

RIFLE GARFIELD COUNTY AIRPORT
Minimum Standards for Aeronautical Activities



MINIMUM STANDARDS

**ADOPTED BY THE GARFIELD COUNTY BOARD OF
COUNTY COMMISSIONERS**

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MEMBERS

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DEFINITIONS

As used in these Minimum Standards and Rules and Regulations, the following terms shall have the following meanings:

Abandoned Aircraft – Any aircraft that is in a condition that would render the airframe unairworthy and/or remains on the Airport in excess of three months without payment of the appropriate airport fees.

Abandoned Vehicle – Any vehicle which has remained stationary on the Airport in excess of 90 days and is in a condition that would render the vehicle undrivable, including but not limited to expired license plates, missing or flat tire, or broken window(s).

Access Apron – The area adjacent to the public use ramp that is used for access to aprons of hangars with aircraft doors perpendicular to the edge of the ramp.

Advisory Circular (“AC”) – The FAA issued advisory circulars that inform the aviation public in a systematic way of non-regulatory material.

Air Cargo – An entity that provides the carriage of property, operating under the appropriate FAR.

Air Charter – An entity that provides on-demand, non-scheduled passenger services and operates under the appropriate FAR.

Aircraft – Any contrivance, now known or hereafter invented, used, or designed for navigation of, or piloted in the air. Excluded from this definition is Uncrewed Aerial Systems (UAS).

Active Aircraft – Any piloted aircraft whose airworthiness certificate remain in effect with a current annual/conditional inspection. Any active amateur-built, kit-build with an airport with an aircraft conditional permit, any airworthy aircraft that became unairworthy and is returned to airworthiness status within twelve months of unairworthy status. Active long-term self-service maintenance and repair of an aircraft with an aircraft conditional permit.

In-Active Aircraft – Any piloted aircraft without a valid airworthiness certificate. Any amateur-built, kit-build without an airport conditional permit, any unairworthy aircraft that is not returned to active status within twelve months of unairworthy status.

Airplane Design Group (ADG) – FAA defined grouping of aircraft types as found in FAA AC 150/5300-13. ADG-I/aircraft with wingspan of less than 49 feet. ADG-III/aircraft with a wingspan of less than 118 feet.

Aircraft Maintenance – The repair, adjustment, or inspection of Aircraft. Major repairs include major alterations to the airframe, power plant, propeller, and accessories as defined in Part 43 of the Federal Aviation Regulations. Minor Repairs include normal, routine inspection with attendant maintenance, calibration, adjustment, or repair of Aircraft and accessories.

Aircraft Movement Area (AMA) – Areas of the Airport that are used for taxing, hover taxing, takeoff, and landing of Aircraft.

Air Operations Area (AOA) – The portion of the Airport enclosed by the wildlife perimeter fence and accessed through any security gate. Traditionally identified for use by Aircraft and any adjacent areas that are not separated by adequate security systems, measures, or procedures – i.e. Aircraft Movement Area, aircraft parking areas, loading ramps, and safety areas.

Aircraft Operator – Any person who is in actual physical contact of an aircraft.

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Airframe – The fuselage, booms, nacelles, cowlings, fairings, airfoil surfaces (including rotors but excluding propellers and rotating airfoils of engines), and landing gear of an aircraft and their accessories and controls.

Airport – All land within the legal boundaries of the Rifle Garfield County Airport (“RIL”).

Airport Layout Plan – The currently approved, scaled dimensional layout of the entire Airport property, indicating current proposed usage for each identifiable segment as approved by the FAA and the BOCC.

Airport Director – The person authorized by the BOCC to administer and direct the operation of the Airport and to enforce these Rules and Regulations and Minimum Standards.

Airport Operating Permit – All Operators, Users, and Tenants (with or without a formal lease) desiring to operate a motor vehicle on airport property shall obtain permission to do so through a valid Airport Operating Permit. Only an Airport Operating Permit holder may act as an authorized escort for a non-permitted party gaining access to the Airport or Air Operations Area. The Airport Operating Permit holder shall take full responsibility and liability for all actions by the escorted party while on the Airport or in the Air Operations Area.

Annual Airport Operating Permits – Are valid from January 1 through December 31 of each year or for any portion of that year. All Airport Operating Permits expire at the end of the allotted time frame and revalidation of the permit is required.

Apron – The paved area between taxi lane and the aircraft hangar door. Primarily for short term parking and maintenance of aircraft. This is normally used only by the hangar occupants.

ARFF – Non-FAA Part 139, RIL certified Aircraft Rescue and Fire Fighting. Includes primary responders from Colorado River Fire Protection District that may or may not have specific aircraft and/or airfield training.

Auto Wrecking Yard – Any place where two or more vehicles not in running condition, or parts thereof, are stored in the open and are not being restored to operation, or any land, building or structure used for wrecking or storing of such motor vehicles or farm machinery, or parts thereof, stored in the open and not being restored to operating condition; and including the commercial salvaging of any other goods, articles, or merchandise.

Autonomous Aerial Vehicle – Any and all types of aircraft without any human pilot, crew, or passengers on board.

BOCC – Board of County Commissioners of Garfield County, the entity with statutory responsibility for the operation, maintenance, and financial control of the Airport.

Commercial Aeronautical Activity – Any aspect of an aeronautical activity that involves, makes possible or relates to the operation of Aircraft, the purpose of such activity being to secure income, earnings, compensation, barter, exchange, or profit, whether or not such objective is accomplished.

Commercial Operator – All Operators, Users, and Tenants identified by the Airport Director that conduct Commercial Aeronautical and/or Commercial Non-Aeronautical activity on airport property.

Commercial Vehicle Operator – A person or company that transports goods or people not directly employed by the Commercial Vehicle Operator to and from the airport. This includes common carriers, contract carriers, private carriers, courtesy vehicles, and transportation network companies.

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Common Use Space – Space used jointly with other Operators, Users, and Tenants. This space includes, but is not limited to, roadways, vehicle access corridors, taxi lanes, ramp access points, and hangar fronts.

Derelict – Something voluntarily abandoned on the Airport.

Developer – Individual or company responsible for obtaining all necessary building and/or construction permits from the appropriate authorities for development, construction, and alterations projects at the Airport.

Entity – A firm, corporation, partnership, LLC unincorporated proprietorship, association, group, joint venture, governmental entity, or any other entity whatsoever.

Escort – To accompany and supervise at all times any individual who does not have unescorted access authority to the Air Operations Area in a manner sufficient to take action should the individual engage or attempt to engage in activities contrary to these Rules and Regulations. While under escort, the person or authorized entities personnel providing the escort are liable for damages, fees, and/or fines of the escorted person and/or vehicles operated by the escorted person.

FAA – The Federal Aviation Administration of the United States Department of Transportation.

FAR – Federal Aviation Regulations, codified to Title 14 Code of Federal Regulations.

Fire Chief – The Colorado River Fire Protection District Fire Chief or designee.

Fixed Based Operator (“FBO”) – Provides aviation services as outlined in Part III Section (1) of the Minimum Standards.

Ground Transportation (“GT”) – Any commercial, courtesy, corporate, transportation network company (“TNC”) and/or private vehicle used with the intent of transporting individuals to or from the Airport. Includes all motor vehicles.

Hazardous Liquids – Hazardous liquids are identified in the most current emergency response guidebook for dangerous goods and hazardous materials.

Improvements – All buildings, structures, facilities, and accommodations, (including but not limited to pavement, fencing, signs, landscaping, walkways, and vehicle parking areas, aircraft ramps and aprons) constructed, installed, or placed on, under or above Airport property. Plans and specifications for all improvements made by Operators must be approved by the BOCC for conformity with codes and standards.

Large Aircraft – Aircraft of 10,000 pounds or more, maximum certificated landing weight.

Lessee – The person(s) or entity holding a lease from the BOCC for a lot within the boundaries of RIL.

Long Term Vehicle Parking – Any vehicle the Airport Director determines has an operational need to remain stationary on the Airport in excess of 90 days.

Minimum Standards – Qualifications established for the Minimum Standards for aeronautical activities as adopted, and amended from time to time, by the BOCC as the minimum requirements to be met as a condition for the right to conduct Aeronautical Activity on the Airport.

Motor Vehicle (“Vehicle”) – Any device which is capable of moving or being moved, from place to place upon wheels; does not include any device moved by muscular power or designed to move primarily through the air.

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Motor Vehicle Operator – Any person who is in actual physical control of a motor vehicle.

Non-Commercial Aeronautical Activity – An aeronautical Operator that does not offer or provide commercial products, services, or facilities or engages in any commercial activities.

Operator – An entity that provides any one of the services listed under Part III Sections (1) through (13) of the Minimum Standards.

Park – The standing of a vehicle or aircraft, whether occupied or not, other than very briefly for the purpose of, and while actually engaged in, loading, or unloading of property or passengers.

Person – An individual.

Personnel – Any person who is an owner or employee of an Operator or who is contractually obligated to render services to or on behalf of an Operator.

Premises or Business Premises – The area under control of the Operator where permitted activity is conducted, including ground space and improvements.

Principals – All directors and officers of a corporation and stockholders owning more than ten percent (10%) share; all general and limited partners of a partnership, an LLP, and an LLP's; managing "manager(s)" or managing "member(s)" of an LLC; managers of an LPA; owner of an individual proprietorship.

Ramp – The paved operational area (other than runways, taxiways, and taxi lanes) that is available for public use for aircraft parking, staging, maneuvering, loading, and unloading of passengers.

Ramp Taxiway – A defined path delineated by a yellow center line painted on a ramp. Designed to meet safe aircraft taxiing clearance criteria as established in FAA Advisory Circular 150-5300-13.

Recreational Vehicle – A motor home, travel or camping trailer, boat, van, or truck camper with or without self-motive power, designed for temporary human habitation.

Repair Facility – A facility utilized for the repair of aircraft to include airframe, power plant, propeller, radios, instruments, and accessories, operated in accordance with pertinent FAA regulations.

Rules and Regulations – The "Rifle Garfield County Airport Rules and Regulations" adopted by the BOCC, as amended from time to time, to protect the public health, safety, interest, and welfare of the Airport and the citizens of Garfield County, as amended from time to time.

Run-up – Aircraft engine operation above normal idle power for the purposes other than initiating taxi.

Runway "Incursion" – As intended at the Rifle Garfield County Airport "non-towered" airport, is an incident where an unauthorized aircraft, vehicle, persons, or wildlife enters the active runway. This adversely affects runway safety, as it creates the potential risk that an authorized aircraft taking off or landing at RIL will collide with the object.

Signs – Any object or device containing letters, figures, and/or other means of communication or part thereof, situated outdoors or indoors, of which the effect produced is to advertise, announce, communicate, identify, declare, demonstrate, direct, display, and/or instruct potential Users of a use, product, and/or service.

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Specialized Aviation Service Operation (SASO) – An aeronautical business that offers a single or limited service. Examples of these specialized services may include aircraft flying clubs, flight training, aircraft, airframe, and power plant repair/maintenance, aircraft charter, air taxi or air ambulance, aircraft sales, avionics, instrument or propeller services, or other specialized commercial flight support business.

Tailgating/Piggybacking – To circumvent, attempt to circumvent and/or exploit the Air Operations Area gate access system by means of closely following and/or driving near the rear of another vehicle entering any Air Operations Area gate and/or entering or attempting to enter any Air Operations Area gate opened by another vehicle regardless of the position of that vehicle.

Taxi Lane – Paved lanes connecting ramps and taxiways to hangar aprons.

Taxiway – Paved areas used by aircraft to get to and from ramps, taxi lanes, and the runway. RIL has two distinct taxiways: A/Alpha and B/Bravo taxiways.

Tenant – A person or entity who occupies or rents property on the Airport, or who conducts business operations of any kind upon the Airport premises, regardless of whether there exists a written agreement with the BOCC. Includes sub-tenant.

Through-the-Fence Operation – An arrangement that the airport sponsor may at times enter into to permit access to the public landing area by independent Operators offering an aeronautical activity or access to aircraft based on land adjacent to, but no part of, the airport.

Tie-Down/Tie-Down Area – The area, paved or unpaved, suitable for parking and mooring of aircraft throughout which tie-down points have been located.

Unescorted access Authority – The authority granted by the Airport Director, by means of an Airport Operating Permit, to Operators, Users, and Tenants, to gain entry to and be present on airport property without an escort.

User – Any person, personnel, or entity that uses the Airport facilities, services, or supplies.

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PART I – INTRODUCTION, PURPOSE & DEFINITIONS

INTRODUCTION

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

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

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

This document is promulgated under the authority granted by Colorado Revised Statutes (2023), 41-4-106 which specifically grants the County power to “provide rules and regulations governing the use of such airport and facilities.”

AIRPORT DIRECTOR RESPONSIBILITIES AND AUTHORITY

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

PURPOSE

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

SEVERABILITY CLAUSE

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

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

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SUBORDINATION

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

VARIANCE OR EXEMPTION

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

HOLD HARMLESS

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

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PART II – GENERAL REQUIREMENTS AND STANDARDS

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

These general requirements cover the following categories for all applicants: 1) a written agreement with the BOCC; 2) ground space, facilities, and accommodations; 3) development, construction and alterations; 4) utilities; 5) maintenance; 6) licenses and certifications; 7) personnel; 8) aircraft leaseback, sublease, or other aircraft operating agreements; 9) security plan; 10) environmental; 11) fueling and ground handling standard operating procedures; 12) insurance; 13) motor vehicles on Airport; 14) prohibited activities; and 15) fees. Refer to Part III Sections (1) through (9) of these Minimum Standards for specific personnel, insurance, etc. requirements.

WRITTEN AGREEMENT WITH BOCC

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

GROUND SPACE, FACILITIES AND ACCOMMODATIONS

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

The leased Premises shall include:

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

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DEVELOPMENT, CONSTRUCTION & ALTERATIONS

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

This includes compliance with object free areas, setbacks, building separations, access requirements, and fire code compliance.

UTILITIES

Unless otherwise provided for in a written lease agreement, the Operator shall be responsible for all utility improvements and recurring expenses necessary to conduct operations on their leasehold.

MAINTENANCE

Unless otherwise provided for in a written lease agreement, the Operator shall be responsible for maintenance of all interior space, landscape areas, and snow and trash removal from the premises.

Operator shall maintain the Leased Premises (including all related and associated appurtenances, facilities, and equipment) in a neat, safe, and orderly condition. Vegetation and weed management shall be kept under twelve (12) inches on leased premises. Vegetation and/or weeds in excess of twenty-four (24) inches, as identified by the Airport Director, shall trigger a notice from the Airport office to the Operator of the violation of this standard. Vegetation and/or weeds remaining on the leased premises two weeks after violation notice was mailed may be cleared to Airport staff and billed at the current Airport labor rate.

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

LICENSES AND CERTIFICATIONS

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

PERSONNEL

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

AIRCRAFT LEASEBACK, SUBLEASE, OR OTHER AIRCRAFT OPERATING AGREEMENTS

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

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SECURITY PLAN

Operator shall develop and maintain a Security Plan designating a responsible person for the coordination of all security communications and procedures. Operator is solely responsible for implementation of and compliance with Operator's Security Plan.

ENVIRONMENTAL

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

FUELING AND GROUND HANDLING STANDARD OPERATING PROCEDURES

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

INSURANCE

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

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

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

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

Aircraft Liability Insurance. On an "occurrence" basis, including products and completed operations, property damage, bodily injury on owned and non-owned aircraft.

Automobile Liability. Coverage in the amount specified for the operator's activity to cover bodily injury and property damage.

Hangar Keepers Liability. Coverage for damage to or destruction of the aircraft of others while in the insured's custody for storage, repair, or safekeeping while in or on the insured's premises.

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Pollution Legal Liability and Remediation. Coverage for liability, remediation and/or Errors & Omissions applicable to above ground fuel storage tanks, mobile refueling vehicles, fueling and/or refueling operations, amounts specified by Users' operation. This policy shall include coverage for bodily injury, property damage, personal injury, and environmental site restoration, including fines and penalties in accordance with applicable EPA or State regulations.

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

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

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

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

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

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

Self-insurance retentions, if requested, shall be declared to and approved by the BOCC. The BOCC may require the Self-insured to purchase coverage with lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

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

MOTOR VEHICLES ON AIRPORT

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

PROHIBITED ACTIVITIES

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

FEES

The Operator shall pay the standard fees established by the BOCC. Such fees are listed in the Airport's Rules & Regulations Section 1200 for each specific Aeronautical Activity defined in Part III of these Minimum Standards. Any non-aeronautical activity, i.e. a concession, conducted on the Operator's Premises shall be subject to the Rules and Regulations and the standard rates, charges, and/or fees set by the BOCC. The BOCC may adjust the standard rates, charges, and/or fees from time to time.

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

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

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

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

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

GROUND SPACE, FACILITIES AND ACCOMMODATIONS

The minimum ground space required for a fixed based operation shall be 170,000 square feet and improvements shall comprise at least 50% of the Premises.

A minimum of 65,000 square feet of hangar facilities and 3,600 square feet of office space to provide required level of service to include:

One Airplane Design Group III aircraft heated hangar with a minimum of 30,000 square feet of floor space shall be provided for Aircraft storage.

One aircraft hangar with a minimum of 20,000 square feet of floor space shall be provided for Aircraft storage.

One heated hangar with a minimum of 15,000 square feet of floor space shall be provided that meets requirements for Aircraft airframe and engine repair activities and any permitted Commercial Aeronautical Activity may be performed. FBO shall provide suitable inside and outside maintenance storage space for Airplane Design Group III Aircraft before and after repair maintenance have been accomplished. Hangar doors shall be able to accommodate aircraft tail height of at least twenty-eight (28) feet. Minimum maintenance floor space of 15,000 square feet may be combined into a larger hangar, however maintenance floor space cannot be displaced for storage of aircraft to include guaranteed aircraft storage space.

The office space shall include a minimum of 3,600 square feet shall be allocated and utilized for use by staff and persons utilizing the airport. Office space shall be conveniently located for easy AOA identification, have heated and air-conditioned lounge and/or waiting rooms, restrooms for passengers and crews, which shall be maintained in a clean and sanitary manner. The office space may be attached to any hangar or be a standalone facility. Office space area cannot be used to meet minimum hangar floor space requirements.

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

SCOPE OF SERVICE
GENERAL

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

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

In regard to line service activities, FBO shall provide adequate tie-down facilities and equipment, including ropes, chains and other types of restraining devices and wheel chocks; adequate loading, unloading, and

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towing equipment to safely and efficiently move Aircraft as necessary; and proper equipment for repairing and inflating Aircraft tires, servicing oleo struts, changing oil, washing Aircraft and Aircraft windows, and recharging discharged Aircraft batteries and starters.

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

Crew-Cars – FBO shall provide a minimum of two courtesy transportation vehicles for daily use to transient pilots. These vehicles must be in good working order, in good repair, with legal tread depth tires, and properly insured for their intended use.

Personnel – FBO shall employ sufficient personnel who are appropriately rated for the work being performed for each authorized (required and optional) activities.

FBO shall have at least one dedicated and qualified Customer Service Representative in the office at all times during required operating office business hours.

FBO shall have at least one dedicated and qualified Line Service Technician on site at all times during required operating line service hours.

(Refer to Part III Section (1) for required and optional approved activities)

Regular Operating Hours – FBO shall have its Premises open and services available to meet the public demand for each required activity as follows:

Office: Seven (7) days a week, at least ten (10) consecutive hours per day.

Line Service: Seven (7) days a week, at least twelve (12) consecutive hours per day.

Other Services: in accordance with Sections (2 - 8) for other services.

After Hours – Line Service: on call twenty-four (24) hours a day, seven (7) days a week.

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

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

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

REQUIRED ACTIVITIES

Customer Service Representative – employees who interact with customers, line service technicians, catering, and ground transportation to process orders and provide other products and services offered at the airport.

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

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

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

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

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

OPTIONAL ACTIVITIES

FBO shall provide at least two (2) of the optional activities, listed below.

Air Charter – Refer to Part III Section (6).

Aircraft Rental – Refer to Part III Section (7).

Aircraft Sales – Refer to Part III Section (6).

Aircraft Service – Refer to Part III Section (2).

Avionics Shop – Refer to Part III Section (3).

Flight Training – Refer to Part III Section (5).

Ground Transportation – Car Rental and other ground transportation services.

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

Insurance – Aircraft Insurance agency.

Specialized Aeronautical Activities – Refer to Part III Section (8).

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

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FEES

Operator shall pay the fees established by the BOCC. Such fees are listed in the Airport's Rules & Regulations Section 1200.

INSURANCE

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

1. **Aircraft Liability Insurance:** On an "occurrence" basis, including products and completed operations, property damage, bodily injury with limits no less than **\$25,000,000 per occurrence**, including owned and non-owned aircraft coverage.
2. **Commercial General Liability (CGL), AKA Comprehensive Public Liability and property damage (premises):** Covering CGL on an "occurrence" basis, including products and completed operations for aircraft repair service, property damage, bodily injury, and personal & advertising injury with limits no less than **\$10,000,000 per occurrence**.
3. **Automobile Liability:** With limit no less than **\$1,000,000 per accident** for bodily injury and property damage.
4. **Workers' Compensation** insurance as required by the State of Colorado.
5. **Hangar Keepers Liability:** with a limit not less than **\$2,000,000** combined single limit per occurrence and **\$2,000,000 aggregate**.
6. **Real Property Insurance:** Legal liability coverage on all real property on leasehold, including improvements and betterments owned by the FBO. No less than \$10,000,000 or the replacement value of all improvements on the leased premises whichever is more. The BOCC shall be named as additional insured as a loss payee. FBO shall also provide property insurance on all personal property and betterments and improvements contained within or on the leased premises at coverage levels they deem appropriate.
7. **Pollution Legal Liability and Remediation** and/or Errors & Omissions applicable to above ground fuel storage tanks, mobile refueling vehicles, fueling and or refueling operations with a limit no less than **\$2,000,000 per claim** or occurrence and **\$2,000,000 aggregate** per policy period of one year. This policy shall include coverage for bodily injury, property damage, personal injury, and environmental site restoration, including fines and penalties in accordance with applicable EPA or State regulations.
8. **Non-owned Auto Insurance:** Recommended, not required. Cover the liability costs if an FBO employee OR contractor(s) is in an accident while operating their personal vehicle inside the airport AOA.
9. **Interruption of Business Insurance:** Recommended, not required. FBO may, at its sole cost and expense, maintain business interruption insurance by which the minimum monthly rent will be paid to Airport for a period of up to one (1) year if the premises are destroyed or rendered inaccessible by a risk insured against by a policy of standard fire, weather and or other extended coverage insurance causes, with vandalism and malicious mischief endorsements.

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

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

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

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

GROUND SPACE, FACILITIES AND ACCOMMODATIONS

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

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

SCOPE OF SERVICE

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

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

Regular Operating Hours – Operator shall have its services available to meet public demand for this category of service at least eight (8) hours per day, five (5) days each week.

Personnel – Operator shall employ a sufficient number of personnel who are appropriately rated by the FAA for the work being performed and who hold Airframe, Power Plant, and Aircraft Inspector ("A & P") ratings. Operator shall have an employee on site or on call at all times during regular operating hours. Personnel that are on call shall respond to a call for service request and be on site within two hours during regular operating hours. There is no required response time of service after regular operating hours. Requests for service from the FBO mechanic shall be made directly to the FBO mechanic to customer service representative.

FEES

Operator shall pay the fees established by the BOCC. Such fees are listed in the Airport's Rules & Regulations Section 1200.

INSURANCE COVERAGE

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

1. **Aircraft Liability Insurance:** On an "occurrence" basis, including products and completed operations, property damage, bodily injury with limits no less than **\$5,000,000 per occurrence**, including owned and non-owned aircraft coverage.
2. **Commercial General Liability (CGL), AKA Comprehensive Public Liability and property damage (premises):** Covering CGL on an "occurrence" basis, including products and completed operations for aircraft repair service, property damage, bodily injury, and personal & advertising injury with limits no less than **\$1,000,000 per occurrence**.

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3. **Automobile Liability:** With limit no less than **\$500,000 per accident** for bodily injury and property damage.

4. **Workers' Compensation** insurance as required by the State of Colorado.

5. **Hangar Keepers Liability:** with a limit not less than **\$1,000,000** combined single limit per occurrence and **\$1,000,000** aggregate.

6. **Real Property Insurance:** Legal liability coverage on all real property on leasehold, including improvements and betterments owned by the SASO. No less than \$1,000,000 or the replacement value of all improvements on the leased premises whichever is more. The BOCC shall be named as additional insured as a loss payee. SASO shall also provide property insurance on all personal property and betterments and improvements contained within or on the leased premises at coverage levels they deem appropriate.

7. **Non-owned Auto Insurance:** Recommended, not required. Cover the liability costs if a SASO employee OR contractor(s) is in an accident while operating their personal vehicle inside the airport AOA.

8. **Interruption of Business Insurance:** Recommended, not required. SASO may, at its sole cost and expense, maintain business interruption insurance by which the minimum monthly rent will be paid to Airport for a period of up to one (1) year if the premises are destroyed or rendered inaccessible by a risk insured against by a policy of standard fire, weather and or other extended coverage insurance causes, with vandalism and malicious mischief endorsements.

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

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

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

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

GROUND SPACE, FACILITIES AND ACCOMMODATIONS

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

SCOPE OF SERVICE

Licenses & Certifications – Operator shall have Repair personnel that are currently and properly certified by the FAA with ratings appropriate to the work being performed.

Regular Operating Hours – Operator shall have its services available to meet public demand for this category of service at least eight (8) hours per day, five (5) days each week.

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

FEES

Operator shall pay the fees established by the BOCC. Such fees are listed in the Airport's Rules & Regulations Section 1200.

INSURANCE COVERAGE

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

1. **Aircraft Liability Insurance:** On an “occurrence” basis, including products and completed operations, property damage, bodily injury with limits no less than **\$5,000,000 per occurrence**, including owned and non-owned aircraft coverage.
2. **Commercial General Liability (CGL), AKA Comprehensive Public Liability and property damage (premises):** Covering CGL on an “occurrence” basis, including products and completed operations for aircraft repair service, property damage, bodily injury, and personal & advertising injury with limits no less than **\$1,000,000 per occurrence**.
3. **Automobile Liability:** With limit no less than **\$500,000 per accident** for bodily injury and property damage.
4. **Workers' Compensation** insurance as required by the State of Colorado.
5. **Hangar Keepers Liability:** with a limit not less than **\$1,000,000** combined single limit per occurrence and **\$1,000,000 aggregate**.

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6. Real Property Insurance: Legal liability coverage on all real property on leasehold, including improvements and betterments owned by the SASO. No less than \$1,000,000 or the replacement value of all improvements on the leased premises whichever is more. The BOCC shall be named as additional insured as a loss payee. SASO shall also provide property insurance on all personal property and betterments and improvements contained within or on the leased premises at coverage levels they deem appropriate.

7. Non-owned Auto Insurance: Recommended, not required. Cover the liability costs if a SASO employee OR contractor(s) is in an accident while operating their personal vehicle inside the airport AOA.

8. Interruption of Business Insurance: Recommended, not required. SASO may, at its sole cost and expense, maintain business interruption insurance by which the minimum monthly rent will be paid to Airport for a period of up to one (1) year if the premises are destroyed or rendered inaccessible by a risk insured against by a policy of standard fire, weather and or other extended coverage insurance causes, with vandalism and malicious mischief endorsements.

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

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

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

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

GROUND SPACE, FACILITIES AND ACCOMMODATIONS

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

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

SCOPE OF SERVICE

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

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

Regular Operating Hours – Operator shall have its Premises open and services available to meet the public demand for this category of service at least eight (8) hours per day, five (5) days each week.

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

FEES

Operator shall pay the fees established by the BOCC. Such fees are listed in the Airport's Rules & Regulations Section 1200.

INSURANCE COVERAGE

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

1. **Aircraft Liability Insurance:** On an "occurrence" basis, including products and completed operations, property damage, bodily injury with limits no less than **\$1,000,000 per occurrence**, including owned and non-owned aircraft, passenger bodily injury, minimum \$100,000 each person.
2. **Commercial General Liability (CGL), AKA Comprehensive Public Liability and property damage (premises):** Covering CGL on an "occurrence" basis, property damage, bodily injury, and personal & advertising injury with limits no less than **\$1,000,000 per occurrence**.
3. **Automobile Liability:** With limit no less than **\$200,000 per accident** for bodily injury and property damage.
4. **Workers' Compensation** insurance as required by the State of Colorado.
5. **Hangar Keepers Liability:** with a limit not less than **\$1,000,000** combined single limit per occurrence and **\$1,000,000** aggregate, if needed.

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6. Real Property Insurance: Legal liability coverage on all real property on leasehold, including improvements and betterments owned by the SASO. No less than \$1,000,000 or the replacement value of all improvements on the leased premises whichever is more. The BOCC shall be named as additional insured as a loss payee. SASO shall also provide property insurance on all personal property and betterments and improvements contained within or on the leased premises at coverage levels they deem appropriate.

7. Products and Completed Operations Liability for Sale of Aircraft: \$1,000,000 per occurrence.

8. Non-owned Auto Insurance: Recommended, not required. Cover the liability costs if a SASO employee OR guest is in an accident while operating their personal vehicle inside the airport AOA.

9. Interruption of Business Insurance: Recommended, not required. SASO may, at its sole cost and expense, maintain business interruption insurance by which the minimum monthly rent will be paid to Airport for a period of up to one (1) year if the premises are destroyed or rendered inaccessible by a risk insured against by a policy of standard fire, weather and or other extended coverage insurance causes, with vandalism and malicious mischief endorsements.

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

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

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

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

SCOPE OF ACTIVITY

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

LEASED PREMISES

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

OWNERSHIP STRUCTURE

Commercial hangar operation may be accomplished by an individual or any business entity allowed under Colorado law.

If a common interest community form of development is requested to be approved by the BOCC, the requirements set forth in Ownership Structure section of Part III Section (11) shall apply.

FEES

Operator shall pay the fees established by the BOCC. Such fees are listed in the Airport's Rules & Regulations Section 1200.

INSURANCE COVERAGE

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

1. **Commercial General Liability (CGL), AKA Comprehensive Public Liability and property damage (premises):** Covering CGL on an "occurrence" basis, property damage, bodily injury, and personal & advertising injury with limits no less than **\$1,000,000 per occurrence**.
2. **Automobile Liability:** With limit no less than **\$100,000 per accident** for bodily injury and property damage.
3. **Workers' Compensation** insurance as required by the State of Colorado.
4. **Hangar Keepers Liability:** with a limit not less than **\$1,000,000** combined single limit per occurrence and **\$1,000,000** aggregate.

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5. **Real Property Insurance:** Legal liability coverage on all real property on leasehold, including improvements and betterments owned by the SASO. No less than \$1,000,000 or the replacement value of all improvements on the leased premises whichever is more. The BOCC shall be named as additional insured as a loss payee. SASO shall also provide property insurance on all personal property and betterments and improvements contained within or on the leased premises at coverage levels they deem appropriate.

6. **Non-owned Auto Insurance:** Recommended, not required. Cover the liability costs if a SASO employee OR contractor(s) is in an accident while operating their personal vehicle inside the airport AOA.

7. **Interruption of Business Insurance:** Recommended, not required. SASO may, at its sole cost and expense, maintain business interruption insurance by which the minimum monthly rent will be paid to Airport for a period of up to one (1) year if the premises are destroyed or rendered inaccessible by a risk insured against by a policy of standard fire, weather and or other extended coverage insurance causes, with vandalism and malicious mischief endorsements.

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

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

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

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

GROUND SPACE, FACILITIES AND ACCOMMODATIONS

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

SCOPE OF SERVICE

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

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

Regular Operating Hours – Operator shall have its services available to meet public demand for this category of service at least eight (8) hours per day, five (5) days each week.

Personnel – Operator shall have in its employ a sufficient number of qualified Commercial or Airline Transport rated pilots. Operator shall provide at least one employee on site or on call at all times during regular operating hours with response time within 2 hours.

FEES

Operator shall pay the fees established by the BOCC. Such fees are listed in the Airport's Rules and Regulations Section 1200.

INSURANCE COVERAGE

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

1. **Aircraft Liability Insurance:** On an "occurrence" basis, including products and completed operations, property damage, bodily injury with limits no less than **\$25,000,000 per occurrence**, including owned and non-owned aircraft and passenger bodily injury coverage.
2. **Commercial General Liability (CGL), AKA Comprehensive Public Liability and property damage (premises):** Covering CGL on an "occurrence" basis, including products and completed operations for aircraft repair service, property damage, bodily injury, and personal & advertising injury with limits no less than **\$2,000,000 per occurrence**.
3. **Automobile Liability:** With limit no less than **\$500,000 per accident** for bodily injury and property damage.

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4. **Workers' Compensation** insurance as required by the State of Colorado.

5. **Hangar Keepers Liability:** with a limit not less than **\$1,000,000** combined single limit per occurrence and **\$1,000,000** aggregate, as required.

6. **Real Property Insurance:** Legal liability coverage on all real property on leasehold, including improvements and betterments owned by the SASO. No less than \$1,000,000 or the replacement value of all improvements on the leased premises whichever is more. The BOCC shall be named as additional insured as a loss payee. SASO shall also provide property insurance on all personal property and betterments and improvements contained within or on the leased premises at coverage levels they deem appropriate.

7. **Non-owned Auto Insurance:** Recommended, not required. Cover the liability costs if a SASO employee OR contractor(s) is in an accident while operating their personal vehicle inside the airport AOA.

8. **Interruption of Business Insurance:** Recommended, not required. SASO may, at its sole cost and expense, maintain business interruption insurance by which the minimum monthly rent will be paid to Airport for a period of up to one (1) year if the premises are destroyed or rendered inaccessible by a risk insured against by a policy of standard fire, weather and or other extended coverage insurance causes, with vandalism and malicious mischief endorsements.

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

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

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

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

GROUND SPACE, FACILITIES AND ACCOMMODATIONS

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

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

SCOPE OF SERVICE

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

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

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

Regular Operating Hours – Operator shall have its Premises open and services available to meet the public demand for this category of service at least eight (8) hours per day, six (6) days each week.

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

FEES

Operator shall pay the fees established by the BOCC. Such fees are listed in the Airport's Rules and Regulations Section 1200.

INSURANCE COVERAGE

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

1. **Aircraft Liability Insurance:** On an "occurrence" basis, including products and completed operations, property damage, bodily injury with limits no less than **\$25,000,000 per occurrence**, including owned and non-owned aircraft coverage.
2. **Commercial General Liability (CGL), AKA Comprehensive Public Liability and property damage (premises):** Covering CGL on an "occurrence" basis, including products and completed operations for

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aircraft repair service, property damage, bodily injury, and personal & advertising injury with limits no less than **\$5,000,000 per occurrence**.

3. **Automobile Liability:** With limit no less than **\$100,000 per accident** for bodily injury and property damage.

4. **Workers' Compensation** insurance as required by the State of Colorado.

5. **Hangar Keepers Liability:** with a limit not less than **\$1,000,000** combined single limit per occurrence and **\$1,000,000** aggregate, as required.

6. **Real Property Insurance:** Legal liability coverage on all real property on leasehold, including improvements and betterments owned by the SASO. No less than \$1,000,000 or the replacement value of all improvements on the leased premises whichever is more. The BOCC shall be named as additional insured as a loss payee. SASO shall also provide property insurance on all personal property and betterments and improvements contained within or on the leased premises at coverage levels they deem appropriate.

7. **Non-owned Auto Insurance:** Recommended, not required. Cover the liability costs if an FBO employee OR contractor(s) is in an accident while operating their personal vehicle inside the airport AOA.

8. **Interruption of Business Insurance:** Recommended, not required. SASO may, at its sole cost and expense, maintain business interruption insurance by which the minimum monthly rent will be paid to Airport for a period of up to one (1) year if the premises are destroyed or rendered inaccessible by a risk insured against by a policy of standard fire, weather and or other extended coverage insurance causes, with vandalism and malicious mischief endorsements.

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

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

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

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

GROUND SPACE, FACILITIES AND ACCOMMODATIONS

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

SCOPE OF SERVICE

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

Operating Hours – Operator shall have its Premises open and services available to meet the public demand for this category of service at least eight (8) hours per day, six (6) days each week.

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

FEES

Operator shall pay the fees established by the BOCC. Such fees are listed in the Airport’s Rules & Regulations Section 1200.

INSURANCE COVERAGE

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

1. **Aircraft Liability Insurance:** On an “occurrence” basis, including products and completed operations, property damage, bodily injury with limits no less than **\$2,000,000 per occurrence**, including owned and non-owned aircraft and bodily injury coverage.
2. **Commercial General Liability (CGL), AKA Comprehensive Public Liability and property damage (premises):** Covering CGL on an “occurrence” basis, including products and completed operations for aircraft repair service, property damage, bodily injury, and personal & advertising injury with limits no less than **\$1,000,000 per occurrence**.
3. **Automobile Liability:** With limit no less than **\$100,000 per accident** for bodily injury and property damage.
4. **Workers’ Compensation** insurance as required by the State of Colorado.
5. **Hangar Keepers Liability:** with a limit not less than **\$1,000,000** combined single limit per occurrence and **\$1,000,000** aggregate, as required.
6. **Real Property Insurance:** Legal liability coverage on all real property on leasehold, including improvements and betterments owned by the SASO. No less than \$1,000,000 or the replacement value of all improvements on the leased premises whichever is more. The BOCC shall be named as additional

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insured as a loss payee. SASO shall also provide property insurance on all personal property and betterments and improvements contained within or on the leased premises at coverage levels they deem appropriate.

7. **Non-owned Auto Insurance:** Recommended, not required. Cover the liability costs if a SASO employee OR contractor(s) is in an accident while operating their personal vehicle inside the airport AOA.

8. **Interruption of Business Insurance:** Recommended, not required. SASO may, at its sole cost and expense, maintain business interruption insurance by which the minimum monthly rent will be paid to Airport for a period of up to one (1) year if the premises are destroyed or rendered inaccessible by a risk insured against by a policy of standard fire, weather and or other extended coverage insurance causes, with vandalism and malicious mischief endorsements.

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

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

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

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

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

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

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

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

GROUND SPACE, FACILITIES AND ACCOMMODATIONS

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

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

SCOPE OF SERVICE

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

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

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

FEES

Operator shall pay the fees established by the BOCC. Such fees are listed in the Airport’s Rules & Regulations Section 1200.

INSURANCE COVERAGE

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

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1. **Aircraft Liability Insurance:** On an “occurrence” basis, including products and completed operations, property damage, bodily injury with limits no less than **\$5,000,000 per occurrence**, including owned and non-owned aircraft and bodily injury coverage, as needed.
2. **Commercial General Liability (CGL), AKA Comprehensive Public Liability and property damage (premises):** Covering CGL on an “occurrence” basis, including products and completed operations for aircraft repair service, property damage, bodily injury, and personal & advertising injury with limits no less than **\$1,000,000 per occurrence**.
3. **Automobile Liability:** With limit no less than **\$100,000 per accident** for bodily injury and property damage.
4. **Workers’ Compensation** insurance as required by the State of Colorado.
5. **Hangar Keepers Liability:** with a limit not less than **\$1,000,000** combined single limit per occurrence and **\$1,000,000** aggregate, as required.
6. **Real Property Insurance:** Legal liability coverage on all real property on leasehold, including improvements and betterments owned by the SASO. No less than \$1,000,000 or the replacement value of all improvements on the leased premises whichever is more. The BOCC shall be named as additional insured as a loss payee. SASO shall also provide property insurance on all personal property and betterments and improvements contained within or on the leased premises at coverage levels they deem appropriate.
7. **Products and Completed Operations Liability for Sale of Aircraft:** \$1,000,000 per occurrence, as needed.
8. **Non-owned Auto Insurance:** Recommended, not required. Cover the liability costs if a SASO employee OR contractor(s) is in an accident while operating their personal vehicle inside the airport AOA.
9. **Interruption of Business Insurance:** Recommended, not required. SASO may, at its sole cost and expense, maintain business interruption insurance by which the minimum monthly rent will be paid to Airport for a period of up to one (1) year if the premises are destroyed or rendered inaccessible by a risk insured against by a policy of standard fire, weather and or other extended coverage insurance causes, with vandalism and malicious mischief endorsements.

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

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

An Operator in this classification offers a combination of Aeronautical Activities as defined under Part III, Sections (2) through (9). As a condition of the right to engage in any combination of activities, the Minimum Standards relevant to all of them shall be met, unless otherwise noted below.

**GROUND SPACE, FACILITIES
AND ACCOMMODATIONS**

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

SCOPE OF SERVICE

Operator shall provide the equipment and services required to meet the minimum standards as described in the General Requirements under Part II and the Specific Requirements described under Part III Sections (2) through (9) for each Aeronautical Activity the Operator conducts.

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

Operator shall have in its employ, on duty and on site or on call during the appropriate regular operating hours, trained personnel in such numbers as are required to meet the minimum standards for each Aeronautical Activity. Multiple primary responsibilities may not be assigned to one employee to meet personnel requirements for each Aeronautical Activity being performed.

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

FEES

Operator shall pay the fees established by the BOCC. Such fees are listed in the Airport's Rules & Regulations Section 1200.

INSURANCE COVERAGE

Operator shall provide insurance coverage in an amount equal to the highest coverage amount required by individual Aeronautical Activities in Part III Sections (2) through (9).

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

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

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

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

SCOPE OF ACTIVITY

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

LEASED PREMISES

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

OWNERSHIP STRUCTURE

Private/Non-Commercial hangar operation may be accomplished by an individual or any business entity allowed under Colorado law.

A common interest community form of development at the airport must be approved by the BOCC. If approved, operation must be by means of an unincorporated non-profit Association or an incorporated Association of members/unit owners. Incorporated and unincorporated Associations are limited as follows:

1. The Lessee/Developer shall be responsible for recording a written assignment document in the real estate records of the Garfield County Clerk and Recorder's Office and for providing written notice to the BOCC, through the Airport Director, of any assignment to an Association. Such notice shall include proof that a non-profit unincorporated Association has delivered to the Colorado Secretary of State a "Statement Appointing an Agent Authorized to Receive Service of Process", in accordance with Section 7-30-105, C.R.S., as amended.
2. Initial membership/unit ownership in the Association shall be declared to the Airport. The Airport shall also be promptly notified of changes in ownership, changes in voting rights, and the identity of sub-lessees of unit owners, if any. Sub-lessees shall be approved in accordance with the terms of the Lease.
3. One person, either an officer of the Association or a member of a management entity hired by the Association, if any, shall be appointed by the Association to represent the Association with the Airport and the BOCC. Such person shall be authorized to appear before the BOCC and execute contracts and other documents of legal effect as to the interest in Airport property held by the Association. If the Association is unincorporated, all members/unit owners must execute documents of legal effect, unless the non-profit Association has filed a "Statement of Authority as to Real Property", in accordance with Section 7-30-1-5, C.R.S., as amended.
4. Association members/unit owners shall be jointly and severally liable to the Airport and the BOCC for the Association's compliance with these Minimum Standards and the Lease and Operating Agreement and any other contractual obligations between the association and the BOCC.
5. In accordance with a valid Lease and Operating Agreement, the Association may request of the BOCC to become an assignee/lessee of the land lease as joint and several with the Lessee/Developer and any other assignable contractual agreements with the BOCC. As part of a written request for assignment and to be included as an "Operator/Lessee" under these Minimum Standards for Association must provide the following:
 - a. The information detailed in paragraphs 1 through 4 above;

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- b. That the Association is formed and functioning, in accordance with its own Articles of Incorporation and/or By Laws as appropriate to the business entity, with an elected Board of Directors;
 - c. Proof of insurance has been provided that shows compliance with the Lease and these Minimum Standards;
 - d. If there is an intent to transfer/sell the Association units, the Lessee/Developer must apply for a common interest community subdivision review and approval under the Garfield County Land Use and Development Code. If approved, Lessee/Developer may complete the project in phases, but the common interest community plat must be updated to final and recorded as phases are completed before any units are transferred/sold;
 - e. Any common interest community unit transfer deeds issued shall reference for common interest community unit only, there is no fee simple to the underlying land and when land lease expires for any reason, all unit ownership and any subleases also expire, there are no continuing rights of ownership or possession;
 - f. The Association shall appoint one official point of contact from the Association to the airport. That point of contact shall be granted all authority to enforce the terms of the lease against HOA members/unit owners;
 - g. The Association shall agree to maintain compliance with all Airport primary guiding documents (FAA, Minimum Standards, Rules and Regulations);
 - h. Joint and several member/unit owner responsibilities for the individual member/owner and all other association member compliance with terms of the lease and other contractual requirements;
 - i. Evidence of a reserve fund of adequate size to cover HOA member/unit owner's non-compliance with lease requirements, such as, but not limited to, rent, maintenance, past due fees, damage, repairs, common expense, airport fees, compliance deposit;
 - j. Annual update of owners/transfer of units;
 - k. Any other information deemed necessary by the Airport Director or the BOCC to decide whether to grant the request for assignment;
 - l. No request to become sole Operator/Lessee will be reviewed by the BOCC until, a Certificate of Occupancy as proof of full build out of the complete development plan on the lease parcel, including all proposed phases approved by the BOCC as part of the Lease, and proof of transfer of title to all improvements, limited and common elements from current lessee/Developer to the Association by means of documents recorded with the Garfield County Clerk and Recorder has been provided to the BOCC.
6. The Association shall make its facilities available on not unjustly discriminatory terms and in accordance with the BOCC's obligations under its obligations to the FAA and other applicable laws. The Association shall not purport to grant, not shall it be granted any exclusive right to the use of the airport by any person providing or intending to provide aeronautical services to the public.
7. All Association policies and procedures, membership agreements, operating agreements, and leases or subleases shall be subject to BOCC review to ensure compliance with the provisions of these Minimum Standards.

FEES

Operator shall pay the fees established by the BOCC. Such fees are listed in the Airport's Rules & Regulations Section 1200.

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INSURANCE COVERAGE

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

1. **Commercial General Liability (CGL), AKA Comprehensive Public Liability and property damage (premises):** Covering CGL on an “occurrence” basis, including products and completed operations for aircraft repair service, property damage, bodily injury, and personal & advertising injury with limits no less than **\$1,000,000 per occurrence**.
2. **Automobile Liability:** With limit no less than **\$100,000 per accident** for bodily injury and property damage.
3. **Workers’ Compensation** insurance as required by the State of Colorado.
4. **Hangar Keepers Liability:** with a limit not less than **\$1,000,000** combined single limit per occurrence and **\$1,000,000** aggregate, as required.
5. **Real Property Insurance:** Legal liability coverage on all real property on leasehold, including improvements and betterments owned by the Hangar Operator. No less than \$1,000,000 or the replacement value of all improvements on the leased premises whichever is more. The BOCC shall be named as additional insured as a loss payee. Hangar Operator shall also provide property insurance on all personal property and betterments and improvements contained within or on the leased premises at coverage levels they deem appropriate.

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

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

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PART III SECTION (12) – SPECIFIC REQUIREMENTS FOR
MOBILE, OFF AIRPORT AERONAUTICAL, AND NON-AERONAUTICAL USERS, ENTITIES,
AND/OR BUSINESSES OPERATING AT THE AIRPORT INSIDE THE AOA

A. Part III Section (12) Mobile, off airport aeronautical, and non-aeronautical Users, entities, and/or businesses operating at the Airport in the AOA:

1. The Operator shall provide certificates of insurance coverage in an amount equal to the highest coverage amount required for the individual aeronautical and/or non-aeronautical activities being performed as if based at the Airport.
2. Insurance certificates shall name BOCC as additional insured.

B. Commercial Vehicle Operator that operates in the airport AOA.

1. Commercial passenger vehicles under 16 persons, \$1,500,000 liability coverage.
2. Commercial passenger vehicles under 16+ persons, \$5,000,000 liability coverage.

C. Private Vehicle Operator that accesses the Airport AOA.

1. \$25,000 for bodily injury or death to any one person in an accident
2. \$50,000 for bodily injury or death to all persons in any one accident; and
3. \$100,000 for property damage in any one accident.

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PART III SECTION (13) – SPECIFIC REQUIREMENTS FOR
SELF-SERVICE/SELF-FUELING

A. Self-Service/Self-Fueling

1. General liability insurance of not less than \$1,000,000 per occurrence for fixed fuel farm activities, to include fire and extended coverage on Permittee's personal property, fixtures and equipment located on the self-fueling leasehold in an amount equal to the full replacement value thereof.
2. General liability insurance of not less than \$2,000,000 per occurrence for mobile fueling vehicle with or without fixed fuel farm. To include fire and extended coverage on Permittee's personal property, fixtures, and equipment located on the self-fueling leasehold in an amount equal to the full replacement value thereof.
3. Pollution Legal Liability and Remediation and/or Errors & Omissions applicable to above ground fuel storage tanks, mobile refueling vehicles, fueling and/or refueling operations with a limit no less than \$2,000,000 per claim or occurrence and \$2,000,000 aggregate per policy period of one year. This policy shall include coverage for bodily injury, property damage, personal injury, and environmental site restoration, including fines and penalties in accordance with applicable EPA or State regulations.
4. Automobile Liability: With limit no less than \$2,000,000 per accident for bodily injury and property damage.

B. Self-Insured Retentions

Self-insured retentions must be declared to and approved by the BOCC. The BOCC may require the Self-insured to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

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PART IV - APPLICATION CONTENTS AND HEARING PROCESS

APPLICATION

Application to engage in Aeronautical Activities at the Airport shall follow Airport Development Guide Part VI Application Procedures. The application must demonstrate compliance with all of Part II, General Requirements, and the relevant specific requirements under Part III, and must contain the following, as defined below.

FEES

1. Pay the appropriate non-refundable application fee.

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

INSURANCE & OTHER INFORMATION

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

HEARING ON APPLICATION

1. Upon receipt of an application and submittal of any non-refundable application, the Airport Director reviews the application and completes a staff report on behalf of the BOCC for compliance.
2. Upon completion of staff report a finding of compliance by the Airport Director, a public hearing shall be scheduled for the BOCC's consideration of the application. The hearing shall be scheduled during a regular meeting of the BOCC. Notification of the time and place of the hearing shall be published at least one time in the BOCC designated publication(s) **not less than seven (7) days before the hearing date.**
3. No public hearing shall be conducted unless an authorized representative of the applicant is present.
4. At the time of the public hearing, the BOCC shall hear all evidence for and against the application. After due deliberation the BOCC shall either take the application under advisement until a future public hearing date or render a decision approving or disapproving the application.
5. In consideration of the application, the BOCC may deny the application based on one or more of the following:
 - a. Not qualified. The applicant does not meet the qualifications, standards, or requirements established by these Minimum Standards.
 - b. Safety Hazards. The applicant's proposed operation or construction would create a safety hazard at the Airport.
 - c. County Expenditure. The approval of the application would require the BOCC to expend unavailable County funds, labor, or materials in connection with the operation.
 - d. Location Unavailability. There is no appropriate, adequate available ground space or improvement(s) at the Airport to accommodate the applicant's operation.

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- e. Non-compliance with Airport Layout/Master Plan. The proposed operation, development, or construction does not comply with the Airport's Layout or Master Plan.
- f. Congestion. The development or use of the area requested will result in depriving existing Airport Operators of portions of the area(s) in which they are conducting operations; will result in a congestion of general operating areas or improvements; will result in undue interference with operations at the Airport regarding Aircraft traffic or service; or will restrict access to any Airport area.
- g. Misrepresentation. Any party applying for, or having an interest in the business, has supplied the BOCC with false information, has misrepresented a material fact in the application or in supporting documents, or has failed to make full disclosure on the application or in supporting documents.
- h. History of Violations. Any party applying for, or having an interest in the business, has a record of violating these Minimum Standards and/or Rules and Regulations, Federal or State rules and regulations, or the rules and regulations of any other airport.
- i. Defaulted Performance. Any party applying for, or having an interest in the business, has defaulted in the performance of any other agreement with the BOCC or another Airport or public agency.
- j. Poor Credit Report. Any party applying for, or having an interest in the business, has a credit report which contains derogatory information, or otherwise does not appear to be a person of satisfactory business responsibility or reputation.
- k. Lack of Finances. Applicant has not demonstrated financial capability to initiate operations, construct improvements, and/or provide working capital to conduct the proposed Aeronautical Activity(s).
- l. Undesirable Reputation. Any party applying for or having an interest in the business has been convicted of any crime or violation of any law of such a nature that it indicates to the BOCC that the applicant would not be a desirable Operator on the Airport.