RULES AND REGULATIONS
OF THE
SANDPOINT AIRPORT

AND

MINIMUM STANDARDS
FOR COMMERCIAL
AERONAUTICAL ACTIVITIES
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SECTION I: DEFINITIONS

Aeronautical Activity:
Any activity conducted on airport property that makes the operation of an aircraft possible or that contributes to or is required for the safe operation of aircraft. The following activities are among those considered to be aeronautical activities within this definition:

- Charter operations
- Pilot training
- Aircraft rental
- Sightseeing
- Aerial surveying
- Air carrier operations (both airline passenger and air cargo)
- Aircraft sales and service
- Aviation fuel and oil sales (whether or not conducted in conjunction with other included activities)
- Repair and maintenance of aircraft
- Sale of aircraft parts
- Any other activities that, because of their direct relationship to the operation of aircraft, can appropriately be regarded as an aeronautical activity.

- Aerial photography
- Crop dusting

Airport
The real property and improvements known as Sandpoint Airport that are owned by Bonner County.

Airport Advisory Board:
(AAB) The Sandpoint Airport Advisory Board, appointed by the Bonner County Commissioners, consisting of seven (7) members to advice and assist the Airport Manager by providing recommendations to the County Commissioners regarding airport improvement, maintenance and operation.

Airport Manager:
Manager of Sandpoint Airport, designated by the Bonner County Commissioners, is responsible for the day to day operation and overall management of the airport. He shall make all recommendations through the Airport Advisory Board.

Airport Sponsor. See Sponsor.
**Aviation-Related Activity:**
Any activity conducted on airport property that provides service or support to aircraft passengers or air cargo. The following are examples of aviation-related activities as opposed to aeronautical activities:
➢ Ground transportation
➢ Restaurants
➢ Auto parking lots
➢ Concessions
➢ Any other service or support activities that can appropriately be called aviation-related.

**Agreement or Lease:**
A contract executed between the airport and an entity granting a concession that transfers rights or interest in property, real or personal, or otherwise authorizes the conduct of certain activities. The agreement or lease must be in writing, executed by both parties, and enforceable by law.

**Air Charter:** An entity that provides on-demand, non-scheduled passenger service in aircraft having no more than 9 passenger seats. This entity must operate under the appropriate federal aviation regulations (FARs).

**Aircraft Maintenance:**
The repair, maintenance, adjustment, or inspection of aircraft. Major repairs include major alterations to the airframe, power plant, and propeller as defined in Part 43 of the FARs. Minor repairs include normal, routine annual inspections with attendant maintenance, repair, calibration, adjustment, or repair of aircraft and their accessories.

**Airport Operating Area (AOA):**
The ramp, apron, runway, and taxiway system at the airport.

**Airport Layout Plan (ALP):**
A drawing depicting the physical layout of the airport that identifies the location and configuration of runways, taxiways, buildings, roadways, utilities, aircraft and vehicle parking, navaids, etc. The ALP must also show planned airport development.

**Apron:**
A paved area suitable for aircraft staging and parking.

**Assurance:**
A provision contained in a federal grant agreement to which the recipient of federal airport development assistance has voluntarily agreed in consideration for the assistance provided.
Bonner County Board of Commissioners. (BOCC) The Airport Sponsor.

Commercial Aeronautical Activity:
Any aeronautical activity intended to secure earnings, income, compensation, or profit, whether or not such objectives are accomplished.

Commercial Aviation Operator:
A commercial aviation operator may be classified as either a fixed base operator (FBO) or a specialized aviation service operation SASO).

Entity:
A person, persons, firm, partnership, limited liability company, corporation, unincorporated proprietorship, association, or group.

Equipment:
All personal property and machinery together with the necessary supplies, tools, and apparatus necessary for the proper conduct of the activity being performed.

Exclusive Right:
A power, privilege, or right that excludes another from enjoying or exercising a like power, privilege, or right. An exclusive right can be conferred by express agreement, by the imposition of reasonable standards or requirements, or by any other means. Such a right conferred on one or more parties but excluding others would be an exclusive right.

FAA:
Federal Aviation Administration

FAR:
Federal Aviation Regulation

Federal Airport Obligations:
All references to federal grant programs, federal airport development assistance, or federal aid intended to address contractual commitments arising from the conveyance of land or grant agreements.

Fixed Base Operator (FBO):
An entity that is authorized and required by agreement with the airport to provide at a minimum the following aeronautical activities at the airport as provided by the lease agreement:

- Sale of aviation fuel and oil
- Tie-down, aircraft storage, and parking
- Aircraft maintenance

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Aircraft washings
Ancillary aircraft ground services
Flight instruction
Aircraft rental

Ground Vehicle:
Any device that moves on the ground either self or externally propelled and is not intended to fly.

Grant Agreement:
Any agreement made between an airport sponsor and the FAA, acting on behalf of the United States, for the grant of federal funding or a conveyance of land, either of which the airport sponsor agrees to use for airport purposes as provided in said agreement.

Improvements:
All buildings, structures, and facilities. Improvements may include pavement, fencing, signs, and landscaping that is constructed; installed; or placed on, under, or above any leased area.

Lease:
A contract between the airport owner/sponsor, Bonner County, and an entity granting a concession that transfers rights or interests in property, or otherwise authorizes the conduct of certain activities. The lease must be in writing, executed by both parties, and enforceable by law.

Land Use Identification Plan:
A scaled, dimensional layout of the entire airport property, the primary purpose of which is to indicate the current and proposed use for each identifiable segment of property as well as the airport sponsor’s intentions for the future allocation of airport property. The plan should identify areas dedicated to aeronautical activities and services such as fuel storage, general aviation, passenger loading, air freight and cargo handling, common use aircraft parking, and public automobile parking. Additionally, the plan should identify areas dedicated to future expansion. The land use identification plan may take the form of an airport master plan.

Minimum Standards:
The criteria established by an airport owner as the minimum requirements that must be met by businesses in order to engage in providing on-airport aeronautical activities or services.

Operator:
As used in these minimum standards, the term operator refers to both commercial operators and non-commercial operators.
Run-up:
An engine speed (RPM) which is used for an aircraft systems check and which exceeds that needed for normal taxi and/or ground operation.

Specialized Aviation Service Operation:
An aeronautical activity that specializes in a single service.

Sponsor:
A local municipal or state government body or a private entity obligated to the federal government to comply with the assurances contained in grant agreements or property conveyance instruments. A sponsor may be an entity that exists only to operate the airport, such as an airport authority established by state or local law. For the purposes of this document, the terms airport sponsor and airport owner are used interchangeably for Bonner County.

Sublease:
A lease agreement entered into by a lessee with another entity that transfers rights or interests in property or facilities, and that is enforceable by law.

Taxi:
Aircraft movement on the ground.

“Through the Fence” Rights:
Rights to direct access to the airport from private property contiguous to the airport.

Traffic Pattern:
The traffic flow that is prescribed for aircraft landing at, taxing on or taking off from the Airport.

Ultra light Vehicle:
A device that meets the requirement of FAA Regulations 14 CFR 103.
RULES AND REGULATIONS OF THE SANDPOINT AIRPORT

1. **Airport Activities:** All aeronautical activities at or adjacent to the Sandpoint Airport shall conform to the current provisions of Federal Aviation Administration Regulations, 14 CFR and the following rules and regulations adopted and approved by the Bonner County Commissioners.

2. **Risk and Responsibility:** All persons shall use the Airport at their own risk. The County assumes no responsibility for injury or damage to persons or property on the Airport or in its facilities.

3. **Hours of Operation:** The Airports (AOA), Area Of Operation, shall be open to the public seven (7) days a week, twenty-four (24) hours a day.

4. **Non-Certificated Aircraft:** Ultralight Aircraft should have a handheld radio to communicate on the unicom frequency.

5. **Sports Events:** No vehicle racing of any kind will be held in the proximity of the AOA.

6. **Tie Downs:**
   a. Temporary Tie Downs: Aircraft parked at the airport less than 30 days are designated temporary. Fees shall be paid in an amount and manner specified by the BOCC, as recommended by the AAB, and paid to the Airport Manager. Aircraft shall be tied down at locations approved by the Airport Manager.
   b. Permanent Tie Downs: Aircraft parked at the Airport more than 30 days are designated permanent. No permanent parking shall be allowed without the Aircraft owner/pilot executing and adhering to an approved aircraft parking agreement. Fees shall be paid in an amount and manner specified by the BOCC as recommended by AAB and paid to the Airport Manager. Aircraft shall be tied down at locations approved by the Airport Manager.

7. **Private Hangars:** Aircraft storage in private hangars shall be in accordance with conditions set forth in a Land Lease Agreement between the hangar owner and Bonner County. In addition, the Aircraft operator shall abide by the following regulations:
   a. No dispensing, transfer or storage of flammable liquids or cleaning of aircraft with flammable liquids shall be permitted in any hangar.
   b. No open flame or other source of ignition shall be permitted in any hangar.
   c. Smoking is not allowed in any hangar.
   d. No aircraft engine shall be run in any hangar.

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e. Combustible materials shall not be stored in any hangar other than the internal aircraft fuel.
f. Shall maintain minimum insurance coverages as specified in their Lease Agreement with Bonner county. The policy will name Bonner County as additional insured. A Certificate of Insurance is to be provided to the Clerk, Bonner County, and kept current.

8. **Ground Vehicles:**
   a. No ground vehicles shall, except for emergencies, be driven onto the runways or parallel taxiway without the express, prior permission of the Airport Manager.
   b. Ground vehicles are not allowed on any part of the AOA except as follows:
   c. Commercial operations or special functions approved by the Airport Manager.
   d. Aircraft users may drive to and from the access gate to their tie-down or hangar provided the maximum speed does not exceed 15 mph.
   e. Ground vehicles shall yield to all Aircraft

9. **Ground Rules:**
   a. No engines shall be started or warmed up except in places designated for such purposes by the Airport Manager. At no time shall engines be run-up when the path of the propeller air stream or jet blast would be harmful to buildings, aircraft, persons or vehicles.
   b. No Aircraft shall be left unattended at any time the engine is running.
   c. No pedestrian shall enter upon the runway or parallel taxiway unless authorized by the Airport Manager.
   d. When applicable, visual hand or light signals, as recommended by FAA, shall be observed.
   e. No Aircraft shall be taxied except at a safe and reasonable speed and the operator has ascertained that there will be no danger of collision with any person or object in the immediate area.
   f. No Aircraft, automobile, or other vehicle not equipped with adequate brakes shall be taxied near buildings or parked Aircraft unless an assistant to the pilot is at the wing of the Aircraft.
   g. All persons using in any way the AOA or the facilities of the Airport shall exercise the utmost care to guard against fire and injury to persons or property.
   h. All pilots of appropriately equipped Aircraft are directed to monitor the current radio advisory frequency (Unicom: 122.7 M.H.) and announce take-off, taxi, departure, landing intentions, etc.

10. **Aircraft Take-offs and Landings** *(refers to fixed winged aircraft only)*:
    a. No aircraft may take off or land except on a runway.
    b. Take-offs and landings should be made on the runway most nearly aligned into the wind. The designated active runway with sustained calm conditions is “01”.

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c. Formation take-offs or landings shall be in accordance with FARs.
d. Except as herein provided, all pilots shall observe standard, left-hand traffic pattern procedures.
e. The traffic pattern altitude is 1000 feet above ground level (AGL) or 3127 feet above sea level (MSL).
f. No turn shall be made after take off until the Airport boundary has been reached and the Aircraft has reached an altitude of at least 500 feet below the traffic pattern altitude (500 feet AGL or 2627 MSL).
g. Whenever necessary equipment is available, all Aircraft shall monitor the Unicom frequency 122.7 M.H. and announce intentions or runway use, i.e., touch and go, clear of active, etc., in accordance with the FAR/AIMs part 4-3-4.
h. Except when Airport information is being requested, Aircraft approaching the Airport and using said Unicom should not expect a reply at all times, but, said Unicom shall be used merely to advise of intentions any time within a ten (10) N.M. radius of the Airport.
i. When preparing for take-off, all Aircraft on the ground shall yield to all Aircraft on beginning of the base leg for final approach.

11. **Airport Manager:**

   A. The Airport Manager shall have the authority to do the following:
      1. Take such action as may be necessary to protect life and property at the Airport.
      2. Suspend or restrict any or all operations of the Airport by posted notice or radio advisory whenever such action is deemed necessary by him in the interests of safety.
MINIMUM STANDARDS
FOR COMMERCIAL AERONAUTICAL ACTIVITIES

Introduction

In order to encourage and ensure the provision of adequate services and facilities, the economic health of, and the orderly development of aviation and related aeronautical activities at the Sandpoint Airport, the Bonner County Commissioners as proprietor, sponsor and operator of the airport has established these minimum standards and requirements ("minimum standards"). The following sections set forth the minimum standards prerequisite to a person or entity operating upon and engaging in one or more commercial aeronautical activities at the airport. The minimum standards are not intended to be all-inclusive. Any person or entity engaging in aviation operations and/or aeronautical activities at the airport will be required to comply with all applicable federal, state, and local laws; ordinances; codes; and other similar regulatory measures pertaining to such activities.

Statement of Policy:
The Sandpoint Airport intends to operate, manage, plan, finance and develop the airport for its long-term financial health and safety in a manner consistent with accepted airport practices and applicable federal, state, and local policies and regulations. Accordingly, all applicants who perform commercial aeronautical activities at the airport shall be accorded a fair and reasonable opportunity, without unlawful discrimination, to qualify and to compete (if applicable) to occupy available airport facilities. Applicants shall also have the opportunity to provide appropriate aeronautical activities subject to any minimum standards as established by the Bonner County Commissioners. However, the granting of rights and privileges to individuals and businesses to engage in aeronautical activities shall not be construed in any manner as affording any operator any exclusive right for use of the premises and/or facilities at the airport, other than those premises which may be leased exclusively to any operator, and then only to the extent provided in a written lease and/or permit.

While the airport manager has the authority to manage the airport (including the authority to interpret, administer, enforce airport agreements, airport owner policies, and the authority to permit temporary, short-term occupancy of the airport), the ultimate authority to grant occupancy and use of airport real estate or permits allowing for the conduct of commercial aeronautical activities, and to approve, amend, or supplement all leases, sub-leases and permits are expressly reserved to the Bonner County Commissioners.
Many types of aeronautical activities may exist that are too varied to reasonably permit the establishment of specific minimum standards for each.

When specific aeronautical activities are proposed for conduct on the airport that do not fall within the categories documented, minimum standards can be developed on a case-by-case basis, taking into consideration the desires of the applicant and the BOCC, and the public demand for such service. Such actions are authorized by the BOCC for a specified duration.

**Specialized Aviation Service Operation (SASO):**
The BOCC recognizes that when specialized aviation service operations (SASOs), sometimes known as single service operators or special fixed base operators, apply to do business on the airport, difficulties can arise if the SASOs are required to comply with all provisions of published minimum standards. Accordingly, the BOCC may develop applicable standards for each type and class of service. Examples of these specialized services may include flight training, airframe and power plant repair and maintenance, aircraft charter, air taxi or air ambulance or other specialized commercial flight support business. These minimum standards may be supplemented, amended, or modified by the airport owner/operator from time to time and in such manner as to such extent as is deemed reasonable and appropriate by the Bonner County Commissioners.

**Conflicts with Existing Agreements or Federal Law:**
These minimum standards are not retroactive. They do not affect the current term of any written agreement properly executed prior to the date of adoption and approval of these same minimum standards. Upon expiration of an existing agreement, or if the operator desires to materially increase or sub-lease its activities, the operator shall then comply with the provisions of these minimum standards. A requirement under these minimum standards or an agreement that an operator comply with applicable local or state law does not create an opportunity or right in a sponsor or airport to enact or enforce local ordinance which is preempted under federal law. This includes and attempt to regulate airspace or the conduct of flight operations.

**General Requirements:**
The following general requirements shall apply to all commercial aeronautical activities at the airport. An operator engaging in a commercial aeronautical activity or activities at the airport must comply with the general requirements of this section.
1. **Agreement:** No entity shall conduct a commercial aeronautical activity unless a valid agreement authorizing such activity has been entered into by the entity and the airport sponsor, the BOCC. The agreement will present the terms and conditions under which the activity will be conducted at the airport, including but not limited to: term of agreement; rentals, fees and charges; the rights and obligations of the respective parties and the conditions associated with the lease termination.

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2. **Fees and Charges:** The operator shall pay the fees and charges negotiated with the airport sponsor for the applicable aeronautical activities. Information relative to fees and charges applicable to the aeronautical activity described will be made available to the prospective operator by the airport manager.

3. **Leased Premises:**
   The operator shall lease, sublease, or construct sufficient ground space, facilities, and accommodations for the proposed aeronautical activity. When more than one activity is proposed or when the operator will be conducting activities from an FBO leasehold as an approved sublessee, the minimum lease terms may vary depending on the nature of each activity.
   The operator must provide a full description and conceptual drawing (if required) of the location of the ground space, facilities, and accommodations to be utilized for the operator’s proposed aeronautical activity. The operator must also provide a schedule of development and identify the location of aircraft parking and staging areas, general aviation customer lounges, vehicle parking and restrooms.
   The ground space shall include an appropriate aircraft-parking apron with tie down and/or hangar facilities sufficient to accommodate the current aeronautical activity and the types of general aviation aircraft frequenting the airport. Ground space shall also accommodate paved roadways and vehicle parking facilities, which do not enter the AOA.
   The facilities and floor space allotments shall include office and customer lounge facilities, which must be properly heated, ventilated, cooled, and lighted. General aviation user accommodations shall include telephones for customer use, restrooms, and sufficient on-site customer vehicle parking spaces.
   Access for “Through the Fence” commercial aeronautical activities will be assessed on a case-by-case basis. In all such cases, authorization for such access will consider any applicable federal regulation with which the airport must, comply, such a FAR Parts 107 (security) and 139 (airport certification). Access Agreement fees will be reviewed every five years or indexed to a regional Cost of living Index.

4. **Site Development:** Detailed development plans must be submitted to the airport owner, BOCC, through the airport manager’s office, via the Airport Advisory Board, AAB. All construction plans must be submitted for approval prior to modification or construction of any building, hangar, or other aeronautical facility on the leased premises. Operators must maintain the leased premises in a neat and orderly condition and provide the necessary personnel to perform day-to-day operational duties and maintenance upon the facilities.
5. **Products and Services:** Products and services shall be provided on a fair, equal, and non-discriminatory basis to all users of the airport. These products and services shall be provided at fair, reasonable, and non-discriminatory prices. If lawful, reasonable and non-discriminatory discounts and other similar types of price reductions may be extended to like purchasers and users.

6. **Licenses, Permits, and Certifications:** The operator shall obtain and comply with all necessary licenses and permits for the conduct of anticipated activities at the airport required by the airport owner or any other duly authorized governmental agency having jurisdiction. The operator shall not engage in any activities at the airport prior to obtaining any certification required by the FAA.

7. **Personnel:** The operator shall have defined operating hours, and trained personnel to meet minimum standards herein.

8. **Payment of Rents and Fees:** No entity shall be permitted to engage in commercial aeronautical activities unless said entity is current in the payment of all rents, fees, or other sums accruing to Bonner County.

9. **Laws, Rules and Regulations:** Any provider of commercial aeronautical activities and services at the airport shall engage in those activities only in accordance with all applicable laws, rules and regulations of the federal government, the state of Idaho, and all other governmental bodies having jurisdiction, including the regulations of the FAA, the U.S. Department of Transportation, and the airport owner.

10. **Insurance Requirements:** The following insurance requirements apply to those operators who provide an aeronautical service on airport property:
    The operator will maintain in force the following insurance coverages:
    a. Commercial general liability insurance, including premises, products, completed operations, and hangar keeper’s liability covering all of operator’s activities on the leased premises with a combined single limit for each occurrence of not less than Two million dollars ($2,000,000.00).
    b. Aircraft liability insurance for flight training and rental activities, including non-ownership liability with a combined single limit each occurrence of not less than Two million dollars ($2,000,000.00).
    c. Workers compensation insurance as required by the State of Idaho.
    d. Ground vehicle liability insurance, if applicable. Minimum limits on each vehicle shall be $500,000 for liability, personal property damage, and bodily injury.
e. Operators will provide a current Certificate of Insurance to the Airport Manager for the coverages mentioned. This Certificate will be kept current and shall also provide that the policy or policies can not be cancelled or materially modified except upon thirty (30) days’ advance written notice by registered or certified mail to the Airport Manager.

f. Bonner County, as the Airport owner/sponsor will be identified as an additional insured on the operator’s policy. Additionally, an indemnification/hold harmless provision is required.

11. **Assignments, Subletting, and Encumbrances:** All assignments, subletting, and encumbrances of agreements between an authorized operator and another entity must receive prior written approval of the airport operator, the BOCC. A request for such written permission, prepared in as much detail as required by the airport, will be submitted to the BOCC through the airport manager for its review and approval which will be completed in a timely fashion. This does not apply to activities provided for under the terms of an existing agreement, including rental to tie-downs and hangar space for aircraft storage. Permission will not be unreasonable withheld and response to requests will be made within 45 days of receipt by the airport.

12. **Taxes:** The operator shall, at its sole cost and expense, pay any and all taxes, which now or in the future may be assessed against the leasehold land, improvements thereto or otherwise assessed upon its operations.

13. **Signage:** The operator shall not erect, maintain, or display any sign on the leased premises or elsewhere on the airport unless they first obtain the prior consent of the BOCC, via the AAB, all signage must meet the requirements of the airport and the city of Sandpoint.

14. **Environmental Compliance:** All operators who dispense fuel, store fuel, and perform aircraft maintenance shall strictly comply with all federal, state, and local laws, rules, and regulations concerning the handling, use, and storage of fuel, oil, solvents, chemicals, and other hazardous materials. Operators will first obtain approval from the airport before engaging in, or permitting on the leased premises, the stripping and/or painting of aircraft or any other vehicle or article of personal property.

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15. **Safety of Others:** All aeronautical activities at the airport shall at all times be conducted with due consideration to the safety of all airport users, other persons, and property located at or about the airport.

16. **Hours of Operation:** Operators providing fueling, customer services, and ancillary services shall be available to the public a predetermined number of hours per day, seven days per week.

17. **Restrictions on Self-Service:**
In accordance with FAA policy, the airport owner/operator may not exercise any right of privilege that would have the effect of preventing the operator of any aircraft utilizing the airport from performing services on his or her own aircraft with his or her own employees and equipment. Aircraft owners are entitled to use the landing area of the airport and may tie-down, adjust, repair, refuel, clean, and otherwise service their own aircraft, provided the service is performed by the aircraft owner. Any unreasonable restrictions imposed on owners or operators of aircraft by airport commercial operators will be construed as a violation of the airport's Rules and Regulations.