

Minimum Standards
for
Long-Term Activities
at
Ravalli County Airport

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Current as of 11/30/2006

Introduction

In order to make provision for adequate services and facilities at Ravalli County Airport (Airport), to promote its economic health, and to provide for the orderly development of aviation and its related activities, the County of Ravalli as owner, sponsor, and operator establishes these Minimum Standards for Long-Term Activities at Ravalli County Airport (Minimum Standards). These Minimum Standards are not intended to replace, but rather to supplement any federal, state, and/or local regulatory measures which apply.

Statement of Policy

The Airport intends to operate, manage, plan, finance, and develop the airport in order to promote the airport's safety and long-term financial health in a manner consistent with accepted airport practices and applicable federal, state, and local regulatory measures and policies.

All persons/businesses/groups desiring to engage in any long-term activity at the Airport shall be given a fair and reasonable opportunity, without unlawful discrimination, to qualify and compete for available Airport facilities. No person/business/group will be granted an exclusive right to engage in any type of activity. No person/business/group will be granted an exclusive right to the use of any facility or area at the Airport except on land they lease.

The Airport manager has the authority to manage the airport, but does not have the authority to (1) grant/change occupancy or use of the airport premises for long-term activities, (2) issue/change permits for the conduct of those activities, or (3) approve/change leases. That authority is reserved exclusively to the Ravalli County Commissioners (Commissioners).

When a person/business/group proposes to engage in any long-term activity at the Airport which is not addressed in the Minimum Standards part II: Activity-Specific Requirements, the Minimum Standards shall be revised immediately to address that activity. The proposal shall not be accepted for review until the revision of the Minimum Standards is completed. When the proposal is accepted for review, it must comply with the revised Minimum Standards.

The Minimum Standards may be supplemented, amended, or modified by the Airport owner/operator from time-to-time and in such a manner and to such an extent as is deemed reasonable and appropriate by the Commissioners.

Applicants are encouraged to include in their proposals enhancements which exceed the Minimum Standards. The enhancements will be taken into consideration whenever there is a question of need for the proposed activity or competition for limited resources.

Conflicts with Existing Agreements

These Minimum Standards and revisions are not retroactive. Existing activities are controlled by the Minimum Standards which were in effect on the date their Agreement was signed. However, if an existing activity Agreement expires or is modified, the new or changed Agreement will be fully controlled by the Minimum Standards which are in effect on the date the new or modified Agreement is signed. Those Minimum Standards will apply to the entire Agreement and all activities covered by that Agreement, not just the part which was modified.

I: General Requirements

The general requirements apply to all long-term activities at the Airport

I-1: Waivers.

- A. The Commissioners may at their discretion issue a Waiver for the benefit of any governmental agency performing non-profit services, fire protection, fire-fighting, or rescue operations. The Waiver issued under this subparagraph may waive or modify any portion of the Minimum Standards except the requirement that all long-term activities must be conducted under a valid written agreement. The Waiver must include all of the following:
1. It shall be in writing.
 2. It shall state the names of all persons/businesses/groups to whom it applies. The names on the Waiver must be the same as the names on any written agreement to which the Waiver applies.
 3. It shall state the long-term activities to which it applies by name and paragraph number as given in part II: Activity-Specific Requirements.
 4. It shall state the applicable time period.
 5. It shall clearly state which parts of the Minimum Standards are waived.
 6. It shall clearly state any modifications to the Minimum Standards which are part of the Waiver.
 7. It shall be signed by all parties.

A copy of the Waiver shall be attached to every proposal, Compliance Statement, and written agreement to which it applies.

- B. When the Commissioners determine that a Waiver is in the best interests of the County, they may issue a Waiver to any person/business/group which does not qualify for one under paragraph I-1.A. A Waiver issued under subparagraph I-1.B may waive or modify any portion of the Minimum Standards except the requirement that all long-term activities must be conducted under a valid written agreement. The Waiver must include all of the following:
1. It shall be in writing.
 2. It shall state the names of all persons/businesses/groups to whom it applies. The names on the Waiver must be the same as the names on any written agreement to which the Waiver applies.
 3. It shall state the long-term activities to which it applies by name and paragraph number as given in part II: Activity-Specific Requirements.
 4. It shall state the applicable time period.
 5. It shall clearly state which parts of the Minimum Standards are waived.

6. It shall clearly state any modifications to the Minimum Standards which are part of the Waiver.
7. It shall state the Commissioners' reasons for issuing the waiver.
8. It shall be signed by all parties.

A copy of the Waiver shall be kept on file and shall be attached to every proposal, Compliance Statement, and written agreement to which it applies.

I-2: Agreement Required.

No person/business/group may conduct any long-term activity at the Airport without a current valid written agreement (Agreement) signed by the Commissioners which authorizes the activity. To be valid, the Agreement must include:

- (1) The items set out in paragraph I-8: Agreement Terms. And,
- (2) An attached fully executed Compliance Statement as set forth in paragraph I-6: Compliance Statement.

I-3: Proposals

A: New Activity

When a person/business/group wishes to begin or modify any long-term activity at the Airport which does not fall under one of the activity types detailed in the Minimum Standards part II: Activity-Specific Requirements, then that part shall be revised immediately to include the activity. The proposal required by paragraph B shall not be accepted for review until the Minimum Standards are revised to include the new activity. When the proposal is accepted for review, it must comply with the newly revised Minimum Standards.

B: Proposal Required

When a person/business/group wants to initiate or modify the terms of one or more long-term activities at the Airport, including making changes to the required facilities and/or leased grounds, they shall first submit nine copies of the entire written proposal to the Airport manager. The manager shall, by the end of the next business day, deliver eight copies to the Commissioners office and keep one for himself. On the same day, the manager shall notify the chairman, or acting chairman, of the Ravalli County Advisory Board (Board), that a proposal is ready for pick-up and review. The chairman, or acting chairman, shall notify all other members of the Board within 24 hours by phone message or email. The chairman, or acting chairman, shall schedule a special meeting of the Board to review the proposal within three weeks of the date that the members are notified, but not earlier than two weeks after the notification.

Exception: When an existing Agreement expires and Applicant wishes to sign a new agreement with no changes to the activities authorized under the existing Agreement, Applicant may choose to submit only the existing Agreement, or the existing Agreement

and any items of his choice from paragraph C, as the entire proposal and wait for the Board to request any of the items in paragraph C: Proposal Contents that it determines are necessary. Note that if the existing Agreement does not list all authorized activities, then such a list should be submitted.

C: Proposal Contents

The required proposal shall include all of the following:

1. Name, mailing address, phone number if any, and email address if any (Contact Information) of person/business/group as it shall appear on the final Agreement. The name shall be referred to as "Applicant" in this document.
2. One of the following:
 - a. If Applicant is a corporation: (1) A copy of the articles of incorporation, (2) Proof of current active status showing current officers and contact information, and (3) A copy of bylaws or other documentation showing who may bind the corporation to the proposed Agreement.
 - b. If Applicant is a limited liability company: (1) A copy of the articles of organization, (2) Proof of current active status showing current officers and contact information, and (3) A copy of bylaws or other documentation showing who may bind the company to the proposed Agreement.
 - c. If Applicant is a limited partnership: (1) A copy of the certificate of limited partnership, (2) Proof of current active status showing current officers and contact information, and (3) A copy of bylaws or other documentation showing who may bind the partnership to the proposed Agreement.
 - d. If Applicant is a legally organized group, but is not any of a-c: (1) The entire legal agreement binding the group which authorizes it to engage in the proposed activities, (2) Legal documentation showing the current persons who are authorized to negotiate and sign the proposed Agreement and their contact information, and (3) Legal documentation showing the current persons who are authorized to conduct the proposed activities and their contact information.
 - e. If Applicant is a married couple: A statement signed by each of them stating that they acknowledge (1) they must both sign the proposed Agreement, (2) contact with or notice to either of them is sufficient to serve as notice to both of them; and (3) they are jointly and severally responsible for all of Applicant's debts under this proposal and any ensuing Agreement.
 - f. In all other cases: A notarized statement, signed by each person, stating (1) who has authority to bind Applicant to an Agreement under the proposal, (2) who has authority to run the proposed activities for Applicant, and (3) each signer of the notarized statement is jointly and severally responsible for all of Applicant's debts under this proposal and any ensuing Agreement.
3. A detailed description of the proposed activity including:
 - a. Minimum Standards part I: General Requirements -- Sufficient detail to show how the proposed activity meets this part.
 - b. Minimum Standards part II: Activity-Specific Requirements -- Sufficient detail to show the proposed activity meets this part, including:

- (1) If the activity is solely part II-1: PRIVATE HANGAR, give the quantity and type of aircraft that will be allowed to be stored in the hangar at any one time.
 - (2) If the activity is solely part II-2: BUSINESS USE PRIVATE HANGAR, give the quantity and type of aircraft that will be allowed to be stored in the hangar at any one time.
 - (3) Otherwise, state all proposed activities by their name and paragraph number from part II: Activity-Specific Requirements. Give a detailed description of what is proposed for each activity. Name those who will be allowed to participate in each activity (Applicant, general public, club members, etc).
- c. Include noteworthy details showing how the proposal exceeds the Minimum Standards.
4. Any proposed terms which may differ from the standard Airport agreement. Include the proposed number of years that the Agreement shall be in effect and any proposed waivers.
5. The Airport land and existing facilities which are required by the proposal.
 - a. If any land and/or facility needs to be leased by Applicant from the Airport, state Applicant's requirements and preferred location.
 - b. If any land and/or facility is currently leased by Applicant, include a copy of the current lease.
 - c. If any land and/or facility will be subleased by Applicant from a current Airport lessee. Submit a copy of the proposed sublease and the current Airport lease.
 - d. If any land and/or facility will be required which will not be owned, leased, or subleased by Applicant, state those requirements. This includes parking areas for customers' and Applicant's vehicles/aircraft, ramp space, equipment storage areas, water facilities, sewer facilities, etc.
6. Detailed drawings and specifications of proposed new construction, including the proposed location on the Airport Layout Plan; detailed drawings and specifications of proposed modifications to existing facilities as they apply to this proposal; and detailed drawings and specifications of existing facilities that will not be modified, but which will become part of this proposal.
 - a. Indicate on the drawings the areas proposed to be used for office/administrative space, public use space, aircraft storage areas, equipment/supplies, vehicles, and anything else necessary to the proposed operations/services.
 - b. Indicate on the drawings and provide specifications for any water source, provision for dispensing liquid and solid waste, electricity source, propane tank, fuel, and storage/use of other hazardous items. Show compliance with any applicable laws, rules, or regulations.
 - c. Specify exterior colors and signage.
 - d. If any proposed activity requires the use of vehicles/aircraft owned or leased by Applicant, submit the maximum quantity and type of aircraft which will be allowed under the proposed Agreement and indicate on the drawings where they will be serviced, parked, tied-down, and/or stored.
 - e. If any proposed activity involves others' vehicles/aircraft, submit the maximum quantity and type of aircraft which will be allowed under the proposed Agreement and indicate on the drawings where each will be serviced, parked, tied-down, and/or stored.

- f. Include a list of all required permits including the always-required Airport Influence Area permit. Depending on the type of permits required, Applicant may be asked to acquire the permit(s) before an Agreement is signed.
7. A proposed timetable for all new construction, remodeling, and grounds work.
8. A certificate of insurance which complies with the insurance requirements in the current standard Airport agreement for the types of activities proposed, or an agreement from an insurance agency promising to provide such coverage.
9. Any Waivers Applicant holds from the Commissioners which are relevant to the proposal.
10. A blank Compliance Statement (Minimum Standards Appendix A).
11. If the proposal includes any activity other than Minimum Standards part II-1: PRIVATE HANGAR or part II-2: BUSINESS USE PRIVATE HANGAR give:
 - a. The proposed hours of operation and number of employees for each proposed activity.
 - b. The projected commencement date for each proposed activity.
 - c. A list of assets that will be used in the proposed activities. Indicate which are currently owned and which will be acquired later. Note that all listed items must be on-site and operating before commencement of the activity.
 - d. Cost estimates for all proposed construction, and documentation of Applicant's financial ability to complete all proposed construction.
 - e. Cost estimates for all start-up expenses other than construction, and documentation of Applicant's financial ability to complete same.
 - f. Cost estimates and projected gross and net income per activity for the first and second years after commencement of the activity; documentation to back up the estimates and projections; and evidence of Applicant's financial ability to conduct each activity for the first two years and thereafter through the entire proposed term of the Agreement.
 - g. A detailed description of Applicant's technical ability and experience which will enable Applicant to conduct the proposed activities. Include a list of all applicable Federal, State, and local certifications, licenses, and permits. Supply copies of those which are currently held and indicate how and when the rest will be obtained.
 - h. A statement with supporting evidence, of the need at the Airport for the proposed activity and the desires of the users at the Airport for the proposed activity.

D: Signature Required

The proposal must be signed by Applicant in the same manner as Applicant will sign the final Agreement.

E: Additional Proposal Requirements

Applicant may be asked to supply additional information as the Board or the Commissioners may reasonably require. Additional information may include a current financial statement prepared or certified by a Certified Public Accountant; current credit report(s) on Applicant, Applicant's owners/investors, and other businesses in which Applicant or its owners/investors have had an interest within the last ten years; references;

and an authorization for release of information relevant to the proposal, Applicant's proposal-related background, or Applicant's owners/investors proposal-related background. If Applicant refuses to supply the additional information, that shall be noted on the Compliance Statement.

F: Applicant's Attendance Required

Applicant, or his representative, shall attend all review meetings on the proposal and be prepared to answer questions. The Board chairman shall be responsible for notifying Applicant of the meetings in person, by phone message, or by email as soon as practicable after the dates and times are set, using the information supplied on the proposal.

G: Board Review for Form

The Board shall first review the proposal, taking into consideration any submitted Waivers, to verify that it contains the required items as described in paragraph C: Proposal Contents and is signed as required in paragraph D: Signature Required. If the proposal does not include all of the required items or is not properly signed, Applicant shall be appraised of the proposal's shortcomings and given a specific reasonable amount of time to remedy them. If the remedies are not completed within the specified time, the Board shall inform Applicant that the proposal process has been terminated. If a proposal process is terminated, Applicant may at any time begin the proposal process anew.

H: Board Review for Content

After the Board agrees that a proposal is complete, taking into consideration any submitted Waivers, it shall review the proposal for suitability, again taking into consideration any submitted Waivers. This phase of the review shall include:

1. An analysis of whether the activities proposed comply with the Minimum Standards. If the Board agrees that some activity does not comply, Applicant shall be given the opportunity to change the proposal. When Applicant is done submitting changes, the Board shall note on the Compliance Statement anything that in its opinion does not conform to the Minimum Standards.
2. An analysis of noteworthy items that exceed the Minimum Standards. The Board shall note these items on the Compliance Statement.
3. An analysis of the proposed changes to the standard Agreement. On the Compliance Statement, the Board shall give its opinion on each proposed change and each proposed waiver, its recommended changes, and its reasons.
4. An analysis of the suitability of the proposed location(s) for leases, subleases, and facilities. On the Compliance Statement, the Board shall give its opinion of each, its recommended changes, and its reasons.
5. An analysis of whether any existing Agreements or proposed subleases will have to be rewritten in order to be used as proposed. If so, those documents must be (1) changed as necessary to allow the proposed activities and (2) changed as necessary to be brought into conformity with the current Minimum Standards. The Board shall

inform the holder(s) of those documents (Holder) in writing of the changes that the Board agrees are required and the Board's reasons for requiring the changes. Holder shall be given a specific reasonable amount of time to submit a signed statement indicating what changes he is willing to make. The Board shall attach a copy of its letter to Holder and a copy of Holder's response, if any, to the Compliance Statement.

6. An analysis of the impact of the proposed activities on land and/or facilities on the Airport which are not proposed to be leased. This should include an analysis of whether Applicant or the Airport is better suited to supply that land and/or facilities, whether the county can afford the resultant increased costs, and whether there will be an impact on parking and congestion. On the Compliance Statement, the Board shall give its opinion, its recommended changes, and its reasons.
7. An analysis of the proposed facilities. This should include an analysis of the facilities' construction, mechanical equipment, fuel/hazardous materials storage, hookups (water, waste system, electricity, phone/internet, propane), exterior colors, and signage; and whether they meet or exceed the requirements laid out in Appendix B. It should also include an analysis of the facilities' suitability for the proposed activities and where vehicles/aircraft will be serviced, parked, tied-down, and/or stored. On the Compliance Statement, the Board shall give its opinion, its recommended changes, and its reasons.
8. An analysis of Applicant's list of required permits. On the Compliance Statement, the Board shall give its opinion on which permits should be acquired before the Agreement is signed and whether other permits or further research is required.
9. An analysis of the proposed hours of operation and number of proposed employees. On the Compliance Statement, the Board shall give its opinion on each, its recommended changes, and its reasons.
10. An analysis of the proposed commencement dates for each activity. On the Compliance Statement, the Board shall give its opinion on each, its recommended changes, and its reasons.
11. An analysis of Applicant's financial ability to complete the initial set up of each proposed activity and his ability to sustain the activity for the proposed duration of the Agreement. On the Compliance Statement, the Board will summarize its opinion on these items and give its reasons.
12. An analysis of Applicant's technical ability to carry out the proposal in light of his training and experience. It should include an analysis of required Federal, State, and local certifications, licenses, and permits. On the Compliance Statement, the Board shall give its opinion of Applicant's ability to carry out the proposal, its recommendations, and its reasons.
13. An analysis of the suitability of the proposed activities for the Airport. This should include examining whether the proposed activity is likely to be sustainable at the Airport; is likely to result in abandoned/underutilized facilities; or, if any of the proposed types of activities are currently in existence on the Airport, whether there is sufficient business at the Airport to support adding a duplicate activity. The Board will note its opinion on the Compliance Statement and give its reasons.
14. An analysis of any other factors the Board finds relevant. On the Compliance Statement, the Board shall give its opinion on each, its recommendations, and its reasons.

15. An overall analysis as to whether the proposal should be allowed to go forward or should be rejected. On the Compliance Statement, the Board shall give its opinion, its recommendations, and its reasons for approval or rejection of the proposal. The Board may recommend rejection of the proposal for any of the following reasons:
 - a. Not Qualified: The proposal does not meet the qualifications, standards, or other requirements required by the Minimum Standards.
 - b. Safety Hazard: The proposal would create a safety hazard at the Airport.
 - c. Expense: Approval of the proposal would require expending Airport funds, labor, or materials.
 - d. Availability: There is no appropriate/adequate land/facilities at the Airport to accommodate the proposal.
 - e. Non-Compliance: The proposal does not comply with the Airport Layout Plan.
 - f. Congestion: The proposal will result in depriving existing Airport operators of areas which they currently use and have permission to use; or will result in congestion of general operating areas or facilities; or will result in undue interference with operations at the Airport; or will prevent unrestricted access to any Airport area which should have such access.
 - g. Misrepresentation: Applicant or one of Applicant's owners/investors supplied the Board or the Commissioners with false information or has misrepresented a material fact in the proposal or supporting documents; or has failed to disclose a material fact in the proposal or supporting documents.
 - h. History of Violations: Applicant or one of Applicant's owners/investors has a record of violating federal, state, or local rules; or the minimum standards or regulations of this or any other airport.
 - i. Defaulted Performance: Applicant or one of Applicant's owners/investors has defaulted in the performance of any lease agreement with this or any other airport or public agency.
 - j. Poor Credit Report: Applicant or one of Applicant's owners/investors has a credit report which contains derogatory information and appears to be an unsatisfactory business risk.
 - k. Lack of Finances: Applicant does not have, does not have access to, or does not appear to have the finances necessary to conduct the proposed activities for the proposed term of the Agreement; or Applicant's financial projections are or appear to be unreliable.
 - l. Likelihood of Failure: Applicant's projections and finances indicate that it will be financially unable to conduct one of its proposed activities unless it is able to seize enough business from existing activities on the Airport so that there is a high likelihood that either the proposed activity or an existing activity will fail.
 - m. Undesirable Reputation: Applicant or one of Applicant's owners/investors has been convicted of a crime or violation of such a nature that it indicates Applicant would not be a desirable operator on the Airport.
16. A determination as to what type of lease is appropriate to the proposal: Private, Business, or Commercial.

I: Forwarding to Commissioners

After the Board completes its review of the proposal, the Board shall forward the revised proposal and the Compliance Statement to the Commissioners.

I-4: Facilities and Activities

A: Buildings controlled by an Agreement:

1. Buildings must conform to all requirements on the Airport Layout Plan.
2. Buildings must be developed and maintained as required by the proposal and Agreement.
3. Buildings must be safe, neat, clean, and orderly at all times. Waste must be kept in enclosed containers.
4. No hazardous waste, hazardous materials, or fuel may be stored in any building unless they are authorized in writing by the Commissioners. Authorized items must be stored in the type of container and in the manner required by the Commissioners.
5. All new construction must meet or exceed the standards laid out in Appendix B.
6. The final determination of exterior appearance, doors, and color shall rest with the Commissioners.
7. All administrative space shall be properly heated and lighted.
8. The final determination of all exterior signage on buildings shall rest with the Commissioners.

B: Land controlled by an Agreement:

1. Land usage must conform to all requirements on the Airport Layout Plan.
2. Land must be developed and maintained as required by the proposal and Agreement.
3. Land must be safe, neat, clean, and orderly at all times. Waste must be kept in enclosed containers.
4. No hazardous waste, hazardous materials, or fuel may be stored outdoors unless they are authorized in writing by the Commissioners. Authorized items must be stored in the type of container and in the manner required by the Commissioners.
5. Nothing, including waste containers, equipment, aircraft, and vehicles may be stored outdoors unless the Agreement specifically permits it.
6. The final determination of suitability, appearance and security for outdoor facilities shall rest with the Commissioners.
7. The final determination of all exterior signage shall rest with the Commissioners.
8. The activity owner must pave all outdoor areas proposed to be used for vehicle or aircraft parking. Areas where aircraft may be parked must have tie-downs appropriate for the aircraft.
9. The activity owner must pave all proposed outdoor pedestrian walkways.
10. All proposed outdoor vehicle parking areas, aircraft storage areas, and pedestrian walkways must be on land leased or subleased by the activity owner.
11. All proposed access to each facility which is part of the Agreement and all proposed outdoor vehicle parking areas, aircraft storage areas, and pedestrian walkways which are not on leased land must be paved as follows:
 - (1) If the land will be leased or subleased by the activity owner, then the activity owner must pave the area.

- (2) If the land will not be leased or subleased by the activity owner, then the activity owner must pay the Airport to have the area paved.
12. No work may be performed by the activity owner on land which is not leased or subleased by him.

C: Equipment and Activities controlled by an Agreement:

1. All equipment which is part of a Commercial Agreement, including aircraft, must function properly throughout the term of the Agreement.
2. All activities must remain in continuous operation throughout the term of the Agreement.
3. If the Agreement includes the storage of aircraft; the quantity and type of aircraft authorized to be stored and the location where they may be stored shall be determined during the proposal process and shall become part of the Agreement. All aircraft owned or leased by the activity owner for use in an activity shall be stored on land which is leased or subleased by the activity owner.

I-5: Compliance with Federal, State, and Local Authorities.

All activities and persons must remain in compliance with applicable federal, state, and local regulatory measures. Applicant is required to keep informed of these measures. Applicant is help responsible for seeing that Applicant, Applicant's employees under the Agreement, all person's under Applicant's direction or control under the Agreement, and all activities conducted under the Agreement comply with all regulatory measures and that these parties hold any required certifications, licenses, and permits.

I-6: Compliance Statement

A Compliance Statement is intended to serve as the permanent record of a proposal. It shall be signed by the chairman of the Commissioners and the chairman of the Board before an Agreement is executed; and it, or a copy of it, shall be attached to all Agreements which rely on the proposal.

Appendix A contains a blank Compliance Statement.

I-7: Proposal Kept on Record

A copy of the final proposal must be kept on file so long as any Agreement which relies on the proposal is in effect.

I-8: Agreement Terms

Any agreement to engage in a long-term activity at the Airport shall include the following terms:

- A. All Contact Information of Applicant shall be stated on the agreement along with a requirement that Applicant keep the Commissioners informed of any changes in this information.

- B. The time period of the agreement must be stated. The maximum allowable term is 20 years.
- C. The agreement must list the authorized activities by name and paragraph number as given in the Minimum Standards part II: Activity-Specific Requirements.
- D. The agreement must require that the land and facilities be developed, maintained, and conducted as indicated in the final form of the proposal, subject to any Waivers and/or conditions which are made a part of the agreement.
- E. The agreement must require compliance with the Minimum Standards which are in effect on the day the agreement becomes effective, subject to any Waivers and/or conditions which are made a part of the agreement.
- F. The agreement must require compliance with the Ravalli County Airport Rules and Regulations (Rules & Regulations), including any amendments, revisions, or updates which occur during the term of the agreement.
- G. The agreement must state that failure to comply with the Minimum Standards, or failure to comply with the Rules & Regulations, or failure to develop or maintain the land and/or facilities as indicated in the final form of the proposal, or failure to conduct any activity as indicated in the final form of the proposal, all subject to any Waivers and/or conditions which are made a part of the agreement, is sufficient grounds for immediate termination of the agreement.

I-9: Non-Discrimination

All goods and services offered to the public under an Agreement shall be provided on a fair, equal, and non-discriminatory basis and at fair, reasonable, and non-discriminatory prices to all users. Reasonable and non-discriminatory discounts and other similar types of price reductions may be extended to all like purchasers and users so long as the result remains fair, reasonable, and non-discriminatory.

I-10: Aircraft Self-Maintenance

All aircraft owners may service their own aircraft, although the Airport reserves the right to choose the locations where such services may be performed. In general, servicing must be performed indoors. If that is not reasonable, then whenever possible, servicing must be performed on land leased or subleased by the owner. When that is not possible, the Airport manager may designate a location.

No activity on the Airport may impose any restrictions which have the effect of preventing the owners of aircraft from servicing their own aircraft, so long as that service is performed in an Airport-approved location. All aircraft owners may fuel their own aircraft. To this end aircraft owners may transport fuel onto the Airport in a DOT approved fuel container which has a maximum capacity of no more than 151 gallons. Aircraft owners may store up to 6 gallons of fuel in a DOT approved fuel container inside a hangar. This amount of stored fuel does not require the approval of the Commissioners as set out in paragraph I-4 A:4.

I-11: Commercial, Non-Commercial, Aviation-related, and Non-Aviation-related Activities

At this time the Minimum Standards cover activities that fall into two categories of agreements: Private and Commercial. Commercial agreements charge an annual fee in addition to rent. Each activity itemized in part II: Activity-Specific Requirements will state which type of agreement it requires.

a. Private

This type of agreement is for a privately owned hangar which is used exclusively for storing the hangar-owners' privately leased or owned aircraft when the aircraft is not used for business.

b. Commercial

This type of agreement is currently used for aviation-related commercial activities.

Anyone wishing to propose an activity which does not fit into one of the above categories should approach the Board or the Commissioners for an open discussion of the possibility of allowing the activity.

II: Activity-Specific Requirements

Each identified activity in this part states specifically what the owner of the activity is authorized to do on the Airport. Anything not so stated is prohibited.

Note that unless this part of the Minimum Standards specifically states that an activity may include residential quarters, then residential quarters are prohibited. This prohibition applies to all types of residential quarters including, but not limited to, those which are built-in (such as an apartment), portable (such as a recreational vehicle or tent), or temporary (such as a bed for pilots).

Note that if an activity owner wishes to sublease out or rent out any part of his facility, and this portion of the Minimum Standards does not specifically state that the proposed activity may sublease out or rent out that part of his facility, then he may not do so without a Waiver from the Commissioners. Obtaining such a Waiver will require the owner to bring his facilities and activities into agreement with the current Minimum Standards.

II-1: PRIVATE HANGAR

Storage of aircraft is an aviation-related activity. Storage of one's own private aircraft is not a commercial activity.

Agreement Type Required: Private

Authorized Activity: Activity owner is authorized to own a hangar and to store his own private aircraft therein as follows:

1. The activity owner must not be a business.
2. The activity owner must lease land from the Airport and construct or buy an existing hangar on that land.
3. The hangar must be used exclusively for the storage of aircraft and may not be used in any commercial activity.
4. All of the aircraft stored in the hangar must be leased or owned in full or in part by the activity owner.
5. The aircraft stored in the hangar must not be used in any commercial activity except incidentally, and then such use may not exceed 10% of the flying hours of the aircraft in any given year.
6. A vehicle may be temporarily stored in the hangar in place of any aircraft based there while the aircraft is away.

A Waiver will be granted to the owner of a Private Hangar allowing him to sublease the entire facility to a single lessee if (1) the Commissioners approve the sublease, (2) the sublease and subject facilities conform to the current Minimum Standards for a II-1: PRIVATE HANGAR, and (3) the sublease and facilities conform to the current standard Airport lease agreement.

II-2: BUSINESS USE PRIVATE HANGAR

Storage of aircraft is an aviation-related activity. Storage of business aircraft is a commercial activity.

Agreement Type Required: Commercial

Authorized Activity: Activity owner is authorized to own a hangar and to store his own business or private aircraft therein as follows:

1. The activity owner must lease land from the Airport and construct or buy an existing hangar on that land.
2. The hangar must be used exclusively for the storage of aircraft.
3. All aircraft stored in the hangar must be leased or owned in full or in part by the activity owner or a business owned by the activity owner.
4. The hangar may not be used in any commercial activity other than to store the approved aircraft.
5. A vehicle may be temporarily stored in the hangar in the place of any based aircraft while the aircraft is away.

A Waiver will be granted to the owner of a Business Use Private Hangar allowing him to sublease the entire facility to a single lessee if (1) the Commissioners approve the sublease, (2) the sublease and subject facilities conform to the current Minimum Standards for a II-2: BUSINESS USE PRIVATE HANGAR, and (3) the sublease and facilities conform to the current standard Airport lease agreement.

II-3: COMMERCIAL STORAGE FACILITY

The storage of items which are necessary to an aviation-related activity is an aviation-related activity. The storage of items for a commercial activity is a commercial activity.

This type of activity is intended to provide for additional storage facilities after an activity has obtained an agreement. Among other things, it is suitable for tanks in the fuel farm and elsewhere, parking of service vehicles, storage of aircraft and vehicles, and storage of general supplies.

Agreement Type Required: Commercial

Authorized Activity: Activity owner is authorized to own or sublease an appropriate facility for storing items which are used in the owner's other current commercial activities at the Airport as follows:

1. The activity owner shall own or sublease an appropriate building on the Airport and/or shall lease or sublease an appropriate outdoor area on the Airport in which it may store items from an authorized list.
2. The authorized list shall be worked out and agreed upon during the proposal process, but shall only include items which are used in the activity owner's other current commercial activities at the Airport.

II-4: AIRCRAFT STORAGE RENTAL

The storage of aircraft is an aviation-related activity. The renting of aircraft storage facilities is a commercial activity.

Agreement Type Required: Commercial

Authorized Activity: Activity owner is authorized to rent out hangars, hangar space, or outdoor space for aircraft storage; to have an administrative facility; and to provide vehicle parking as follows:

1. The activity owner must own or sublease on the Airport one building (Building) which contains at least 3,000 contiguous square feet to be used exclusively for aircraft storage by the activity owner or those to whom he rents.
2. The activity owner may own or sublease additional buildings of any size to be used as in paragraph 1.
3. The activity owner may own or sublease an appropriate administrative facility.
4. The activity owner may lease or sublease outdoor areas to be used for (1) access, (2) vehicle parking, or (3) outdoor storage of aircraft by the activity owner or those to whom he rents.
5. A vehicle may be temporarily stored in a specific aircraft's storage area while that aircraft is away, if the activity owner chooses to allow this.
6. The activity owner may choose to lease out rather than rent out anything he is authorized to rent out.
7. The activity owner must supply each customer with an appropriate rental contract which identifies all insurance and liability issues which affect the customer.
8. The rental contract may apply to a specific area and/or building to be rented out or it may apply to a specific aircraft to be stored. If it applies to a specific aircraft, the storage location may be chosen by the activity owner in accordance with the contract and the storage location may be changed during the term of the rental in accordance with the contract.
9. The activity owner must provide the customers with a method for retrieving their aircraft from storage at any time. Self-storage or an on-call attendant who can appear within 30 minutes meets this requirement.
10. The activity owner must conspicuously post a list of the types of rental spaces offered (not necessarily those currently available) and a phone number where inquiries can be made. This information must be prominently posted in or near the Building in a place where it can be easily seen from outdoors. The phone number posted must (1) be manned 8 hours a day 5 days a week by a person who can negotiate a rental or sublease, or (2) allow the caller to leave a phone number where they can be reached within 30 minutes, and a person who can negotiate a rental or sublease must return their call within 30 minutes.

II-5: FACTORY AUTHORIZED AIRCRAFT SALES

The sale of aircraft is an aviation-related activity. The sale of aircraft is a commercial activity.

Agreement Type Required: Commercial

Authorized Activity: Activity owner is authorized to buy and sell aircraft, to do work on aircraft, and to have the facilities necessary to carry out the sales and service as follows:

ACTIVITIES

1. The activity owner must be a new aircraft dealer holding an authorized factory or sub dealership. The activity owner may also buy or broker aircraft and sell used aircraft.
2. The activity owner must either (1) provide parts and services for guarantee/warranty work on all aircraft that it sells and on all other aircraft as required by the activity owner's agreement with the factory or dealership for the guarantee/warranty period; or (2) have a satisfactory written agreement with an activity on the Airport to have all such work done there.
3. The activity owner may provide parts and service for any aircraft without regard to its guarantee/warranty status so long as the parts and service are similar to the guarantee/warranty work that it is already authorized to perform.
4. The activity must be open for business at least eight hours per day five days a week and must conspicuously post those hours where they can be easily seen from outdoors.
5. The activity owner must have someone on duty during business hours who has a valid commercial pilot's certificate with ratings appropriate for the types of aircraft that are available to be demonstrated.

FACILITIES

6. The activity owner must own or sublease on the Airport one building (Building) which contains at least 2400 contiguous square feet of space to be used for aircraft storage and aircraft warranty/maintenance work. The Building must also contain at least 720 contiguous square feet of administrative space. The administrative space shall include an office, restroom(s) available to customers, and a customer lounge.
7. The activity owner may own or sublease additional buildings of any size to be used as in paragraph 6.
8. The activity owner must supply vehicle parking for the Building. The parking area must be large enough to comfortably accommodate at least 10 vehicles.
9. The activity owner must supply a pedestrian walkway connecting the parking area to the entrance to the Building.
10. The activity owner must lease or sublease land near the Building for at least two tie-downs. The activity owner must supply paved access for pedestrians from the tie-downs to the Building.

11. The activity owner must lease or sublease land adjacent to the Building for a paved apron. The apron shall be of sufficient size to accommodate aircraft movement between the Building and paved access to the taxiway.
12. The activity owner may lease or sublease additional land for (1) access, (2) parking, (3) pedestrian walkways, or (4) outdoor storage of aircraft.

II-6: AERONAUTICAL REPAIR

The repair of aircraft and their accessories is an aviation-related activity. The repair of aircraft and their accessories is a commercial activity.

Agreement Type Required: Commercial

Authorized Activity: Activity owner is authorized to do repairs on aircraft and their accessories, to sell parts, and to have the facilities necessary to carry out the activity as follows:

ACTIVITIES

1. The activity owner must be in the business of repairing one or more of the following and must declare which type(s) he wishes to be authorized to repair:
 - a. Airframes
 - b. Aircraft power plants
 - c. Aircraft accessories such as avionics or propellers
2. The activity owner may also sell aircraft parts and accessories which are related to his authorized areas of service.
3. The activity must be open for business at least eight hours per day five days a week and must conspicuously post those hours where they can be easily seen from outdoors.
4. The activity must have at least two persons on duty during business hours, at least one of which is certificated by the Federal Aviation Administration (FAA) and has the appropriate ratings to perform the activity's authorized services.
5. The activity owner must provide on-call service for emergencies on weekends. The phone number for emergency service shall be prominently posted in or near the Building so that it is easily visible from outdoors.
6. The activity shall be certified by the FAA as an approved repair station for each type of service authorized.

FACILITIES

7. The activity owner must own or sublease on the Airport one building (Building) which contains at least 2400 contiguous square feet of space to be used for aircraft storage, parts and accessories storage, and aeronautical repair. The Building must also contain at least 720 contiguous square feet of administrative space. The administrative space shall include an office, restroom(s) available to customers, and a customer lounge.
8. The activity owner may own or sublease additional buildings of any size to be used as in paragraph 7.
9. The activity owner must supply vehicle parking for the Building. The parking area must be large enough to comfortably accommodate at least 10 vehicles.
10. The activity owner must supply a pedestrian walkway connecting the parking area to the entrance to the Building.

11. The activity owner must lease or sublease land near the Building for at least two tie-downs. The activity owner must supply paved access for pedestrians from the tie-downs to the Building.
12. The activity owner must lease or sublease land adjacent to the Building for a paved apron. The apron shall be of sufficient size to accommodate aircraft movement between the Building and paved access to the taxiway.
13. The activity owner may lease or sublease additional land for (1) access, (2) parking, (3) pedestrian walkways, or (4) outdoor storage of aircraft.

II-7: AIRCRAFT RENTAL

The rental of aircraft is an aviation-related activity. The rental of aircraft is a commercial activity.

Agreement Type Required: Commercial

Authorized Activity: Activity owner is authorized to rent aircraft, to lease aircraft, to give flying lessons, to teach ground school, and to have the facilities necessary to carry out the activity as follows:

ACTIVITIES

1. The activity owner must be in the business of renting aircraft to licensed pilots, student pilots, and members of the general public who require a licensed pilot to fly the plane for them.
2. The activity owner may give flying lessons, and if so must run or arrange for a ground school when needed.
3. The activity owner may lease out aircraft.
4. The activity owner must own or lease at least two certified aircraft which it offers for rent, at least one of which is equipped for flight instruction if the activity gives flying lessons.
5. All ultra-light training vehicles must be two-place.
6. The activity must be open for business at least eight hours per day five days a week, including Saturday and Sunday, weather permitting; and must conspicuously post those hours where they can be easily seen from outdoors.
7. At least one person must be in the office at all times during business hours.
8. The activity owner must also have at least one person on duty at all times during business hours who holds a valid commercial pilot's certificate with ratings appropriate for the types of aircraft that are available for rent. If the activity includes flying lessons, this person must also hold an instructor's rating.

FACILITIES

9. The activity owner must own or sublease on the Airport one building (Building) which contains at least 2400 contiguous square feet of space to be used for aircraft storage and a ground school. The Building must also contain at least 720 contiguous square feet of administrative space. The administrative space shall include an office, restroom(s) available to customers, and a customer lounge.
10. The activity owner may own or sublease additional buildings of any size to be used as in paragraph 9.
11. All ground school areas shall be properly heated and lighted.

12. The activity owner must supply vehicle parking for the Building. The parking area must be large enough to comfortably accommodate at least 10 vehicles.
13. The activity owner must supply a pedestrian walkway connecting the parking area to the entrance to the Building.
14. The activity owner must lease or sublease land near the Building for at least two tie-downs. The activity owner must supply paved access for pedestrians from the tie-downs to the Building.
15. The activity owner must lease or sublease land adjacent to the Building for a paved apron. The apron shall be of sufficient size to accommodate aircraft movement between the Building and paved access to the taxiway.
16. The activity owner may lease or sublease additional land for (1) access, (2) parking, (3) pedestrian walkways, or (4) outdoor storage of aircraft.

II-8: FLIGHT INSTRUCTION

Giving flight instruction is an aviation-related activity. Giving flight instruction is a commercial activity.

Agreement Type Required: Commercial

Authorized Activity: Activity owner is authorized to rent aircraft, to give flying lessons, to teach ground school, and to have the facilities necessary to carry out the activity as follows:

ACTIVITIES

1. The activity owner must be in the business of giving flying lessons.
2. The activity owner must operate or coordinate a ground school when needed.
3. The activity owner may rent out aircraft.
4. The activity owner must own or lease at least one certified aircraft which is equipped for flight instruction. The activity owner may own or lease additional aircraft which need not be equipped for flight instruction if they are offered for rent.
5. All ultra-light training vehicles must be two-place.
6. The activity must be open for business at least eight hours per day five days a week, including Saturday and Sunday, weather permitting; and must conspicuously post those hours where they can be easily seen from outdoors.
7. At least one person must be in the office at all times during business hours.
8. The activity owner must also have at least one person on duty at all times during business hours who holds a valid commercial pilot's certificate with ratings appropriate for the types of aircraft that are available and an instructor's rating.

FACILITIES

9. The activity owner must own or sublease on the Airport one building (Building) which contains at least 2400 contiguous square feet of space to be used for aircraft storage and a ground school. The Building must also contain at least 720 contiguous square feet of administrative space. The administrative space shall include an office, restroom(s) available to customers, and a customer lounge.
10. The activity owner may own or sublease additional buildings of any size to be used as in paragraph 9.

11. All ground school areas shall be properly heated and lighted.
12. The activity owner must supply vehicle parking for the Building. The parking area must be large enough to comfortably accommodate at least 10 vehicles.
13. The activity owner must supply a pedestrian walkway connecting the parking area to the entrance to the Building.
14. The activity owner must lease or sublease land near the Building for at least two tie-downs. The activity owner must supply paved access for pedestrians from the tie-downs to the Building.
15. The activity owner must lease or sublease land adjacent to the Building for a paved apron. The apron shall be of sufficient size to accommodate aircraft movement between the Building and paved access to the taxiway.
16. The activity owner may lease or sublease additional land for (1) access, (2) parking, (3) pedestrian walkways, or (4) outdoor storage of aircraft.

II-9: AIRCRAFT CHARTER AND AIR TAXI

Hiring out aircraft is an aviation-related activity. Hiring out aircraft is a commercial activity.

Agreement Type Required: Commercial

Authorized Activity: Activity owner is authorized to supply chartered aircraft or air taxi services and to have the facilities necessary to carry out the activity as follows:

ACTIVITIES

1. The activity owner must be in the business of providing aircraft charters or air taxi service.
2. The activity must hold an appropriate FAA part 135 Certificate with ratings for the services proposed.
3. The activity owner must own or lease at least one four-place or larger aircraft which meets the requirements of the Certificate in paragraph 2 and is available for hire.
4. The activity must be open for business at least eight hours per day six days a week, weather permitting; and must conspicuously post those hours where they can be easily seen from outdoors.
5. At least one person must be in the office at all times during business hours.
6. The activity owner must have at least one person per available aircraft, on duty at all times during business hours, who is an FAA certificated instrument-rated commercial pilot rated for the aircraft and its offered services.

FACILITIES

7. The activity owner must own or sublease on the Airport one building (Building) which contains at least 2400 contiguous square feet of space to be used for aircraft storage. The Building must also contain at least 720 contiguous square feet of administrative space. The administrative space shall include an office, restroom(s) available to customers, and a customer lounge.
8. The activity owner may own or sublease additional buildings of any size to be used as in paragraph 7.
9. The activity owner must supply vehicle parking for the Building. The parking area must be large enough to comfortably accommodate at least 10 vehicles.

10. The activity owner must supply a pedestrian walkway connecting the parking area to the entrance to the Building.
11. The activity owner must lease or sublease land near the Building for at least two tie-downs. The activity owner must supply paved access for pedestrians from the tie-downs to the Building.
12. The activity owner must lease or sublease land adjacent to the Building for a paved apron. The apron shall be of sufficient size to accommodate aircraft movement between the Building and paved access to the taxiway.
13. The activity owner may lease or sublease additional land for (1) access, (2) parking, (3) pedestrian walkways, or (4) outdoor storage of aircraft.

II-10: SPECIALIZED COMMERCIAL FLYING SERVICES

Hiring out aircraft is an aviation-related activity. Hiring out aircraft is a commercial activity.

Agreement Type Required: Commercial

Authorized Activity: Activity owner is authorized to hire out aircraft for the services listed below and to have the facilities necessary to carry out the activity as follows:

ACTIVITIES

1. The activity owner must be in the business of providing aircraft for hire to perform one or more of the following services and must declare which type(s) he wishes to be authorized to perform:
 - a. Banner towing or other aerial advertising
 - b. Aerial photography
 - c. Aerial surveying
 - d. Fire fighting
 - e. Power line or pipeline patrol
2. The activity owner must own or lease at least one aircraft appropriate for each of the services from paragraph 1 which is authorized by the Agreement and which is available for hire. This requirement may be met by a single aircraft which is appropriate for all services or multiple aircraft which between them are appropriate for all services.
3. The activity owner must have at least one person available to fly the aircraft authorized in paragraph 2.
4. The activity owner must conspicuously post a list of the types of services offered and a phone number where inquiries can be made. This information must be prominently posted in or near the Building in a place where it can be easily seen from outdoors. The phone number posted must (1) be manned 8 hours a day 5 days a week by a person who can negotiate a rental or sublease, or (2) allow the caller to leave a phone number where they can be reached within 30 minutes, and a person who can negotiate a rental or sublease must return their call within 30 minutes.

FACILITIES

5. The activity owner must own or sublease on the Airport one building (Building) to be used for aircraft and supply storage. The Building may also contain administrative space.
6. The activity owner may own or sublease additional buildings of any size to be used as in paragraph 5.

7. If the facilities include administrative space, the activity owner must supply vehicle parking for the Building. The parking area must be large enough to comfortably accommodate at least 4 vehicles.
8. The activity owner must supply a pedestrian walkway connecting a parking area to the entrance to the Building.
9. The activity owner may lease or sublease additional land for (1) access, (2) parking, (3) pedestrian walkways, or (4) outdoor storage of aircraft.

II-11: CROP DUSTING AND SPRAYING

Crop dusting and spraying is an aviation-related activity. Crop dusting and spraying is a commercial activity.

Agreement Type Required: Commercial

Authorized Activity: Activity owner is authorized to dust or spray crops, to seed, to perform bird chasing and to have the facilities necessary to carry out the activity as follows:

ACTIVITIES

1. The activity owner must be in the business of dusting or spraying crops. The activity owner may also seed and may hire out to chase birds.
2. The activity owner must own or lease at least one aircraft which is available for hire and which is appropriate for each of the offered services from paragraph 1.
3. The activity owner must have at least one person available to fly the aircraft authorized in paragraph 2.
4. The activity owner must conspicuously post a list of the types of services offered and a phone number where inquiries can be made. This information must be prominently posted in or near the Building in a place where it can be easily seen from outdoors. The phone number posted must (1) be manned 8 hours a day 5 days a week by a person who can negotiate a rental or sublease, or (2) allow the caller to leave a phone number where they can be reached within 30 minutes, and a person who can negotiate a rental or sublease must return their call within 30 minutes.
5. The activity owner must provide for and enforce safe loading, safe unloading, and safe handling of chemicals or hazardous materials used in this activity. The activity owner must insure that there is no public access to chemicals or hazardous materials used in this activity.
6. In addition to the Agreement, or as part of it, the activity owner must have and comply with an Aerial Applicator Use Agreement. The Aerial Applicator Use Agreement must be negotiated separately with the Ravalli County Commissioners.

FACILITIES

7. The activity owner must own or sublease on the Airport one building (Building) to be used for aircraft and supply storage. The Building may also contain administrative space.
8. The activity owner may own or sublease additional buildings of any size to be used as in paragraph 7.

9. The activity owner must provide and enforce the use of appropriate facilities on his leased or subleased area to ensure safe loading, unloading, handling, storage, and containment of chemicals or hazardous materials used in this activity.
10. If the facilities include administrative space, the activity owner must supply vehicle parking for the Building. The parking area must be large enough to comfortably accommodate at least 4 vehicles. The activity owner must supply a pedestrian walkway connecting the parking area to the entrance to the Building.
11. The activity owner may lease or sublease additional land for (1) access, (2) parking, (3) pedestrian walkways, or (4) outdoor storage of aircraft.

II-12: FLYING CLUB

Storage of aircraft is an aviation-related activity. Storage of a non-profit organization's private aircraft is not a commercial activity.

Agreement Type Required: Private

Authorized Activity: Activity owner is authorized to own a hangar and to store its private aircraft therein as follows:

1. The activity owner must be a non-profit flying club. Activity owner must supply its bylaws and other regulatory documents plus proof of its current non-profit status. Activity owner must keep a current complete membership list on file in the Commissioner's office.
2. The activity owner must lease land from the Airport and construct or buy an existing hangar on that land.
3. The hangar must be used exclusively for the storage of aircraft and may not be used in any commercial activity.
4. All of the aircraft stored in the hangar must be leased or owned in full by the activity owner. Each member of the club must own or lease an equal share of each aircraft.
5. The aircraft stored in the hangar must not be used in any commercial activity except that a club member may receive flying instruction in the aircraft.
6. The activity owner must give the Commissioners full authority to decide whether the activity owner is engaging in commercial activity under the guise of being a non-profit flying club. The Commissioners may reassess their decision any number of times during the term of the Agreement.
7. A vehicle may be temporarily stored in the hangar in place of any aircraft based there while the aircraft is away.
8. A flying club qualifies as an individual under the grant assurances and, as such, has the right to fuel and maintain the aircraft with its members.

II-13: AVIATION TRIM AND UPHOLSTERY

Work on aircraft and aviation-related equipment is an aviation-related activity. Work on aircraft and aviation-related equipment is a commercial activity.

Agreement Type Required: Commercial

Authorized Activity: Activity owner is authorized to do trim and upholstery work on aircraft and aviation-related equipment and to have the facilities necessary to carry out the activity as follows:

ACTIVITIES

1. The activity owner must be in the business of painting and/or upholstering aircraft. The activity owner may do other forms of trim work on aircraft including such things such as detailing, lettering, and graphics.
2. The activity owner may also do the work described in paragraph 1 on aviation-related equipment including fuel trucks, guide vehicles, fuel tanks, and tugs.
3. The activity owner must insure that there is no public access to any area where paint is sprayed.
4. The activity owner must conspicuously post a list of the types of services offered and a phone number where inquiries can be made. This information must be prominently posted in or near the Building in a place where it can be easily seen from outdoors. The phone number posted must (1) be manned 8 hours a day 5 days a week by a person who can negotiate a rental or sublease, or (2) allow the caller to leave a phone number where they can be reached within 30 minutes, and a person who can negotiate a rental or sublease must return their call within 30 minutes.

FACILITIES

5. The activity owner must own or sublease on the Airport one building (Building) which contains at least 2400 contiguous square feet of space to be used for aircraft storage and the authorized services. The Building may also contain administrative space. Areas within the Building which are used for spray painting must be sealed off from the remainder of the building and appropriately ventilated.
6. The activity owner may own or sublease additional buildings of any size to be used as in paragraph 5.
7. If the facilities include administrative space, the activity owner must supply vehicle parking for the Building. The parking area must be large enough to comfortably accommodate at least 4 vehicles. The activity owner must supply a pedestrian walkway connecting the parking area to the entrance to the Building.
8. The activity owner must lease or sublease land near the Building for at least two tie-downs. The activity owner must supply paved access for pedestrians from the tie-downs to the Building.
9. The activity owner must lease or sublease land adjacent to the Building for a paved apron. The apron shall be of sufficient size to accommodate aircraft movement between the Building and paved access to the taxiway.
10. The activity owner may lease or sublease additional land for (1) access, (2) parking, (3) pedestrian walkways, or (4) outdoor storage of aircraft.

II-14: AIRPORT RESTAURANT AND FOOD SERVICE

A restaurant is not an aviation-related activity. A restaurant is a commercial activity.

Agreement Type Required: Commercial

Authorized Activity: Activity owner is authorized to run a restaurant business and to have the facilities necessary to carry out the activity as follows:

ACTIVITIES

1. The activity owner must be in the restaurant business and may also sell packaged foodstuffs and drinks.
2. The activity must be open to the public for business at least eight continuous hours per day six days a week and must be open on Saturday and Sunday.
3. The activity owner must conspicuously post its operating hours in a place where it can be easily seen from outdoors.
4. The restaurant's form of food service, type of food served, and hours of operation must appeal to and be useful to the flying community and must make the Airport more attractive to the general public. The determination of whether the restaurant fulfills this requirement rests solely with the Commissioners.

FACILITIES

5. The activity owner must own or sublease on the Airport one building (Building) which is of sufficient size to (1) comfortably seat at tables and serve at least 40 restaurant patrons, (2) accommodate food preparation and storage areas large enough to feed the maximum proposed number of patrons, (3) an office, (4) a lobby, and (5) restroom(s) which are available to customers.
6. The activity owner may own or sublease additional buildings of any size to be used for storage of the activity's additional restaurant supplies, packaged foodstuffs, or drinks.
7. The activity owner must supply vehicle parking for the Building. The parking area must be large enough to comfortably accommodate at least 20 vehicles. The activity owner must supply a pedestrian walkway connecting the parking area to the customers' entrance to the Building.
8. The activity owner may lease or sublease additional land for (1) access, (2) parking, (3) pedestrian walkways, or (4) outdoor transient aircraft parking.
9. The Building must be designed and situated so that it best serves the flying community and makes the Airport more attractive to the general public. The determination of whether the Building fulfills this requirement rests solely with the Commissioners.

II-15: VEHICLE RENTAL

Car rental is not an aviation-related activity. Car rental is a commercial activity.

Agreement Type Required: Commercial

Authorized Activity: Activity owner is authorized to rent and lease vehicles and to have the facilities necessary to carry out the activity as follows:

ACTIVITIES

1. The activity owner must be in the vehicle rental business and may also lease vehicles. The vehicles which may be rented out or leased out must not require a commercial driver's license.
2. The activity owner must own or lease at least 7 vehicles to be rented out.
3. All rental vehicles must be in good mechanical condition and must be clean inside and out.

4. The activity must be open to the public for business at least eight continuous hours per day six days a week and must be open on Saturday and Sunday.
5. The activity owner must post a phone number with the information that vehicle rentals are available 24 hours a day 7 days a week by phone for anyone flying into the Airport. This information must be prominently posted in or near the Building in a place where it can be easily seen from outdoors. The phone number posted must be manned 24 hours a day by a person who can send out a staff member who will arrive within 30 minutes to handle the rental.
6. The activity's operation must appeal to and be useful to the flying community and must make the Airport more attractive to the general public. The determination of whether the activity fulfills this requirement rests solely with the Commissioners.

FACILITIES

7. The activity owner must own or sublease on the Airport one building (Building) which contains at least 720 contiguous square feet of administrative space and may have additional space for rental vehicle storage. The administrative space shall include an office, restroom(s) available to customers, and a customer lounge.
8. The activity owner may own or sublease additional buildings to be used for storage of the activity's rental vehicles.
9. The activity owner must supply vehicle parking for the Building's customers. The parking area must be large enough to comfortably accommodate at least 4 vehicles. The activity owner must supply a pedestrian walkway connecting the parking area to the customers' entrance to the Building.
10. The activity owner may lease or sublease additional land for (1) access, (2) parking, (3) pedestrian walkways, or (4) outdoor rental vehicle parking.
11. All buildings and outdoor storage facilities must be designed and situated so that they best serve the flying community and make the Airport more attractive to the general public. The determination of whether the buildings and outdoor storage facilities fulfill this requirement rests solely with the Commissioners.

II-16: MULTIPLE SERVICES

'Multiple Services' which includes an aviation-related activity is aviation-related, otherwise it is non-aviation related. 'Multiple Services' is a commercial activity.

Agreement Type Required: Commercial

Authorized Activity: Activity owner is authorized to perform multiple activities from an approved list and to have the facilities necessary to carry out the activities as follows:

ACTIVITIES

1. The activity owner must declare two or more of the following activities which he wishes to be authorized to perform and must be in the business of each authorized activity. The declared set must include at least one commercial activity.
 - a. II-4: AIRCRAFT STORAGE RENTAL
 - b. II-5: AIRCRAFT SALES
 - c. II-6: AERONAUTICAL REPAIR

- d. II-7: AIRCRAFT RENTAL
 - e. II-8: FLIGHT INSTRUCTION
 - f. II-9: AIRCRAFT CHARTER AND AIR TAXI
 - g. II-10: SPECIALIZED COMMERCIAL FLYING SERVICES
 - h. II-11: CROP DUSTING AND SPRAYING
 - i. II-13: AVIATION TRIM AND UPHOLSTERY
 - j. II-14: AIRPORT RESTAURANT AND FOOD SERVICE
 - k. II-15: VEHICLE RENTAL
2. The activity owner must comply with all requirements for each authorized activity as stated in part II: Activity-Specific Requirements with the following changes:
- a. The required buildings may be combined into one or more buildings and the total required size may be reduced to a sufficient size to accommodate the combined activities if the Commissioners approve. At least one building must be as large as the largest required building. Required offices may be combined into one. Required restrooms, lounges, and lobbies may be combined if the Commissioners approve. All other requirements and authorizations for each individual activity's buildings apply.
 - b. The total required vehicle parking may be reduced to a sufficient number to accommodate the combined activities if the Commissioners approve. At least one parking area must be as large as the largest required parking area. All other requirements and authorizations for each individual activity's vehicle parking areas apply.
 - c. The total required tie-downs may be reduced to a sufficient number to accommodate the combined activities if the Commissioners approve. There must be at least as many tie-downs as the largest number required for any one activity. All other requirements and authorizations for each individual activity's outdoor areas apply.

II-17: AIRCRAFT FUEL SERVICES FBO

The sale of aircraft fuel is aviation-related. The sale of aircraft fuel is a commercial activity.

Agreement Type Required: Commercial

Authorized Activity: Activity owner is authorized to be a part II-16: MULTIPLE SERVICES activity, to sell and dispense aircraft fuel and lubricants, and to have the facilities necessary to carry out the activities as follows:

1. The activity owner must be a part II-16: MULTIPLE SERVICES activity as modified below, must sell and dispense aircraft fuel and lubricants as in paragraph 3 below, and must provide all of the following additional services:
 - a. Full-service when performing into-plane refueling including check & adjust tire pressure, check & fill oil as requested, clean windshield as requested, and chock aircraft
 - b. Ramp assistance
 - c. Emergency aircraft starting
 - d. Aircraft towing

- e. Tire repair
2. Part II-16: MULTIPLE SERVICES: The required minimum number of activities is changed to three. Part II-4: AIRCRAFT STORAGE RENTAL and part II-6: AERONAUTICAL REPAIR must be two of the required three.
- a. Building size requirements are changed to require the largest building to be at least 5000 square feet.
 - b. A telephone must be provided for pilots' use 24 hours a day.
 - c. The activity owner must supply vehicle parking large enough to comfortably accommodate at least 10 vehicles and provide a pedestrian walkway connecting the parking area to the entrance to the facility containing the pilots' lounge.
 - d. The activity owner must lease or sublease land for at least five tie-downs. The activity owner must supply paved access for pedestrians from the tie-downs to the building containing the pilots' lounge.
 - e. The activity owner must lease or sublease land adjacent to the building containing the pilots' lounge for a paved apron. The apron shall be of sufficient size to accommodate aircraft movement between the building and paved access to the taxiway.
 - f. The activity must be open for business at least 8 continuous hours per day 7 days a week.
 - g. II-4: AIRCRAFT STORAGE RENTAL: The activity owner must declare and be authorized for this activity with the following modifications:
 - (1) The required minimum size of indoor aircraft storage is reduced to 2400 contiguous square feet and this area must be reserved for rental contracts that apply to specific aircraft (see II-4: AIRCRAFT STORAGE RENTAL paragraph 8).
 - h. II-5: AIRCRAFT SALES:
No change.
 - i. II-6: AERONAUTICAL REPAIR: The activity owner must declare and be authorized for this activity.
No change.
 - j. II-7: AIRCRAFT RENTAL:
 - (1) The required minimum number of rental aircraft is reduced to one.
 - (2) This activity and II-8: FLIGHT INSTRUCTION cannot both count toward the required number of activities.
 - k. II-8: FLIGHT INSTRUCTION:
 - (1) This activity and II-7: AIRCRAFT RENTAL cannot both count toward the required number of activities.
 - l. II-9: AIRCRAFT CHARTER AND AIR TAXI:
No change.
 - m. II-10: SPECIALIZED COMMERCIAL FLYING SERVICES:
No change.
 - n. II-11: CROP DUSTING AND SPRAYING:
No change.
 - o. II-13: AVIATION TRIM AND UPHOLSTERY:
No change.
 - p. II-14: AIRPORT RESTAURANT AND FOOD SERVICE:

No change.

- q. II-15: VEHICLE RENTAL:
 - (1) The required minimum number of rental vehicles is reduced to 5.
3. Selling and dispensing aircraft fuel and lubricants:
- a. The activity owner must provide into-plane delivery.
 - b. Fuel trucks used for into-plane delivery must have a maximum capacity of 3,000 gallons.
 - c. The activity owner shall supply de-fueling equipment.
 - d. The activity must be open for business 8 hours per day 7 days a week.
 - e. The activity must provide fuel service during all daylight hours. For daylight hours which are after business hours, this service may be provided by credit card self-fueling or an on-call service. Directions for after-hours daylight services must be prominently posted in or near pilots lounge where they can be seen from outside if the lounge is closed. For on-call service a phone number must be supplied which is manned by a person who can send out a staff member who will arrive within 30 minutes to fuel the aircraft.
 - f. Pumping equipment must be capable of refueling any aircraft, which the Airport's landing strip is designed to handle, in a reasonable amount of time. The determination of what constitutes a reasonable amount of time rests solely with the Commissioners.
 - g. Only Branded fuel may be sold. For a definition of Branded fuel, see part III: Definitions.
 - h. The activity owner must lease or sublease land in the fuel farm for fixed fuel tank(s) as follows:
 - (1) One tank for each type of fuel required by the users of the Airport
 - (2) Each tank must have a capacity of at least 10,000 gallons
 - (3) The land leased must be large enough to contain the tank(s), equipment, basins, fences, loading/unloading areas, and anything else required by a government entity or added by the activity owner to handle the fuel stored there.
 - i. The activity owner may provide credit card self-fueling as follows:
 - (1) Choice of a credit card self-fueling tank's type, size, and location rests solely with the Commissioners. Their decision regarding these items may include the items' appearance.
 - (2) The activity must make readily accessible at all times within 5 feet of the tank:
 - i. Aircraft chocks for customers.
 - ii. A fuel spill cleanup kit with instructions for its use and disposal.
 - iii. Working fire extinguishers and instructions for their use.
 - iv. A well-marked emergency shutoff control.
 - v. A prominent sign indicating the location of the nearest emergency telephone. The telephone must be within 200 feet of the tank, be well marked, and be available 24 hours a day 7 days a week. If no such phone exists, the activity owner must supply one. Instructions must be prominently displayed at the telephone to dial 911 in case of emergency.
 - j. The activity must have at least one staff member who has completed an aviation fuel training course at an approved FAA/industry sponsored fueling course.
4. The activity owner may sell and dispense other related aviation products.

II-18: FUEL COOPS

Fuel coops are not permitted.

II-19: SMALL SPECIALIZED SERVICES

'Small Specialized Services' is an aviation-related activity. 'Small Specialized Services' is a commercial activity.

Agreement Type Required: Commercial

Authorized Activity: Activity owner is authorized to perform a single limited activity from an approved list and to have the facilities necessary to carry out the activity as follows:

ACTIVITY

1. The activity owner must declare which of the following activities he wishes to be authorized to perform and must be in the business of that activity.
 - a. II-4: AIRCRAFT STORAGE RENTAL
 - b. II-6: AERONAUTICAL REPAIR
 - c. II-8: FLIGHT INSTRUCTION
 - d. II-9: AIRCRAFT CHARTER AND AIR TAXI
 - e. II-10: SPECIALIZED COMMERCIAL FLYING SERVICES
 - f. II-13: AVIATION TRIM AND UPHOLSTERY
2. The activity owner must comply with the part II: Activity-Specific Requirements for the activity with the following changes:
 - a. The required building may be any appropriate building of at least 1600 square feet as approved by the Commissioners.
 - b. Required office, restroom(s), and/or lounge may be reduced if approved by the Commissioners.
 - c. Required vehicle parking may be reduced if approved by the Commissioners.
 - d. Required tie-downs may be reduced if approved by the Commissioners.
 - e. There must be a need for the activity at the Airport, but the available demand must be so limited that it would be unreasonable to impose the full Minimum Standards requirements.
 - f. The activity must be a genuine business which is open for a sufficient number of hours to service the limited needs at the Airport. The hours of operation and any intermittent periods of closure must be approved by the Commissioners and must be prominently posted at the place of business.
 - g. II-4: AIRCRAFT STORAGE RENTAL: This activity is modified to apply to the rental of at most one building which is a part II-1: PRIVATE HANGAR or part II-2: BUSINESS USE PRIVATE HANGAR.
 - h. II-6: AERONAUTICAL REPAIR: This activity is modified to allow specialized repair services as approved by the Commissioners. On-call service is not required.
 - i. II-8: FLIGHT INSTRUCTION: This activity is modified to limit the activity owner to having exactly one aircraft which is used in the activity. The aircraft to be used must be named in the Agreement.

- j. II-9: AIRCRAFT CHARTER AND AIR TAXI: This activity is modified to limit the activity owner to having exactly one aircraft which is used in the activity. The aircraft to be used must be named in the Agreement.
- k. II-10: SPECIALIZED COMMERCIAL FLYING SERVICES: This activity is modified to limit the activity owner to having exactly one aircraft which is used in the activity. The aircraft to be used must be named in the Agreement.
- l. II-13: AVIATION TRIM AND UPHOLSTERY: This activity is modified to allow specialized aviation trim and upholstery services as approved by the Commissioners.

III: Definitions

Activity: As used in this document, an activity is any of the activities identified by the major headers in part II: Activity-Specific Requirements such as II-1: PRIVATE HANGAR and II-2: BUSINESS USE PRIVATE HANGAR.

Activity owner: As used in this document, an activity owner is the Applicant (see part I-3: Proposals paragraph C: Proposal Contents) who proposes the referenced activity or a person/business/group that replaces Applicant if the Commissioners have given their written approval for that replacement.

Board: When the capitalized word "Board" is used in this document, it refers to the Ravalli County Airport Advisory Board.

Branded fuel: The term branded fuel is used in this document as defined by the United States Government's Energy Information Administration. That definition is: A refined petroleum product sold by a refiner with the understanding that the purchaser has the right to resell the product under a trademark, trade name, service mark, or other identifying symbol or names owned by such refiner.

Commissioners: When the capitalized word "Commissioners" is used in this document, it refers to the Ravalli County Commissioners.

DOT: Department of Transportation.

Long-Term: As used in this document, long-term refers to a continuous period of time which is 30 days or longer.

Appendix A
Minimum Standards for Long-Term Activities at Ravalli County
Airport
Compliance Statement

Part 1 of 2 -- To be completed by the Ravalli County Commissioners:

1. Dates of Commissioners' meetings on this proposal: _____

2. Proposal is Approved Rejected

If Approved:

a. Attach any Waivers that are not already attached.

b. Choose type of lease: Private Commercial

c. Check all approved activities.

II-1: PRIVATE HANGAR
HANGAR

II-2: BUSINESS USE PRIVATE

II-3: COMMERCIAL STORAGE FACILITY
RENTAL

II-4: AIRCRAFT STORAGE

II-5: AIRCRAFT SALES

II-6: AERONAUTICAL REPAIR

II-7: AIRCRAFT RENTAL

II-8: FLIGHT INSTRUCTION

II-9: AIRCRAFT CHARTER AND AIR TAXI
COMMERCIAL FLYING SERVICES

II-10: SPECIALIZED

II-11: CROP DUSTING AND SPRAYING

II-12: FLYING CLUB

II-13: AVIATION TRIM AND UPHOLSTERY
AND FOOD SERVICE

II-14: AIRPORT RESTAURANT

II-15: VEHICLE RENTAL

II-16: MULTIPLE SERVICES

II-17: AIRCRAFT FUEL SERVICES FBO
SERVICES

II-19: SMALL SPECIALIZED

d. Give a detailed descriptions of modifications or conditions required that are not part of the proposal as submitted to the Commissioners.

- Non-Compliance:** The proposal does not comply with the Airport Layout Plan.
- Congestion:** The proposal will result in depriving existing Airport operators of areas which they currently use and have permission to use; or will result in congestion of general operating areas or facilities; or will result in undue interference with operations at the Airport; or will prevent unrestricted access to any Airport area which should have such access.
- Misrepresentation:** Applicant or one of Applicant's owners/investors supplied the Board or the Commissioners with false information or has misrepresented a material fact in the proposal or supporting documents; or has failed to disclose a material fact in the proposal or supporting documents.
- History of Violations:** Applicant or one of Applicant's owners/investors has a record of violating federal, state, or local rules; or the minimum standards or regulations of this or any other airport.
- Defaulted Performance:** Applicant or one of Applicant's owners/investors has defaulted in the performance of any lease agreement with this or any other airport or public agency.
- Other:**

3. Entire proposal must be kept on file so long as any Agreement under it is active.
4. Compliance Statement must be signed and attached to any Agreement. regarding this proposal.

Date

Chairman, Ravalli County Commissioners

Part 2 of 2 -- To be completed by the Ravalli County Airport Advisory Board:

1. Date manager notified chairman that proposal was available for review: _____

2. Were Waivers submitted with the proposal? yes no If "Yes," attach.

3. Does the proposal include all items required by Minimum Standards paragraph I-3: Proposals subparagraph C: Proposal Contents and is it signed as required in subparagraph D: Signature Required?

Date of Mtg Complete If "No", give omitted items

_____ yes no

_____ yes no

_____ yes no

4. Dates of meetings thereafter: _____

5. Additional items requested by Board:

Item & Date request was made Date request was received or withdrawn. Or, indicate non-compliance

6. List all proposed activities by name and paragraph number as they appear in the Minimum Standards part II: Activity-Specific Requirements.

a. _____ b. _____

c. _____

d.

e. _____

f.

7. Proposal complies with all applicable Minimum Standards: yes no If "No," describe what does not conform.

8. Proposal exceeds the Minimum Standards in some areas: yes no If "Yes," describe noteworthy features.

9. Proposed time period that Agreement will be in effect: _____

Board agrees with proposal: yes no If "No," give recommended time period. In both cases, give reasons.

10. Proposed Waivers Board's Opinion Recommendations & Reasons
a. _____ yes no

b. _____ yes no

c. _____ yes no

11. Other Proposed Agreement Changes Board's Opinion Recommendations & Reasons

a. _____ yes no

b. _____ yes no

c. _____ yes no

12. Proposed Locations for Leases, Subleases, and Facilities Board's Opinion Recommendations & Reasons

a. _____ yes no

b. _____ yes no

c. _____ yes no

13. Outside agreements to be used by this proposal or proposed subleases are acceptable as written: yes no

If "No," attach letter(s) to Holder(s) and any responses.

<u>Lease/ Sublease</u>	<u>Holder</u>	<u>Response Received</u>	<u>Holder Agrees to Changes</u>	<u>Board Comments</u>
_____	_____	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	
_____	_____	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	
_____	_____	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	
_____	_____	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	
_____	_____	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	

14. The proposal will not significantly impact unleased Airport land and facilities: yes no If

"No," fill-in below:

<u>Land/Facility and Significant Impact Reasons</u>	<u>Cost to County</u>	<u>Recommendations and</u>
a. _____	_____	

b. _____

c. _____

d. _____

15. The proposed physical facilities are acceptable: yes no If "No", fill-in below:

Facility & Recommended Changes

Reasons

16. The proposal does not appear to require any additional permits at this time: yes no If

"No," fill-in below:

<u>Permit or Research Recommended</u>	<u>Reasons</u>

17. The proposed hours of operation and number of employees appears to be adequate: yes no

If "No," fill-in below:

<u>Item and Recommendations</u>	<u>Reasons</u>

18. The proposed commencement date for each activity is acceptable: yes no If "No," fill-in

below:

<u>Recommendations</u>	<u>Reasons</u>

19. Applicant's finances appear sufficient to setup and continue the activities:

yes no If

"No," fill-in below:

Recommendations

Reasons

20. Applicant has presented certifications/licenses to carry out the proposal:

yes no

If "No," fill-in below:

Recommendations

Reasons

21. Proposed activities are suitable for the Airport at this time:

yes no If "No," fill-in

below:

Recommendations

Reasons

22. Other relevant factors:

<u>Item & Recommendations</u>	<u>Reasons</u>
<hr/>	

23. Approval recommended: yes no Explain.

If "No," also select one or more of the reasons below.

- Not Qualified:** The proposal does not meet the qualifications, standards, or other requirements required by the Minimum Standards.
- Safety Hazard:** The proposal would create a safety hazard at the Airport.
- Expense:** Approval of the proposal would require expending Airport funds, labor, or materials.
- Availability:** There is no appropriate/adequate land/facilities at the Airport to accommodate the proposal.
- Non-Compliance:** The proposal does not comply with the Airport Layout Plan.
- Congestion:** The proposal will result in depriving existing Airport operators of areas which they currently use and have permission to use; or will result in congestion of general operating areas or facilities; or will result in undue interference with operations at the Airport; or will prevent unrestricted access to any Airport area which should have such access.
- Misrepresentation:** Applicant or one of Applicant's owners/investors supplied the Board or the Commissioners with false information or has misrepresented a material fact in the proposal or supporting documents; or has failed to disclose a material fact in the proposal or supporting documents.
- History of Violations:** Applicant or one of Applicant's owners/investors has a record of violating federal, state, or local rules; or the minimum standards or regulations of this or any other airport.
- Defaulted Performance:** Applicant or one of Applicant's owners/investors has defaulted in the performance of any lease agreement with this or any other airport or public agency.
- Poor Credit Report:** Applicant or one of Applicant's owners/investors has a credit report which contains derogatory information and appears to be an unsatisfactory business risk.
- Lack of Finances:** Applicant does not have, does not have access to, or does not appear to have the finances necessary to conduct the proposed activities for the proposed term of the Agreement; or Applicant's financial projections are or appear to be unreliable.
- Likelihood of Failure:** Applicant's projections and finances indicate that it will be financially unable to conduct one of its proposed activities unless it is able to seize enough business from existing activities on the Airport so that there is a high likelihood that either the proposed activity or an existing activity will fail.
- Undesirable Reputation:** Applicant or one of Applicant's owners/investors has been convicted of a crime or violation of such a nature that it indicates Applicant would not be a desirable operator on the Airport.

24. The best type of agreement for this proposal is: **Private** **Commercial**

25. Signature of chairman required.

Date

Chairman, Ravalli County Airport Advisory Board

Appendix B
Minimum Standards for Long-Term Activities at Ravalli County
Airport
New Construction

These requirements are subject to modifications and waivers which are a part of the activity owner's Agreement.

1. General

- A. As of 11/11/2006 construction or alteration of a building on the Airport required submission of form FAA 7460-1 to the FAA regional office. This notice is supplied for information only and is not intended to replace an activity owner's responsibility to stay current on all of the FAA's requirements which apply to him.
- B. As of 11/11/2006 a building permit/plan review application must be submitted to the Montana Department of Commerce - Building Codes Bureau at P.O. Box 200517, Helena, MT 59620; telephone 406-444-4239. This notice is supplied for information only and is not intended to replace an activity owner's responsibility to stay current on all of the state of Montana's requirements which apply to him.
- C. All proposed construction must be completed as follows:
 - 1) For an Agreement of type "Private": Construction of all but the main hangar doors must be completed within 6 months of the beginning of the lease term. The main hangar doors must be completed and installed within 12 months of the beginning of the lease term. Note that waivers may be applied for if more time is needed.
 - 2) For an Agreement of type "Commercial": All proposed construction must be completed within 4 months of the beginning of the lease term. Note that waivers may be applied for if more time is needed.
- D. Excavated soil from the construction site must be piled at an Airport location to be determined by the airport manager. Excavated soil is the property of the Airport.

2. Layout

- A. Setbacks must conform to the Airport Layout Plan.
- B. Buildings must be at least sixteen hundred (1600) square feet.
- D. Utilities must be underground. No utilities are supplied by the Airport or guaranteed to be available.
- E. Utilities and wells must not pose a hazard to taxiing aircraft.

3. Foundations, Floors, and Framing

- A. Framing must be either wood or metal, or a combination of both.
- B. All exterior walls must be a minimum of twelve (12) feet high.

4. Exterior Finish Materials

- A. Siding must be metal.
- B. Exterior colors must be harmonious with existing structures. All exterior colors, including those on pre-finished doors and siding must be approved by the Commissioners.
- C. Aprons must be made of non-transferable materials and must be culverted to allow for contoured drainage.