

**Appendix 5**

**MINIMUM STANDARDS FOR**

**The Park County/City of Livingston Airports**

**Adopted By The  
Park County/City of Livingston Airport Board  
2019**

## INTRODUCTION

The Park County/City of Livingston Airport Board (Board) established these Minimum Standards (Standards) with the intent to protect and promote the best interests of the County's airports. These Standards depict the required minimum level of quality expected for all commercial and non-commercial facilities, services and activities on the Airports. These Standards shall provide reasonable opportunity, without discrimination, for the non-exclusive conduct of commercial aeronautical activities at the Airports.

The Board reserves the right to review and amend these Standards with the approval of the City and County Commissions.

## GENERAL

- A. Any new commercial activity intending to conduct business on Airport property must apply for and receive prior written approval of the Board. (See SECTION 1 for application requirements). The Board shall review all applications and determine if they are suitable for the future growth and improvement to the Airport. The Board shall use the most current Airport Layout Plan and Airport Master Plan to guide them in making this determination. In addition to lease fees, the Board may charge usage and/or fuel flowage fees as deemed appropriate. The Board shall issue such written approval via a lease agreement if Airport land and/or facilities are to be used.
- B. Commercial service providers shall conduct their business in a professional and non-discriminatory manner.
- C. All commercial and/or aeronautical activities and all persons conducting any aviation related activities on County Airports shall follow, in addition to these Standards, all other applicable Federal, State, or County laws, codes, statutes, circulars, rules and regulations. Any laws, rules or regulations, etc., imposing more restrictive standards shall control.

## SECTION I - APPLICATION REQUIREMENTS

- A. **Commercial/Aeronautical Activity** Applicants shall submit the following information to the Board for approval of Commercial Aeronautical related activity:
  - 1. Applicant's name, mailing address and phone number of applicant(s);
  - 2. Type and structure of the organization; including the names of the officers or partners;
  - 3. Individual or business name and mailing address to appear on the lease or agreement;
  - 4. Brief description of the planned commercial activity and services to be offered;
  - 5. A description of the required amount of land, number of buildings, building space, etc. If the activity will be conducted under a sublease from an existing leaseholder, a copy of the proposed sublease must be provided;
  - 6. Proposed start and end date of construction or site improvements, and proposed start date of operations;

7. A description of the building space to be constructed, including square footages, building types and intended use of each;
8. A site plan drawing depicting construction intended for the lease area (must be compatible with the Airport's current Airport Layout Plan and/or Airport Master Plan);
9. Certificate of insurance that names the City of Livingston and Park County as additional insured.
10. A statement of past experience in the specified aviation business or commercial activity for which the application is being made;
11. A list of any applicable Federal, State or local certifications and licenses currently held or to be obtained. Include copies of currently held licenses or certificates; and
12. A statement, with supporting evidence, of the need at the Airport for the proposed operation and the desires of the users at the Airport for the proposed operation to be open for business.

**B. Non-Aeronautical Activities.** Any planned non-aeronautical activity conducted on Airport property must receive prior written permission from the Board. Applicants shall present a concept briefing to the Board outlining their ideas and intentions.

## **SECTION II - COMMERCIAL AERONAUTICAL ACTIVITIES**

- A. FIXED BASE OPERATOR.** An FBO is any enterprise that agrees to provide at a minimum fuel and oil sales, hangaring of aircraft, and aircraft parking and tiedown services. Other non-mandatory services are as follows: maintenance services, passenger services, transportation services, hangar leasing, flight instruction, and flight leasing and charter services. Fixed Base Operators must meet the following minimum standards:
1. **BUILDINGS:** Construct or lease a building of suitable size with appropriate amenities for such enterprise.
  2. **AIRCRAFT FUEL AND OIL DISPENSING:** The FBO may dispense or contract to be dispensed jet fuel and/or AV gas.
    - a. The FBO owner must lease or sublease land for a fuel farm.
    - b. The FBO must be open from 8-5 Monday thru Friday of each week.
    - c. The FBO fuel farm must be adequately sized for 3 days of peak supply.
    - d. The FBO will be solely responsible and fully liable for any fuel spill cleanup or environmental contamination.
    - e. An FBO providing a fixed, self-service, fuel dispenser will provide the following:
      - i. Readily available fuel containment and clean up supplies;
      - ii. Aircraft chocks;
      - iii. Proper bonding cables;
      - iv. Adequate signage and directions to permit aircraft operators and owners to safely fuel their aircraft;
      - v. Adequate fire extinguishers, readily available with clearly marked instructions for use;

- vi. One properly trained, locally available person, on call and able to respond promptly in the event of emergency or equipment malfunction 24 hours a day;
- vii. A clearly posted 24 hour contact number for emergencies or equipment malfunctions; and
- viii. The FBO shall provide adequate and sanitary handling of all trash, waste and other materials including, but not limited to used oil, sump fuel, and solvents.

**B. SPECIALIZED AVIATION SERVICE OPERATOR (SASO)**

A Specialized Aviation Service Operator (SASO) is any business enterprise who shall have entered into a written agreement with the Board to provide the Airport and serve the public with one or more of the following activities or services:

- 1. Airframe, power plant, or specialized aircraft repair services, e.g. avionics, instrument, propeller, etc;
- 2. Aircraft flight instruction and rental;
- 3. Aerial application;
- 4. Air charter or air taxi service;
- 5. Commercial Hangar Leasing (Providing hangars for the sole intent of leasing to other aircraft owners) – these leases shall be in accordance with current City/County Airport lease agreements;
- 6. Specialized Commercial Flying Activities based business: i.e., banner towing, skydiving, etc; and
- 7. Specialized Commercial Flying Activities (casual, transit)

**C. OTHER AVIATION RELATED ACTIVITIES (Casual, Special)**

- 1. **Parachute Jumping:** Parachute operators jumping on Airport property shall provide the following:
  - a. Obtain the written permission of the Board; and
  - b. Issue a Notice to Airmen specifying drop area, dates and times.
- 2. **Casual Aircraft Mechanic:** An individual desiring to engage in occasional commercial airframe, powerplant or specialized repair service. Aircraft owners and mechanics can enter into their own agreements for mechanical work.
- 3. **Casual Flight Instruction:** An individual desiring to engage in occasional flight instruction or lessons. Flight instructor and student can enter into their own flight instruction agreement.

**SECTION III MINIMUM INSURANCE REQUIREMENTS**

All commercial activity intending to conduct business on Park County/City of Livingston airports must be covered by insurance and meet the following requirements:

- A. Prior to commencement of activities, Operators will provide the Board with proof of insurance;
- B. Such proof of insurance must name the Park County/City of Livingston and Board as an additional insured;

- C. Provide the Board, with at least 30 days', notice of any policy change, cancellation or termination and
- D. Insurance requirements are as listed below;
  - a. Minimum of \$1,000,000 occurrence /\$2,000,000 aggregate general liability coverage
  - b. Minimum of \$1,000,000 workers compensation coverage
  - c. Minimum of \$1,000,000 auto liability limits
  - d. Minimum of \$1,000,000 pollution liability coverage

LESSEE and the BOARD have no relationship except as landlord and tenant. LESSEE shall be responsible in every respect for all of its acts or omissions and the acts or omissions of its guests, agents, and representatives. In all of LESSEE'S activities in any way connected with this agreement, LESSEE shall hold harmless, and defend, and indemnify the BOARD and Park County/City of Livingston from and against any and all losses due to any act or omission of LESSEE.

**SECTION IV PAYMENTS**

All commercial activity intending to conduct business on Park County/City of Livingston airports must pay the following:

- A. Prior to commencement of activities, Operators will enter into applicable contracts with the Board for property rentals;
- B. Any Operator that will be supplying fuel must pay a \$\_\_\_\_\_per gallon flow fee to the Airport;
  - a. Flow fee will be reviewed on a yearly basis and may be adjusted based on current market conditions; and
  - b. Operator must present an auditable record of the fuel dispensed over the month, this shall state each aircraft fueled and be balanced against total fuel purchased by Operator from its vendor; and
- C. Other Operators may be requested to pay fees based upon their range of services.

**Acknowledgment**

I hereby acknowledge that I have received and read a copy of this document and I agree to comply with the conditions contained therein.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Individual Name

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Park County Commissioner