Colorado Revised Statutes (1973), 41-3-106 which specifically grants the County power to "provide rules and regulations governing the use of such airport and facilities."

AIRPORT MANAGER RESPONSIBILITIES AND AUTHORITY

The Airport Manager is responsible for the operation, management, maintenance, and security of the Airport and all Airport owned and operated land, improvements, facilities, vehicles and equipment. The County has authorized and directed the Airport Manager to interpret, administer and enforce all Airport minimum standards, rules, regulations and requirements; to permit appropriate (in the Airport Manager's judgment) temporary, short-term occupancy or use of Airport land or improvements; and to receive copies of all licenses, permits, certificates of insurance, and other documents required to be provided to or filed with the Airport.

PURPOSE

These regulations prescribe minimum standards for the conduct of Aeronautical Activities at Garfield County Regional Airport and specify certain provisions which will be included in written agreements permitting the conduct of such activities at the Airport.

SEVERABILITY CLAUSE

If one or more clauses, sections or provisions of these Minimum Standards shall be held to be unlawful, invalid or unenforceable by final judgment of any court of competent jurisdiction, the invalidity of such clauses, sections or provisions shall not in any way affect any other clauses, sections or provisions of these Minimum Standards.

If a provision in these Minimum Standards is found to be in conflict with any other provision in this document or another Airport document or in conflict with a provision of any regulatory measure, the provision that establishes the higher standard (the most stringent or restrictive) shall prevail.

SUBORDINATION

These Minimum Standards are subject and subordinate to the provisions of any existing or future Agreements between the County and the State of Colorado or the United States pertaining to the operation, management, planning and development of the Airport.

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VARIANCE OR EXEMPTION

A special variance or exemption may be obtained from the BOCC provided that each variance or exemption is separately petitioned for and obtained in writing. Any variance or exemption approved by the BOCC shall apply only to the special conditions or unique circumstances of the particular case and shall not serve to modify or alter these minimum standards.

HOLD HARMLESS

Operators, Users, or Tenants affected by these Minimum Standards (including, but not limited to, the drivers and registered owners or motor vehicles using the public parking areas of the Airport shall indemnify and holding harmless the BOCC, it's board members, officers, agents, and employees, from and against and any and all liabilities, obligations, claims, damages, costs, and expenses, including attorney's fees, incurred by or asserted against the BOCC, it's board members, officers, agents, and employees, by any person or entity whatsoever, resulting from the acts, omissions or wrongful conduct, related to use or occupation of the airport or operations thereon of the Operator, User, Tenant, or such entity's board members, officers, partners, employees, agents, representatives, contractors, subcontractors, customers, attests, invitees, or any third party acting under it's direction or control.

DEFINITIONS

The definitions as used in these Minimum Standards are listed in the Garfield County Regional Airport Rules and Regulations (Rules and Regulations).

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PART II - GENERAL REQUIREMENTS AND STANDARDS

The general requirements set forth herein and the specific activity requirements under PART III are the minimum the BOCC requires in agreements authorizing Aeronautical Activities on the Airport.

These general requirements cover the following categories for all applicants: 1) a written agreement with the BOCC; 2) ground space, facilities and accommodations; 3) licenses and certifications; 4) personnel; 5) Aircraft leaseback, sublease, or other operating agreements; 6) insurance; 7) motor vehicles used in operations; and 8) fees. Refer to Part III Sections (1) through (9) of these Minimum Standards for specific personnel, insurance, etc. requirements.

WRITTEN AGREEMENT WITH BOCC

Prior to the commencement of an operation, the Operator shall be required to enter into a written agreement with the BOCC authorizing operations and permitting the Operator's tenancy on the Airport. Such agreements recite the terms and conditions under which the business is operated on the Airport, including but not limited to, the term of the agreement; the rentals, fees, and charges; the rights and obligations of the respective parties. The conditions set forth in these Minimum Standards do not represent a complete recitation of the provisions to be included in the written agreement. The written agreement shall not, however, modify or be inconsistent with these Minimum Standards, unless specific provisions requiring higher standards are negotiated.

GROUND SPACE, FACILITIES AND ACCOMMODATIONS

The Operator shall lease from the BOCC or sublease from another Operator sufficient ground space, buildings, facilities and accommodations for the proposed Aeronautical Activity. Leases between the BOCC and the Operator shall be written in a form determined by the BOCC and prepared by or approved by the Garfield County Attorney's Office. If the Operator proposes to sublease Premises from another Operator, Operator shall provide a copy of the proposed sublease to the BOCC during the application process defined in Part IV of these Minimum Standards. An Operator based on the Airport by way of a sublease arrangement shall not commence operations at the Airport until the written agreement between the BOCC and the Operator, referred to above, and the sublease are executed and filed with the County Clerk and Recorder.

The proposed Business Premises shall include:

1. Sufficient ground space, facilities, and accommodations for the Operator's proposed Aeronautical Activity.
2. The ground space shall include a paved walkway to accommodate pedestrian access to the Operator's office and, when appropriate, a paved Aircraft apron with tie-down or hangar facilities within the Premises sufficient to accommodate the activities being performed. Ground space shall also include sufficient on-site space for customer and personnel automobile parking.
3. The facilities and floor space allotments shall include office and customer lounge facilities. All facilities shall be properly heated, ventilated, cooled and lighted.
4. The public accommodations shall include telephones for customer use, restrooms, and handicap access in accordance with Federal, State and local regulations.

Unless otherwise provided for in a written sublease between Operators, the Operator shall be responsible for utility costs, maintenance of all interior space and landscaped areas, and snow and trash removal from the Premises.

Any new construction or alteration of existing improvements shall be subject to the Garfield County Regional Airport Development Guidelines, Requirements & Application Procedures, Garfield County building and land use regulations, the Airport Storm Water Management Plan, the Airport Master Plan, and the current Airport Layout Plan, as well as the Federal Aviation Regulations and any other applicable governmental regulations.

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Operator shall maintain the Leased Premises (including all related and associated appurtenances, facilities and equipment) in a neat, safe and orderly condition.

Operator shall conduct its activities on and from the Leased Premises in a safe, efficient, and first class professional manner consistent with the degree of care and skill exercised by experienced operators providing comparable products and services in like markets.

LICENSES AND CERTIFICATIONS

Operator shall comply with all Federal, State, and local laws and regulations concerning its proposed operation and provide the BOCC copies of all pertinent permits, licenses, and certifications. These documents shall be maintained as public records in the files of the Airport Manager.

PERSONNEL

The Operator shall have trained personnel on duty during operating hours in such numbers as are required to meet the public demand and the specific requirements set forth in Section III of these Minimum Standards. The Operator shall also have a person on site during business hours to supervise operations. The supervisor shall be, or shall have immediate access to, a person who has authority to act for or on behalf of the Operator. All personnel are required to hold the appropriate FAA certificates and ratings as applicable.

AIRCRAFT LEASEBACK, SUBLEASE, OR OTHER AIRCRAFT OPERATING AGREEMENTS

All Aircraft used in commercial aeronautical operations at the Airport, whether owned by an Operator or used by an Operator under terms of an Aircraft operating agreement (in the form of a leaseback, sublease, lease, fractional ownership, purchase money/installment contract, or any other arrangement) shall conform to the Aircraft standards, specified in Section III of these Minimum Standards, for the aeronautical activity(s) engaged in by the Operator.

SECURITY PLAN

Operator shall develop and maintain a Security Plan designating a responsible person for the coordination of all security communications and procedures. Operator's Security Plan shall be submitted to the County no later than 30 days prior to commencing activities at the airport. Operator is solely responsible for implementation of and compliance with Operator's Security Plan (modified as necessary to receive the approval of the Airport Manager).

ENVIRONMENTAL

Operators shall comply with all environmental rules and regulations. Operators providing services involving Aircraft maintenance, washing, or painting; crop dusting; aerial application; or other commercial use of chemicals and cleaners shall provide the Airport Manager with a written copy of their operating procedures showing compliance with all applicable environmental rules and regulations.

FUELING AND GROUND HANDLING STANDARD OPERATING PROCEDURES

FBO shall develop and maintain Standard Operating Procedures (SOP) for fueling and ground handling and shall ensure compliance with standards set forth in FAA Advisory Circular 00-34A "Aircraft Ground handling and Servicing." FBO's SOP shall include a training plan, fuel quality assurance procedures and record keeping, and emergency response procedures for fuel fires and spills. The SOP shall be submitted to the Airport no later than 30 days before commencing activities.

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DISABLED AIRCRAFT REMOVAL

An FBO shall have personnel trained, equipped and on call prepared to remove disabled aircraft within 45 minutes upon request in order to maintain the operational readiness of the Airport.

INSURANCE

The Operator shall procure and maintain during the term of the agreement with the BOCC, insurance of the types and the minimum limits set forth in the specific requirements for the respective Aeronautical Activities under Part III. The insurance company with whom the Operator contracts shall be licensed to do business in the State of Colorado. The BOCC shall be named as an additional insured and the contract of insurance shall provide for ten (10) days notice to the BOCC of changes in the policy and 30 days notice in the event of cancellation. Proof of insurance, in the form of Certificate(s) of Insurance and/or copies of the policy(s), shall be delivered to the BOCC and shall be maintained as a public record in the files of the Airport Manager.

When the Operator conducts more than one Aeronautical Activity, as defined in Section III, of these Minimum Standards, the minimum coverage limits required to insure the operations will vary depending upon the nature of the individual activities combined. The limits will not be cumulative in all instances; however, the Operator shall provide at least the minimum limits of insurance for all risk exposures.

Real Property Insurance. Lessee shall maintain during the entire term of the lease, real property insurance covering buildings and improvements for property damage in the amount equal to the replacement value of the leased premises and all improvements.

Liability Insurance. Lessee shall maintain during the entire term of the lease, liability insurance for all damages resulting from lessee's occupation of the leased premises, including, but not limited to, general aviation and airport liability, endorsement for premises liability, products and completed operations, and contractual liability.

During construction of improvements to the Operator's Premises, the Operator shall have Builders' All Risk insurance coverage of not less than \$1,000,000 per occurrence.

Workers Compensation. Lessee shall cover its employees with Workers' Compensation insurance in an amount and form to meet all applicable requirements of the State of Colorado.

Failure to Produce Insurance. Upon failure of the lessee to produce or maintain required insurance, Lessor, in its sole discretion, may, upon ten (10) days written notice to lessee, procure or renew such insurance, pay any and all premiums in connection therewith, and the cost of any such insurance premiums shall be treated as additional rent.

All Operators conducting rental or sales of Aircraft, or flight training, shall post a notice and incorporate within their rental agreements the coverages and limits provided to the student or renter by the Operator, as well as a statement advising that additional coverage is available to such student/renter through the purchase of an individual non-ownership liability policy. Operator shall provide a copy of such notice(s) to the Airport Manager to be maintained as a public record in the files of the Airport Manager's.

Any Operator using service vehicles on the AOA in the support and conduct of its operations shall maintain motor vehicle liability in the amount of \$100,000 per occurrence, Combined Single Limit for Bodily Injury and Property Damage.

Amounts of Insurance. The amounts of required insurance shall be subject to annual review by the Lessor to assure adequate coverage limits apply.

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MOTOR VEHICLES ON AIRPORT

The Operator shall control the transportation of pilots and passengers to and from the Operator's office or tie-down/hangar areas. The Operator with motor vehicles driving on the AOA shall do so only in accordance with the Rules and Regulations.

PROHIBITED ACTIVITIES

“Through the fence” activities are prohibited at the Airport.

FEES

The Operator shall pay the standard fees established by the BOCC. Such fees are listed in section 1100 in Rules and Regulations for each specific Aeronautical Activity defined in Part III of these Minimum Standards. Any non-aeronautical activity, i.e. a concession, conducted on the Operator's Premises shall be subject to the Rules and Regulations and the standard rates, charges, and/or fees set by the BOCC. The BOCC may adjust the standard rates, charges, and/or fees from time to time.

Recurring fees and charges are due and payable monthly in arrears i.e., fees and charges for a particular month are due on the last day of that month.

No Operator shall be permitted to engage in activities unless current in the payment of all rents, fees, charges, and other sums due to the Airport.

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**PART III SECTION (1) - SPECIFIC REQUIREMENTS FOR
FIXED BASED OPERATOR**

A **FIXED BASED OPERATOR (FBO)** is an entity which maintains facilities at the Airport for the purpose of engaging in the retail sale of aviation fuels, Aircraft Sales/Rental, flight instruction and training, Air Charter, Air Cargo, airframe and engine repair, avionics and Aircraft line services.

In addition to the general requirements in PART II, the following minimum requirements shall be met:

GROUND SPACE, FACILITIES AND ACCOMMODATIONS

The minimum ground space required for a fixed based operation shall be 130,000square feet and improvements shall comprise at least 50% of the Premises.

A minimum of 1500square feet shall be allocated and utilized for conveniently located heated and air conditioned lounge or waiting rooms and restrooms for passengers and crews, which shall be maintained in a clean and sanitary manner. Public facilities for flight planning and weather information shall be provided for pilots. At least one telephone shall be provided for public use.

Paved tie-down/shelter facilities shall be provided for the activities such as Air Cargo, Air Charter, Aircraft Rental, Aircraft Sales and Flight Schools.

A minimum of one large hangar with a minimum of 20,000square feet of floor space shall be provided within which Aircraft airframe and engine repair activities and any permitted Commercial Aeronautical Activity may be performed. FBO shall provide suitable inside or outside storage space for Aircraft before and after repair and maintenance have been accomplished.

FBO shall provide ground space, facilities and accommodations sufficient for each of its activities. Please reference the appropriate sections under PART III.

SCOPE OF SERVICE
GENERAL

Aircraft - Reference the appropriate sections under PART III for the Aircraft requirements for Flight Training, Aircraft Rental, Aircraft Sales, Air Cargo and Air Charter.

Equipment - In regards to Airframe and Power Plant Repair activities, FBO shall provide suitable tractors, tow bars, jacks, dollies and other equipment, supplies and parts equivalent to that required by the FAA for certification.

In regards to line service activities, FBO shall provide adequate tie-down facilities and equipment, including ropes, chains and other types of restraining devices and wheel chocks; adequate loading, unloading and towing equipment to safely and efficiently move Aircraft as necessary; and proper equipment for repairing and inflating Aircraft tires, servicing oleo struts, changing oil, washing Aircraft and Aircraft windows and recharging discharged Aircraft batteries and starters.

Licenses - FBO shall have and provide evidence of the appropriate FAA and DOT certifications and approvals for the required or permitted activities that FBO is operating.

Crew-Cars - FBO shall provide courtesy transportation for transient pilots.

Personnel - FBO shall employ sufficient personnel who are appropriately rated by the FAA for the work being performed for each activity. (Reference the appropriate sections under PART III for the personnel requirements for Flight Training; Aircraft Rental, Aircraft Sales, Air Cargo and Air Charter.) FBO shall have an employee in the office at all times during business hours.

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Operating Hours - Seven (7) days a week, twelve (12) hours per day for fuel and line services; in accordance with Sections (2 - 8) for other services.

Rates and Charges - The rates and charges for Aircraft parking and tie-down shall be determined by the BOCC. Retail prices for fuel sales are set by the FBO. All rates and charges shall be equitable applied to all users of FBO services.

Subleases - The FBO is required to provide to the Airport Manager within ten days of execution a copy of any sublease for the storage of Aircraft. Any sublease of space to another entity to provide one or more Aeronautical Activities shall require the prior written approval of the BOCC. The FBO shall be required to carry public liability insurance for all subleases or provide a certificate of insurance naming the BOCC and the FBO's subtenant as named insured's.

Taxes and Assessments - FBO shall, at its expense, pay all taxes and assessments levied against any building or other structure and personal property placed on the Premises.

REQUIRED ACTIVITIES

Aircraft Repair - Aircraft airframe and engine repair service shall be provided by FAA approved personnel. Refer to PART III Section (2).

Fueling - FBO shall make satisfactory arrangements with a recognized aviation petroleum distributor for the delivery of fuel and oil in such quantities as are necessary to meet the requirements set forth herein. Fuel flowage fees and fuel storage fees shall be paid to the BOCC for all fuel dispensed by the FBO.

Fueling and into-plane delivery of aviation fuels shall be provided by the FBO seven days a week, 12-hours per day. The FBO shall provide mobile fuel dispensing equipment capable of safe and efficient servicing of all types of general aviation Aircraft. Separate dispensing pumps for each grade of fuel are required. FBO shall maintain current fuel reports on file and available for auditing at any time by the BOCC through its Airport Manager.

Line service(s) - Buying, selling and furnishing aviation fuels and oils to third parties, both at wholesale and retail and storing aviation fuel and oil; oxygen and nitrogen; facilities to clean and deodorize Aircraft toilets and clean both the interior and exterior of Aircraft; unicom; telephone and radio contact to and with service personnel; tie-down facilities and equipment.

Optional Services - FBO shall provide at least two (2) of the permitted activities, listed below.

PERMITTED ACTIVITIES

Air Charter - Refer to Part III Section (6)

Aircraft Rental - Refer to Part III Section (7)

Aircraft Sales - Refer to Part III Section (6)

Aircraft Service - Refer to Part III Section (2)

Avionics Shop - Refer to Part III Section (3)

Flight Training - Refer to Part III Section (5)

Ground Transportation - Car Rental and other ground transportation services.

Hangars - Facilities for the housing, maintenance and storage of Aircraft.

Insurance - Aircraft Insurance agency.

Specialized Aeronautical Activities - Refer to Part III Section (8)

Other Concessions – e.g. vending machines, gift shop, restaurant

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FEES

Operator shall pay the fees established by the BOCC. Such fees are listed in section 1100 in Rules and Regulation.

INSURANCE

Operator shall provide certificates of insurance evidencing the following coverage and minimum amounts:

Aircraft Liability - \$5,000,000 per occurrence, Combined Single Limit for Bodily Injury and Property Damage, including Passengers.

Comprehensive Public Liability and Property Damage (Premises) - \$5,000,000 per occurrence, Combined Single Limit Bodily Injury and Property Damage.

Hangarkeeper's Liability:

1. For Singles - \$100,000 per Aircraft and \$200,000 per occurrence.
2. For Twins -\$250,000 per Aircraft and \$500,000 per occurrence.
3. For Jet/Helicopter - \$1,000,000 per Aircraft per occurrence.

Products and Completed Operations Liability (Including sale of new Aircraft; sale of used Aircraft; repairs/services; parts not installed; and restaurant liability.) - \$5,000,000 per occurrence.

PLEASE NOTE: The limits of liability listed above are the minimum required to operate at the Airport. The BOCC strongly recommends that all Operators secure higher limits of liability coverage.

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**PART III SECTION (2) - SPECIFIC REQUIREMENTS FOR
AIRFRAME AND POWER PLANT REPAIR SASO**

AIRFRAME AND POWER PLANT REPAIR facility Operator is an entity providing one or a combination of airframe and power plant repair services. This category includes the sale of Aircraft parts and accessories of the type repaired.

In addition to the General Requirements in PART II, the following minimum requirements shall be met:

GROUND SPACE, FACILITIES AND ACCOMMODATIONS

Operator shall provide sufficient hangar space for airframe and power plant repair services and, if contemplated, a separate painting area meeting local and State industrial code requirements.

Operator shall provide a paved Aircraft apron within the Premises to accommodate Aircraft movement from its facility to the AOA.

SCOPE OF SERVICE

Licenses & Certifications – If Operator is a Part 145 certified repair facility, the Operator shall submit evidence of such FAA certification. Repair personnel shall be currently and properly certified by the FAA with ratings appropriate to the work being performed.

Equipment – Operator shall provide suitable tractors, tow bars, jacks, dollies, and other equipment, supplies and parts equivalent to that required by the Federal Aviation Administration for certification.

Operating Hours - Operator shall have its services available to meet public demand for this category of service at least eight hours/day, five days each week.

Personnel – Operator shall employ a sufficient number of personnel who are appropriately rated by the FAA for the work being performed and who hold Airframe, Power Plant, and Aircraft Inspector ("A & P") ratings. Operator shall have an employee in the office or on call at all times during the required operating hours.

FEES

Operator shall pay the fees established by the BOCC. Such fees are listed in section 1100 in Rules and Regulation.

INSURANCE COVERAGE

Premises Liability (for Hangar Operation) - \$1,000,000 per occurrence, Combined Single Limit for Bodily Injury and Property Damage.

Products & Completed Operations Liability for Repairs & Services and Parts not Installed - \$1,000,000 per occurrence.

Hangarkeeper's Liability:

1. For Singles - \$100,000 per Aircraft and \$200,000 per occurrence.
2. For Twins - \$250,000 per Aircraft and \$500,000 per occurrence.
3. For Jet/Helicopter - \$1,000,000 per Aircraft per occurrence.

PLEASE NOTE: The limits of liability listed above are the minimum required to operate at the Airport. The BOCC strongly recommends that all Operators secure higher limits of liability coverage.

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**PART III SECTION (3) - SPECIFIC REQUIREMENTS FOR
SPECIALIZED AIRCRAFT REPAIR SERVICES SASO
(Avionics, Instrument, Propeller)**

SPECIALIZED AIRCRAFT REPAIR SERVICES (Avionics, Instrument, and Propeller) is an entity engaged in the business of and providing a facility for the repair of Aircraft radios, electrical systems, instruments, propellers, and accessories for Aircraft. This category includes the sale of Aircraft parts and accessories of the type repaired.

In addition to the General Requirements in PART II, the following minimum requirements shall be met:

GROUND SPACE, FACILITIES AND ACCOMMODATIONS

Operator shall provide a building with sufficient floor space to store one Aircraft, and a paved area sufficient to park one Aircraft, with adequate tie-down facilities and paved access to the AOA.

SCOPE OF SERVICE

Licenses & Certifications – Operator shall have a Radio Repair Station FAR Part 145 license Class 1 and 2. Repair personnel shall be currently and properly certified by the FAA with ratings appropriate to the work being performed.

Operating Hours - Operator shall have its services available to meet public demand for this category of service at least eight hours/day, five days each week.

Personnel – Operator shall employ a sufficient number of personnel who are appropriately rated by the FAA for the work being performed and who hold Aircraft Radio, Electrical Systems, Instruments, and Propeller Repair ratings. Operator shall have an employee in the office or on call at all times during the required operating hours

FEES

Operator shall pay the fees established by the BOCC. Such fees are listed in section 1100 in Rules and Regulation.

INSURANCE COVERAGE

Premises Liability (for Hangar Operation) - \$1,000,000 per occurrence, Combined Single Limit for Bodily Injury and Property Damage.

Products & Completed Operations Liability for Repairs & Services and Sales of Parts not Installed - \$1,000,000 per occurrence.

Hangarkeeper's Liability:

1. For Singles - \$100,000 per Aircraft and \$200,000 per occurrence.
2. For Twins -\$250,000 per Aircraft and \$500,000 per occurrence.
3. For Jet/Helicopter - \$1,000,000 per Aircraft per occurrence.

PLEASE NOTE: The limits of liability listed above are the minimum required to operate at the Airport. The BOCC strongly recommends that all Operators secure higher limits of liability coverage.

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**PART III SECTION (4) - SPECIFIC REQUIREMENTS FOR
AIRCRAFT SALES**

An **Aircraft Sales** facility Operator is an entity engaged in the retail or wholesale sale of new or used Aircraft through franchises, a licensed dealership or distributorship of an Aircraft manufacturer, or otherwise.

In addition to the General Requirements in PART II, the following minimum requirements shall be met:

GROUND SPACE, FACILITIES AND ACCOMMODATIONS

The Operator shall provide hangar space or a paved tie-down area with adequate tie-down facilities and paved access to the AOA.

The Operator shall provide adequate floor space for classrooms, pilot briefing room and lounge.

SCOPE OF SERVICE

Aircraft – Operator shall provide or have available sufficient Aircraft of each model offered for sale for the purpose of demonstration.

Guarantee & Warranty – Operator shall provide satisfactory arrangements for the repair and service of Aircraft sold by the Operator, but only for the duration of guarantee or warranty period.

Operating Hours – Operator shall have its Premises open and services available to meet the public demand for this category of service at least eight hours/day, five days each week.

Personnel – Operator shall have in its employ or have available on call, a sufficient number of pilots with instrument and instructor ratings, who shall be current in all models to be demonstrated. Operator shall have an employee in the office or on call at all times during the required operating hours.

FEES

Operator shall pay the fees established by the BOCC. Such fees are listed in section 1100 in Rules and Regulation.

INSURANCE COVERAGE

Operator shall provide certificates of insurance evidencing the following coverages and minimum amounts:

Aircraft Liability - \$1,000,000 per occurrence, Combined Single Limit for Bodily Injury and Property Damage. With respect only to Passenger Bodily Injury, a minimum of \$100,000 each person.

Premises Liability - \$1,000,000 per occurrence, Combined Single Limit for Bodily Injury and Property Damage.

Products & Completed Operations Liability for Sale of Aircraft - \$1,000,000 per occurrence.

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**PART III SECTION (5) SPECIFIC REQUIREMENTS FOR
COMMERCIAL HANGER OPERATOR**

An Operator in the classification develops and/or constructs hangar structures for the purpose of selling or subleasing hangar(s) and associated office or shop space to entities engaging in Commercial, Aeronautical or Non-Aeronautical Activities. In addition or instead of the above, an operator in this classification owns or subleases a structure(s) other than a hangar(s) for the purpose of selling or subleasing the structure(s) and associated office or shop space to entities engaging in Commercial, Aeronautical or non-Aeronautical Activities.

In addition to the General Requirements in Part II, the following minimum requirements shall be met:

SCOPE OF ACTIVITY

Operator shall use the leased premises for the purpose of: (1) selling hangar(s) or structure(s) and associated office and shop space, (2) use by Operator (primarily for Operator's aircraft and equipment), (3) engaging in subleasing of hangar(s) or structure(s) and associated office and shop space for approved Commercial, Aeronautical or non-Aeronautical Activities.

LEASED PREMISES

Operator shall lease adequate land to meet the requirements of the Garfield County Regional Airport Development Standards.

FEES

Operator shall pay the fees established by the BOCC. Such fees are listed in section 1100 in Rules and Regulation.

INSURANCE COVERAGE

Operator shall provide certificates of insurance evidencing the following coverage and minimum amounts:

Comprehensive Public Liability and Property Damage (Premises) - \$1,000,000 per occurrence.

Combined Single Limit Bodily Injury and Property Damage - \$1,000,000

Hangarkeeper's Liability when deemed applicable by the BOCC:

1. For Singles - \$100,000 per Aircraft and \$200,000 per occurrence.
2. For Twins - \$250,000 per Aircraft and \$500,000 per occurrence.
3. For Jet/Helicopter - \$1,000,000 per Aircraft per occurrence.

PLEASE NOTE: The limits of liability listed above are the minimum required to operate at the Airport. The BOCC strongly recommends that all operators secure higher limits of liability coverage.

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PART III SECTION (6) - SPECIFIC REQUIREMENTS FOR
AIR CHARTER SASO

An **Air Charter** Operator is an entity that provides air charter, air taxi or air cargo service under Federal Aviation Regulation Part 135.

In addition to the General Requirements in PART II, the following minimum requirements shall be met:

GROUND SPACE, FACILITIES AND ACCOMMODATIONS

The Operator shall provide hangar space or a paved tie-down area with adequate tie-down facilities and paved access to the AOA.

SCOPE OF SERVICE

Aircraft – Operator shall have available for charter, either owned or under written Aircraft operating agreement, at least one Aircraft or helicopter, which shall meet the requirements of the appropriate FAR certificate held by the Operator, including instrument operations.

Licenses & Certifications – Operator shall have and provide evidence of the appropriate FAA and DOT certifications and approvals, including the Pre-application Statement of Intent (FAA Form 8400-6), the Registrations and Amendments Under Part 298 (OST FORM 4507), the FAA issued operating certificate (FAA Air Taxi-Commercial Operator Certificate with ratings appropriate to the functions to be accomplished), and any other forms the FAA or DOT may require or adopt that are pertinent to this category.

Operating Hours – Operator shall have its services available to meet public demand for this category of service at least eight hours/day, five days each week.

Personnel – Operator shall have in its employ a sufficient number of qualified Commercial or Airline Transport rated pilots. Operator shall provide at least one employee in the office or on call at all times during the required operating hours.

FEES

Operator shall pay the fees established by the BOCC. Such fees are listed in section 1100 in Rules and Regulation.

INSURANCE COVERAGE

Operator shall provide certificates of insurance evidencing the following coverages and minimum amounts:

Aircraft Liability - \$1,000,000 per occurrence, Combined Single Limit for Bodily Injury and Property Damage. With respect only to Passenger Bodily Injury, a minimum of \$100,000 each person, based on passenger seating capacity as follows:

Seating Capacity	Amount
Air Cargo	\$5,000,000
1-4 Passengers	\$1,000,000
5-9 Passengers	\$5,000,000
10 & over	\$15,000,000

Premises Liability - \$1,000,000 per occurrence, Combined Single Limit for Bodily Injury and Property Damage.

PLEASE NOTE: The limits of liability listed above are the minimum required to operate at the Airport. The BOCC strongly recommends that all Operators secure higher limits of liability coverage.

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**PART III SECTION (7) - SPECIFIC REQUIREMENTS FOR
FLIGHT TRAINING / COMMERCIAL FLYING CLUB SASO**

A **Flight Training** facility Operator is an entity engaged in instructing pilots in dual and solo flight training in fixed or rotary wing Aircraft, and provides such related ground school instruction as is necessary preparatory to a written examination and flight check for the category or categories of pilot's licenses and ratings involved. A **Commercial Flying Club** is an entity engaged in the ownership or lease of Aircraft and providing flying services, such as rental of Aircraft and flight training, to members.

In addition to the General Requirements in PART II, the following minimum requirements shall be met:

GROUND SPACE, FACILITIES AND ACCOMMODATIONS

The Operator shall provide hangar space or a paved tie-down area with adequate tie-down facilities with paved access to the AOA.

The Operator shall provide adequate floor space for classrooms, pilot briefing room and lounge.

SCOPE OF SERVICE

Aircraft – Operator shall have available for use in Flight Training, either owned or under written Aircraft operating agreement, at least one certificated and airworthy Aircraft or helicopter.

Licenses & Certifications – If Operator is an FAR Part 141 approved flight school, Operator shall provide evidence of such FAA certification.

If Operator is certified by the United States Veterans' Administration and/or collects advance tuition or fees, Operator shall provide evidence of its Certificate of Approval from the State of Colorado Division of Private Occupational Schools.

Operating Hours – Operator shall have its Premises open and services available to meet the public demand for this category of service at least eight hours/day, six days each week.

Personnel – Operator shall have in its employ sufficient flight and ground instructors who have been properly certificated by the FAA. Operator shall provide at least one employee in the office or on call at all times during the required operating hours.

FEES

Operator shall pay the fees established by the BOCC. Such fees are listed in section 1100 in Rules and Regulation.

INSURANCE COVERAGE

Operator shall provide certificates of insurance evidencing the following coverages and minimum amounts:

Aircraft Liability – \$1,000,000 per occurrence, Combined Single Limit for Bodily Injury and Property Damage. With respect only to Passenger Bodily Injury, a minimum of \$100,000 each person.

Premises Liability - \$1,000,000 per occurrence, Combined Single Limit for Bodily Injury and Property Damage.

PLEASE NOTE: The limits of liability listed above are the minimum required to operate at the Airport. The BOCC strongly recommends that all Operators secure higher limits of liability coverage.

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**PART III SECTION (8) - SPECIFIC REQUIREMENTS FOR
AIRCRAFT RENTAL SASO**

An **Aircraft Rental** facility Operator is an entity engaged in the rental of Aircraft to the public.

In addition to the General Requirements in PART II, the following minimum requirements shall be met:

GROUND SPACE, FACILITIES AND ACCOMMODATIONS

The Operator shall provide hangar space or a paved tie-down area with adequate tie-down facilities and paved access to the AOA.

SCOPE OF SERVICE

Aircraft – Operator shall have available for use, either owned or under written Aircraft operating agreement, at least one certificated and airworthy Aircraft capable of flight under instrument conditions.

Operating Hours – Operator shall have its Premises open and services available to meet the public demand for this category of service at least eight hours/day, six days each week.

Personnel – Operator shall have in its employ at least one person having a current flight instructor rating(s) who is current in all models offered for rental. Operator shall provide at least one employee in the office or on call at all times during the required operating hours.

FEES

Operator shall pay the fees established by the BOCC. Such fees are listed in section 1100 in Rules and Regulation.

INSURANCE COVERAGE

Operator shall provide certificates of insurance evidencing the following coverages and minimum amounts:

Aircraft Liability - \$1,000,000 per occurrence, Combined Single Limit for Bodily Injury and Property Damage. With respect only to Passenger Bodily Injury, a minimum of \$100,000 each person.

Premises Liability - \$1,000,000 per occurrence, Combined Single Limit for Bodily Injury and Property Damage.

PLEASE NOTE: The limits of liability listed above are the minimum required to operate at the Airport. The BOCC strongly recommends that all Operators secure higher limits of liability coverage.

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**PART III SECTION (9) - SPECIFIC REQUIREMENTS FOR
SPECIALIZED COMMERCIAL ACTIVITIES**

A **Specialized Commercial Aeronautical Activity** is an entity engaged in Aircraft support service, Commercial Aeronautical Activity Support Service(s), or in air transportation for hire for the purpose of providing the use of an Aircraft for parachute jumping and/or flying clubs.

Aircraft Support Services – Aircraft, engine, or accessory maintenance (for example, washing, painting, upholstery, magneto repairs, etc.) or other miscellaneous activities directly related to Aircraft support. Mobile Aircraft support services operations may be permitted for Aircraft washing, detailing, or other uncommon specialized activities.

Commercial Aeronautical Activity Support Services – Commercial hangar Operator, ground schools, simulator training, charter flight coordinators, aircrew or aviation management, or any other miscellaneous activity directly related to supporting or providing services for a Commercial Aeronautical Activity.

Parachute Jumping - Any commercial parachute jumping club or organization desiring to engage in parachute jumping onto the Airport.

Flying Clubs – A non profit entity organized for the express purpose of providing its members with Aircraft for their personal use only.

In addition to the General Requirements in PART II, the following minimum requirements shall be met:

GROUND SPACE, FACILITIES AND ACCOMMODATIONS

Operator, other than a mobile Aircraft support services Operator, shall provide space and facilities dedicated to its sole use and adequate for its operations.

Mobile Aircraft support services Operators shall be required to enter into a written agreement with the BOCC or another Operator, as appropriate, allowing the temporary and/or intermittent use of operational space at the Airport.

SCOPE OF SERVICE

Aircraft – When required by the nature of its operation, the Operator shall have based on its Premises, either owned or under written Aircraft operating agreement, at least one airworthy Aircraft, meeting all FAA requirements and applicable regulations of the State of Colorado with respect to the type of activity to be performed.

Licenses & Certifications – Operator shall have and provide evidence of all proper Federal, State, and local certificates required for its activity.

Operating Hours – Operator shall provide, by means of an office and telephone, a point of contact for the public desiring to utilize the Operator’s services.

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FEES

Operator shall pay the fees established by the BOCC. Such fees are listed in section 1100 in Rules and Regulation.

INSURANCE COVERAGE

Operator shall provide certificates of insurance evidencing the following coverages and minimum amounts when applicable:

Aircraft Liability - \$1,000,000 per occurrence, Combined Single Limit for Bodily Injury and Property Damage. With respect only to Passenger Bodily Injury, a minimum of \$100,000 each person.

Premises Liability - \$1,000,000 per occurrence, Combined Single Limit for Bodily Injury and Property Damage.

Hangarkeeper's Liability, when deemed applicable by the BOCC:

1. For Singles - \$100,000 per Aircraft and \$200,000 per occurrence.
2. For Twins - \$250,000 per Aircraft and \$500,000 per occurrence.
3. For Jet/Helicopter - \$1,000,000 per Aircraft per occurrence.

Products & Completed Operations Liability - \$1,000,000 per occurrence.

PLEASE NOTE: The limits of liability listed above are the minimum required to operate at the Airport. The BOCC strongly recommends that all Operators secure higher limits of liability coverage

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**PART III SECTION (10) SPECIFIC REQUIREMENTS FOR
MULTIPLE COMMERCIAL ACTIVITIES**

An Operator in this classification offers a combination of Aeronautical Activities as defined under Part III, Sections (2) through (8). As a condition of the right to engage in any combination of activities, the Minimum Standards relevant to all of them shall be met, unless otherwise noted below.

**GROUND SPACE, FACILITIES
AND ACCOMMODATIONS**

The minimum standards for each Aeronautical Activity proposed shall be reviewed to insure that the combined ground space and improvements required for the proposed activities adequately serve the needs of the Airport and its patrons. The BOCC shall determine adequacy in its sole discretion.

SCOPE OF SERVICE

Operator shall provide the equipment and services required to meet the minimum standards as described in the General Requirements under PART II and the Specific Requirements described under PART III, Sections (2) through (8) for each Aeronautical Activity the Operator conducts.

Operator shall adhere to the hours of operation required for each Aeronautical Activity conducted.

Operator shall have in its employ and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the minimum standards for each Aeronautical Activity. Multiple responsibilities may be assigned to meet personnel requirements for each Aeronautical Activity being performed.

Operator shall comply with the equipment requirements for each Aeronautical Activity. When performing combinations of activities for which Aircraft are required, Operator shall have available and based at the Airport, either owned or under written Aircraft operating agreement, sufficient certificated and airworthy Aircraft. These Aircraft shall be equipped and capable of flight to meet the minimum standards for each Aeronautical Activity to be conducted. Multiple uses may be made of Aircraft, except Aircraft used for crop dusting, aerial application, or other commercial use of chemicals and cleaners.

FEES

Operator shall pay the fees established by the BOCC. Such fees are listed in section 1100 in Rules and Regulation.

INSURANCE COVERAGE

Operator shall provide certificates of insurance coverage in an amount equal to the highest coverage amount required for the individual Aeronautical Activities being performed, as outlined in PART III, Sections (2) through (8).

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**PART III SECTION (11) – SPECIFIC REQUIREMENTS FOR
PRIVATE/NON-COMMERCIAL HANGAR OPERATOR**

An Operator in this classification owns Non-Commercial hangar structures for the primary purpose of storing aircraft.

In addition to the General Requirements in Part II, the following minimum requirements shall be met:

SCOPE OF ACTIVITY

Private/Non-Commercial Hangar Operator includes the holder of the land lease (ground lease) with the County (e.g., the developer, the unit owners' Association) operating T-Hangars, Box Hangars, Shade/Patio Hangars or similar, whether on a for-sale (condominium) or for-lease basis. Hangar(s) and associated office or shop space shall not be used for Commercial, Aeronautical or Non-Aeronautical Activities. Aircraft stored may be used for private or commercial activities, however commercial activities shall not be conducted in the Hangar(s).

LEASED PREMISES

Operator shall lease adequate land to meet the requirements of the Garfield County Regional Airport Development Standards.

OWNERSHIP STRUCTURE

Private/Non-Commercial hangar operation may be accomplished by an individual or any business entity allowed under Colorado law. If the condominium form of development is desired and approved by the BOCC, operation may be by means of an unincorporated non-profit Association or an incorporated Association of unit owners. Incorporated and unincorporated Associations are limited as follows:

1. Initial membership in the Association shall be declared to the Airport, and the Airport shall be promptly notified of changes in ownership, affecting voting rights, and the identity of tenants of owners, if any.
2. One person, preferably an officer of the Association or a member of management hired by the Association, if such exists, shall be appointed by the Association to represent the Association with the Airport and the BOCC. Such person shall be properly authorized to appear before the BOCC and execute contracts and other documents of legal effect as to the interest in Airport property held by the Association. (If the Association is unincorporated, all members must execute documents of legal effect, unless the non-profit Association has filed a "Statement of Authority as to Real Property", in accordance with Section 7-30-105, C.R.S., as amended.)
3. Association members shall be jointly liable to the Airport and the BOCC for the Association's compliance with these Minimum Standards and any contractual obligations between the Association and the BOCC. An Association member's liability shall be limited to the member's individual ownership rights and the member's proportionate interest in the common elements and any other Association property.
4. Once formed and functioning, in accordance with its own Articles of Incorporation and/or By Laws as appropriate to the business entity, with the Board of Directors elected and proof of insurance and the information detailed in paragraphs, 1 and 2 above, provided to the BOCC, the Association shall become the assignee of the land lease and any other assignable contractual agreements with the BOCC, and the Association shall be the "Operator" under these Minimum Standards. The Association shall automatically become the assignee of the land lease upon assignment of the land lease to the Association by the developer and conveyance of the common elements to the Association, by means of documents recorded in the Clerk and Recorder's Office. The developer shall be responsible for recording of a written assignment document in the real estate records of the Garfield County Clerk and Recorder's Office and for providing written notice to the BOCC, through the Airport Manager, of such assignment. Such notice shall include proof that a non-profit unincorporated Association has delivered to the Colorado Secretary of State a "Statement Appointing an Agent Authorized to Receive Service of Process", in accordance with Section 7-30-110, C.R.S., as amended.

FEES

Operator shall pay the fees established by the BOCC. Such fees are listed in section 1100 in Rules and Regulation.

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INSURANCE COVERAGE

Operator shall provide certificates of insurance evidencing the following coverage and minimum amounts:

Comprehensive Public Liability and Property Damage (Premises) - \$1,000,000 per occurrences.

Hangarkeeper's Liability when deemed applicable by the BOCC:

1. For Singles - \$100,000 per Aircraft and \$200,000 per occurrence.
2. For Twins - \$250,000 per Aircraft and \$500,000 per occurrence.
3. For Jet/Helicopter - \$1,000,000 per Aircraft per occurrence.

PLEASE NOTE: The Operator is obligated to maintain Comprehensive Public Liability and Property Damage insurance coverage in the minimum amounts required to operate at the Airport. The BOCC strongly recommends that all Operators secure higher limits of liability coverage. Hangarkeeper's Liability Insurance is required only if the Operator is leasing hangar space or permitting the use of hangar space under a Storage Agreement or some other type of use or license agreement. The requirement for an Operator to carry Hangarkeeper's Liability Insurance does not, on its own, create a change from non-commercial hangar operator to commercial operator). If individual units are sold as condominiums, unit owners (or their tenants) must maintain personal property insurance on the airplanes and other items stored, as well as personal property and liability insurance in coverage amounts appropriate to their individual risk in light of the Operator's coverage of shared risks.

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PART IV - APPLICATION CONTENTS AND HEARING PROCESS

APPLICATION

Application to engage in Aeronautical Activities at the Airport shall be made in writing (either on applicant's own form or one provided by the Airport Manager), signed by an authorized representative of entity applying to be an Operator, and shall be provided to the BOCC through the Airport Manager. The application must demonstrate compliance with all of PART II, General Requirements, and the relevant specific requirements under PART III, and must contain the following, as defined below.

PLEASE NOTE: Consistent with applicable law, financial information you submit may be confidential. If you wish to request that information you submit be kept confidential, you must submit such documents in a separate attached exhibit marked as confidential proprietary information. Other information submitted as a part of the application will be made available to the public upon request.

BASIC BUSINESS INFORMATION

1. Company name, mailing address and telephone number.
2. Proposed date for commencement of operations and proposed hours of operation.
3. Type of services to be offered, along with copies of state and/or local business licenses.
4. Full description of the proposed nature of the operation. Includes all services to be provided, number of persons to be employed, and any expansion plans, etc.
5. Business location, including copies of proposed sublease between the applicant and another entity providing Aeronautical Service or an outline, as determined appropriate by the BOCC through the Airport Manager, of the proposed lease between the BOCC and the applicant, as well as the following information:
 - a. For proposed use of existing building(s) and other structures: The applicant shall describe in text and attach a conceptual drawing of the ground space, facilities and accommodations to be utilized for the proposed Commercial Aeronautical Activity. Applicant shall identify the location and approximate size of Aircraft parking, staging areas and hangar or tie-down areas; office; and lounges, restrooms, vehicle parking area, pedestrian access, and other public accommodations.
 - b. For proposed uses of unimproved Airport land: The applicant shall provide, at applicant's expense, a surveyed description of the parcel and conceptual drawings of the buildings and other improvements to be constructed.
6. List the principal owners and key personnel and provide their signatures.

CERTIFICATES & EXPERIENCE INFORMATION

1. Statement of past experience in the specified Aeronautical Activity for which the application is made.
2. Describe personnel: Provide experience data and include copies of any applicable federal or state operating licenses or certifications.
3. List all applicable federal, state, or local certifications and license held by the applicant or to be obtained. Include copies of currently held licenses and certifications.
4. Describe number of Aircraft to be utilized including makes, models, passenger seating capacity, cargo capacity, Aircraft registration numbers (N-numbers) and copies of any applicable operating certificates.

FINANCIAL & MARKET INFORMATION

1. Provide a written confirmation of account status and history from bank.
2. Provide the appropriate non-refundable application fee.

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PLEASE NOTE: The BOCC reserves the right to ask for additional financial and market information in order to determine whether the applicant is reasonably fit, willing and able to discharge its economic obligations to the Airport community as an Operator. Examples of additional information include but are not limited to market analysis, cash flow, profit and loss projections, financial statements prepared by a Certified Public Accountant, credit reports on the business or each party owning or having a financial interest in the business.

INSURANCE & OTHER INFORMATION

1. List the types and amounts of insurance coverages to be maintained for the proposed operation and provide a Certificate of Insurance evidencing coverage or other proof of availability of coverage to the applicant.
2. If proposed operation includes rental, sales or flight training, provide a copy of the student/renter insurance disclosure notice as well as evidence that the same notice has been incorporated in any rental agreements.

HEARING ON APPLICATION

1. Upon receipt of an application and submittal of the non refundable application fee and the fifty percent (50%) deposit, the Airport Manger reviews the application on behalf of the BOCC for compliance.
2. Upon a finding of compliance by the Airport Manager, a public hearing shall be scheduled for the BOCC's consideration of the application. The hearing shall be scheduled during a regular meeting of the BOCC. Notification of the time and place of the hearing shall be published at least one time in the BOCC designated publication(s) not less than seven (7) day before the hearing date.
3. No public hearing shall be conducted unless an authorized representative of the applicant is present.
4. At the time of the public hearing, the BOCC shall hear all evidence for and against the application. After due deliberation the BOCC shall either take the application under advisement until a future public hearing date or render a decision approving or disapproving the application.
5. In consideration of the application, the BOCC may deny the application based on one or more of the following:
 - a. Not qualified. The applicant does not meet the qualifications, standards, or requirements established by these Minimum Standards.
 - b. Safety Hazards. The applicant's proposed operation or construction would create a safety hazard at the Airport.
 - c. County Expenditure. The approval of the application would require the BOCC to expend unavailable County funds, labor, or materials in connection with the operation.
 - d. Location Unavailability. There is no appropriate, adequate available ground space or improvement(s) at the Airport to accommodate the applicant's operation.
 - e. Non-compliance with Airport Layout/Master Plan. The proposed operation, development, or construction does not comply with the Airport's Layout or Master Plan.
 - f. Congestion. The development or use of the area requested will result in depriving existing Airport Operators of portions of the area(s) in which they are conducting operations; will result in a congestion of general operating areas or improvements; will result in undue interference with operations at the Airport regarding Aircraft traffic or service; or, will restrict access to any Airport area.
 - g. Misrepresentation. Any party applying for, or having an interest in the business, has supplied the BOCC with false information, has misrepresented a material fact in the application or in supporting documents, or has failed to make full disclosure on the application or in supporting documents.
 - h. History of Violations. Any party applying for, or having an interest in the business, has a record of violating these Minimum Standards and/or Rules and Regulations, federal or State rules and regulations, or the rules and regulations of any other airport.

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- i. Defaulted Performance. Any party applying for, or having an interest in the business, has defaulted in the performance of any other agreement with the BOCC or another Airport or public agency.
- j. Poor Credit Report. Any party applying for, or having an interest in the business, has a credit report which contains derogatory information, or otherwise does not appear to be a person of satisfactory business responsibility or reputation.
- k. Lack of Finances. Applicant has not demonstrated financial capability to initiate operations, construct improvements, and/or provide working capital to conduct the proposed Aeronautical Activity (s).
- l. Undesirable Reputation. Any party applying for or having an interest in the business has been convicted of any crime or violation of any law of such a nature that it indicates to the BOCC that the applicant would not be a desirable Operator on the Airport.