

DEPARTMENT: Public Works

By: Michael Edwards

Phone: 966-5356

**RECOMMENDED ACTION AND JUSTIFICATION:** (Policy Item: Yes X No \_\_\_)

Resolution adopting the Mariposa/Yosemite Airport Policy for Commercial/Business Usage and direct staff to develop and issue Requests for Proposals for fixed-based operators pursuant to the policy. This policy sets forth the procedure for selection of and minimum standards for revenue-producing commercial activities at the Mariposa/Yosemite Airport.

The Airport Advisory Committee and Public Works' staff recommend adoption of this policy.

This airport policy is referenced in the recently adopted airport ordinance as follows:

**19.02.070 Commercial Activity.**

No person shall utilize the Airport for any revenue-producing commercial activities without first obtaining a permit from the Mariposa/Yosemite Airport Manager, approved by the Mariposa County Board of Supervisors for such activities, and paying fees and charges established for such use. All revenue-producing commercial activities shall comply with policies in the **Mariposa-Yosemite Airport Policy for Commercial/Business Usage** as approved by the Mariposa County Board of Supervisors. The Airport Manager shall establish and maintain, available for examination upon request, a schedule of fees and charges for the use of the Airport and its facilities. Any aircraft owner who fails to pay any fee duly charged for aircraft owned or controlled by him/her, shall have such aircraft subject to impounding until the fees are paid along with any impound fees or until the aircraft is sold for charges. (Ord. 510 Sec. 1 (part), 1979.)

It is necessary to adopt such a policy prior to the development and issuance of Requests for Proposals (RFP) for Fixed-Based Operators (FBO). RFP's for FBO's need to be developed and issued as soon as possible to work toward the Board's goal of making the Airport a financially independent operation. The Airport has an immediate need for an FBO to construct and rent hangars on a site about to be prepared through an FAA grant. It is also hoped that FBO's for businesses such as aircraft charters and aircraft avionics/equipment sales can be attracted.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

In 1997, the Board of Supervisors adopted a revised Airport Rules and Regulations ordinance.

**LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Do not approve. The Airport will be unable to begin seeking an FBO to improve Airport revenues and stimulate the local economy.

|                                 |          |
|---------------------------------|----------|
| COSTS: (X) Not Applicable       |          |
| A. Budgeted current FY>         | \$ _____ |
| B. Total anticipated Costs>     | \$ _____ |
| C. Required additional funding> | \$ _____ |
| D. Internal transfers>          | \$ _____ |

|                                |          |
|--------------------------------|----------|
| COSTS: ( ) 4/5th Vote Required |          |
| A. Unanticipated revenues>     | \$ _____ |
| B. Reserve for contingencies>  | \$ _____ |
| C. Source description: >       | _____    |

Balance in Reserve Contingencies, If Approved:  
\$ \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**

List the attachments and number the pages consecutively:

1. Mariposa/Yosemite Airport Policy (29 pages)

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CLERK'S USE ONLY

Res. No.: 99-188 Ord. No.: \_\_\_\_\_

Vote - Ayes: 5 Noes: \_\_\_\_\_

Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

- Approved  Denied
- Minute Order Attached  No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_

MARGIE WILLIAMS, Clerk of the Board

By: \_\_\_\_\_

Deputy

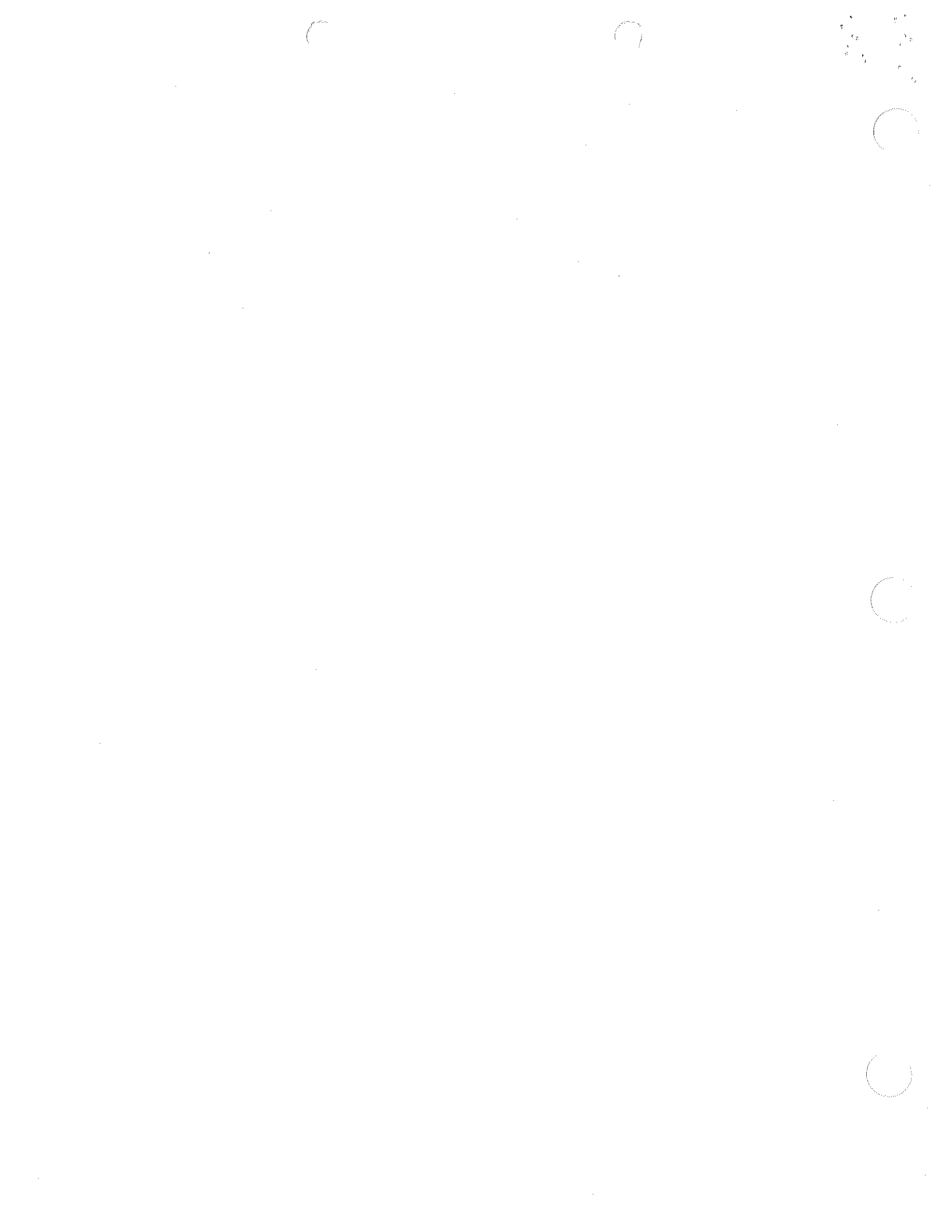
ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

- \_\_\_\_\_ Recommended
- Not Recommended
- \_\_\_\_\_ For Policy Determination
- \_\_\_\_\_ Submitted With Comment
- \_\_\_\_\_ Returned for Further Action

Comment: \_\_\_\_\_

C.A.O. Initials:   *W*





**MARIPOSA/YOSEMITE AIRPORT  
POLICY  
FOR COMMERCIAL/BUSINESS USAGE**

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## 1) PREAMBLE AND POLICY

The Mariposa County Board of Supervisors does hereby adopt the following Mariposa/Yosemite Airport Policy for Commercial/Business Usage for airport aeronautical and commercial/business operating standards at the Airport.

The Mariposa/Yosemite Airport Policy for Commercial/Business Usage is intended to be the threshold entry requirements for those wishing to provide commercial/business services to the public at the Airport and to insure that those who have undertaken to provide commodities and services as approved are not exposed to unfair or irresponsible competition. The Mariposa/Yosemite Airport Policy for Commercial/Business Usage was developed taking into consideration the aviation role of the Airport, facilities that currently exist at the airport, services being offered at the airport, the future development planned for the airport and the Airport Master Plan.

The uniform application of these standards containing levels of service that must be offered by the prospective service provider protects both the established aeronautical activity and the Airport patrons.

The Airport Authority has explicit authority to prohibit any commercial business activities at the Mariposa/Yosemite Airport which have not been authorized pursuant to Chapter 19.02; County Airport Rules and Regulations;

### **19.02.070 Commercial activity.**

No person shall utilize the airport for any revenue-producing commercial activities without first obtaining a permit from the Mariposa-Yosemite Airport manager, approved by the Mariposa County Board of Supervisors, for such activities and paying the fees and charges established for such use. All revenue-producing commercial activities shall comply with policies in the Mariposa-Yosemite Airport policy for commercial/business usage as approved by the Mariposa County Board of Supervisors. The airport manager shall establish and maintain available for examination upon request, a schedule of fees and charges for the use of the airport and its facilities. Any aircraft owner who fails to pay any fee duly charged for aircraft owned or controlled by him/her shall have such aircraft subject to impounding until the fees are paid along with any impound fees or until the aircraft is sold for charges. (Ord. 510 Sec.1(part), 1979).

## 2) DEFINITIONS

1. **Aeronautical Activity** means any activity conducted at airports which involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, air taxi and charter operations, pilot training, aircraft renting, sightseeing aerial photography, crop dusting, aerial advertising, aerial surveying, air carrier operations, skydiving, ultralight operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, or sale of aircraft parts and aircraft storage.
2. **Aeronautical Service** means any service which involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of aircraft operations commonly conducted on the airport by a person who has a lease from the airport owner to provide such service.
3. **Airport Authority** means the Mariposa County Board of Supervisors or authorized designee, such as the Public Works Director or the Airport Manager.
4. **Airport** means the Mariposa-Yosemite Airport, and all of the property, buildings, facilities, and improvements within the exterior boundaries of such airport as it now exists on the Airport Master Plan or if extended, enlarged or modified.
5. **Air side** means surfaces at the airport used by air traffic.
6. **FAA** means the Federal Aviation Administration.
7. **FAR** means Federal Aviation Regulation.
8. **FBO** means any aviation business or Fixed Base Operator duly authorized by written agreement with the airport owner to provide commercial activities at the airport under strict compliance with such agreement.
9. **Flying Club** means a non-profit organization established to promote flying, develop skills in aeronautics, including pilotage, navigation, and awareness and appreciation of aviation requirements and techniques.
10. **Fueling Operation** means the dispensing of aviation fuel into aircraft.
11. **Fuel Vendor** means an entity engaged in selling or dispensing aviation fuel to aircraft other than that owned or leased by the person.
12. **Land side** means any buildings and surfaces on the airport used by surface vehicular and pedestrian traffic.
13. **Large Aircraft** is an aircraft of 12,500 pounds or more maximum certified takeoff weight.
14. **Manager** means the Airport Manager or his/her designee.



15. **Minimum Standards** means the standards which are established by the airport owner as the minimum requirements to be met as a condition for the right to conduct an activity on the airport.
16. **NFPA** means the National Fire Protection Association.
17. **NOTAM** means a Notice to Airmen published by the FAA.
18. **Operator** means FBO as used in this document.
19. **Owner** means Mariposa County.
20. **Person** means any human being, individual, firm, company, partnership, association, or private or public or municipal corporation, the United States of America, the state, districts, and all political subdivisions and governmental agencies.
21. **Ramp Privilege** means the driving of a vehicle upon an aircraft parking ramp on the air side of the airport to deliver persons, cargo or equipment to an aircraft as a matter of convenience or necessity.
22. **Small Aircraft** is an aircraft of less than 12,500 pounds maximum certified take-off weight.

### 3) MINIMUM STANDARDS FOR ALL FBO'S

The following shall apply to all prospective aeronautical service providers wishing to become FBO's at the Airport:

1. No person shall be granted an exclusive right to conduct any commercial aeronautical activity at the airport, in accordance with state and federal regulations.
2. Advertisements: No person shall post, distribute or display signs, advertisements, circulars, printed or written matter at the airport on owner's property, except on leased property and with the approval of the Airport Authority, in such a manner as may be prescribed by them. Any signs erected must conform to Mariposa County ordinances.
3. There shall be a continued compliance with the standards required for each aeronautical activity approved.
4. Structures or facilities to be constructed or placed at the airport shall conform to all state, federal and local regulations. Structures or facilities shall be consistent with the airport master plan.
5. The Airport Authority may modify or add to this policy by resolution.
6. The performance of a FBO lease shall be guaranteed by performance bond if required by owner. Proper insurance and a hold harmless clause shall be incorporated in a FBO lease.
7. The controlling interest in the operation shall not be transferred by stock purchase, sub-lease or other control of the lease, business, or corporation to which the lease is granted without prior written consent of the Airport Authority.
8. Leases shall be for a term to be mutually agreed upon between the parties with due consideration for the financial investment and the need to amortize improvements to the leasehold.
9. Any prospective FBO seeking to conduct aeronautical activity at the airport shall demonstrate to the satisfaction of County that it has adequate resources to perform the business objectives agreed to by the Airport Authority and the applicant.
10. All FBO's shall provide to the Airport Authority's satisfaction the required insurance coverage as stipulated for each particular type of operation. Such policies of insurance shall be maintained in full force and effect during the term of leases, agreements or business licenses or renewals or extensions thereof with a 30 calendar day notice of cancellation to the Airport Authority.
11. Any FBO, person, party, firm or corporation operating on this airport must comply with federal, state and local environmental requirements.

12. Any FBO must comply with all FAA regulations, rules, and certifications, and have all required licenses and/or permits.
13. The FBO must provide, by means of an office or a telephone, a point of contact for the public desiring to utilize FBO's services.

#### 4) APPLICATION AND QUALIFICATIONS

Demonstration of intent to conduct a business operation at the Airport shall be by application to the Airport Authority. (See an application form at EXHIBIT 3). The written application shall contain the following:

1. The proposed nature of the business. A business plan may be used to express the proposed nature of the business. (See a business plan outline at EXHIBIT 2).
2. The signatures of all parties whose names are being submitted as owning an interest in the business or will appear on leases or other documents as being officers and those who will be managing the business.
3. If this is an existing business, then a current balance sheet and income statement prepared or certified by a Certified Public Accountant.
4. A listing of assets owned, or being purchased or leased which will be used in the business on the Airport.
5. Preliminary plans, specifications and dates for any improvements which the applicant intends to make on the Airport as part of the activity for which approval is sought.
6. Proof (copy or insurance company letter of intent) of liability coverage for the business operation, flight operations, itinerant aircraft and operators and premises insurance.
7. Authorization for the County to obtain a current credit report and information. The county may require credit references.

## 5) ACTION AND APPLICATION

1. Minimum Application Information: The Airport Authority will not accept or forward a request to lease land area or in any way permit the installation of a commercial activity until the proposed lessee, in writing, submits a proposal which sets forth the scope of operation he/she proposes which will include the minimum application information.
2. Applications for leases of ground and/or facilities at the airport for the purpose of conducting a revenue producing commercial activity at the airport shall be made to the Airport Authority. The Airport Authority will perform a preliminary review of the application. The Airport Authority's preliminary review guideline for review of all applications submitted will consider at a minimum all of the following:
  - a. QUALIFICATION: Does applicant, for any reason, not meet the qualifications, standards and requirements established by the minimum requirements for application and specific commercial activity?
  - b. SAFETY HAZARD: Will applicant's proposed operations or construction create a safety hazard at the airport?
  - c. EXPENDITURE: Will the granting of the application require the Airport Authority to spend airport funds, or to supply labor or materials in connection with the proposed operations? Will the operation result in a financial loss to the Airport Authority?
  - d. AVAILABILITY: Is there adequate or available space at the airport to accommodate the entire activity of the applicant at the time of application?
  - e. COMPLIANCE WITH AIRPORT MASTER PLAN: Does the proposed operation, airport development or construction comply with the master plan of the airport?
  - f. CONGESTION: Will the development or use of the area requested by the applicant result in depriving existing fixed base operators of portions of the area in which they are operating, or result in a congestion of aircraft or buildings, or result in undue interference with the operations of any present fixed base operator at the airport through problems in connection with aircraft traffic, service or preventing free access to the fixed base operator area?
  - g. MISREPRESENTATION: Has any party applying or interested in the business supplied any false material information or misrepresented any material fact in his/her application or supporting documents; or has he/she failed to make full disclosure on his/her application or supporting documents?
  - h. HISTORY OF VIOLATIONS: Has the party applying or interested in the business had a record of violating the rules and regulations of any other airport, FAA regulations or any other rules and regulations applicable to the Airport?

- i. DEFAULT PERFORMANCE: Has any party applying for or interested in the business defaulted in the performance of any lease or other agreement with the Airport Authority?
  - j. CREDIT RECORD: Has any party applying for, or financially interested in the business, submitted a satisfactory credit report which contains information that would support a proposed financial undertaking?
  - k. CRIMINAL OR OTHER VIOLATIONS: Has the party applying for or interested in the business been found guilty of or has pled guilty or nolo contendere to any crime, or violated any local ordinance rule or regulation which adversely reflects on its ability to conduct the FBO operation applied for?
  - l. ECOLOGICAL CONSIDERATIONS: Will the operator provide protection for the health, welfare, and safety of the inhabitants of the Airport relative to the proposed commercial/business operation?
  - m. PERFORMANCE BOND: Is the applicant financially able to post a performance bond equal to amount as specified in lease agreement?
3. The Airport Authority and Airport Advisory Committee shall review any application as it applies to the operation of the airport, then make a recommendation to accept or deny the application. The applicant shall submit all information and materials necessary or requested by the above showing that the applicant will qualify and will comply with these rules and regulations. The application shall be signed and submitted by a party owning an interest in the business, or the individual who will be managing the business, or partner of a partnership, or an officer of a corporation. A member of the Airport Authority or Airport Advisory Committee shall not participate in any way in the review or recommendation of an application if the Airport Authority member or Airport Advisory Committee member has any financial interest in the business being applied for.
  4. The Manager shall submit the application, a preliminary review summary and the recommendation with the appropriate standard lease agreement to the Public Works Department. The Public Works Director will determine if a performance bond will be required. A standard lease agreement will be executed by the Public Works Director for an application that is recommended and meets all the criteria applicable to the type of commercial/business operation being applied for. This applies to standard lease agreements for a Fixed Base Operator which have been previously authorized by the Mariposa County Board of Supervisors for a specific type of business/commercial operation. Short-term permits for one to three day commercial activities may be issued by the Manager upon approval of the Public Works Director (Exhibit 4; Special Event/Use Permit).

5. The Airport Authority will attempt to review and act upon applications within 90 days from receipt of the complete application. Applications may be denied for one or more of the following reasons:

- A. The applicant does not meet qualifications, standards and requirements established by these Minimum Standards.
- B. The applicant's proposed operations or construction will create a safety hazard on the Airport.
- C. The granting of the application will require the expenditure of local funds, labor or materials on the facilities described in or related to the application, or the operation will result in a financial loss to Airport.
- D. There is no appropriate or adequate available space or facility on the Airport to accommodate the entire activity of the applicant.
- E. The proposed operation, Airport development or construction does not comply with the approved Airport Master Plan.
- F. Any party applying, or interested in the business, has supplied false material information or has misrepresented any material fact in the application or in supporting documents, or has failed to make full disclosure on the application.
- G. Any party applying or having an interest in the business, has a record of violating the Civil Air Regulations, Federal Aviation Regulations, or any Rules and Regulations applicable to this or any other Airport.
- H. Any party applying or having an interest in the business, is not sufficiently credit worthy and responsible in the judgment of the Airport Authority to provide and maintain the business to which the application relates and to promptly pay amounts due under the FBO lease.
- I. The applicant does not have the financial resources necessary to conduct the proposed operation.
- J. The applicant has been found guilty of or has plead guilty or nolo contendere to any crime, or violated any local ordinance rule or regulation which adversely reflects on its ability to conduct the FBO operation applied for.

## 6) AIRCRAFT SALES

### Statement of Concept:

1. New Aircraft Sales; An aircraft sales FBO engages in the sale of new aircraft through franchises or licensed dealerships (if required by local county or state authority) or distributorship (either on a retail or wholesale basis) of an aircraft manufacturer or used aircraft; and provides such repair, services, and parts as necessary to meet any guarantee or warranty on aircraft sold.
  
2. Used Aircraft Sales: Many companies engage in the purchasing and selling of used aircraft. This is accomplished through various methods including matching potential purchasers with an aircraft (brokering), assisting a customer in the purchase or sale of an aircraft, or purchasing used aircraft and marketing them to potential purchasers. In many cases these FBO's also provide such repair, services, and parts necessary to support the operation of aircraft sold. Some of the requirements may not be appropriate to the sale of used aircraft because of each aircraft's unique operational history.

### Minimum Standards

- A. Persons conducting an aircraft sales activity shall provide:
  1. Suitable office space for consummating sales and the keeping of proper records in connection therewith.
  2. For sales activity of a new aircraft, a sales or distributorship franchise from a recognized aircraft manufacturer of new aircraft and have available at least one demonstrator model of such aircraft.
  3. Adequate facilities for servicing and repairing the aircraft or satisfactory arrangements with other operators approved by the Airport Authority for such service and repairs.
  4. Current up-to-date specifications and price list for types and models of new aircraft sold.



**AIRCRAFT AIRFRAMES, ENGINE  
AND ACCESSORY MAINTENANCE AND REPAIR**

Statement of Concept

An aircraft, airframe, engine and accessory maintenance and repair FBO provides one or a combination of airframe, engine and accessory overhauls and repair services on aircraft up to and may include business jet aircraft and helicopters.

Minimum Standards

- A. All persons operating aircraft engine, airframe and accessory maintenance facilities to the public for hire shall provide:
- (1) In case of airframe and/or engine repairs, sufficient hangar space to house any aircraft upon which such service is being performed, other than emergency service.
  - (2) Suitable inside and outside storage space for aircraft awaiting repair or maintenance.
  - (3) Adequate shop and storage space to house any equipment, tools and parts needed to perform the type of maintenance advertised.

## 8) AIRCRAFT AND/OR ULTRALIGHT VEHICLE LEASE AND RENTAL

### Statement of Concept

An aircraft and/or ultralight vehicle lease or rental FBO engages in the rental or lease of aircraft and/or ultralight vehicles to the public.

### Minimum Standards

#### Aircraft:

- A. The FBO shall have available for rental either owned or under written lease to FBO, certified and currently airworthy aircraft.

#### Ultralight Vehicles:

- A. The FBO shall have available for rental either owned or under written lease to the FBO, at least one approved two-place ultralight vehicle.
- B. The FBO shall have available , a minimum of one person having a current Advanced Flight Instructor's (AFT) rating from the United States Ultralight Association (USUA).

## 9) FLIGHT TRAINING

### Statement of Concept

A flight training FBO engages in instructing pilots in dual and solo flight training in fixed and/or rotary wing aircraft as required by the FAA.

### Minimum Standards

- A. The FBO shall be able to arrange for use in flight training at least one properly certified aircraft.

## 10) COMMERCIAL SKYDIVING

### Statement of Concept

A Skydiving FBO engages in aerial transportation of persons for skydiving, instruction in skydiving, and rental and sales of skydiving equipment.

### Minimum Standard

- A. The skydiving FBO shall carry liability insurance coverage as required by the County and hold the County harmless.
- B. The FBO shall provide the necessary facilities to repack parachutes or service any other equipment required for this type of operation.

## Statement of Concept

An aircraft fuels and oil service FBO provides aviation fuels, lubricants and other services supporting itinerant aircraft operations and operations of aircraft based on the airport other than those aviation fuels provided by the County.

## Minimum Standards

- A. Except as otherwise provided in any agreement between the FBO and the Airport Authority, an FBO conducting aviation fuel and oil sales or service to the public on the Airport shall be required to provide the following services and equipment:
- (1) An adequate inventory of at least one brand of the generally accepted grades of aviation engine oil and lubricants.
  - (2) Properly trained line personnel on duty at least eight hours of every calendar day, seven days a week and on call by readily accessible means at other hours during the day or night or at such hours as specified. This may not all apply to a cardlock operation.
  - (3) In conducting refueling operations, every operator shall install and use adequate grounding facilities at fueling locations to eliminate the hazards of static electricity and shall provide approved types of fire extinguishers and other equipment commensurate with the hazard involved in refueling and servicing aircraft and such additional regulations that might be hereafter specified by any federal, state, county or city agency.
  - (4) All fuel must be stored per state regulations and dispensed through mobile or fixed pumping equipment with reliable metering devices and an approved filtration system.
  - (5) Provide for the adequate and sanitary handling and disposing, away from the airport all trash, waste and other materials, including but not limited to, used oil, solvents and other waste. The piling or storage of crates, boxes, barrels and other containers will not be permitted.
  - (7) Suitable space in a convenient location to service the types of aircraft using the airport.
  - (8) Auto parking for customers and employees.
  - (9) Adequate bonding wires will be installed, continuously inspected and maintained on all fueling equipment, to reduce the hazards of static electricity.

- (10) Unless provided by the airport owner, the FBO shall have a fixed fuel storage system which shall contain safety fixtures and filtration systems to ensure airline-type quality. The system shall be required to have storage for each type of fuel the FBO is required to provide. The storage system must include adequate fuel spill prevention features and containment capabilities, together with an approved fuel Spill Prevention Countermeasures and Control Plan (SPCC) as applicable.

## 12) AVIONICS AND/OR INSTRUMENT REPAIR STATION

### Statement of Concept

An avionics and/or instrument repair station FBO engages in the business of and provides a shop for the repair of aircraft avionics and/or instruments, and accessories for general aviation aircraft. This category may include the sale of new or used aircraft avionics, instruments and accessories.

### Minimum Standards

- A. The FBO shall have available trained personnel in such numbers as are required to meet the Minimum Standards.

Statement of Concept

An unscheduled or scheduled air charter or air taxi FBO engages in the business of providing air transportation (persons or property) to the general public for hire, on an unscheduled or scheduled basis.

Minimum Standards

- A. Persons conducting an aircraft charter and/or taxi service shall be required to provide:
- (1) Suitable passenger lounge, rest rooms and telephone facilities for passengers.
  - (2) Adequate table, desk or counter for checking in passengers, handling tickets for fare collection and handling luggage.
  - (3) Passenger liability insurance consistent with the lease agreement.



Statement of Concept

An aircraft storage FBO engages in the rental of conventional hangars or multiple T-hangars.

Minimum Standards

- A. The conventional hangar FBO shall have his/her facilities available for the tenant's aircraft removal and storage on a 24 hour basis.

## 15) SPECIALIZED COMMERCIAL FLYING SERVICES

### Statement of Concept

- I. A specialized commercial flying services FBO engages in air transportation for hire for the purpose of providing the use of aircraft for the following activities:
  - a. Non-stop sightseeing flights that begin and end at the same airport.
  - b. Banner towing and aerial advertising.
  - c. Aerial photography or survey.
  - d. Power line or pipe line patrol.
  - e. Fire fighting.
  - f. Any other operations specifically excluded from Part 135 of the FAR.

### Minimum Standards

- A. The FBO shall lease from the Owner and the lease shall include facilities sufficient to accommodate the activities and operations proposed by the FBO. The minimum areas in each instance shall be subject to the approval of the Owner. All FBO's shall demonstrate that they have the availability of aircraft suitably equipped for the particular type of operation they intend to perform.
- B. Owner shall set minimum insurance requirements as they pertain to the particular type of operation to be performed. These minimum requirements shall be applicable to an operations of a similar nature. FBO's will be required to maintain aircraft liability coverage as required by the County.

## 16) SUBLEASING FROM ANOTHER COMMERCIAL OPERATOR

Prior to finalizing an agreement, the lessee and sublessee shall obtain the written approval of the Owner for the business proposed. The sublease shall define the type of business and service to be offered by the sublessee FBO.

The sublessee FBO shall meet all of the Minimum Standards established by the Owner for the categories of services to be furnished by the FBO. The Minimum Standards may be met in combination between lessee and sublessee. The sublease agreement shall specifically define those services to be provided by the lessee to the sublessee that will meet the standards.

## 17) FLYING CLUBS

### Statement of Concept

This is a noncommercial organization established to promote flying, develop skills in aeronautics, including pilotage, navigation, and awareness and adherence to aviation requirements and techniques.

### Minimum Standards

- A. In order to operate under this category, a flying club must be a non-profit corporation or association. The club may not derive greater revenue from the use of its aircraft than the amount necessary for operation, maintenance, club administration and aircraft or equipment replacement.
- B. Flying clubs shall maintain liability insurance as required by County.

## 18) MULTIPLE SERVICES

### Statement of Concept

A multiple services FBO engages in any two or more of the aeronautical services for which Minimum Standards have been herein provided.

### Minimum Standards

- A. The FBO shall comply with the aircraft requirements, including the equipment thereon for the aeronautical services to be performed.
- B. The FBO shall provide the facilities, equipment and services required to meet the Minimum Standards as herein provided for each aeronautical service the FBO is performing.
- C. The FBO shall obtain, as a minimum, that insurance coverage which is equal to the highest insurance requirements for the highest risk aeronautical service being performed by FBO.
- D. Multiple responsibilities may be assigned to meet the personnel requirements for aeronautical services being performed by the FBO.

# EXHIBIT 1

## Minimum Insurance Policy Limits

| <u>Type of Insurance</u>     | <u>Minimum Limits</u> | <u>When Needed</u>   |
|------------------------------|-----------------------|--|
| Workman's Compensation       | Statutory             | Statutory  |
| Aircraft Liability           | Risk Analysis         | Owned or Leased aircraft   |
| Non-owned Aircraft Liability | Risk Analysis         | Flying non-owned aircraft (such as dual to owner, maintenance test & ferry flights, pilot service, sales demonstrations. |
| Airport Premises Liability   | Risk Analysis         | Airport premises are owned or leased by tenant.  |
| Products & Completed Ops.    | Risk Analysis         | Airport repair or service, fuel and oil sales, aircraft sales, avionics repair, aircraft parts sales, and manufacturing. |
| Builders Risk                | Risk Analysis         | Construction projects.   |
| Contractual Liability        | Risk Analysis         | Agreement is included in a lease.  |
| Hangar Keepers Liability     | Risk Analysis         | Non-owned aircraft are in the care, custody or control of the tenant while on the ground                                 |
| Property Insurance           | Replacement value     | Covers physical damage of lease hold premises damage to premises leased from the airport.                                |
| Automobile Insurance         | Statutory minimum     | Owned and non-owned licensed vehicles are driven on the airport premises   |
| Chemical Liability           | Usually Statutory     | Aerial applicators and fire bombers.   |
| Environmental                | Risk Analysis         | (Investigate state and federal limits and financial assistance)  |

**Minimum Requirements for a Business Plan**

1. All services that will be offered.
2. Amount of land desired to lease.
3. Building space that will be constructed or leased.
4. Number of aircraft that will be provided.
5. Equipment and special tooling to be provided.
6. Number of persons to be employed.
7. Short resume for each of the owners and financial backers.
8. Short resume of the manager of the business (if different from "7" above) including this person's experience and background in managing a business of this nature.
9. Periods (days and hours) of proposed operation.
10. Amounts and types of insurance coverage to be maintained.
11. Evidence of the projections for the first year and the succeeding 5 years.
12. Methods to be used to attract new business (advertising and incentives).
13. Amenities to be provided to attract business.
14. Plans for physical expansion, if business should warrant such expansion.
15. A plot plan showing the Airport, where the FBO would be located, the footprint of all proposed buildings, equipment and appurtenances the FBO will have on site.

MARIPOSA/YOSEMITE AIRPORT  
COMMERCIAL ACTIVITY APPLICATION

Type of Agreement: \_\_\_\_\_  
Name of Business: \_\_\_\_\_  
Address of Business: \_\_\_\_\_  
\_\_\_\_\_

Description of Activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(use additional sheet if necessary)

Owner of Business: \_\_\_\_\_  
Address of Owner: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Amount of leased land requested: \_\_\_\_\_  
Building space to be constructed/leased: \_\_\_\_\_  
Services offered: \_\_\_\_\_  
\_\_\_\_\_

Last Airport business was conducted: \_\_\_\_\_  
Airport Manager: \_\_\_\_\_ Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

Supporting Documents to be attached:

1. Three letters of reference.
2. A current credit report.
3. Copies of FAA issued certificate(s) appropriate
4. Business Plan.

By this signature the applicant authorizes the County to acquire and review any and all credit information relative to the application.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



MARIPOSA/YOSEMITE AIRPORT  
SPECIAL EVENT/USE PERMIT APPLICATION

Type of Agreement: \_\_\_\_\_  
Name of Business or Organization \_\_\_\_\_  
Address of Business or Organization \_\_\_\_\_  
\_\_\_\_\_

Description of Activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(use additional sheet if necessary)

Owner of Business/Officer of Organization \_\_\_\_\_  
Address of Owner: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

References: \_\_\_\_\_  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

Supporting Documents to be attached:

1. Copies of FAA issued certificate(s) appropriate if applicable to event.
2. Insurance certificate(s) as required by Airport Authority.

Special Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

