



Kittitas County Airport - Bowers Field

Minimum Standards

2022



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PART A – Introduction of Minimum Standards

1. PURPOSE

In establishing these Minimum Standards, the County's goal is to assure an adequate minimum level of quality service to Airport users, to foster competition at the Airport, and to avoid unfair and prohibited discrimination among similar commercial aeronautical service providers. The Minimum Standards shall be applied objectively and uniformly.

2. INTENT

Kittitas County (“County”), as the airport sponsor of Bowers Field (“Airfield”), has adopted these Minimum Standards to provide guidance to commercial aeronautical service providers operating on the Airfield.

It is in the interest and the intent of the County that those using the facilities and services will cooperate in keeping the Airfield safe, clean, and orderly.

The County reserves the right to revise or amend these Minimum Standards from time-to-time and to grant variances from specific standards and requirements when required under unique circumstances, as solely determined by the County.

These Minimum Standards do not supersede any requirements in any applicable law or regulation, and any provisions within the Kittitas County Code.

3. POLICY STATEMENT

1. The Bowers Field Minimum Standards includes by reference the following Guiding Documents which may be updated and revised from time-to-time:
 - a. General Provisions and Definitions
 - b. Leasing Policy
 - c. Rules and Regulations
 - d. Applications, Permits, and Agreements
 - e. Airport Rates and Fees Schedule
 - f. Schedule of Insurance Requirements.
2. The effective date of the Minimum Standards is the date the BOCC adopted by Resolution the Bowers Field Minimum Standards.
3. Minimum Standards apply to all commercial operations at the Airfield requested or approved after the effective date of the Minimum Standards.
4. Standards, policies, criteria, and requirements are the minimum acceptable. The County encourages all Operators to exceed these minimum standards.
5. An Operator shall have the privilege of providing commercial aeronautical or other service(s) for which it has applied provided that the:
 - a. Operator is qualified to provide the services requested in the application

- b. Operator meets these Minimum Standards
- c. Operator's application is approved by the BOCC
- d. Operator enters a Lease and/or Permit
- e. Operator pays all applicable rental, fees, and charges
- f. Operator carries required insurance and demonstrates proof of insurance.

4. Applicability of the Minimum Standards

1. No Person may conduct or operate a business at the Airfield except as authorized by the Airport Director and the BOCC. These Minimum Standards establish the criteria by which the Airport Director shall consider requests from prospective Commercial Aeronautical Service providers to do business at the Airfield. These Minimum Standards shall apply to all Operators and Operating Permits granted or renewed after the effective date of these Minimum Standards. The provisions of the Lease or Permit will be compatible with the Minimum Standards herein contained and will not change or modify the Minimum Standards themselves. To the extent consistent with the terms of the Lease or Permit allows, these rules shall apply to all currently existing Leases and Permits.
2. These Minimum Standards are not intended to be all-inclusive; the Operator is additionally subject to applicable federal, state and local laws, codes, ordinances and other similar laws or regulations including Airport Rules and Regulations pertaining to all such services.

5. Activities Not Covered by Minimum Standards

1. Any activities for which there are no specific Minimum Standards established will be addressed by the Airport Director on a case-by-case basis and set forth in such Commercial Operator's written Lease, Permit or Agreement with the Airport to be approved by the BoCC.
3. These Minimum Standards do not apply to the Operations of the County.

6. Waiver of Provisions

The County may, in its discretion, waive any or all portion(s) of these Minimum Standards for the benefit of any non-profit entity or any Government or Governmental Agency or Department, to include, but not limited to, performing air search and rescue operations, fire prevention and firefighting operations, or disaster response operations.

During a declaration of war or national emergency the County shall have the right to lease the Airport, or the landing area, or any part thereof to the United States

Government for military use. In such an event, the County may, in its discretion, waive any or all portion of these Minimum Standards. Additionally, depending on the need of the United States Government, the County may restrict general aviation operations as needed, for the safety of persons and aircraft.

7. GENERAL AERONAUTICAL OPERATIONS

Airport & Runway Closures

The Airport Director and/or designee may close the Airport, or its runways or taxiways, at any time in the event of an emergency, or to protect the safety of its users. Examples of such closures include, but are not limited to:

- Poor runway or taxiway conditions due to snow and ice.
- Pavement damage.
- Debris on pavement surfaces.
- Disabled aircraft or aircraft debris.
- Unsafe conditions.
- Airfield inspections.
- Airport maintenance including, but not limited to, mowing, weed control, painting, light and sign maintenance, pavement maintenance, and snow removal.

The Airport Director and/or designee will notify its users through Notice to Air Missions System (NOTAMS) for any short-term immediate closures. For long-term closures due to planned construction or maintenance activities, the Airport Director will notify its users and allow enough time for aircraft to be temporarily relocated if needed. The County understands that these closures impact its operators and users; however, they are necessary at times to maintain the Airport.

"Notice to Air Missions" (NOTAMS) will be published to alert users in accordance with Federal Aviation Regulations (FARs) of any temporary or short-term changes affecting air/general operations. The Airport Director and/or designee will send additional notifications to its users, as available or necessary alerting them of the NOTAMS. However, it is the responsibility of the Airport users to check the NOTAMS daily and before operating an aircraft at the Airport.

The County is not responsible for business closures (either temporary or permanent), or for lost revenues due to Airport or runway closures.

Aircraft Accidents & Incidents

Any accidents or incidents occurring on Airport property, shall be reported immediately to the Airport Director. The Airport Director has responsibility for inspecting the Airport for damages or debris that may impact other aircraft.

- A. Persons involved in an aircraft accident/incident occurring on the Airport shall make a full report thereof as required by Federal Aviation Regulations (FARs) and the National Transportation Safety Board (NTSB) and ensure a copy is provided to the Airport Director. Persons involved in an aircraft accident occurring on Bowers Field will follow 49CFR Part 830 Notification and reporting of accidents. In case of crash or fire, anyone observing the incident should contact the 911, who will coordinate and dispatch emergency response including:
 - 1. Airport Operations and local emergency response, if appropriate.
 - 2. Airport Operations will alert the Airport/Executive Director or staff on duty.
- B. All individuals are to remain clear of any emergency for their personal safety, the safety of others and to not become an obstacle to emergency crews.

Promote the Airport

An aeronautical service provider shall cooperate with the Airport Director and/or designee in the operation, management, and control of the Airport; and shall do all things reasonable to advance or promote the Airport and aeronautical activities therein and to develop the Airport into an attractive, efficient, safe, and welcoming Airport.

Use of Facilities

Unless otherwise agreed to by the Airport Director, the aeronautical service provider shall, at his/her own expense, provide, construct, install, equip, paint, and maintain all utilities, buildings, structures, aprons, tiedown areas, taxi lanes, fences, landscaping, and all other facilities and improvements within their leased areas. Exceptions to this are made on a case-by-case review, at the discretion of the Airport Director.

Nothing contained in these Minimum Standards shall be construed as requiring the County to maintain, repair, restore, or replace any structure, improvement, or facility, which is substantially damaged or destroyed due to an act of nature or other condition or circumstance beyond the control of the County.

Tenants and Lessees shall maintain a clean and orderly leased area. The Airport Director will notify the tenant and or lessee, in writing, of any cleanliness violations.

Payment of Rents, Fees, and Charges

Operator shall pay the rents, fees, or other charges specified by the Airport Authority for engaging in aeronautical activities.

Operator's failure to remain current in the payment of all rents, fees, charges, and other sums due to the Airport Department shall be grounds for revocation of the Agreement, permit, or the Airport Department's approval authorizing the conduct of activities at the Airport.

Security

Operator shall comply with the Bowers Field Airport Rules and Regulations.

Operator shall designate a responsible person for the coordination of all security procedures and communications and provide point-of-contact information to the Airport Director, including the name of the primary and secondary contacts and 24-hour telephone numbers for both individuals and sub-tenants of leased property.

Fencing, doors, gates, lighting, and locks which are part of the operator's leased premises or have been installed by the operator must be maintained by the operator and always kept in good condition. Perimeter fencing and associated doors, gates, lighting, and locks will be maintained by the Airport Department.

Operator must comply with all applicable reporting requirements established by the Airport Department.

The Airport Department reserves the right to install security devices in or on the Premises as it deems necessary as the County's cost. The Airport Department will maintain security equipment that is installed or may elect to install at a future date on the Operator's Premises.

Vehicle Parking

Paved vehicle parking shall be sufficient to accommodate all of operators' and operators' sublessees' (if subleasing facilities) customers', employees', visitors', vendors', and suppliers' vehicles on a daily basis. The sufficiency of vehicle parking shall be determined in conjunction with the Airport Department and Kittitas County Development Services.

Paved vehicle parking shall be on operator's leased premises and/or located near operator's main facility.

Apron vehicle parking is not allowed without permission of the Airport Director.

8. Application to Lease at Bowers Field – Kittitas County Airport

Applications.

Applications for leases of ground and/or facilities, concession agreements, airport use agreement or other operating agreement to conduct any commercial business or aeronautical activity shall be made to the Kittitas County Airport Director or an authorized representative. The application shall thereafter be presented to the County. The applicant shall submit all information and material necessary or requested by the

County, to establish the applicant's qualifications and compliance with all 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 a director or an officer of a corporation. (Ord. 92-24 (part), 1992).

Supporting Documents.

Upon request of Kittitas County, the applicant shall submit any requested supporting documents or information related to the ability for the applicant to provide historical evidence of financial competence to manage the proposed aeronautical service/s. Kittitas County shall be the sole judge of what constitutes adequate financial capacity and qualifications of the applicant to conduct the proposed activity.

Lease - Grounds for Denial.

In reviewing an application, the following terms will be considered, and may form the basis for denial of the application.

- **Not Qualified.** The applicant, for any reason, does not meet the qualifications, standards and requirements established by these **Minimum Standards**.
- **Safety Hazard.** The applicant's proposed operations or construction will create a safety hazard on the airport.
- **Airport Expenditure.** The granting of the application will require the expenditure of airport funds, labor, or materials which the County believes will exceed the benefits to the airport.
- **Availability.** There is no appropriate, adequate, or available space or building on the airport to accommodate the activities of the applicant at the time of the application.
- **Non-Compliance with Master Plan.** The proposed operation or airport development activity does not comply with the master plan of the airport.
- **Congestion.** The development or activity or use of the area requested by the applicant may result in an unreasonable deprivation or restriction of public access to competitive locations.
- **Misrepresentation.** Any applicant who submits false information, misrepresentation, or fails to make full disclosure on his application or supporting documents.
- **History of Revocation or Denial.** Any applicant who has previously had a permit revoked by an airport for noncompliance with similar contractual agreement(s) requested.
- **Defaulted Performance.** Any applicant who has materially defaulted in the performance of any lease, or other agreements, with Kittitas County.
- **Lack of Finances.** The applicant does not have the financial ability to conduct the proposed operation for a minimum period of six months.

- **Conviction of Crime.** Any applicant who has been convicted of any crime or violation of any ordinance, indicating that the applicant would not be considered a desirable operator on the airport.
- **Ecological Considerations.** If Kittitas County determines that an applicant's proposed activity shall cause a hazard to the health, safety and welfare of the citizens of Kittitas County.
- **Surety.** Inability of applicant to post performance bond or prepaid rents equal to six months' rental. (Ord. 92-24 (part), 1992).

PART B - Types of Commercial Aeronautical Operations FBO/SASO

1. Full-Service Fix Based Operator

A Fixed Based Operator (FBO) is a commercial operator engaged in the sale of products, services and the renting or subleasing of facilities as defined in these Minimum Standard and has the responsibility to enhance the reputation of Bowers Field through providing quality customer service.

The airport grants this privilege to individuals or companies that can provide evidence of sufficient financial resources to provide quality service to the public.

Services provided shall include at a minimum the following at the airfield:

Minimum Services Required

Access to a pilot lounge with bathroom facilities, flight planning access and a pilot rest area within their facility.

Provide quality customer service in assisting with rental cars and local accommodations as necessary.

Provide the sale and into-plane dispensing of aircraft fuel to include both Jet-A and 100LL, or alternative fuel along with a selection of aviation lubricants to meet current market demand.

Provide at least one metered, properly filtered Jet-A aircraft fueling vehicle capable of meeting current market demand.

Adequate ground support equipment for routine servicing of customers aircraft shall be available during normal business hours.

Properly trained line service personnel for general aviation aircraft operators, including assistance to Itinerant and transient aircraft parking.

Shall provide Aircraft maintenance on aircraft frequenting Bowers Field and specific types compatible with the services provided. The FBO can meet this requirement by

arrangement (through legal agreement) with an authorized sublease who meets the Minimum Standards of Aircraft Maintenance.

In addition to the services above, the Operator may choose to provide additional services which could include the following:

- Aircraft tie-down and storage.
- Avionics sales and service
- Flight training
- Aircraft charter and/or rental
- Pilot supplies, aircraft, aircraft parts and accessory sales.

Minimum Facility Requirements:

The operator shall construct or lease the following:

Hangar facility with no less than 3000 square feet for storage and/or aircraft repair and maintenance.

Paved aircraft parking with tie-downs

Adequate off-street parking that conforms to County Code requirements.

Sufficient space to store a fuel truck in accordance with applicable fire and building codes.

Adequate space for the safe collection and disposal of waste or other materials.

FBO Fuel Storage and Operations

The operator must use existing Airport owned above ground storage tanks for fuel storage and dispensing. The storage shall be no less than 10,000 gallons for each grade of aviation fuel sold. These tanks shall be leased from the Airport at a current fair market value for the term of the lease.

If there are inadequate fuel tanks available for lease the FBO must lease adequate land, install and maintain an on-airport aboveground fuel storage facility at the Airport, in a location consistent with the Airport master plan, Airport layout plan, or other land use plan and approved by the Airport Director and BoCC.

These tanks shall be at minimum 10,000 gallons per fuel grade with appropriate design for fueling and defueling of aircraft or supply vehicles. The operator shall also provide card-activated or other automated dispensing equipment for self-serve or after-hour use by its customers.

The FBO shall have adequate storage for waste fuel or test samples, or the capacity to recycle such fuel.

FBO shall, at its sole cost and expense, maintain their own fuel storage facility, all improvements thereon, and all appurtenances thereto, in a clean, neat, orderly, and fully functional condition consistent with good business practice and equal or better than in appearance and character to other similar improvements on the Airport.

Aircraft refueling vehicles shall be equipped with metering devices that meet regulatory measures. One refueling vehicle dispensing jet fuel shall have over-the-wing and single point aircraft servicing capability. All refueling vehicles shall be bottom loaded.

Each refueling vehicle and all fueling equipment shall be equipped and maintained to comply with all applicable regulatory measures including, without limitation, those prescribed by: State of Washington and Kittitas County Fire Code, National Fire Protection Association (NFPA) and applicable FAA Advisory Circulars.

FBO shall demonstrate that satisfactory arrangements have been made with a reputable aviation petroleum supplier/distributor for the delivery of aviation fuels in the quantities that are necessary to meet the requirements set forth herein or the reasonable demands of consumers, whichever is greater.

Prior to engaging in fueling activities at the Airport which includes transporting (or arranging for the transportation of) fuel onto the Airport, FBO shall provide the Airport Director with a written Spill Prevention, Control, and Countermeasure's plan (SPCC plan) that meets regulatory measures for above ground fuel storage facilities and FBO's activities. County provided SPCC plan template shall be completed and filed with the Airport Director at least 30 days prior to any changes in operations.

Fuel suppliers utilized by operator must have a current and executed nonexclusive revocable fuel delivery permit on file with the Airport Director.

The quality of the fuel delivered/dispensed is the responsibility of the FBO.

Fuel Records

FBO shall maintain records that identify the amount (number of gallons) of:

- (1) aviation fuel purchased by FBO (by fuel type),
- (2) delivered to FBO's fuel storage facility (by fuel type), and
- (3) delivered to FBO customer aircraft and/or dispensed by FBO at the Airport (by customer type).

Every Quarter, FBO shall provide a summary report to the Airport Director identifying the amount (number of gallons) of:

- (1) aviation fuel purchased by FBO (by fuel type),
- (2) delivered to FBO's fuel storage facility (by fuel type), and
- (3) delivered to FBO customer aircraft and/or dispensed by FBO at the Airport (by customer type). FBO shall pay the appropriate fees and charges due when invoiced (billed) by the Airport Department.

Records and meters shall be made available for review (audit) by the Airport Department or its designated representative. In the case of a discrepancy between the amount of Fuel purchased by and/or delivered to FBO and the amount of Fuel delivered to FBO customer Aircraft and/or dispensed by FBO at the Airport, FBO shall promptly pay, in cash, all additional fees and charges due the Airport Department, plus annual interest on the unpaid balance at the maximum rate allowable by law from the date originally due

Employees

FBO shall develop and maintain Standard Operating Procedures (SOP) for fueling and ground handling and shall ensure compliance with standards set forth in FAA Advisory Circular for "aircraft ground handling and servicing." The SOP shall include a training plan, fuel quality assurance procedures and associated record keeping, and emergency response procedures to fuel spills and fires. The SOP shall also address regular safety inspections, bonding, and fire protection; public protection; control of access to fuel storage facilities and refueling vehicles; and marking and labeling of fuel storage tanks and refueling vehicles. FBO's SOP shall be submitted to the Airport Director no later than 30 days before FBO commences activities at the Airport (and it shall be resubmitted anytime changes are planned).

FBO shall have at least one (1) properly trained and qualified line service technician on duty during operating hours to provide aircraft fueling, parking, and ground (line) services and support.

FBO shall have one (1) properly trained and qualified customer service representative, on duty during operating hours, to provide customer service and support. The line service technician on duty may fulfill the responsibilities of the customer service representative unless the line service technician is performing duties off premises.

FBO (or authorized sublessee – aircraft maintenance operator) shall have one (1) airframe and powerplant mechanic properly trained and qualified to provide aircraft maintenance on aircraft frequenting the Airport.

Hours of Activity:

Provide fueling and into-plane delivery of aircraft fuels 24 hours per day of which 14 hours may be “on call”. The operator shall provide card-activated or other automated dispensing equipment for self-serve or after-hour use by its customers.

Provide customer service and ground services, support, and amenities between the hours of 8:00 AM and 5:00 PM five (5) days per week with on call services on weekends and holidays. On call service must be able to report to the airfield within 60 minutes of notification of request.

Aircraft Removal Service

Recognizing that aircraft removal is the responsibility of the aircraft Owner/Operator, FBO shall be prepared to lend assistance within 60 minutes upon request by either the Airport Director or the aircraft Owner/Operator to maintain the operational readiness of the Airport. FBO shall prepare an aircraft removal plan and have the equipment readily available that is necessary to remove the aircraft frequenting the Airport.

Insurance - Fixed Base Operator Comprehensive:

- General liability insurance with minimum of \$1,000,000 combined single limit, per occurrence, including products liability and completed operations.
- Automobile liability-\$1,000,000, any auto.
- Fire, casualty, and comprehensive coverage on Lessee-owned buildings equal to the replacement cost of the buildings.
- Hangar keepers' policy equal to the total value of the aircraft in your care, control and custody.
- Pollution coverage for fueling operations and tanks equal to \$1,000,000 or state requirements, whichever is higher.

Optional FBO Services or Specialized Aviation Service Operations (SASO)

1. Flight Training

All persons conducting flight training activities shall provide:

The availability of aircraft of specific types compatible with the training proposed.

When providing on airfield ground school a customer area shall be at least 500 square feet to include adequate space for customer lounge, class/training rooms and restrooms for ground school training. This requirement will be waived for approved full-time college conducted programs in which case the classroom may be on the college campus.

A flight instructor providing on airfield flight training may offer ground school off

airport.

Properly certified instructor providing instructions sufficient to enable students to pass the FAA examinations for private pilot or above.

Continuing ability to meet certification requirements of the FAA for the flight training proposed.

Adequate facilities for storing, servicing, and repairing all its aircraft or satisfactory arrangements for such services.

Adequate public liability and property damage insurance to protect the operator and students from the legal liabilities involved.

Insurance - Flight Training

- Comprehensive general liability insurance with minimum of \$1,000,000 combined single limit coverage per occurrence.
- Automobile liability -\$1,000,000, any auto.
- Fire, casualty, and comprehensive coverage on Lessee -owned buildings equal to replacement cost of building.
- Hangar Keepers Liability if aircraft under care, custody, or control such as consignment aircraft sales, (if applicable).

2 Aircraft Charter & Air Taxi Service

Persons conducting an aircraft charter and/or air taxi service shall be required to provide:

Adequate space to facilitate a passenger lounge, restrooms, and telephone.

Adequate facilities for checking in passengers, handling ticketing or fare collections, and handling luggage.

Facilities	Square Footage
Customer Area Minimum (Lessee)	250 ft ²
Hangar	3,000 ft ²

A certified aircraft and certified operating crew shall be available upon request and with appropriate scheduling for customers. Aircraft shall be equipped and maintained as to comply with the applicable rules and regulations of the FAA.

Note, the items above do not apply to transient aircraft charter and air taxi operators during passenger pickup or drop off at the Airport.

Insurance- Aircraft Charter & Air Taxi Service

- Comprehensive general liability insurance with minimum of \$1,000,000 combined single limit coverage per occurrence.
- Automobile liability-\$1,000,000, any auto.
- Fire, casualty, and comprehensive coverage on Lessee -owned buildings equal to the replacement cost of the building.
- Hangar keepers Liability if aircraft under care, custody, or control such as consignment aircraft sales.

3 Aircraft Rental and/or Sales

Persons conducting an aircraft rental and sales activity shall provide:

Customer area shall be at least 250 square feet to include adequate space for consummating sales and/or rentals and the keeping of proper records, in connection there with, and restrooms facilities.

Hangar or apron storage space for at least one aircraft to be used for sales or rental(s).

For rental, a minimum of one (1) airworthy aircraft suitably maintained and certified, and based at the Airport.

For sales activity of a new aircraft, a sales or distributorship franchise from a recognized manufacturer of new aircraft.

Adequate facilities for servicing and repairing the aircraft or satisfactory arrangements with other operators licensed for such service and repair.

Facilities	Square Footage
Customer Area (Lessee)	250 ft ²
Hangar	3,000 ft ²

A legally certified pilot capable of demonstrating new aircraft for sale or performing pre-rental check ride flights shall be reasonably available.

Adequate stock of readily expendable spare parts or adequate arrangements for securing spare parts required for the type of aircraft and models sold.

Proper check lists and operating manuals on all aircraft rented and adequate parts catalogue and service manual on new aircraft sold.

Insurance - Aircraft Rental and/or Sales

- Comprehensive general liability insurance with minimum of \$1,000,000 combined single limit coverage per occurrence.
- Automobile liability-\$1,000,000, any auto.
- Fire, casualty, and comprehensive coverage on Lessee -owned buildings equal to the replacement cost of the building.
- Hangar keepers Liability if aircraft under care, custody, or control such as
- consignment aircraft sales.

4 Airframe and Powerplant Maintenance, and Accessories

An aircraft maintenance operator is a commercial operator engaged in providing aircraft maintenance on airframes and powerplants for aircraft other than those owned, leased, and/or operated by (and under the full and exclusive control of) the operator, in addition to selling aircraft parts, accessories, and related components, including experimental aircraft maintenance operations

All persons operating aircraft engine, airframe, and accessory maintenance facilities to the public for hire shall provide:

Operator shall provide enough personnel (including airframe and powerplant mechanics and customer service representatives) to carry out the operator’s activity in a safe, secure, efficient, courteous, prompt, and workmanlike (professional) manner while also meeting the reasonable demands of consumers for this activity.

Personnel shall be properly certificated by the FAA, current, and hold the appropriate ratings for the work being performed (As outlined in 14 CFR part 43.3).

At least one FAA-certificated airframe and power plane mechanic available during normal working hours and days.

Operator shall employ one (1) airframe and powerplant mechanic and one (1) customer service representative as employees who shall be available during required hours of activity.

An airframe and powerplant mechanic may fulfill the responsibilities of the customer service representative unless the airframe and powerplant mechanic is performing duties off-airport.

Operator shall maintain sufficient equipment and supplies to safely ensure compliance with FAR 43.13 – Performance Rules.

Customer area shall include adequate space for customer lounge, public use telephone, and restrooms as stated in the following table.

Administrative area shall be provided for employee offices, work areas, and storage and may be included in the Customer square footage allotment.

Maintenance area shall include adequate and dedicated space for employee work areas, shop areas, and storage for aircraft parts and equipment and may be included in the hangar square footage allotment as listed in the below table.

Facilities space requirements table. Refer to AC Appendix 16-FAA ADG Group Table

Facilities	Group I Piston and Turboprop Aircraft	Group II Piston and Turboprop Aircraft	Groups I and II Turbojet Aircraft
Customer Area (Lessee)	400 ft ²	400 ft ²	400 ft ²
Hangar	3,000 ft ²	3000 ft ²	4000 ft ²

Insurance - Airframe and Engine Repair and Maintenance.

- Comprehensive general liability insurance with minimum of \$1,000,000 combined single limit coverage per occurrence, including products liability and completed operations.
- Automobile liability -\$1,000,000, any auto.
- Fire, casualty, and comprehensive coverage on Lessee-owned buildings equal to the replacement cost of the buildings.
- Hangar keepers; equal to the total value of the aircraft in your care, control, and custody.

5 Avionics Sales, Repair and Service

An avionics or instrument maintenance operator is a commercial operator engaged in the business of maintenance or alteration of one or more of the items described in 14 CFR Part 145 – Repair Stations, (i.e., aircraft radios, electrical systems, or instruments).

In addition to the general requirements set forth in Article 2, each operator at the Airport shall comply with the following Minimum Standards set forth in this article.

For operators performing just benchwork (i.e., no removal and replacement services are being performed), the minimum facility requirements are indicated in the following table (excluding hangar requirements):

For operators performing services beyond benchwork (i.e., removal and replacement

services are being performed), the minimum facility requirements are as follows:

Facilities	Square Footage
Customer Area (Lessee)	250 ft ²
Maintenance Area	400 ft ²
Hangar	3,000 ft ²

Insurance Avionics Sales, Repair and Service

- Comprehensive general liability insurance with minimum of \$1,000,000 combined single limit coverage per occurrence, including products liability and completed operations.
- Automobile liability-\$1,000,000, any auto.
- Fire, casualty, and comprehensive coverage on Lessee -owned buildings equal
- to replacement cost of buildings.
- Hangar Keepers insurance equal to value of aircraft in care, control, and custody, if applicable.

6 Agricultural Spraying/Aerial Applications

Persons seeking to establish and use the Airport as an operation base for the conduct of aerial application and spraying of agricultural chemicals shall be required to satisfy to the County that:

Suitable arrangements have been made for the safe storage and containment of noxious chemical materials; poisonous or inflammable materials shall not be kept or stored near other aeronautical installations at the Airport.

The operator shall have available properly certified aircraft, suitably equipped for the agricultural operation to be undertaken.

The operator shall make suitable arrangements for servicing, repairing, storing, and parking its aircraft with adequate safeguards against spillage, on runways and taxiways, or pollution or disbursement of chemicals by wind to other operational areas on the Airport.

The operator shall provide adequate public liability insurance to protect the operator from liability in connection with such operations.

7 Air Cargo

Operators of air cargo and air freight are required to obtain a Landing Use Agreement with Bowers Field prior to commencing operations.

Air Cargo services contracted with freight forwarders or global supply chain companies located off airport are not required to provide minimum service. This includes UPS/FedEx/USPS etc.

Air Cargo service providers offering “for hire” or public air cargo service shall be required to lease office area sufficient to the receiving and processing of air cargo packages including on-site paved vehicle parking and restroom facilities for employees and customers. They must also provide, or lease, adequate space for loading and unloading of air cargo shipments from ground vehicles.

All air cargo landing fees will be calculated by the maximum landing weight of the aircraft for each cargo operation and landing reports shall be supplied to the Airport Director monthly prior to the 10th day of each month.

8 Aviation Club/Flying Club

Definition: A multi-person ownership of one or more aircraft, either partnership, co-owner or incorporated, or organized as a non-profit organization under the laws of the State of Washington, whose principal base is at the Airport. To these Minimum Standards, persons in ownership of such aircraft will be deemed an Aviation Club/Flying Club and shall be required to obtain permission from the Airport to comply with the following:

- A non-profit corporation. Each member must be a bona fide owner of the aircraft or a shareholder in the corporation.
- Furnish satisfactory evidence of liability insurance as approved by the Airport.
- The club will file a list of its members and officers, number, and type of aircraft, with the Airport Director the first business day of each January.
- The club will allow the normal use and enjoyment of the Airport by its members on a non-commercial basis.

Flying clubs operating from the Airport shall abide by and comply with all Federal, State, and local laws, ordinances, regulations, and the Rules and Regulations and Minimum Standards of the Airport.

A club under this Section shall be exempt from Minimum Standards insofar as multiple

aircraft leasing, flight instruction and maintenance of its aircraft, provided such instruction is rendered by a flight instructor who is a bona fide club member, to another bona fide club member, or such service is performed by a bona fide member technician. Maintenance shall be performed in an area approved by the Airport Director.

In the event the club fails to comply with these conditions, the Airport Director may recommend to the County any action deemed advisable, including withdrawal of the club's permission to operate, in which case, the club will be re-classified a commercial entity, subject to the minimum standards established for commercial operations.