



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: County-Owned Airports – Regulations, Security, and Leases	Policy Number: F-10	Page Number: 1 of 14
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I. PURPOSE

The Georgetown and Placerville Airports are owned and operated by the County of El Dorado and both are federally obligated airports. The County is required to comply with Federal Aviation Administration Grant Assurances as a condition of receiving grant money for those airports. Grant Assurance Number 22 requires all aeronautical service providers be granted access to the airport on reasonable terms and without unjust discrimination, and 49 U.S.C. § 40103(e) prohibits the County from granting an exclusive right regarding federally obligated airports. Through the establishment of rents, fees, and other charges in its agreements, the County shall endeavor to make the Airport as self-sustaining as possible by recovering all the costs being incurred by the County relating to the planning, development, operation (including maintenance and repair), management, and marketing of the Airport (that are not being covered by federal or state Airport Improvement Programs). The purpose of this policy is to implement the provisions of Chapter 18 of the El Dorado County Code of Ordinances, Airports, by implementing Minimum Standards and requirements for commercial aeronautical activities at County operated airports. This policy also establishes general rules that govern the use of the Georgetown and Placerville Airports, including establishing leases, airport security requirements, and implements minimum standards for airport users and operators.

II. POLICY

A. AIRPORT SPONSOR

The County shall regulate all activities for profit at the Airport including, but not limited to, maintenance and upkeep of the Airport, types and movement of vehicles used on the Airport, business and commercial activities, the provision of flight information, and the enforcement of Federal, State, and County rules and regulations. Nothing contained herein shall be construed to prohibit the County from granting or denying, for any reason it deems sufficient, an application to do business on the Airport for the purpose of selling, furnishing or establishing non-aviation products and supplies, or any service or business of a non-aeronautical nature in non- aeronautical areas.

B. LEASE PROVISIONS

The intent of all new leases will be to support the overall costs of use of the facility and access to the airport, as well as development, remodel, or repair of hangars for the long-term benefit of the Airport. Terms and conditions, while reasonable and not unjustly discriminatory, will provide the best return to the Airport. All applicants for Leases at the Airport shall commit to minimum financial investments both at the commencement and during the term of the Lease to ensure that the Airport is developed to its maximum potential. The County Airports Director may establish different investment requirements for



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different leaseholds or types of operators, including different standards for new development versus operators utilizing existing leaseholds.

1. The County maintains the right to make reasonable provisions for airport services and will seek competitive proposals at their discretion for commercial aeronautical property leases. The proposal process will include public notices, information and availability of proposal documents. All Requests for Proposals will be consistent with any and all applicable County policies, and a fair and objective evaluation process will be utilized to select the proposals that best meets the interests of the County's criteria as defined within the proposal documents. Existing Lessees will not be excluded from submitting competitive proposals.
2. The Airports Director may reserve vacant County-owned hangars or ground space for commercial uses, government agency use, or for private aeronautical uses, taking into account all of the following:
 - a. Long-term plans for the development of the Airport.
 - b. The benefits which may be derived from the proposed Lease.
 - c. The potential costs of the proposed Lease to the County.
 - d. The availability of suitable space.
 - e. The potential for conflict or interference with the public uses of the Airport.
 - f. Any other factors the Airports Director deems relevant.
3. The following standards shall apply for a ground lease for the construction of new hangar and hangar assets:
 - a. Construction of the new hangar(s) shall commence within 1 year of lease execution.
 - b. Improvements shall meet minimum standards and be constructed in accordance with the building code and FAA regulations. The County shall require a compliance check for adherence to development standards and the building and fire code before granting any lease extension. The County may terminate any lease if the Lessee fail to meet the standards required for compliance. The Lessee may request an extension for this timeline by demonstrating extenuating circumstances that justify not meeting the timelines in this Paragraph. The Airports Director may extend the timeline for compliance if the Airports Director concurs.
 - c. All ground leases for the construction of new hangar or hangar assets shall be for a term of 30 years or an amount negotiated to allow lessee to recoup the investment, pursuant to FAA guidelines. New hangar leases shall contain a clause that at both termination or expiration of the term of that lease the ownership of all site and building improvements shall revert to the Airport, except as follows:



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- i. The Airports Director determines that the Lessee may remain past the expiration of the ground lease under a new lease with a term that is less than five years.
 - ii. The Airports Director, upon thorough inspection of the building, determines that it is not suitable or viable to remain as an operable and maintainable building, in which case the Lessee is required under the terms of the outgoing lease to remove the building at Lessee's own cost and responsibility.
4. The County shall require a Lessee who requests to enter into a ground lease for privately owned hangars that are in existence as of the last update of this Policy that are sold or have no current lease and require a new ground lease, to maintain, repair, or improve the hangar to current standards at the Lessee's expense.
5. Compliance checks for adherence to current development standards and the building and fire code will be required for all privately-owned hangars at five-year intervals for the term of the lease and prior to any lease extension, to occur at the Lessee's expense and effort.
6. Any sale of the hangar that could result in a reassigned or new lease will require a new application and application fee.
7. A Lessee shall not sell, assign, transfer, or make changes to controlling ownership of the lease agreement, in whole or in part, or any interest in the agreement, or any rights or obligations the Lessee has under the agreement, without the prior written consent by the County. A Lessee that is proposing to sell, assign, or transfer, may submit a written request to the Airport Director for approval, and shall include in that request a completed application and payment of any applicable Lease/Sublease application fee. The assignee or new owner(s) shall satisfy all criteria set forth in this Policy, the Airports Ordinance, and all applicable legal requirements.
8. Lease rates shall be adjusted annually in accordance with the County's adopted Airport Fee Resolution.
9. For current Lessee in good standing at the end of their lease term, the County Airports Director will provide that Lessee the right of first refusal in a new lease, unless the Airports Director determines that it would be in the best interests of the Airport to use that space for another purpose consistent with B.2 above.

C. HANGAR AND GROUND LEASE WAITING LIST

1. At times the demand for use of hangar space exceeds availability. When no space is available, an owner or individual who holds an interest in an aircraft may submit for placement on the waitlist.



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2. This request may be made by submitting a letter of request to the Airport Office, P.O. Box 85, Placerville, CA. 95667 or via email to airportoperations@edcgov.us. It must include the following information:
 - a. Date.
 - b. Name, address and phone number(s).
 - c. Email address.
 - d. Complete aircraft information.
 - e. Airport desired.
 - f. Type of lease of interest.
 - g. Size of hangar (optional).
3. This letter of request is then added to the waiting list by date of application. When a hangar or ground lease site deemed available for personal use becomes available, the person at the top of the list will be contacted. The person has a choice to accept a Lease within 15 business days or let it pass and remain in that position. The Lease would then be offered to the next person.
4. When a Lease or a Lease Assignment (the purchase of an existing hangar and Lease) is executed by the County of El Dorado, that Lessee's name will be removed from the Space "Waiting List" and the request on file canceled. A Space Waiting List cancellation form will accompany the lease packet sent to the proposed lessee for signature along with the lease or assignment documents. Should an additional site be needed, a new letter of request must be submitted and processed per the above procedure. A name will not remain on the Space Waiting List in any category once a lease or lease assignment has been executed.
5. If personal circumstances change that affect the category established by the original letter of request, that name will then be placed in the now appropriate category by the date of the letter of request.

D. LEASE AND ACCESS AGREEMENT APPLICATION REQUIREMENTS

Pursuant to Chapter 18.30, Airport Minimum Standards, of Article 18, Airports, of the El Dorado County Code of Ordinances, the following requirements apply to any individual or business desiring to enter into a hangar or ground lease for personal or business use, or any commercial operator intending to conduct business at the airport.

1. Applicants shall submit a County-prescribed application signed by a responsible party. Requests for leases will require the fee for preparation as well as a complete application form. At minimum, the application will require:
 - a. Application Date.



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- b. Applicant name and address.
 - c. Telephone number (Normal working hours).
 - d. Email address.
 - e. Proof of insurance coverage meeting current County requirements, as stated in Section ~~HJ~~.
2. In addition to items above (D.1.), applications for Personal Use Lease Agreements will also require:
 - a. Hangar Ownership information describing the name of the person or entity who owns the hangar and the nature of that ownership interest.
3. In addition to items above (D.1.), applications for Off-Site Operator Access Agreements will also require:
 - a. A description of the services to be offered. Applicant shall describe activities in detail such that the type and scope of aeronautical activities are clear, provide operations schedule, number of personnel and their training, qualifications, and availability.
 - b. Proof of insurance coverage meeting County requirements for the type of Commercial Operation the applicant intends to operate. Insurance coverage will be reviewed by Risk Management and may require different coverage based on review of the proposed business and the background of the applicants.
 - c. Copy of a County business license.
 - d. Proof of appropriate certifications for all services intended to be performed (if applicable).
4. In Addition to items above (D.1. and D.2.), Commercial (FBO or SSO) Leases will require:
 - a. The scope of the proposed operation. Applicant shall have a business background and shall have demonstrated business capability to the satisfaction of the Airport Director.
 - b. A recent credit report (paid for by the applicant).
 - c. The amount of land or building space the Operator desires to lease. The prospective FBO shall lease or otherwise have adequate access to an appropriate amount of building and land space for the proposed service, which shall be outfit with proper heating, lighting, and utilities.
 - d. The building space to be constructed or other improvements proposed.
 - e. A business plan including three professional references.

E. LESSEE CONSTRUCTION AND IMPROVEMENTS:

1. A Lessee shall submit a Notice of Proposed Construction or Alteration Form (FAA Form 7460-1) to the Airports Director before all construction on the airport. The Airports Director will determine whether the proposed construction conforms to the Airport Layout Plan and ensure conformity in terms of



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color and construction style with other structures on the airport. The Airports Director will make any necessary recommendations to bring any proposed construction into conformance.

2. No buildings, structures, tie-downs, ramps, paving, taxi areas, or any other improvements or additions shall be placed, constructed, altered, or removed on the Airport without the prior approval of the County. In the event of any construction, the County, at its discretion, may require an appropriate bond to guarantee the completion of the construction.
3. No signs or advertisements may be posted at the airport without a written contract, lease, permit or other authorization by the Airports Director.

F. COLOR GUIDELINES FOR STRUCTURES ON GROUND LEASES:

1. In general, the color of any hangar or structure built on a ground lease should comply with the below, unless deviation is approved by the Airports Director and outlined in the lease agreement.
 - a. Placerville Airport: Medium to light green, matching existing hangar colors.
 - b. Georgetown Airport: Medium tan/beige, matching existing hangar colors.

G. WASTE/REFUSE:

1. Airport users are responsible for cleaning and disposing of the refuse or litter in any part of the Airport in which they lease, use, or operate. All commercial operations are required to obtain a dumpster for the sole use of the commercial operation.
2. All waste, refuse, or garbage must be put in closed trash cans or containers and all operating areas should always be kept safe, clean, and organized to reduce hazards.
3. No burning or dumping of waste, refuse, or hazardous materials on the Airport is permitted without prior coordination with the County.
4. Airport users shall keep their leased area or operation area free and clear of all weeds, rocks, debris, hazardous, or other material which could cause damage to aircraft, buildings, persons, or vehicles.

H. GENERAL REQUIREMENTS FOR OPERATORS

1. Nondiscrimination: The Operator shall always provide services at the Airport in compliance with the nondiscrimination laws and regulations specified in the lease or those applicable to the services provided.
2. Operating Hours: An FBO or SSO shall post in a plainly visible location the operating hours of the business and an emergency telephone number of the business.



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3. Prompt Payment of County Fees: An operator shall promptly pay, when due, access fees, flowage fees, lease payments and any other charges called for by these minimum standards or any agreement with the County.
4. Ecology and Grounds Maintenance: An operator shall keep her/his areas in which operation is authorized free and clear of all weeds, rocks, debris, hazardous or other material which could cause damage to aircraft, buildings, persons or automobiles.
5. Storm Water Pollution Prevention Plan Requirements: The goal of the Storm Water Pollution Prevention Plan is to prevent pollutants of all kinds from escaping into rivers, streams, and other bodies of water. Periodic inspections for compliance will be conducted, as required by the County's Storm Water Permit. The County is required by the State Water Quality Control Board to log/report any violations and show evidence in the County's annual report that the violations were addressed and that corrective action was taken. Continued violations by a commercial Operator will require the operator to obtain an individual EPA Storm Water Permit for their business at the cost of the Operator.
6. No signs or advertisements may be posted at the airport without a written contract, lease, permit or other authorization by the Airports Director.
7. Sale and Assignment: No right, privilege, permit or license to do business on the Airport shall be assigned, sold or otherwise transferred or conveyed in whole or in part except in accordance with this policy.

I. INSURANCE REQUIREMENTS

1. County-Owned Hangars and owner-occupied Ground Leases for personal use require ~~either one of~~ the following:
 - ~~a. An umbrella insurance policy with a total coverage amount of \$1,000,000 per occurrence for bodily injury and property damage to cover both the aircraft operated and/or stored on the premises, premises liability, and the automobile being used on the airport. The County of El Dorado, its officers, officials, employees, and volunteers are included as additional insured; OR~~
 - a. General Liability Insurance with minimum coverage limits of \$1,000,000 is required for all individuals leasing a hangar. This Liability Insurance may be insurance that a tenant carries under various insurance policies. Whether this coverage is extended from an aircraft/aviation policy (I.1.a) or a stand-alone policy, it must include coverage for bodily injury and property damage arising out of the use of the hangar. The County of El Dorado, its officers, officials, employees, and volunteers are included as additional insured.



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- b. Aircraft/Aviation Liability Insurance of \$1,000,000 per occurrence for bodily injury and property damage for aircraft operated and/or stored on the Premises. ~~and must include premises liability (if premises liability is not included in the Aircraft Liability policy, a separate Hangar Liability policy with a \$1,000,000 occurrence limit for injury or damage shall be obtained), and~~ This coverage can be obtained by an endorsement from an aircraft liability policy or a separate General Liability policy. The County of El Dorado, its officers, officials, employees, and volunteers are included as additional insured.
- c. For Lessees wishing to access the airport through the vehicle gates, Motor Vehicle Liability Insurance of not less than \$~~250~~100,000 bodily injury limits per person, \$~~500~~300,000 bodily injury limits per occurrence, and \$~~500~~50,000 for damage to the property of other people. The personal auto limit can be achieved by purchasing a policy with required limits or an umbrella policy increasing the limit to at least the required amount.
2. In addition to all requirements listed in I.1 above, subleased hangars require Hangar Keepers' Liability Insurance covering damage to aircraft in your care, custody, and control in an amount equal to all aircraft in your care, custody, and control at one time.
- 2.
3. Insurance Requirements for Offsite Operators:
- a. All requirements listed in I.1.a or I.1.b above.
- b. Full Worker's Compensation and Employers' Liability Insurance covering any/all employees of the Lessee as required by law in the State of California.
- 4.3. Insurance Requirements for Commercial/Offsite Operators:
- a. Commercial Operators will carry current insurance at levels determined by County Risk Management on a case-by-case basis, which may include requirements listed in I.1. or I.2. above, Commercial Liability, Workers' Compensation with statutory limits covering any/all employees of the Lessee as required by law in the State of California, and Hangar Keepers' Liability coverage.
- b. The most current Insurance Certificate should be on file with the County, and the Commercial Operator must inform the County of any change in insurance levels or provider upon change.
1. The County of El Dorado, its officers, officials, employees and volunteers are included as additional insured, on an additional insured endorsement for Aircraft Liability and Hangar Liability policies.

J. COUNTY AIRPORTS

1. Placerville Airport:



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- a. Uncontrolled/Non-towered Airport
 - b. Open for authorized aeronautical public use 24 hours per day, 7 days a week
 - c. The Airport staff are located at the Administration Office. Hours are posted at the Placerville Airport and on the County website.
2. Georgetown Airport
 - a. Uncontrolled/Non-towered Airport
 - b. Open for authorized aeronautical public use 24 hours per day, 7 days a week
 - c. This airport is not regularly staffed.

K. FUELING

Fuel is available for purchase at both the Placerville and Georgetown Airports, subject to availability.

1. Placerville Airport:
 - a. 100 Low Lead (100LL) Aviation Fuel:
 1. Self Service 24 hours per day, 7 days a week
 - b. Jet Fuel:
 1. Self Service 24 hours per day, 7 days a week
 2. Full Service during staffed operating hours.
 3. By Fuel Truck during staffed operating hours.
2. Georgetown Airport:
 - a. 100 Low Lead (100LL) Aviation Fuel:
 1. Self Service 24 hours per day, 7 days a week

L. SECURITY AND AIRPORT ACCESS

1. The Airports should only be accessed by those who have a valid need to enter.
2. All non-County vehicles must:
 - a. Yield the right of way to pedestrians, aircrafts, and emergency vehicles.
 - b. Only access designated roads and parking areas.
 - c. Never block the runway or any other Airport Operational Area.
3. Security Gate Access Device Issuance and Application.
 - a. Access through an Airport gate must only be made by using a Security Gate Access Device activated and approved by the County.
 - b. The County shall only issue one device per person, and an applicant who obtains a device shall not share, loan, or give that device to any other person for any purpose.



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- c. The County may issue security gate access devices, with valid identification and fees paid, only to the following:
 1. Active leaseholders with the County.
 2. Verified employees of a business, including Fixed Base Operators and Single Service Providers, on the Airport.
 3. Current Flying Club members for a Flying Club based at the Airport.
 4. Offsite Operator or Service Providers with an active Access Agreement.
 5. Airport Temporary Commercial Use License Holders only during the duration outlined in the license.
- d. Upon receipt of a Security Gate Access Form, Airport staff will verify the applicant meets one or more of the requirements and request a qualified applicant pay any fees associated with the security gate access device.
- e. Eligible recipients of access devices must request a device to Airport Administration on a County prescribed Security Gate Access Device Application, using one of the following methods/locations:
 1. Placerville Airport Administration Office
 2. Mail: 3501 Airport Road, Suite 1 Placerville, CA 95667
 3. Email: airportoperations@edcgov.us
- f. Airport Administration will keep a file of all completed applications and supporting documentation, and a roster of all devices to include the name of the person assigned the device and the date of issuance.
- g. The County may deny an application due to:
 1. Availability: There is an insufficient supply of requested access device(s) at the time of completed application.
 2. Misrepresentation: The applicant supplied the County with false or misleading information, or failed to make full disclosure on the application or supporting documents.
 3. Noncompliance/History of Violations: The applicant does not currently comply with County Policy or any other rules and regulations applicable to County Airports.
- h. Devices shall be turned into Airport staff upon termination of tenancy, including sale of a hangar or shared use aircraft, or termination of employment with the Airport or an Airport Operator.
- i. Lost or stolen devices must be immediately reported to Airport staff and undergo a new application and payment of any applicable fees before reissuance. Lost or stolen devices will be deactivated immediately upon notification.



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- j. The device holder shall be responsible for ensuring that no unauthorized vehicles gain entry through the gate during their ingress.
4. Security Gate Access Device Suspension:
 - a. Access devices may be suspended or revoked due to:
 1. A Lessee or Operator that is sixty (60) or more dates delinquent on any fee or lease payment.
 2. A Lessee or Operator failing to provide a renewed Certificate of Insurance to Airport staff after expiration of their current Certificate.
 3. A Flying Club failing to supply Airport staff with their semiannual roster.
 4. Violation of the above Access Devices Rules or any provision of this Policy.
 5. Willful tampering of County property or obstruction of access gates.)
 - b. The County will provide a courtesy notice for any noncompliance issues to any device holders before the device being deactivated. When access is suspended the device will be reactivated by the County within five (5) days of receipt of documentation and payment of activation fee.

M. DEFINITIONS:

1. **Access Agreement Application Fee:** A charge assessed by the County which must be paid to the County of El Dorado before an Offsite Operator may engage in Commercial Operation. The fee is assessed to equalize any competitive advantage between operators or, in the case of Offsite Operators, to contribute a "fair share" to the operation of the Airport.
2. **Aeronautical Activity:** Any activity that involves, makes possible, or is required for the operation of aircraft or that contributes to or is required for the safety of such operations. Activities within this definition, commonly conducted on airports, include, but are not limited to, the following:
 - a. General and corporate aviation.
 - b. Air taxi and charter operations.
 - c. Scheduled and nonscheduled air carrier operations.
 - d. Pilot training.
 - e. Aircraft rental and sightseeing.
 - f. Aerial photography.,
 - g. Crop dusting.
 - h. Aerial advertising and surveying.
 - i. Aircraft sales and services.
 - j. Aircraft storage.
 - k. Sale of aviation petroleum products.



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- I. Repair and maintenance of aircraft.
 - m. Sale of aircraft parts.
 - n. Parachute or ultralight activities.
 - o. Any other activities that, because of their direct relationship to the operation of aircraft, can appropriately be regarded as aeronautical activities. Activities such as model aircraft and model rocket operations, are not aeronautical activities.
3. **Aircraft:** A device that is used or intended to be used for flight in the air.
4. **Airplane:** An engine-driven fixed-wing aircraft heavier-than-air that is supported in flight by the dynamic reaction of the air against its wings.
5. **Airport:** An area of land or water that is used, or intended to be used, for the aircraft takeoff and landing. It includes any appurtenant areas used, or intended to be used, for airport buildings or other airport facilities or rights-of-way, together with all airport buildings and facilities located thereon. It also includes any heliport.
6. **Airports Director:** The officer or representative of the County having immediate charge of the airport to include the County Airports Director or any of his or her regularly appointed/designated deputies.
7. **Airport User:** A person or entity that uses an airport, including pilots, airport operators, businesses, passengers, visitors, and employees.
8. **Board:** The Board of Supervisors of the County of El Dorado.
9. **Commercial Certificate:** A certificate earned from the Federal Aviation Administration (FAA) to perform/provide applicable aeronautical services for hire.
10. **County Business License:** A license obtained from the County to operate a commercial business within the County.
11. **Glider:** A heavier-than-air aircraft that is supported in flight by the dynamic reaction of the air against its lifting surfaces and whose free flight does not depend principally on an engine.
12. **Gyrocopter:** An engine-driven rotorcraft that is supported in flight by a free-spinning rotor system.
13. **Helicopter:** An engine-driven rotorcraft that has a rotor system that is directly coupled to the engine.
14. **Hold Harmless:** Protecting and holding harmless the County and its employees from any and all lawful damages and claims of liability which may arise as a consequence of an Operator or a Licensee's presence or activities on the Airport.
15. **Lease:** Includes any ground lease, Fixed Base Operator Lease, Off Airport Operator Lease, or any Access Agreement with a Single Service Operator or Single Service Operator, unless the context indicates otherwise.
16. **Lighter-Than-Air Aircraft:** means an aircraft that can rise and remain suspended by using



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contained gas weighing less than the air that is displaced by the gas.

17. **Operational Area:** An area on the airport accessible by an aircraft, including runways, helicopter pads, and taxiways.
18. **Operator (Commercial Operator):** Any Fixed Base Operator, Offsite Operator, or Single Service Operator at the Airport.
 - a. **Fixed Base Operator (FBO):** A commercial business granted the right by the airport sponsor to operate on an airport and provide aeronautical services such as fueling, hangaring, tie-down and parking, aircraft rental, aircraft maintenance, and flight instruction.
 - b. **Offsite Operator:** Any person or business entity engaged in Commercial Operations at the airport who does not lease property from the County, such as an independent mechanic or flight instructor.
 - c. **Single Service Operator (SSO):** A commercial business performing less than full services as compared to a full service FBO. These types of companies differ from a full service FBO in that they typically offer only a specialized aeronautical service such as aircraft sales, flight training, aircraft maintenance, or avionics services.
19. **Rotorcraft:** An engine-driven rotary-wing aircraft heavier-than-air that is supported in flight by a rotating wing consisting of two or more blades.
20. **Unsafe practices:** Any activity which is contrary to accepted procedures as described in the Aeronautical Information Manual and Federal Regulations or local procedures which creates a hazard to other aircraft and/or persons in the air or on the ground.

III. REFERENCES

Title 18 of the County Code of Ordinances

Section 3.08 of the County Code of Ordinances

Government Code Sections 25536 & 50474.

FAA Airport Compliance Manual, FAA Order No. 5190.6B Change 3 (Sept. 15, 2023)

FAA Minimum Standards for Commercial Aeronautical Activities, FAA Advisory Circular AC 150/5190-8 (Dec. 7, 2023)



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IV. RESPONSIBLE DEPARTMENTS

Chief Administrative Office, Airports Division

Board of Supervisors

V. DATES (ADOPTED, REVISED, NEXT REVIEW)

Originally Adopted:	04/19/1994		
Last Revision:	12/10/2024 <u>7/29/2025</u>	Next Review:	12/10/2029 <u>7/29/2030</u>