



Kittitas County Airport - Bowers Field
Minimum Standards
&
Development Standards
2021



This Page Intentionally Left Blank

TABLE OF CONTENTS

Definitions/Acronyms	6
Section 1 – Rules and Regulations	
1. Airport Activities	9
2. Risk and Responsibility	9
3. Obligation of User	9
4. Recognition of these Rules and Regulations	9
5. Public Usage	9
6. Common Use Areas	9
7. Responsible Use	10
8. Ground Vehicle Movements	10
9. Vehicle Parking	10
10. Special Events	10
11. Smoking	11
12. Pedestrians & Pets	11
13. Solicitations & Advertisements	11
14. Remedy of Injunction	11
15. Aircraft Cleaning	11
16. Fire Safety	11
17. Storage and Transportation of Flammable Materials	12
18. Snow Removal	12
19. Waste, Recycling, and Debris	12
20. Changing of Oil	12
21. Private Fuel Storage & Dispensing	13
22. Aircraft Movement	13
23. Parking	14
24. Security and Unauthorized Access	14
25. No Firearms or Hunting	15
Section 2 – Minimum Standards	
Part A – Introduction of Minimum Standards	17
Policy and Intent of these Minimum Standards	17
Management and Authority	17
1. Airport Management & Ownership	17
2. Management Authority	17
Waiver of Provisions	18
Airport Sponsor Responsibilities of Federally Obligated Airports	18
General Aeronautical Operations	19
1. Airport & Runway Closures	19
2. Aircraft Accidents & Incidents	19
3. Rights of Inspection	20
4. Promote the Airport	20
5. Airport Complaints	20
6. Non-Discrimination	20

7. Use of Facilities	
Application to Bowers Field – Kittitas County Airport	20
1. Applications	21
2. Minimum Application Information	21
3. Supporting Documents	21
4. Lease – Preparation	22
5. Lease – Grounds for Denial	22
Insurance Requirements	23
1. Fixed Base Operator Comprehensive	23
2. Stand Alone/Affiliated Operator	23
3. Independent Operator	24
4. Aircraft Charter, Rental and/or Sales	24
5. Flight Training	24
6. Avionics Sales, Repair and Service	24
Part B – Types of Commercial Aeronautical Operations FBO	25
Fixed Base Operator	25
1. Minimum Services Required	25
2. FBO Fueling Reports	26
Flight Training	26
Aircraft Charter & Air Taxi Service	27
Aircraft Rental & Sales	27
Aircraft Engine, Airframe, Parts Sales & Maintenance	28
Agricultural Spraying/Aerial Applications	29
Air Cargo	29
Aviation Club/Flying Club	30
Section 3 – Development Standards	
Policy and Intent of these Development Standards	33
General Provisions	33
Paved Areas	33
1. Aircraft Parking & Storage	33
2. Vehicle Parking & Sidewalks	33
3. Wash Racks	34
Hangars, Buildings, and Structures	34
1. Location, Setbacks, and Heights	34
2. Utilities	34
3. Access	35
4. Materials & Finishes	35
5. Structural Requirements	35
6. Outside Lighting	36
Signs, Antennas, Poles, Screening, and Satellite Dishes	36
Outdoor Storage and Temporary Structures	36
1. Temporary Structures	36
2. Outdoor Storage	37
3. Waste, Recycling, & Debris	37

Construction Review, Documentation, Permitting, and Inspections	37
1. Pre-design Coordination	37
2. Pre-building Application Approval Process	37
3. Pre-construction Review & Approval	38
4. Construction Fees & Permitting	38
5. Construction Inspection & Safety	38
Section 4 – Enforcement and Appeal Process	
Enforcement	41
Appeal Process	41
	41

DEFINITIONS / ACRONYMS

ADA – The Americans with Disabilities Act of 1990 that prohibits discrimination against individuals with disabilities in employment, housing, education, and access to public services.

AIRFIELD – The areas of the airport that support the movement of aircraft including the aprons, taxiways/taxilanes, and runways.

AIRPORT – The Kittitas County Airport – Bowers Field

AIRPORT DIRECTOR – The person hired by Kittitas County to manage the administrative and operational responsibilities of the airport.

AIRPORT MASTER PLAN – The current adopted master plan for the airport, including the Airport Layout Plan (ALP).

AIRPORT SPONSOR – Is a term used for the owner of the airport (Kittitas County).

AOA – The Airport Operations Area is the area within the airport’s fence that is used for the movement of aircraft.

APRON (or RAMP) – The parts of the airport where aircraft are parked, loaded and unloaded, fueled, enplaned and deplaned.

COUNTY – Kittitas County, the airport owner/sponsor of Bowers Field.

FAA – Federal Aviation Administration

FAR – Federal Aviation Regulation

FBO – Fixed Base Operator

FINAL PLANS – Site and/or construction plans, and specifications submitted to the Airport Director and the County’s Planning and Development Department for plan approval and permits.

LANDSCAPING – The design and maintenance of land area incorporating sustainable fauna and natural materials to create an aesthetic appeal to the airport.

LESSEE – A “Person” as defined in this document, who occupies or uses the property owned by another under a lease agreement.

MINIMUM STANDARDS – The airport’s minimum standards for aeronautical service providers as currently written and as amended from time-to-time.

NEPA – The National Environmental Policy Act, a United States federal statute that sets forth a policy of environmental protection, and a protocol by which all federal agencies in their respective jurisdictions make environmental protection part of their decision-making process.

OBJECT FREE AREA (OFA) – An area on the ground centered on a runway, taxiway, or taxilane centerline provided to enhance the safety of aircraft operations by having the area free of objects, except for objects that need to be located in the OFA for air navigation or aircraft maneuvering purposes.

PART 77 – Title 14 of the Code of Federal Regulations (CFR) Part 77, also known as Federal Aviation Regulation (FAR) Part 77, which establishes standards and notification requirements for objects affecting navigable airspace. These standards and requirements enable the FAA to evaluate the effect of proposed construction or alteration on operating procedures, determine the potential hazardous effect of proposed construction or alterations on air navigation, to identify mitigation measures to enhance safe air navigation, and chart new man-made or natural objects.

PERMANENT CONSTRUCTION – Structural or ground facilities constructed with the intent of providing service during the term of the lease agreement, with use of materials and methods of construction that will maintain their appearance and functionality. Modular, trailer, storage sheds, and other maintenance structures are not considered as permanent construction.

PERSON – Any individual, firm, entity, association, organization, partnership, joint venture, business trust, corporation, or company.

PRELIMINARY PLANS – Plans submitted to the Airport Director or Kittitas County for initial approval prior to the detailed planning and design. Preliminary plans may include, but are not limited to, site plans, plot plans, building plans and specifications, building elevation and floor plans, lighting or landscape plans, and parking plans.

SASO – Specialized Aviation Services Operator typically provide a single, specialized service, rather than general services such as aircraft fueling or maintenance. A SASO shall be a person who provides one of the following services (except where otherwise noted) for profit available to the public on the Airport.

SCREENING – Privacy fencing, plant material, masonry walls or other materials of sufficient height to obscure the view of an area from the street or adjacent properties.

TAXILANE – A path used for aircraft towing or taxiing at low speeds, often between aircraft parking aprons and hangars.

TAXIWAY - A path that connects the airport's runways to the apron areas.

TENANT – A “Person” as defined in this document, who holds or possesses real property; commonly an individual or organization who occupies and uses the property of another under a lease, although such an individual or organization is technically a lessee, not a tenant.

SECTION 1 – RULES & REGULATIONS

1. Airport Activities

All activities or business on the Airport shall be conducted in conformity with these Rules and Regulations, amendments, supplements, changes, and additions hereto which may hereafter be adopted by Kittitas County.

2. Risk and Responsibility

All persons shall use this Airport at their own risk. Kittitas County assumes no responsibility for injury or damage to persons or property stored on or using the Airport facilities by reason of fire, theft, vandalism, collision or acts of nature, nor does it assume any liability by reason of injury to persons while on or using the Airport or its facilities.

3. Obligation of User

The use of the Airport, or any of its facilities, in any manner shall create an obligation on the part of the user thereof to abide by or obey all the regulations herein provided.

4. Recognition of these Rules and Regulations

All persons licensed to do business on or conducting operations of any kind on the Airport shall keep a current copy of these Rules and Regulations in its office or place of business and make it visually available to all persons. Further, it shall be the responsibility of each "operator" to fully acquaint his/her clients and/or employees with these Rules and Regulations. Failure to abide by these Rules and Regulations will be grounds for expulsion from and denial of further use of the Airport and/or its facilities subject to review by Kittitas County Airport.

5. Public Usage

The Airport shall be open for public use at all times, subject to regulation or restriction due to weather, conditions of the landing area, the presentation of special events and like causes as may be determined by the Airport/Executive Director, and revocation of the right to use for violation of these Rules and Regulations as herein provided.

6. Common Use Areas

The following are designated as common use areas: Landing areas, markers, lights, and other visual aids for aircraft guidance; electronic communication equipment and structures or mechanisms having a similar purpose for guiding, disseminating or controlling aircraft; together with such aprons, ramps and aircraft parking areas shall be held for use, in common, by all persons flying or operating aircraft on the Airport. These areas shall be kept clear unless specifically assigned by the Airport Director. No person shall use any common use area for parking, storing, repairing, servicing, or fueling aircraft or for any purpose other than flying and operating aircraft unless prior consent or authorization has been obtained from the Airport Director. Common use areas are subject to change.

7. Responsible Use

The Airport may, at any time, take such action as may be deemed necessary in order to safeguard the public or property on the Airport. Any person causing damage of any kind to the Airport, or any fixtures thereof, shall be liable for such damage, to the Airport.

8. Ground Vehicle Movements

For the purpose of these regulations, vehicles shall be defined as all conveyances, except aircraft, used on the ground to transport persons, cargo, or equipment. All vehicles shall be operated on the Airport in accordance with the following general rules, except when given special instructions by the Airport Director or in cases of emergency involving danger to life or property.

All vehicles shall be driven at a safe and reasonable speed, not to exceed 20 mph, unless otherwise posted, and utilize hazard lights.

Vehicles transitioning from the west apron T-Hangar area to the East apron must exit the west gate and re-enter the airfield at the east gate. No unauthorized vehicle traffic should cross the apron area between the T-Hangars and the fuel island.

All vehicles are to remain within the aprons and taxilanes and are not to be driven on the airport's taxiways or runways, unless equipped with appropriate signage, hazard lights or rotating amber beacon, with Unicom radio communication, and with prior permission from the Airport Director.

All vehicles are to give-way to aircraft and emergency vehicles. Aircraft have the right-of-way, at all times, followed by emergency vehicles.

No unregistered, or uninsured vehicle, or unlicensed driver shall operate on the Airport.

9. Vehicle Parking

All motor vehicles shall be parked in designated vehicle parking areas or adjacent to their leased hangars. Tenants of T-hangars may park their vehicle in their unit for the duration of time that the aircraft is absent.

Vehicles shall be parked in a manner as to not penetrate the object free area of a taxilane/taxiway, or in an area that may impact aircraft movements.

No long-term storage of vehicles at the Airport. Unauthorized or abandoned vehicles may be towed and impounded at the owner's expense.

Airport tenants are responsible for vehicle parking of their clients, visitors, and employees within their leased areas.

Persons parking vehicles on the Airport do so at their own risk and further agree that their vehicles may be entered and/or moved by airport personnel when it becomes necessary for airport maintenance, emergencies, or standard airport operations (snow removal, mowing, etc.).

10. Special Events

Special events such as air shows, air races, fly-ins, sky diving and all events requiring the general use of the Airport shall be held only upon prior approval of the Airport Director and on such dates, in such areas and upon such terms and conditions as shall be specified by the Airport Director.

11. Smoking

No smoking is permitted in within the AOA or within hangars. Outside the AOA, smoking is not permitted within a distance of 25 feet of public places or places of employment, in accordance with RCW 70.160.075.

12. Pedestrians & Pets

No person shall enter the airport's taxiways or runways without prior permission from the Airport Director. All persons shall give way to aircraft and shall not impact aircraft operations.

13. Solicitations & Advertisements

No person shall solicit funds for any purpose on the Airport without permission of the Airport Director.

No person shall post, distribute, or display signs, advertisements, circulars, printed or written matter at the Airport without the prior approval of the Airport Director, and only in such a manner as prescribed, except within leased buildings.

14. Remedy of Injunction

In addition to all other rights and remedies provided in these Rules and Regulations, the County shall have any and all other remedies at law or in equity, including the equitable remedy of injunction, to enforce these Rules and Regulations.

15. Aircraft Cleaning

No person shall use flammable or volatile materials in the cleaning of aircraft, vehicles, equipment, or accessories, unless such cleaning operations are conducted in open areas as designated or in a room specifically set aside for this purpose. Said room must be equipped with adequate, readily accessible fire extinguishing apparatus.

16. Fire Safety

No personnel shall conduct any open flame operations in any hangar, or building, or part thereof unless specifically authorized by the Airport Director. This shall also include electric heater elements when fuel vapors are present.

17. Storage and Transportation of Flammable Materials

No persons shall keep or store any flammable materials on the Airport or in any building on the Airport except in the following manner:

- In proper receptacles installed in the aircraft.
- In rooms and areas approved by the Airport.
- In the case of lubricating oils in T-hangars, the maximum amount is one case of one-quart cans or its equivalent.
- Bulk fuels and other flammable materials must be transported into the Airport in tank trucks or other acceptable containers approved by the fire underwriter's code.

18. Snow Removal

Unless otherwise agreed to by the Airport Director, snow removal within leased areas is the responsibility of the lessee. Snow removal operations by Airport Personnel will be in accordance with the Airport's Snow Removal Plan with the highest priority of maintaining the runways and taxiways.

It is the responsibility of the lessee to perform snow removal within their leased vehicle parking areas and associated public sidewalks.

Any chemicals used for deicing and anti-icing within the AOA must be safe and non-corrosive to aircraft and be coordinated and approved by the Airport Director prior to use.

19. Waste, Recycling, and Debris

Tenants are responsible for the disposal of waste, recycling, or other debris within their leased areas.

Receptacles shall be secured and located within a tenant's leased area.

No burning or dumping of waste materials is permitted within Airport property.

Lessees shall provide suitable receptacles with covers for the storage of oil, waste oil, contaminated/soiled rags, or other rubbish.

20. Changing of Oil

Persons changing oil in aircraft engines shall be responsible for the disposition of the waste oil. Because of ecology and contamination, no oil will be disposed of on the Airport in any manner other than containers or methods approved by the Airport Director.

No person under the influence of liquor or narcotic drugs shall operate a motor vehicle or aircraft of any kind on the Airport. Violators will be subject to citation and/or arrest by law enforcement authorities.

No person shall commit any disorderly, obscene or indecent act or commit a nuisance on the Airport. Violators will be subject to citation and/or arrest by law enforcement authorities.

All Pets must be under the custody and control of the owner and shall remain leashed at all times.

21. Private Fuel Storage & Dispensing

Private fuel brought onto and dispensed at the Airport may be subject to fuel flowage fees, assessed by the County. All fuel deliveries, including fuel brought onto the airport by the lessee shall be reported to the Airport Director.

No fueling operations (fueling or defueling) shall be conducted in any building on the Airport. No fueling equipment or storage containers shall be stored in any building.

Unless authorized through special fueling procedures approved by the County, no aircraft shall be fueled or defueled when:

- One or more engines is/are running; or
- Avionics or electrical equipment is in the "on" mode for general aviation (GA) aircraft.

During fueling or defueling, the aircraft and dispensing apparatus shall be grounded to a point or points of zero electrical potential or bonded with fuel vehicle.

Fueling hoses and equipment shall be maintained in a safe, non-leaking condition, adequately marked/labeled, and all dispensed fuel will be pre-filtered.

All fueling operations will comply with current National Fire Protection Association (NFPA) regulations and any other applicable law or regulation.

All fixed point and mobile aviation fuel storage/dispensing systems are required to have adequate fuel spill prevention features and containment capabilities, supported with an approved fuel Spill Prevention Countermeasures and Control Plan (SPCC).

Fuel spill cleanup is the responsibility of the fueling operator. Fueling operators are required to develop a fuel spill cleanup plan within the SPCC, which minimizes the possibility of ignition of spilled flammable fuel and prevents the introduction of fuels into the storm water or sewer systems. Cleanup plans shall include an adequate supply of approved absorbent materials and non-spark equipment to handle fuel spills.

22. Aircraft Movement

No aircraft shall be taxied or towed outside the Airport Operations Area (AOA) without prior approval of the Airport Director. Aircraft that are trailered for routine ground transport are excluded from this requirement, although these operations are subject to

all applicable airport rules and traffic ordinances.

Aircraft will be taxied or moved with caution not to exceed 20 m.p.h. or as posted while in the AOA.

Aircraft not equipped with wheel brakes must have wing-walkers when taxiing in the area of buildings or other aircraft.

Any person who operates an aircraft in a reckless or erratic manner resulting in damage to individuals or property will be held financially liable.

23. Parking

Aircraft will be parked in those areas and spaces designated by the Airport Director and under the following conditions:

Each operator and tenant shall be responsible for the orderly parking of aircraft and for the cleanliness of the area he/she uses.

Each aircraft owner will be responsible for the aircraft's security of tie-down and all mechanisms of fastening.

Owners/Operators of transient aircraft located on the airport for extended stays (greater than seven consecutive days) are required to establish a parking agreement with the airport.

It will be the individual's responsibility to coordinate tie-down assignments and any applicable fees with the airport's designated agent, normally the ASP.

It will be the responsibility of the aircraft's operator to contain any oil or fuel leakage of a parked aircraft. Repairs of any damage resulting from failure to observe proper containment of such leaks shall be made at the expense of the aircraft owner and in accordance with Local, State and Federal laws, rules and regulations.

No aircraft shall be left unattended on the Airport unless properly secured or within a hangar. Owners of such aircraft shall be held responsible for any damage resulting from failure to comply with this rule.

24. Security & Unauthorized Access

Any suspicious activities within the airport property shall be reported via 911 to Public Safety and then to the Airport Director.

Tenants shall not give their vehicle gate access card to others to use, nor should they provide the pedestrian gate access code. Lessees shall return their gate access card to the Airport Director at the end of their lease or following the sale or transfer of their hangar.

Any damages to the Airport’s security fencing or gates shall be reported to the Airport Director.

Tenants shall prevent unauthorized access through gates following behind an approved vehicle, commonly known as “piggy-backing”. It is recommended that vehicles stop after entering a gate, to wait and ensure the gate closes securely behind them without the access of another vehicle.

25. No Firearms or Hunting

No persons shall hunt for game nor unlawfully carry firearms, explosives, or incendiary materials, or discharge any firearm or other explosive on Airport property except authorized law enforcement officers and members of the armed forces of the United States, on official duty.

POSSESSION EXCEPTION:

- A. Airport staff or contractors for the purposes of animal/wildlife control.
- B. Persons with a conceal carry permit or in compliance of open carry laws of Washington State.
- C. Persons transporting hunting weapons, or maintaining weapons in aircraft survival kits, or those persons lawfully permitted to carry firearms.

For activities involving firearms, such as rifle/pistol clubs and trap/skeet ranges, the requirements, restrictions, and conditions shall be set forth in a lease/use agreement between the Airport and an official representing the activity.

SECTION 2 – MINIMUM STANDARDS

PART A – Introduction of Minimum Standards

1. POLICY AND INTENT OF THESE MINIMUM STANDARDS

Kittitas County (“County”), as the airport sponsor of Bowers Field (“Airport”), has adopted these Minimum Standards to provide guidance to commercial aeronautical service providers operating on the Airport. The Minimum Standards has been developed in accordance with *FAA Advisory Circular 150/5190-7 – Minimum Standards for Commercial Aeronautical Activities*.

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

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

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

2. MANAGEMENT AND AUTHORITY

Airport Management & Ownership

Kittitas County Airport – Bowers Field is owned and operated by Kittitas County with an Airport Director who reports directly to the County Commissioners. The Airport Director and/or designee is responsible for overseeing the daily operations and maintenance of the Airport, while ensuring it is compliant with FAA rules and regulations.

Management Authority

Kittitas County Board of County Commissioners upon hiring the Airport Director gives the following authority: the Airport Director is vested with the authority for the operation, and regulation of Bowers Field to include construction, improvement, maintenance, and equipment. The Board of County Commissioners also grants full authority to the Airport Director to adopt and amend all needed rules, regulations and ordinances for the management and use of Bowers Field per Kittitas County regulations as approved by the Board of County Commissioners. The Airport Director also has the right to fully enforce federal, state and local rules and regulations governing airport operations in maintaining a safe aviation environment, including the authority to take such action as may be necessary to safeguard the public in attendance at the Airport.

3. WAIVER OF PROVISIONS

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

During a declaration of war or national emergency the County shall have the right to lease the Airport, or the landing area, or any part thereof to the United States Government for military use. In such an event, the County may, in its discretion, waive any or all portion of these Minimum Standards. Additionally, depending on the need of the United States Government, the County may restrict general aviation operations as needed, for the safety of persons and aircraft.

4. AIRPORT SPONSOR RESPONSIBILITIES OF FEDERALLY OBLIGATED AIRPORTS

The rights and responsibilities of the sponsors and users of federally obligated public-use airports are based on Federal law. In exchange for Federal airport development assistance (including the transfer of Federal property for airport purposes), airport sponsors make binding commitments to assure that the public's interest in civil aviation will be served. An airport sponsor's responsibilities are commonly referred to as its federal grant obligations or grant assurances.

The Federal Aviation Administration (FAA) has a statutory mandate to ensure that airport owners comply with their grant obligations. FAA Order 5190.6B, Airport Compliance Manual, issued September 30, 2009, generally provides the policies and procedures to be followed by the FAA in carrying out this duty.

The FAA Airport Compliance Program is designed to ensure the availability of a national system of safe, properly maintained, public-use airports operated in a manner consistent with the airport owners' Federal obligations and the public's investment in civil aviation. The Airport Compliance Program does not control or direct the operation of airports; rather, it monitors the administration of the valuable rights pledged by airport sponsors to the people of the United States in exchange for monetary grants and donations of Federal property to ensure that the public interest is being served.

Federally obligated airport sponsors are required to operate airports for the use and benefit of aeronautical users and to make those airports available to all types, kinds, and classes of aeronautical activities on fair and reasonable terms, and without unjust discrimination.

The following minimum standards are designed with the FAA grant assurances and compliance mandate in mind.

5. GENERAL AERONAUTICAL OPERATIONS

Airport & Runway Closures

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

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

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

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

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

Aircraft Accidents & Incidents

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

Persons involved in an aircraft accident/incident occurring on the Airport shall make a full report thereof as required by Federal Aviation Regulations (FARs) and the National Transportation Safety Board (NTSB) and ensure a copy is provided to the Airport Director.

- A. In case of crash or fire, anyone observing the incident should contact the 911, who will coordinate and dispatch emergency response including:
 - 1. Airport Operations and local emergency response, if appropriate.
 - 2. Airport Operations will alert the Airport/Executive Director or staff on duty.
- B. All individuals are to remain clear of any emergency for their personal safety, the safety of others and to not become an obstacle to emergency crews.

Rights of Inspection

To the extent necessary to protect the rights and interests of the County or to investigate compliance with the terms of these Rules and Regulations, the County shall have the right to inspect during reasonable times, all premises, structures, or improvements, equipment, licenses, registrations, and all aircraft's air worthiness. The inspection of the premises will be made when possible, in the presence of the Lessee or Owner.

Promote the Airport

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

Airport Complaints

All complaints against any aeronautical service provider for violation of these Rules shall be submitted to the Airport Director in writing, signed by the party submitting the complaint and shall specify dates, times and witnesses, if any.

Non-Discrimination

The aeronautical service provider shall furnish all services or sales authorized or licensed by the County on a fair, equal, and not unjustly discriminatory basis to all users thereof and shall charge fair, reasonable, and not unjustly discriminatory prices for each unit or service; provided that the base operator may make reasonable and non-discriminatory discounts, rebates, or other similar types of price reductions to volume purchasers, if permitted by law.

Use of Facilities

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

Nothing contained in these Rules and Regulations shall be construed as requiring the County to maintain, repair, restore, or replace any structure, improvement, or facility, which is substantially damaged or destroyed due to an act of nature or other condition

or circumstance beyond the control of the County.

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

6. Application to Bowers Field – Kittitas County Airport

Applications.

Applications for leases of ground and/or facilities, concession agreements, airport use agreement or other operating agreement to conduct any commercial business or aeronautical activity shall be made to the County or an authorized representative. The application shall thereafter be presented to the County. The applicant shall submit all information and material necessary or requested by the County, to establish the applicant's qualifications and compliance with all rules and regulations. The application shall be signed and submitted by a party owning an interest in the business, or the individual who will be managing the business, or partner of a partnership, or a director or an officer of a corporation. (Ord. 92-24 (part), 1992).

Minimum Application Information.

Kittitas County will not accept a request to lease building space or land area or authorize a commercial activity until the applicant submits in writing a proposal which includes the following:

1. The name and address of the applicant;
2. The type and organizational structure of the applicant;
3. The proposed land use, facility and/or activity sought, including use of any hazardous materials;
4. The names and qualifications of the personnel to be involved in conducting such activity on behalf of the applicant;
5. The tools, equipment, services and inventory, if any, proposed to be used in connection with such activity;
6. The requested or proposed date for commencement of the activity and the term of conducting the same;
7. The estimated cost of any structure or facility to be furnished, the proposed specifications, site plan, and the means or methods of financing same;
8. The proof of the specific types and amounts of insurance required for the activity by Kittitas County Resolution No. 88-73, dated September 20, 1988. (See Section 10 Insurance)

Supporting Documents.

Upon request of Kittitas County, the applicant shall submit any requested supporting documents or information related to the ability for the applicant to provide historical evidence of financial competence to manage the proposed aeronautical service/s.

Kittitas County shall be the sole judge of what constitutes adequate financial capacity and qualifications of the applicant to conduct the proposed activity.

Lease - Preparation.

Upon the approval of the application as submitted or modified, the airport staff shall prepare a written lease, contract or agreement setting forth terms and conditions assuring, when appropriate:

1. That the Minimum Standards be incorporated into said lease, contract or agreement by specific reference;
2. That the applicant must comply with the Minimum Standards for each particular activity approved;
3. That any structure or facility constructed or placed on the airport shall conform to all safety regulations, building codes and fire regulations of any applicable federal, state and local agency;
4. That Kittitas County shall reserve the right to amend the "Minimum Standards for Commercial Aeronautical Activities at the Airport", or rules and regulations promulgated therefor;
5. That the performance of said lease, contract or agreement is guaranteed;
6. That a fuel flowage fee shall be paid directly or through the fuel supplying company for aircraft fuels delivered to the applicant;
7. That the controlling interests in the operation shall not be transferred by stock purchase or other sale or assignment of business or corporation to which the lease, contract or agreement is granted without the prior written consent of Kittitas County; and
8. Any lease, contract or agreement entered into with the applicant shall be terminated if the applicant fails to comply with the Minimum Standards as modified, after due notice has been given.

Lease - Grounds for Denial.

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

1. **Not Qualified.** The applicant, for any reason, does not meet the qualifications, standards and requirements established by these Minimum Standards.
2. **Safety Hazard.** The applicant's proposed operations or construction will create a safety hazard on the airport.
3. **Airport Expenditure.** The granting of the application will require the expenditure of airport funds, labor or materials which the County believes will exceed the benefits to the airport.
4. **Availability.** There is no appropriate, adequate or available space or building on the airport to accommodate the activities of the applicant at the time of the application.
5. **Non-Compliance with Master Plan.** The proposed operation or airport development activity does not comply with the master plan of the airport.
6. **Congestion.** The development or activity or use of the area requested by the applicant may result in an unreasonable deprivation or restriction of public access to competitive locations.
7. **Misrepresentation.** Any applicant who submits false information, misrepresentation, or fails to make full disclosure on his application or supporting documents.

8. **History of Revocation or Denial.** Any applicant who has previously had a permit revoked by an airport for noncompliance with similar contractual agreement(s) requested.
9. **Defaulted Performance.** Any applicant who has materially defaulted in the performance of any lease, or other agreements, with Kittitas County.
10. **Lack of Finances.** The applicant does not have the financial ability to conduct the proposed operation for a minimum period of six months.
11. **Conviction of Crime.** Any applicant who has been convicted of any crime or violation of any ordinance, indicating that the applicant would not be considered a desirable operator on the airport.
12. **Ecological Considerations.** If Kittitas County determines that an applicant's proposed activity shall cause a hazard to the health, safety and welfare of the citizens of Kittitas County.
13. **Surety.** Inability of applicant to post performance bond or prepaid rents equal to six months' rental. (Ord. 92-24 (part), 1992).

7. Insurance Requirements

Fixed Base Operator Comprehensive:

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

Stand Alone/Affiliated Operator – Airframe and Engine Repair and Maintenance.

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

Independent Operator - Airframe and Engine Repair and Maintenance

1. Comprehensive general liability insurance with minimum of \$1,000,000 combined single limit coverage per occurrence, including products liability and completed operations.
2. Automobile liability -\$1,000,000, scheduled autos.

Aircraft Charter, Rental and/or Sales

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

Flight Training

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

Avionics Sales, Repair and Service

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

PART B - Types of Commercial Aeronautical Operations FBO

1. Fix Based Operator

A Fixed Based Operator (FBO) has the responsibility to enhance the reputation of Bowers Field through quality customer service. Services provided should include maintaining a pilot lounge with bathroom facilities, flight planning access, and pilot rest area; assistance with rental cars and local accommodations; promote the local community and support airport sponsored events. The FBO will also be authorized to engage in public sales of aviation fuels and at least one other aviation related activity as outlined below. The airport grants this privilege to individuals or companies that can provide evidence of sufficient financial resources to provide quality service to the public.

Minimum Services Required

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

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

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

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

Adequate ground support equipment for normal servicing of customers aircraft, including tow bars, starting assistance, battery charging, tire inflation and waste removal shall be available during normal business hours.

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

In addition to the services above, the Operator shall provide at least one of the following services:

- Aircraft tie-down and storage.
- Aircraft repair and maintenance
- Avionics sales and service
- Flight training
- Aircraft charter and/or rental

- Pilot supplies, aircraft, aircraft parts and accessory sales.
- The Operator shall also maintain the minimum insurance requirements.

Minimum Facility Requirements:

The operator shall construct or lease the following:

- Hangar facility with no less than 3000 square feet for storage and/or aircraft repair and maintenance.
- Paved aircraft parking with tie-downs
- Adequate off-street parking that conforms to County Code requirements.
- Sufficient space to store a fuel truck in accordance with applicable fire and building codes.
- Adequate space for the safe collection and disposal of waste or other materials.

FBO Fueling Reports

FBO shall maintain records that identify the amount (number of gallons) of: (1) aviation fuel purchased by FBO (by fuel type), (2) delivered to FBO's fuel storage facility (by fuel type), and (3) delivered to FBO customer aircraft and/or dispensed by FBO at the Airport (by customer type).

Every Quarter, FBO shall provide a summary report to the Airport Director identifying the amount (number of gallons) of: (1) aviation fuel purchased by FBO (by fuel type), (2) delivered to FBO's fuel storage facility (by fuel type), and (3) delivered to FBO customer aircraft and/or dispensed by FBO at the Airport (by customer type). FBO shall pay the appropriate fees and charges due when invoiced (billed) by the Airport Authority.

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

2. Flight Training

All persons conducting flight training activities shall provide:

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

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

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

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

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

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

3 Aircraft Charter & Air Taxi Service

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

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

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

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

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

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

4 Aircraft Rental & Sales

Persons conducting an aircraft rental and sales activity shall provide:

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

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

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

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

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

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

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

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

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

5 Aircraft Engine, Airframe, Parts Sales & Maintenance

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

In case of airframe and/or engine repairs, sufficient hangar space to house an aircraft upon which such service is being performed.

Proper equipment for repairing and inflating aircraft tires, servicing oleo struts, changing engine oil, washing aircraft windows and windshields, recharging or energizing discharging aircraft batteries and starters.

Adequate shop space per table below to house the equipment and adequate equipment and machine tools, jack, lifts, and testing equipment to perform top overhauls as required by FAA certification and access to repair parts commonly needing replacement on all single engine and multi-engine general aircraft.

Facilities	Group I Piston and Turboprop Aircraft	Group II Piston and Turboprop Aircraft	Groups I and II Turbojet Aircraft
Customer Area Minimum (Lessee)	250 ft ²	250 ft ²	250 ft ²
Hangar	3,000 ft ²	3000 ft ²	4000 ft ²

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

6 Agricultural Spraying/Aerial Applications

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

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

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

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

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

7 Air Cargo

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

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

Air Cargo service providers offering “for hire” or public air cargo service shall be required to lease office area sufficient to the receiving and processing of air cargo packages including on-site paved vehicle parking and restroom facilities for employees and customers. They

must also provide, or lease, adequate space for loading and unloading of air cargo shipments from ground vehicles.

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

8 Aviation Club/Flying Club

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

A non-profit corporation.

Each member must be a bona fide owner of the aircraft or a shareholder in the corporation.

Furnish satisfactory evidence of liability insurance as approved by the Airport.

The club will file a list of its members and officers, number, and type of aircraft, with the Airport Director the first business day of each January.

The club will allow the normal use and enjoyment of the Airport by its members on a non-commercial basis.

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

A club under this Section shall be exempt from Chapter IV, Section B of these Rules and Regulations insofar as multiple aircraft leasing, flight instruction and maintenance of its aircraft, provided such instruction is rendered by a flight instructor who is a bona fide club member, to another bona fide club member, or such service is performed by a bona fide member technician. Maintenance shall be performed in an area approved by the Airport Director.

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

SECTION 3 – DEVELOPMENT STANDARDS

1 POLICY AND INTENT OF THESE DEVELOPMENT STANDARDS

Kittitas County (“County”), as the airport sponsor of Bowers Field (“Airport”), have adopted these Development Standards in order to establish development requirements that must be met by all persons or entities planning to construct or make improvements to buildings and facilities at the Airport. These Development Standards apply to proposed new construction, including proposed alterations or improvements to existing buildings and facilities.

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

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

2 GENERAL PROVISIONS

The development of building and facilities on the Airport is subject to the following general provisions and to any other applicable jurisdictional requirements including, but not limited to, County Land Use and Zoning Ordinances, County Building Codes, and FAA Airport Design Standards. All development shall be consistent with the approved Airport Layout Plan.

3 PAVED AREAS

Aircraft Parking & Storage

Hangar development must include an apron from the building door to the existing taxilane or taxiway.

Hangar placement shall allow for an aircraft to be pulled out of the hangar, without penetrating the taxilane/taxiway object free area.

Aircraft parking pavements shall be constructed using FAA-approved materials and ensure it meets current design and safety standards.

Vehicle Parking & Sidewalks

Vehicle parking lots should be designed and constructed to meet current County Code. Sidewalks promote safe pedestrian access and shall be constructed as directed by the County.

Wash Racks

Wash racks shall be constructed with oil and water separators, with an oil catch basin to prevent oil from being discharged into the storm water or sewer systems.

4 HANGARS, BUILDINGS, AND STRUCTURES

Location, Setbacks, and Heights

The location of the hangar, building, or structure shall be consistent with the currently approved Airport Layout Plan (ALP)

The location of the structure shall not penetrate any protected surfaces or safety areas. This includes protecting the taxilane/taxiway object free areas. Parked aircraft outside of hangars, shall not penetrate the taxilane/taxiway object free areas.

No hangar, building, or structure shall be constructed at a height that penetrates the FAR Part 77 surfaces.

All hangars shall be constructed to maximize the useful area of the leased land ensuring efficient land usage and development.

Windows and large area of glass shall be oriented and/or treated to avoid reflections that could distract pilots landing and/or taking off.

All hangars for commercial use shall meet the minimum square footage requirement of 5000 square feet.

Hangar doors may be sliding or bi-fold. Bi-Fold doors are recommended based on ease of operation. Sliding doors may not be used in hangar configurations where the open door of one hangar interferes with access to an adjacent hangar. Swing-out doors are prohibited.

Utilities

All commercial hangars shall be required to connect to municipal water and sewer at the tenant's expense.

Utilities including electrical and telephone, shall be underground in areas of aircraft movements. Overhead poles shall not penetrate any FAR Part 77 surfaces.

Utility usage and fees are the responsibility of the tenant/lessee.

Prior to excavation for utility installation, all applicable grading permits shall be obtained.

Prior to digging, the lessee shall call 811 to locate possible utilities within the construction area.

Access

For commercial hangars or businesses, public access to buildings shall be from the outside of the AOA or perimeter fence. The public should not be driving or walking on aprons, taxilanes, or taxiways to access a building.

All improvements and existing facilities must comply with the American with Disabilities Act (ADA).

The minimum width of any pedestrian door shall be 36” and should comply with local fire code.

Materials & Finishes

All new permanent hangar, building, or structure construction shall be high quality in design and construction, utilizing materials and finishes that maintain their appearance for the life of the building and requires minimal maintenance.

Approved hangars and hangar-type buildings shall be constructed of steel, aluminum, concrete or masonry.

Timber Frame, Pole Buildings or Stick-Built construction may be allowed for airport hangars upon approval by the Airport Director and County Board of Commissioners. Additional fire protection may be required.

Exterior colors and textures shall be consistent with other buildings and structures on the Airport.

All materials and finishes shall be reviewed with the Airport Director during the planning review, prior to construction. The Airport Director has the authority to disapprove any exterior colors or materials that may detract from the overall visual impression of the Airport.

All exterior surfaces including metal roofs shall be non-glare, as to not interfere with a pilot’s visibility.

Structural Requirements

All hangars, buildings, or structures shall be designed to meet County Code and building requirements.

Outside Lighting

Outside hangar, parking area, or apron lighting shall be provided for safety, security, and operational needs during times of darkness.

All lighting within the AOA shall be fully shielded and directed downward to prevent light pollution and the potential interference with a pilot's vision.

5 SIGNS, ANTENNAS, POLES, SCREENING, AND SATELLITE DISHES

All signs, antennas, poles, and satellite dishes shall meet County Code for size, location, type, and design.

No signs, except those for safety or directional purposes, shall be placed on hangar doors or on fences.

No freestanding signs are allowed at Bowers Field.

Signs, antennas, poles, and satellite dishes shall be constructed at a height that does not penetrate any FAR Part 77 surfaces.

Prior to installation, the Airport Director will advise whether a Form 7460-1 is required to be submitted to FAA and approved. The lessee/tenant shall obtain approval from the County prior to installation.

Signs may be internally or externally illuminated. Externally illuminated signs must have the lighting fixtures oriented downward and fully shielded in order to prevent glare for pilot's visibility.

Any type of moving, blinking, or neon lighted sign is prohibited at the Airport.

Any screening used to enhance aesthetics as viewed from offsite shall be reviewed and approved by the County and Airport Director prior to installation.

6 OUTDOOR STORAGE AND TEMPORARY STRUCTURES

Temporary Structures

Temporary buildings or structures must be approved by the County and Airport Director prior to construction/installation.

The location of the temporary building must be approved by the Airport Director and placed in an area that does not impact the airports protected surfaces and safety areas.

The building or structure height shall not penetrate any FAR Part 77 surfaces.

Outdoor Storage

Outdoor storage of materials shall be kept in a clean and organized manner, as to not detract from the overall visual impression of the Airport.

Stored items shall be for aeronautical purposes only. Outdoor recreational vehicles, trailers, or other non-aeronautical personal items are prohibited.

Items stored outdoors shall be kept in a secure area that does not allow items to be blown or damaged by inclement weather and be screened by approved screening material and/or landscaping by the County and Airport Director.

Waste, Recycling, & Debris

The removal and disposal of waste and recycling is the responsibility of the tenant.

All waste and recycling receptacles shall be secured as to not be blown or damaged by inclement weather.

Receptacle pickup shall be done outside of the AOA in the landside areas. Any waste or debris pickup required inside of the AOA shall be monitored and escorted by the tenant.

To the greatest extent practicable, the location of the receptacles shall be in an area as to not detract from the overall visual impression of the Airport. If unable to diminish the negative visual impact, the receptacles must be placed behind screening material and/or landscaping.

7 CONSTRUCTION REVIEW, DOCUMENTATION, PERMITTING, AND INSPECTIONS

Pre-design Coordination

Prior to site planning and design, the lessee shall meet with the Airport Director to discuss the following:

- Terms and conditions of lease agreement;
- Proposed site location;
- Hangar or building development standards;
- Preliminary concepts;
- FAA Notice of Proposed Construction (Form 7460-1)
- Airport Construction Safety Management Briefing; and
- County Code Requirements.

Pre-building Application Approval Process

Prior to submitting a Kittitas County Permit Application the prospective lessee must have the following items of approval.

- FAA Letter of Determination for construction
- Bowers Field Letter of Design Approval
- Bowers Field Lease, signed and approved by the Board of County Commissioners
- Signed acceptance of the Bowers Field Minimum Standards, Rules & Regulations and Design Standards.

Pre-construction Review & Approval

Prior to the commencement of construction, the lessee shall have provided the Airport Director with the following documentation: (If proper documentation is not presented to the Airport Director prior to construction, the job will be red flagged and construction will be halted until all documents are in compliance.)

- Final plans, also known as construction documents including site layout, civil engineering, architectural and structural design, utility plans, landscape design, and any other documents as required;
- Approved FAA Notice of Proposed Construction (Form 7460-1);
- Bowers Field Lease, signed and approved by the Board of County Commissioners;
- Proof of insurance as required;
- Copies of all permits required;
- Construction schedule;
- Airport Construction Safety Management Plan; and
- Proof of compliance with all applicable zoning, building code, and fire code.

Construction Fees & Permitting

The lessee is solely responsible for obtaining all permits, payment of all fees associated with or made necessary by the project, and paying all costs associated with the project including, but not limited to the following:

- All required environmental review (NEPA, SEPA, etc.) and mitigation as necessary;
- Required studies;
- Design and engineering costs;
- Utility connection fees;
- Permitting fees; and
- Application fees and County fees.

Construction Inspection & Safety

The lessee is responsible for coordinating construction inspections with the County.

The Airport Director will conduct periodic inspections during construction. Any changes to approved plans and specifications must be approved by the County and Airport Director prior to implementation.

Failure to comply with airport requirements or failure to complete an approved construction project according to the approved plans and specifications, or within applicable permit times of all required agencies as stated in the tenant's lease. The Airport Director may revoke the lease associated with the project and may require that any improvements constructed on the leased property be removed.

Any changes to the construction schedule shall be provided to the Airport Director in a timely manner.

SECTION 4 – ENFORCEMENT AND APPEAL PROCESS

SECTION 4.1 – ENFORCEMENT

Bowers Field Minimum Standards, Rules and Regulations and Design Standards will be enforced through the Kittitas County Airport Lease. Actions involving remedy will be addressed by the Airport Director and a corrective action notice will be presented to the offending party. If the issue is not resolved within the parameters of the corrective action, a notice of default will be presented to the Lessee with an additional time frame to comply. If compliance is not completed within the default warning timeline the lease will be considered in Default and actions per lease direction will be enforced.

SECTION 4.2 – APPEAL PROCESS

In such case an individual disagrees with the decision by the Airport Director in the enforcement of the Minimum Standards, Rules and Regulations or Design Standards they will have an opportunity to send a written appeal to the Airport Advisory Committee for review with the Airport Director. If during discussion with the Airport Advisory Committee a resolution is not determined or agreed upon, the matter may be taken to the Board of County Commissioners for final decision referencing the recommendations of both the Airport Advisory Committee and Airport Director. If for any reason the matter is still not resolved with the Board of County Commissioners a complaint may be filed with the FAA compliance department.

SECTION 4.3 – POLICY AMENDMENT

Kittitas County shall review the Rules and Regulations, Design Standards and Minimum Standards for Commercial Aeronautical Activities at the Kittitas County Airport (Bowers Field) from time to time and shall promulgate revisions or amendments deemed necessary under the circumstances to properly protect the health, safety and interest of the airport and the public. Upon publication of any such amendments, the operators of aeronautical activities authorized hereunder shall be required to conform to such amended standards except as hereinafter provided. Revisions to the minimum standards for Specific Commercial Activities shall not apply to an operator or lessee possessing a valid agreement with Kittitas County which permitted said operator to conduct commercial activities under previously adopted minimum standards. Such operator may continue to conduct said activities under previously approved Minimum standards as long as its agreement remains valid. Any subsequent amendment of an agreement authorizing a change in commercial aeronautical activities must comply with the minimum standards in effect at the time of the approval of said amendment. (Ord. 92-24 (part), 1992).

SECTION 4.4 - NOTICES

Notices of intent to amend the standards as established in this chapter shall be sent by first-class mail, to all fixed base operators and others who have agreements with Kittitas County to conduct commercial aeronautical activity in the airport. (Ord. 92-24 (part), 1992).

SECTION 4.5 - SEVERABILITY

In the event that any section or part of a section of the minimum standards be declared void by any court of competent jurisdiction, the remaining sections or parts of sections shall remain in full force and effect. (Ord. 92-24 (part), 1992).