



Twin Falls City Council Agenda

Monday, October 5, 2020, 5:00 PM

City Council Chambers
203 Main Avenue East- Twin Falls, Idaho

Members: Suzanne Hawkins, Craig Hawkins, Nikki Boyd, Shawn Barigar, Gregory Lanting, Christopher Reid, Ruth Pierce

- 1) CALL MEETING TO ORDER/CONFIRMATION OF QUORUM
- 2) PLEDGE OF ALLEGIANCE
- 3) PROCLAMATIONS
 - a) **PRESENTATION:** National Long-Term Care Residents' Rights Month 2020 - Connection Matters - Request by Marilyn Shiroma, CSI Office on Aging
 - b) **PRESENTATION:** Breast Cancer Awareness Month - Request by Councilmember Ruth Pierce
- 4) CONSENT CALENDAR
 - a) **ACTION ITEM:** Request to approve the Accounts Payable for September 24 - 30, 2020.
By: Amy Luna, Finance Administrative Assistant
 - b) **ACTION ITEM:** Request to hold the Twin Falls City Youth Council Halloween Dance.
By: Ryan Howe, Police Department
 - c) **ACTION ITEM:** Request to approve the 30th Annual Christmas in the Night Time Sky event sponsored by Kimberly Nurseries to be held at 2862 Addison Avenue East on Friday, November 27, 2020.
By: Ryan Howe, Police Department
 - d) **ACTION ITEM:** Request from Carly Lux, on behalf of Autism Awareness 5k Fun Run. Autism Awareness 5k Fun Run is a 5K running event. This event will begin near the Visitor's Center on the Canyon Rim trail on Saturday, November 7, 2020.
By: Ryan Howe, Police Department
- 5) ITEMS OF CONSIDERATION
 - a) **INFORMATIONAL:** Presentation by Joshua W. Kern M.D., Vice President of Medical Affairs, St. Luke's Health System.
By: Travis Rothweiler, City Manager
 - b) **PRESENTATION:** Presentation of a Certificate of Appreciation to Scott Truax in recognition of his repair work on the Evel Knievel monument at the Twin Falls Visitor Center.
By: Suzanne Hawkins, Mayor
 - c) **ACTION ITEM:** Request to approve Dana DeHaan to serve as a Library Trustee.
By: Tara J. Bartley, Director of the Twin Falls Public Library

d) **ACTION ITEM:** Request to confirm the appointment of Jim O'Donnell to the Airport Advisory Board.

By: Suzanne Hawkins, Mayor

e) **ACTION ITEM:** Request to accept grant funds from FM Global.

By: Mandi Thompson, Assistant to the City Manager

f) **ACTION ITEM:** Request to approve a Resolution Adopting Minimum Standards for Commercial Aeronautical Services at Joslin Field.

By: Bill Carberry, Airport Manager

6) GENERAL PUBLIC INPUT

7) ADVISORY BOARD REPORT/ANNOUNCEMENTS

8) PUBLIC HEARINGS: None

9) ADJOURNMENT

Any person(s) needing special accommodations to participate in the above-noticed meeting could contact Leila Sanchez (208) 735-7287 at least two working days before the meeting. Si desea esta información en español, llame Leila Sanchez (208) 735-7287.

Public Input Procedures

1. Individuals wishing to provide public input regarding matters relevant to the City of Twin Falls shall:
 - Wait to be recognized by the Mayor or Chairman
 - Approach the microphone/podium
 - State their name, and whether they are a resident or property owner in the City of Twin Falls, and proceed with their input.
2. The Mayor or Chairman may limit input to no less than two (2) minutes. Individuals are not permitted to give their time to other speakers.

Public Hearing Procedures for Zoning Requests

1. Prior to opening the first Public Hearing of the session, the Mayor or Chairman shall review the public hearing procedures.
 2. Individuals wishing to testify or speak before the City Council or Planning & Zoning Commission shall wait to be recognized by the Mayor or Chairman, approach the microphone/podium, state their name, and then proceed with their comments. Following their statements, they shall write their name and address on the record sheet(s) provided by the staff. The staff shall make an audio recording of the Public Hearing.
 3. A City Staff Report shall summarize the application and history of the request.
 4. The Applicant, or the spokesperson for the Applicant, will make a presentation on the application/request (request). No changes to the request may be made by the applicant after the publication of the Notice of Public Hearing. The presentation should include the following:
 - A complete explanation and description of the request.
 - Why the request is being made.
 - Location of the Property.
 - Impacts on the surrounding properties and efforts to mitigate those impacts.
 5. Applicant is limited to 15 minutes, unless a written request for additional time is received, at least 72 hours prior to the hearing, and granted by the Mayor or Chairman.
 6. The City Council or Planning & Zoning Commission may ask questions of staff or the applicant pertaining to the request.
 7. The general public will then be given the opportunity to provide their testimony regarding the request. The Mayor or Chairman may limit public testimony to no less than two (2) minutes per person.
 - Individuals are not permitted to give their time to other speakers.
 - However, five (5) or more individuals that received written notice of the public hearing may appoint, by written petition, a spokesperson. The written petition must be received at least 72 hours prior to the hearing and must be granted by the Mayor or Chairman. The spokesperson shall be limited to 15 minutes.
 - Written comments, including e-mail, received by 12:00 p.m. on the date of the hearing shall be either read into the record or displayed to the public on the overhead projector.
 8. Following the Public Testimony, the applicant is permitted five (5) minutes to respond to Public Testimony.
 9. Following the Public Testimony and Applicant's response, Council or Commission members, as recognized by the Mayor or Chairman, shall be allowed to question the Applicant, Staff or anyone who has testified. Responses shall be limited to answering the questions asked. The Mayor or Chairman may limit the time permitted for the answer.
 10. The Mayor or Chairman shall close the Public Hearing. The City Council or Planning & Zoning Commission shall deliberate on the request. Deliberations and decisions shall be based upon the information and testimony provided during the Public Hearing. Once the Public Hearing is closed, additional testimony from the staff, applicant or public is not allowed. Legal or procedural questions may be directed to the City Attorney.
- * Any person not conforming to the above rules may be prohibited from speaking. Persons refusing to comply with such prohibitions may be asked to leave the hearing and, thereafter removed from the room by order of the Mayor or Chairman.

Office of the Mayor
City of Twin Falls, Idaho

Proclamation

**National Long-Term Care
Residents' Rights Month 2020**

Connection Matters

Whereas, there are 1.3 million individuals living in 15,600 nursing homes; and over 800,000 individuals living in 28,900 assisted living/residential care facilities in the U.S.; and

Whereas, the federal Nursing Home Reform Act of 1987 guarantees residents their individual rights in order to promote and maintain their dignity and autonomy; and

Whereas, all residents should be aware of their rights so they may be empowered to live with dignity and self-determination; and

Whereas, we wish to honor and celebrate these citizens, to recognize their rich individuality, and to reaffirm their right to vote and participate politically, including the right to have a say in their care; and

Whereas, individuals and groups across the country will be celebrating Residents' Rights Month with the theme –“Connection Matters”– to emphasize connections – to family, to friends, and to the community – as an essential component of good health and quality of life for residents.

Now, therefore, I, Suzanne Hawkins, Mayor of the City of Twin Falls, do hereby proclaim October 2020 as National Long-Term Care Residents' Rights Month, in the City of Twin Falls, and encourage all citizens to join me in these important observances.

In witness whereof, I have hereunto set my hand and cause this seal to be affixed on this 5th day of October 2020.

Mayor Suzanne Hawkins

Deputy City Clerk Leila A. Sanchez

*Office of the Mayor
City of Twin Falls, Idaho*

Proclamation

"CITY OF TWIN FALLS | BREAST CANCER AWARENESS MONTH"

Whereas, every year, too many Americans are touched by the pain and hardship caused by breast cancer; and whereas breast cancer remains one of the leading causes of cancer-related deaths among women; the City of Twin Falls proudly honors those who lost their lives to breast cancer and the courageous survivors who are still fighting it.

And whereas October is Breast Cancer Awareness Month, the City of Twin Falls, with bold pink ribbons and shirts displayed proudly throughout our community, will stand with breast cancer survivors, and raise awareness in advancing research efforts.

Furthermore, we commit ourselves to support survivors, their loved ones, and organizations that seek to forge a future free from all cancer.

Now, Therefore I, Suzanne Hawkins, Mayor, and the City Council of Twin Falls, Idaho, do hereby proclaim October 2020 to be:

"BREAST CANCER AWARENESS MONTH"

We encourage citizens, government agencies, private businesses, nonprofit organizations, and all others to join in activities that increase awareness of breast cancer prevention.

In witness whereof, I have hereunto set my hand and caused this seal to be affixed.

Suzanne Hawkins,
Mayor

Attest: Leila A. Sanchez, Deputy City Clerk

Date: October 5, 2020



Date: Monday, October 5, 2020
To: Honorable Mayor and City Council
From: Ryan Howe, Sergeant, Police Department

ACTION ITEM

Request:

Request to hold the Twin Falls City Youth Council Halloween Dance.

Time Estimate:

Staff requests this item be placed on the consent calendar.

Background:

Suzanne Hawkins, representing The City of Twin Falls Youth Council, has submitted a Special Event Application for the 2020 Twin Falls City Youth Council Halloween Dance to be held in the Twin Falls City Park on Saturday, October 24th, 2020. The dance is scheduled to be from 6pm until 9pm. Amplified music will be played for the event. The event organizers will have recommendations to wear masks and social distance.

This event will take place primarily in the band shell area of the park and is expected to have less than two hundred (200) people in attendance.

There will be refreshments provided to attendees and vendors on scene during the dance. The event organizers will be responsible for clean-up within the park and other areas affected by the event.

Approval Process:

Consent of the Council

Budget Impact:

Twin Falls Police Department Staff does not feel there is a need for the Twin Falls Police Department to provide security.

Regulatory Impact:

N/A

History:

Analysis:

Conclusion:

Staff recommends that the City Council approve the Special Event Application submitted for the "Twin Falls City Youth Council Halloween Dance" event based on the information provided.

Staff recommends that the on-duty Supervisor be given authority to order event organizers to mitigate the sound of amplified music. If the noise complaints become habitual, the Patrol Supervisor shall be granted the authority to order the music to be terminated.

Attachments:

None



Date: Monday, October 5, 2020
To: Honorable Mayor and City Council
From: Ryan Howe, Sergeant, Police Department

ACTION ITEM

Request:

Request to approve the 30th Annual Christmas in the Night Time Sky event sponsored by Kimberly Nurseries to be held at 2862 Addison Avenue East on Friday, November 27, 2020.

Time Estimate:

Staff requests that this item be placed on the Consent Calendar.

Background:

Dave Wright submitted a Special Events Application requesting to hold the 30th Annual Christmas in the Night Time Sky Event. The event will be held at the Kimberly Nurseries located at 2862 Addison Avenue East. This is a nonprofit event that will benefit needy children in our community, as it is the valley's largest toy fundraiser. The event begins at 5:00 p.m. Event Organizers will host a chili/potato dinner beginning at 5:30 p.m. in exchange for an unwrapped toy. There will be live amplified Christmas type music played during the event, on the property of Kimberly Nurseries, as well as a bonfire. A choreographed fireworks display will follow at approximately 7:30 p.m. The fireworks will be launched just north of Kimberly Nurseries in a vacant field located on the north side of Addison Avenue East. The estimated crowd size for this event is 2,500 to 4100 people, depending on the weather. Event organizers will be responsible for providing advanced notification to all business owners and residents affected by the street closure due to this event. Patrons will park their vehicles in the Kmart Parking Lot and event organizers will provide transportation by school bus from the K-Mart parking lot to Kimberly Nurseries for the event and will provide transportation back to K-Mart at the conclusion of the event.

Addison Avenue East will be closed from Eastland Drive to Hankins Road from 5:00 p.m. until approximately 9:00 p.m. Carriage Lane and Carriage Lane North will also be closed at the intersections of Addison Avenue East. Road closures will be controlled by traffic cones, barricades, Twin Falls Police Department Officers and employees, officers from other agencies, and volunteers.

The Twin Falls City Street Department will provide the traffic cones and barricades for the event. The Twin Falls Fire Department will be on scene for the bonfire and for the fireworks display.

Approval Process:

Consent by the City Council.

Budget Impact:

This event will require a total of eleven (11) Twin Falls Police Officers, four (4) non-sworn Police Department employees, and other law enforcement agencies. A briefing will be held at 4:30 p.m. and the street closures will take place at 5:00 p.m. The event is estimated to conclude by 9:00 p.m. Total overtime cost for the Twin Falls Police Department will be \$2,756.00, which has been included in the Twin Falls Police Department's overtime budget.

Regulatory Impact:

N/A

History:

Analysis:

Conclusion:

This Special Events Application has been approved by several relevant City Staff members and the Twin Falls Police Department Staff. It is recommended that this request be approved by the City Council as presented.

Attachments:

None



Date: Monday, October 5, 2020
To: Honorable Mayor and City Council
From: Ryan Howe, Sergeant, Police Department

ACTION ITEM

Request:

Request from Carly Lux, on behalf of Autism Awareness 5k Fun Run. Autism Awareness 5k Fun Run is a 5K running event. This event will begin near the Visitor's Center on the Canyon Rim trail on Saturday, November 7, 2020.

Time Estimate:

Staff is requesting that this item be placed on the Consent Calendar.

Background:

Carly Lux has submitted a Special Events Application requesting to hold a 5k fun run for, Autism Awareness, on Saturday, November 7th. Runners/walkers will pay \$25 each to run/walk in support of Autism. The money that is raised from the runners/walkers will go to Mrs. Lux's foundation, Autism Speaks.

Autism Awareness 5k Fun Run will begin near the Visitor's Center and travel west towards Federation point. The runners will then turn around and end at the start/finish line. The event is anticipated to have approximately 75 people participating.

Parking will be at or near the Visitor's Center.

The run will begin at 7:00 a.m. and will conclude at 12:00 p.m.

Approval Process:

Consent of the Council

Budget Impact:

There is no budget impact.

Regulatory Impact:

N/A

History:

N/A

Analysis:

N/A

Conclusion:

Twin Falls Police Department Staff and several relevant City Staff members have approved this application request. Staff recommends that the City Council approve the Special Event Application based on the information provided.

Attachments:

None



September 29, 2020

Twin Falls City Council
P.O. Box 1907
Twin Falls, ID 83301

Dear Mayor Hawkins and City Council Members:

The current Board of Trustees of the Twin Falls Public Library requests the following be appointed to serve as a Library Trustee:

Dana DeHann, who resides at [REDACTED] Twin Falls, to serve as Library Trustee for a partial term of office extending from October 2020 – December 2023 to fill the remaining term of Board Member Teresa Jones who resigned in August.

The candidate has expressed a strong interest in the Library and is prepared to accept the full responsibilities of a working Library Trustee for her term of office. On behalf of the Board of Trustees, thank you for your consideration.

Sincerely,



Tara J. Bartley
Director of the Twin Falls Public Library

Enclosure: Letter of Interest – Dana DeHann

Dana DeHaan



July 29, 2020

Re: Letter of Interest

Dear Twin Falls Library Board of Trustees:

This is my letter of interest for a trustee position with the Twin Falls Library Board. I feel I have had wide and varied educational experiences that I could bring with me that could add value to the Twin Falls Library Board. I have worked in the classroom, as a school district administrator, and currently as a school improvement specialist for the Idaho State Department of Education. Throughout my educational career I have been committed to the support and development of literacy in our communities.

I began my instructional career in my mid-thirties as a K-8 teacher, after a career in bank management and lending. I was eager to take on a variety of teaching assignments as an educator. I was a 1st and 3rd grade classroom teacher, 4th-6th grade Title One teacher, and coordinator for a junior high gifted and talented program. I was also asked to teach 7th – 12th grade student and parent classes for students on probation by the District Court. While in those roles I received extensive professional development in reading and math instruction and remediation as well as how to work with and academically advance our difficult-to-reach and highly-talented students.

My first district administration job was overseeing the literacy development for Cassia County's at-risk kindergarten students in six elementary schools. The project was successful and I was moved into the district position of K-6 Curriculum Coordinator for the district. In this position I oversaw the implementation of all curriculum, provided instructional professional development, coached teachers, developed data-based decision-making protocols, and worked with principals to develop effective instructional teams and processes in their buildings all focused on the improvement of student literacy and math skills.

After two years as the K-6 Curriculum Coordinator I became the K-12 Curriculum Director for the Cassia County School District.

As K-12 Curriculum Director I was responsible for all district and school literacy and math improvement initiatives. There were 15 schools under my direction. During this time, I supervised numerous state mandates on school and district improvement in addition to changing standards and tests. I worked closely with school leadership (principals and teachers) to help assist them in setting themselves and their students up for success with long-term, self-

sustaining literacy and numeracy improvement. I stayed in this position for 9 years, until my retirement.

I also served as a co-director for the Mini-Cassia Reading Foundation for many years. This was a community service organization dedicated to helping families learn how to promote literacy in their homes and support their children's reading development.

After my retirement in 2014 I have enjoyed the opportunity to continue my school and district improvement work with the Idaho Building Capacity (IBC) Project as a Capacity Builder. This is an Idaho State Department of Education program that helps assist schools, with difficult demographics, to improve their student's literacy and numeracy skills.

I would enjoy being a trustee for the Twin Falls Library Board and hope that you will consider me. I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read "Dana DeHaan", written in a cursive style.

Dana DeHaan



October 5, 2020 City Council Meeting

To: Twin Falls City Council

From: Mayor Suzanne Hawkins

Request: Consideration of a request to confirm the appointment of Jim O'Donnell to the Airport Advisory Board.

Time Estimate: The presentation will take approximately 3 minutes. Following the presentation, additional time may be necessary for questions.

Background: The City advertised for applicants interested in becoming a City representative on the Airport Board due to the departure of Steve Kolar, who served his maximum 2 terms. Staff worked with the City PIO in issuing a public announcement and listing the opening on the City Web page.

An interview committee composed of Mayor Suzanne Hawkins, Airport Liaison Nikki Boyd, Airport Board Chairman Mike March and Airport Manager Bill Carberry interviewed 4 applicants (Jim O'Donnell, Jonathon Butler, Wade Pettingill, and Scott Martin) last month. The committee was impressed with Mr. O'Donnell and unanimously agreed to recommend him. Jim has been on the Board previously serving from 2009-2015 and was a past chairman.

Jim was instrumental in providing our community with first-class air show entertainment as a founding member of Air Magic Valley beginning in 1996. His efforts culminated with the Blue Angels appearances in 2008 and 2012.

Jim also took a hands-on position in helping the airport plan and develop two live emergency training drills in 2010 and 2013. The benefits of these exercises have helped our airport be better prepared for any unfortunate incidents that may occur.

Most recently, Jim was co-chair of the B-25 "Maid in the Shade" Veterans Ceremony at Joslin Field last month.

Approval Process: City Code 8-7-3 says that Airport Board members are appointed by the Mayor and confirmed by the City Council.

Budget Impact: None

Regulatory Impact: Approval of this request will maintain full membership on the Airport Advisory Board.

Conclusion: I request that the Council confirm my recommendation to appoint Jim O'Donnell to the Airport Advisory Board for a 3-year term.



Date: Monday, October 5, 2020
To: Honorable Mayor and City Council
From: Mandi Thompson, Assistant to the City Manager

ACTION ITEM

Request:

Request to accept grant funds from FM Global.

Time Estimate:

5 minutes with questions

Background:

In June 2020, the City of Twin Falls Fire Department submitted a grant to FM Global through their Fire Prevention Grant Program. FM Global assists fire departments and community organizations at the national, regional, state and local level in fire prevention, preparedness and control efforts, as well as arson prevention and fire investigation.

The TFFD submitted an application for the purchase of a Arson Scanner Hydrocarbon and Accelerant Detector in the amount of \$1,674.18. This piece of equipment will assist the Fire Marshall in the investigation of suspected arson. The equipment is designed specifically for detecting trace levels of hydrocarbon, accelerants, petroleum volatiles and various gases. Not only will the equipment increase the efficiency of a fire investigation, it will also increase accuracy and legitimacy of those findings in a criminal proceedings. Additionally, the unit can be used to detect gas leaks in municipal, commercial and residential settings.

Approval Process:

Majority vote of Council to accept the funds.

Budget Impact:

Unanticipated revenue in the amount of \$1,674.18.

Regulatory Impact:

N/A

History:

N/A

Analysis:

N/A

Conclusion:

Staff recommends that the Council accept the grant from FM Global in the amount of \$1,674.18.

Attachments:

None



Date: Monday, October 5, 2020
To: Honorable Mayor and City Council
From: Bill Carberry, Airport Manager

Request:

Request to Approve a Resolution Adopting Minimum Standards for Commercial Aeronautical Services at Joslin Field.

Time Estimate:

The staff presentation will take approximately 5-10 minutes, with possibly additional time for questions.

Approval Process:

A majority vote of the Council is needed to approve the request.

Background:

I originally visited with the City Council back in September of 2019 to gain approval to move forward with the development of minimum standards for commercial aeronautical service providers.

Purpose

At that time, we reviewed the purpose of the Minimum Standards was to help ensure a safe, efficient and adequate level of operation and services is offered to the public, and that the standards must be reasonable and not unjustly discriminatory. The Minimum Standards include **procedural** requirements for obtaining approval from the Airport to engage in aeronautical activities and **substantive** standards related to such activities.

Process

The Airport Board appointed a sub-committee to conduct monthly public meetings to work on the draft standards. The sub-committee was composed of 3 Board members and 2 commercial tenants, Reeder Flying Service's General Manager, Jared VanderKooi, and Mikel Hardy, operator of Plane Services, an aircraft charter and repair facility.

The sub-committee utilized the assistance of our City Attorney, ICRMP representatives, FAA officials, industry associates, and the minimum standards examples provided by other airports as resources in the drafting of the draft standards.

This past July, the sub-committee advertised and sent invitations to all airport tenant lease holders to an open house/informational meeting. At the meeting, a presentation and information session were held regarding the draft standards and their future adoption. There were a few tenants that called in advance and requested copies of the standards for their review, however, the meeting was lightly attended.

Budget Impact: N/A

Regulatory Impact:

Adoption of Minimum Standards would be applicable to new commercial aeronautical operators and not for established airport commercial providers already operating under lease agreements with the airport. Existing operators that take on *new* commercial aeronautical activities after the establishment of Minimum Standards would need to follow the standards. Establishment of Minimum Standards are not intended to create unreasonable “barriers to entry” for new commercial aeronautical activity providers nor the creation of exclusive rights for any current commercial aeronautical operator at the airport. The FAA highly recommends airport minimum standards in their guidance documents.

Conclusion:

In order to be better prepared to manage the growth and future opportunities at the airport, staff and the Airport Advisory Board recommend the City Council approve the request to adopt Minimum Standards for Commercial Aeronautical Activities. The City Attorney has prepared a Resolution for your consideration and approval.

Attachments:

*Resolution for adoption of the Airport Minimum Standards for Commercial Aeronautical Activity

*Copy of the Proposed Minimum Standards

RESOLUTION NO. 2020-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TWIN FALLS, IDAHO, ESTABLISHING THE MINIMUM STANDARDS FOR COMMERCIAL AERONAUTICAL ACTIVITIES FOR THE MAGIC VALLEY REGIONAL AIRPORT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Airport Sponsors adopt and enforce minimum standards in furtherance of their proprietary responsibility to ensure that commercial businesses provide appropriate and adequate aeronautical services to airport users; and

WHEREAS, the Magic Valley Regional Airport Board has reviewed and approved the attached Minimum Standards for Commercial Aeronautical Activities (“Minimum Standards”) for the Magic Valley Regional Airport, and has recommended that the City Council adopt these Standards; and,

WHEREAS, the Mayor and Council have reviewed and agree with the Minimum Standards recommended.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Twin Falls, Idaho that the Minimum Standards attached hereto and incorporated herein as Exhibit A are hereby adopted and take effect immediately upon passage of this resolution.

PASSED BY THE CITY COUNCIL _____, 2020

SIGNED BY THE MAYOR _____, 2020

Suzanne Hawkins - Mayor

ATTEST:

DEPUTY CITY CLERK

Exhibit A



MINIMUM STANDARDS FOR COMMERCIAL AERONAUTICAL ACTIVITIES

for the

Magic Valley Regional Airport

Twin Falls, Idaho

Adopted by the Twin Falls City Council

Resolution 2020-##

Magic Valley Regional Airport

Minimum Standards for Commercial Aeronautical Activity

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Magic Valley Regional Airport

Minimum Standards for Commercial Aeronautical Activity

INTRODUCTION

The Magic Valley Regional Airport ("Airport") is the primary commercial and general aviation air transportation facility for the City of Twin Falls, Twin Falls County and south-central Idaho. The Airport is owned by the City & County of Twin Falls, and daily operations of the Airport are overseen by the Airport Manager, who is appointed by the City.

These Minimum Standards for Commercial Aeronautical Activities ("Standards") have been developed and adopted to protect and promote in a reasonable manner the best interests of the public by requiring a minimum level and quality of facilities and services of commercial aeronautical businesses at the Magic Valley Regional Airport. These Standards are designed to provide reasonable opportunity, without discrimination, for the non-exclusive conduct of commercial aeronautical activities at the Airport.

The City reserves the right to review and amend these Standards from time to time and may promulgate revisions deemed necessary to address proposed activities or to protect or improve the Airport or the quality of service provided to the public. Revisions to these Standards must be reviewed by the Airport Manager, the Airport Advisory Board, and approved by the City Council. These Standards are not retroactive and do not bear on or affect any written agreement or lease properly executed prior to the date of adoption and approval of these Standards. Approved use or lease agreements in effect at the time of adoption of these Standards may be permitted to continue upon lease or use agreement renewal, provided that there is no interruption in the operation of the Commercial activity.

Aeronautical Activities may exist which are too varied to reasonably permit the establishment of specific minimum standards for each Activity. When specific Activities are proposed which do not fall within the categories in these Minimum Standards, appropriate minimum standards will be developed on a case-by-case basis and incorporated into any Agreement relating to the occupancy/use of the Airport land and/or improvements, taking into consideration the desires of the Operator, the Airport, and the public interest in and/or demand for such activities.

It should be emphasized that this document specifies the *minimum* standards that must be met to conduct commercial aeronautical activities at the airport. Applicants and operators are encouraged to exceed these minimums whenever possible.

Magic Valley Regional Airport

Minimum Standards for Commercial Aeronautical Activity

GENERAL

- A. No entity shall engage in any commercial aeronautical activity or business of any nature whatsoever on Airport property, except with the prior written approval of the City.
- B. Such written approval by the City is issued through either a signed lease agreement with the City if land and/or facilities are leased from the City, or a written agreement under Standards if the activity will be operating under a sublease from an existing Airport tenant.
- C. In the event these Minimum Standards, as they now exist or are hereafter amended, conflict with applicable Federal Aviation Regulations, the latter shall be deemed to control. If one or more clauses, sections or provisions of these Standards shall be held to be unlawful, invalid or unenforceable by final judgement of any court or competent jurisdiction, the invalidity of such clauses, sections or provisions shall in no way affect any other clauses, sections or provisions of these Standards.
- D. Minimum Standards have not been developed for airline companies providing scheduled passenger and/or cargo service at the Airport. These Minimum Standards do not modify any existing Airline Use Agreement and do not apply to signatory or non-signatory airlines unless said airline (Operator) proposes to engage in one or more of the Aeronautical Activities specifically identified in these Minimum Standards.
- E. The City reserves the right to prohibit any Entity from using the Airport or engaging in activities at the Airport upon determination by the Airport that such Operator has not complied with these Minimum Standards or has otherwise jeopardized the safety of Entities utilizing the Airport or the land and/or improvements at the Airport.
- F. All activities at the Magic Valley Regional Airport are subject to and must comply with all existing and future applicable laws, ordinances, rules and regulations of the Magic Valley Regional Airport, the City of Twin Falls, the State of Idaho, the Federal government and all other governmental bodies having jurisdiction

Magic Valley Regional Airport

Minimum Standards for Commercial Aeronautical Activity

SECTION I - DEFINITIONS

As used in these Minimum Standards, the following definitions apply:

- A. *Aeronautical Activity*- Any activity conducted on Airport property which involves or makes possible the operation of aircraft or which contributes to or is required for the safe operation of aircraft. Examples include, but are not limited to: aircraft charter, flight training, aircraft rental and sightseeing, aerial photography, aerial application, aircraft sales, sale of aviation petroleum products, repair and maintenance of aircraft and sale of aircraft parts.
- B. *Airport Advisory Board*- Referred to as the “Board”, means the Airport Advisory Board created and authorized under Title 8, Chapter 7 of the Twin Falls City Code.
- C. *Airport Layout Plan*- The currently approved, scaled dimensional layout diagram of the entire Airport property, indicating current proposed usage for each identifiable segment as approved by the Federal Aviation Administration and the City & County of Twin Falls.
- D. *City of Twin Falls*- Referred to as the “City”, means the City Twin Falls, a co-owner in conjunction with Twin Falls County, and the principal operator of the property that comprises the Magic Valley Regional Airport.
- E. *Commercial Aeronautical Activity*- Any aeronautical activity which involves or makes possible the operation of aircraft, the purpose of such activity being to secure income, earnings, compensation or profit, whether or not such objectives are accomplished.
- F. *Entity*- A person, persons, firm, partnership, limited liability company, unincorporated proprietorship, association, group or corporation.
- G. *Fixed Base Operator (FBO)* - A commercial tenant which provides for aircraft services as outlined in section V.(A).
- H. *Independent Operator (IO)*- Individual operators performing single-service aeronautical activities on the airport without a ground lease arrangement with the Airport (i.e. aircraft washing, flight instruction, and maintenance).

Magic Valley Regional Airport

Minimum Standards for Commercial Aeronautical Activity

- I. *Magic Valley Regional Airport*- Referred to as the “Airport”, means the property allocated for the operation of the Magic Valley Regional Airport in the City & County of Twin Falls, State of Idaho, as depicted on the current Airport Layout Plan.
- J. *Manager*- The Airport Manager of the Magic Valley Regional Airport.
- K. *Minimum Standards*- Qualifications established by the City of Twin Falls as the minimum requirements to be met as a condition for the right to conduct a commercial aeronautical activity on the Airport.
- L. *Non-Commercial Flying Club*- any combination in which three or more persons are associated (directly or indirectly) as individuals or as any association or legal entity to provide such persons the privilege of piloting club-owned aircraft based on the Airport. The flying club shall be operated on a non-profit basis so that it does not receive greater revenue than the amount necessary for the operation, maintenance, acquisition and replacement of its aircraft. The non-profit status shall be substantiated by documentary proof from the Internal Revenue Service.
- M. *Operator*- Means the entity responsible for the operations of a commercial aeronautical activity.
- N. *Rules and Regulations*- the rules and regulations as may be promulgated and adopted from time to time by the City to protect the public health, safety, interest and welfare of the Magic Valley Regional Airport.
- O. *Specialized Aviation Service Operator (SASO)*- A commercial aeronautical activity that provides one or more commercial services as outlined in section V.

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SECTION II - APPLICATION REQUIREMENTS

Applications for permission to conduct any commercial aeronautical activity or for a land or facility lease to conduct such activity at the Airport shall be made in writing to the Airport Manager. Applicants are strongly encouraged to visit with the Airport Manager to discuss the applicant's proposed activity prior to the preparation and submission of a detailed application.

The applicant shall submit all information and material necessary or requested by the City to establish to the City's satisfaction that the applicant will qualify and comply with these Minimum Standards. At a minimum, such applications must include all of the following:

1. Name, mailing address and phone number of applicant(s).
2. Type and structure of the organization; if incorporated, the names of the officers; if a partnership, the names of the partners.
3. Individual or business name and mailing address to appear on the lease or agreement.
4. A statement of past experience in the specified aviation business or commercial activity for which the application is being made.
5. A list of any applicable Federal, State or local certifications and licenses currently held or to be obtained. Include copies of currently held licenses or certificates.
6. A description of the amount of land, number of buildings, building space, etc. the applicant desires to lease. If the activity will be conducted under a sublease from an existing leaseholder, a copy of the proposed sublease must be provided.
7. A description of the services to be offered, including all of the intended services upon completion or the installation of the facility.
8. Proposed commencement date of the proposed construction or site improvements, proposed completion date and proposed date of commencement of operations.

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9. A description of the building space to be constructed, including square footages, building types and intended use of each.
10. The estimated total cost of construction and improvements.
11. In conjunction with the Airport's Development Guidelines, a site plan drawing depicting construction intended for the lease area (must be compatible with the Airport's current Airport Layout Plan).
12. The hours of operations and number of employees.
13. The number and type of aircraft to be based upon the leasehold to be leased or subleased by the Operator.
14. Provide a certificate of insurance or other satisfactory evidence of the ability to obtain insurance coverage as required in Section VI.

If requested by the City, the applicant shall also submit the following supporting documentation:

1. Financial Statement- A current financial statement prepared or certified by a Certified Public Accountant.
2. Assets- A written listing of the assets owned or to be purchased and utilized in conjunction with the commercial activity at the Airport.
3. Credit Report- A current credit report covering all areas in which the applicant had done business within the last ten years.
4. References- A list of persons or businesses for which the City has the authority to contact.
5. Authorization for release of information. A written authorization for the Federal Aviation Administration, all aviation or aeronautic commissions, administrators, or departments of states in which the applicant has engaged in aviation business to supply the City with all information in their files relating to the application or its

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operation. The applicant shall execute such forms, releases and discharges as may be requested by any of these agencies.

SECTION III - GENERAL CONDITIONS AND REQUIREMENTS

The following general conditions and requirements will be included in all commercial aeronautical activity leases or any written agreement under these Standards. These are basic clauses only and more specific clauses, covenants and language, dependent upon the particular activity authorized by the City, may be included in the lease or agreement under Standards:

- A. NON-DISCRIMINATION: Premises are to be operated for the use and benefit of the public. Non-discrimination means:
1. To furnish good, prompt and efficient services adequate to meet the demands for its service at the Airport;
 2. To furnish said service on an equal and non-discriminatory basis to all users thereof;
 3. To charge reasonable and non-discriminatory prices for each unit of sale or service, provided that the Operator may be allowed to make reasonable and non-discriminatory discounts, rebates or other similar types of price reductions to volume purchasers;
 4. The Operator, his agents and employees will not discriminate against any person or class of persons by reason of race, color, creed, age, disability or national origin in providing any services or in the use of any of its facilities provided for the public in any manner. The Operator further agrees to comply with enforcement procedures as the United States might demand that the City take in order to comply with the Airport's Federal Assurances.

B. AIRCRAFT SERVICE BY OWNERS OR OPERATORS OF AIRCRAFT

It is to be clearly understood by all Operators under these Standards that no right or privilege has been granted which would serve to prevent other aircraft owners or operators (commercial or non-commercial) on the Airport from performing any service on their own aircraft. This does not preclude the Operator under these Standards from restricting the self-fueling activities of others on its own leasehold. Those seeking to self-fuel their aircraft must apply for and adhere to

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the Airport's Self-Fueling Permit which provides for the procedures and alternate locations for self-fueling aircraft.

C. NON-EXCLUSIVE RIGHT

The granting of rights and privileges to engage in Aeronautical Activities shall not be construed in any manner as affording the Operator any exclusive right of use of the premises and/or facilities at the Airport, other than those premises and/or facilities which may be assigned exclusively to the Operator, and then only to the extent provided in a written Agreement.

D. AIRPORT DEVELOPMENT

The City reserves the right to further develop or improve the Airport as it sees fit, regardless of the desires or views of the Operator and without interference or hindrance.

E. MAINTENANCE OF LANDING AREA AND ALL PUBLICLY OWNED FACILITIES

The City reserves the right, but shall not be obligated to the Operator, to maintain and keep in repair the landing area of the Airport and all publicly owned facilities of the Airport, together with the right to direct and control all activities of the Operator in this regard.

F. NATIONAL EMERGENCY

During time of war or national emergency, the City shall have right to lease the landing area or any part thereof to the United States Government for military use, and if such lease is executed, the provisions of this instrument insofar as they are inconsistent with the provisions of the lease to the U.S. Government, shall be suspended.

G. AIRPORT OBSTRUCTIONS

The City reserves the right to take any action it considers necessary to protect the aerial approaches of the Airport against obstructions, together with the right to prevent the Operator from erecting or permitting to be erected, any building or other structure on or adjacent to the Airport, which, in the opinion of the City, would limit the usefulness of the Airport or constitute a hazard to aircraft.

H. SUBORDINATION

These Standards and all agreements shall be subordinate to the provisions of any existing or future agreement between the City and the United States, relative

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to the operation and maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the expenditure of Federal funds for the development of the Airport.

I. HAZARDOUS MATERIALS AND WASTE

The Operator shall not discharge, deposit or store any waste or hazardous materials on the Airport. The Operator's operating area shall be kept in a safe, neat, clean and orderly manner at all times and in such a manner to minimize any hazards. The operator must comply with the Airport's Stormwater Pollution Prevention Plan as appropriate. Examples of hazardous materials and waste include, but are not limited to, garbage; used fluids such as oil, chemicals, or fuel; scrap materials or other debris.

J. OPERATION AREA

The Operator shall not conduct any of its business or activities on any area except those specified in the lease or agreements under standards.

K. COMPLIANCE WITH APPLICABLE RULES AND REGULATIONS

The Operator shall comply with all federal, state and local rules and regulations which may pertain to its operation on the Airport and all future revisions thereto.

L. APPROVAL OF CONSTRUCTION

No buildings, structures, tiedowns, ramps, paving, taxi area, drains, earthwork or any other improvements or additions to the Airport shall be placed or constructed, or altered or removed at the Airport without the prior written approval of the City. Adherence to the Airport's Development Guidelines must be met where applicable. Applicable permits must be obtained by the Operator prior to any such work. The Operator must also submit Federal Aviation Administration (FAA) Form 7460 'Notice of Proposed construction', and receive written approval from the FAA prior to the start of construction. Form 7460 can be filed on-line at: <https://oeaaa.faa.gov/oeaaa/external/portal.jsp> Submittal and approval of appropriate environmental documentation, as determined by FAA, may also be required prior to the start of construction.

M. CHANGE IN SERVICES OFFERED

Once a lease or agreement under these Standards is entered into, the Operator may not add or delete services offered without the prior consent of the City. Any additional services contemplated must meet the requirements outlined in these standards.

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N. AERONAUTICAL USE

Premises are to be operated for aeronautical purposes only. Aeronautical uses include, but are not limited to storage of active aircraft, final assembly of aircraft under construction, maintenance, repair, or refurbishment of aircraft, and storage of aircraft handling equipment, tools, and materials necessary to support aeronautical uses. (See FAA Hangar Use Policy for details)

SECTION IV - ACTION UPON APPLICATION

Upon receipt of an application to conduct a commercial general aviation activity under these standards, the Airport Manager will review the application to ensure its completeness and compliance with the requirements of Section II, Application Requirements.

- A. If the application is found to be complete in accordance with Section II, the Airport Manager will schedule consideration of the proposed activity at the next possible regular Airport Advisory Board meeting. If the application is incomplete, the Airport Manager will advise the applicant in writing of the deficiencies.
- B. At the Airport Advisory Board meeting, the Board will consider the proposed activity, review the recommendation of the Airport Manager and take public comment. Following this consideration, the Airport Board will recommend approval or denial of the proposed activity to the Twin Falls City Council, which has the ultimate authority to approve or disapprove any proposed commercial aeronautical activity. The City Council reserves the right to waive any of the standards listed under this part, if in the opinion of the City Council, the existing conditions justify such a waiver. City Council consideration of a proposed activity will take place during a regular City Council meeting.
- C. The Airport Advisory Board will not consider any application to conduct a commercial aeronautical activity unless the applicant or a duly appointed representative is present at the Board meeting.
- D. In consideration of the application, the Airport Advisory Board and/or the City Council may deny the application based on one or more of the following terms:
 - 1. NOT QUALIFIED: The applicant does not meet the qualifications, standards or requirements established by these Standards.
 - 2. SAFETY HAZARDS: The applicant's proposed operation or construction would create a safety hazard at the Airport.

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3. CITY EXPENDITURE: The approval of the application would require the City to expend funds, labor or materials in connection with the operation.
4. AVAILABILITY: There is no appropriate, adequate or available space or building at the Airport to accommodate the applicant's proposal.
5. NON-COMPLIANCE WITH AIRPORT LAYOUT/MASTER PLAN: The proposed operation, development or construction does not comply with the Airport's Layout or Master Plans.
6. CONGESTION: The development or use of the area requested will result in depriving existing Airport operators of portions of the area in which they are conducting operations; or will result in a congestion of general operating areas or buildings; or will result in unduly interfering with the operations at the Airport regarding aircraft traffic or service, or preventing unrestricted access to any airport area.
7. MISREPRESENTATION: Any party applying for or having an interest in the business has supplied the City with any false information or has misrepresented any material fact in the application or in supporting documents; or has failed to make full disclosure on the application or in supporting documents.
8. HISTORY OF VIOLATIONS: Any party applying for or having an interest in the business has a record of violating these Minimum Standards or any Federal, State, or local rules and regulations of any other airport, the City of Twin Falls, or the Magic Valley Airport.
9. DEFAULTED PERFORMANCE: Any party applying for or having an interest in the business has defaulted in the performance of any other lease agreement with another airport or public agency, the City of Twin Falls, or the Magic Valley Regional Airport.

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SECTION V - MINIMUM STANDARDS

A. **FIXED BASE OPERATOR** - A fixed base operator (FBO) is any entity who shall have entered into a written agreement with the City to provide on the Airport and serve the public with the sale of aviation jet fuel, aviation gasoline and oil, ramp services, aircraft loading, unloading and towing and *at least two* of the following services and facilities:

1. Aircraft repair, maintenance and preventative maintenance
2. New or used aircraft sales
3. Flight instruction and aircraft rental
4. Air charter/air taxi service
5. Aerial application
6. Commercial hangar storage

Such services may be provided by the FBO, or under contract with another operator. If such service requirements are to be provided by another operator, that operator shall separately apply for approval under these standards. All fuel sales will be provided by FBO's. Fixed Base Operators must meet the following minimum standards and requirements:

1. **LAND:** The leasehold shall contain at least 2 acres of contiguous square feet of land to provide adequate buildings and required setbacks, including Apron, hangars, vehicle parking, roadway access, and landscaping.
2. **AIRCRAFT PARKING-** Provide at least 30,000 contiguous square feet of ramp space apron for aircraft parking, tie downs, and fuel services.
3. **BUILDINGS/FACILITIES:** Construct or lease a building of at least 3,000 contiguous square feet, providing properly lighted and heated floor space for office, public lounge, pilot briefing area, restrooms and telephone, as well as adequate area to support approved services being rendered. Provide sufficient paved vehicle parking to accommodate all customers and employees on a daily basis.
4. **PERSONNEL:** Provide at least two qualified employees to perform all required activities. The Operator shall provide the City with copies of all necessary personnel certificates and licenses.
5. **HOURS OF OPERATION:** The FBO shall provide service hours that best serve the public requirements. Hours of operation shall not be less than twelve (12) hours per day Monday through Friday and eight (8) hours on Saturday, Sunday and Holidays. Hours of operation may be seasonally adjusted and shall be conspicuously posted.

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6. **EQUIPMENT:** All equipment necessary to adequately provide all required activities shall be provided and maintained.
7. **INSURANCE COVERAGE:** Sufficient insurance, as outlined in Section VI, shall be carried.
8. **AIRCRAFT FUEL AND OIL DISPENSING:**
 - a. The FBO must store and offer for sale at the Airport at least 12,000 gallons capacity of jet fuel and 10,000 gallons aviation gasoline (Avgas) as are commonly used and demanded by the public.
 - b. FBO shall demonstrate that satisfactory arrangements have been made with a recognized aviation petroleum supplier/distributor for the delivery of aviation fuels in such quantities as are necessary to meet the requirements set forth herein.
 - c. The FBO shall have the ability to meet, if requested by an air carrier, all scheduled airline aircraft and provide them with such fuels and oils as necessary to meet all turnaround times and schedules.
 - d. The FBO will be required to comply with Federal Aviation Regulation 14CFR Part 139.321(as amended), *Handling and Storing of Hazardous Substances and Materials*.
 - e. The FBO will furnish at its own expense a minimum of one metered filter-equipped fuel truck of at least 2000 gallons capacity for Jet fuel and one truck of 500 gallons for Avgas dispensed at the Airport. All fueling vehicles shall be operated and maintained so as to meet all fire codes and applicable regulations.
 - f. Fuel Spill Liability Assurance: The FBO will be required to provide the City with a written assurance that it will be solely responsible and fully liable in all regards for any fuel spill occurring as a result of the FBO's operation. The FBO will also be required to submit to the Airport Manager a written fuel spill response procedure and a copy of its operating manual and line service employee training program.
 - g. An FBO providing a fixed, self-service, fuel dispenser in a location approved by the City and leased by the FBO will be required to

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meet the requirements of NFPA and all local, state, and federal regulations and meet the following:

- i. Aircraft chocks are to be provided.
- ii. Proper static bonding cables.
- iii. Adequate signage and directions to permit aircraft operators and owners to safely fuel their aircraft.
- iv. A readily available fuel spill cleanup kit, with instructions for its use and disposal.
- v. Adequate fire extinguishers, readily available with clearly marked instructions for use.
- vi. A readily accessible and well-marked emergency shutoff control.
- vii. One properly trained, locally available person, on call and able to respond within 30 minutes in the event of emergency or equipment malfunction 24 hours a day, seven days a week.
- viii. A clearly posted, 24-hour emergency local phone number to be contacted in case of difficulty or emergency.
- h. All fixed storage tanks shall be installed above ground level, and shall be of a capacity and installed in a location approved by the City and leased by the FBO. All fuel storage facilities must meet the requirements of NFPA and all local, state, and federal regulations.
- i. Fuel quality control is the responsibility of the FBO.
- j. The FBO shall provide adequate and sanitary handling of all trash, waste and other materials including, but not limited to used oil, sump fuel, and solvents, and comply with all applicable provisions of the Airport's Stormwater Pollution Prevention Plan.
- k. The FBO shall comply with FAA Advisory Circulars, *Ground Vehicle Operations*, 150/5210-20A, *Marking and Lighting of Vehicles Used on Airports*, 150/5210-5D, *Aircraft Fuel Storage*,

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Handling and Dispensing, 150/5230-4B, or applicable local rules and regulations, whichever are more restrictive.

9. **RAMP SERVICES**

- a. The FBO shall provide adequate equipment and trained personnel during posted business hours to meet public requirements for all ramp services including but not limited to aircraft marshalling and towing, ground power service and lavatory service.

10. **PUBLIC FACILITIES**

- a. The FBO shall provide a conveniently located, heated lounge or waiting room for passengers and crews. Restrooms shall be heated, air conditioned and illuminated and accessible to the FBO's customers and users.
- b. All facilities shall be maintained in a clean and sanitary manner.
- c. At least one working telephone shall be provided for public use.

11. **AIRCRAFT LOADING, UNLOADING AND TOWING**

- a. The FBO shall provide adequate loading, unloading and towing equipment and trained operators to accommodate the based and transient general aviation aircraft generally utilizing the airport.

Optional Services:

12. **AIRCRAFT REPAIR, MAINTENANCE AND PREVENTATIVE MAINTENANCE**

- a. The FBO shall provide, at least eight hours per day, five days per week, adequate equipment, facilities and appropriately certificated personnel for performing at least preventive aircraft airframe and powerplant repair and maintenance as outlined in Federal Aviation Regulation 14CFR Part 43, appendix A. An FAA certified IA mechanic shall be available as necessary.

13. **NEW AND/OR USED AIRCRAFT SALES**

- a. The FBO shall provide suitable office space for conducting sales and the keeping of proper records in connection herewith.

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- b. The FBO shall provide, (or contract for) during posted business hours, at least one person having a current pilot certificate with appropriate ratings for the types of aircraft being demonstrated for sale.

14. **FLIGHT INSTRUCTION AND AIRCRAFT RENTAL**

- a. The FBO shall provide at least one FAA certified flight instructor to cover the type of training offered and at least one properly certified ground school instructor to enable students to pass the FAA written examination for at least a private pilot's license.
- b. The FBO shall own or lease at least one aircraft, which must be properly certified, maintained, and equipped for flight instruction and available for rental.
- c. The FBO shall provide adequate facilities for storing, parking, serving and repairing aircraft used for flight instruction or aircraft rental.

15. **AIR CHARTER/AIR TAXI SERVICE**

- a. An Aircraft Charter, Air Taxi, or Air Ambulance Operator is a Commercial Operator engaged in the business of providing air transportation (for persons or property) to the general public for hire, either on a charter basis or as an Air Taxi Operator, as defined in the FARs. If required, the FBO shall be properly registered with the Idaho Division of Aeronautics.
- b. The FBO shall employ or contract with at least one current and appropriately rated pilot available to operate such air charter and air taxi aircraft.

16. **AERIAL APPLICATION**

- a. The FBO shall provide at least one person holding a current FAA commercial pilots license, properly rated for the aircraft to be used and meeting the requirements of Federal Aviation Regulation 14CFR Part 137 and applicable regulations of the State of Idaho.

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- b. The FBO shall own or lease at least one aircraft meeting all requirements of Federal Aviation Regulation 14CFR Part 137 of and applicable regulation of the State of Idaho. The FBO shall provide a segregated chemical storage area protected from public access and meeting all applicable Dept. of Agriculture, Dept. of Environmental Quality (DEQ), Environmental Protection Agency (EPA) and Occupational Health and Safety Administration (OHSA) requirements.
 - c. The FBO shall provide a DEQ/EPA approved washing/rinse containment area if the washing involves an aircraft that has been exposed to chemicals and proper means to dispose of all trash generated. The FBO shall provide sufficient paved vehicle parking to accommodate all customers and employees on a daily basis.
- 17. **SPECIALIZED AIRCRAFT REPAIR SERVICE (i.e. avionics, instrument or propeller)**
 - a. The FBO shall provide at least one FAA certified employee qualified in accordance with the terms of the repair service offered, on duty at least eight hours per day, five days per week.
 - b. The FBO shall maintain adequate space and tools and equipment to perform the services offered.
- 18. **COMMERCIAL HANGAR LEASING** An FBO desiring to provide hangars for the sole intent of leasing to other aircraft owners or lessees shall provide as a minimum the following services and facilities:
 - a. **Land:** Leasehold shall contain sufficient contiguous square feet to provide suitable hangar buildings. Provide sufficient paved vehicle parking to accommodate all customers and employees on a daily basis.
 - b. **Building:** Construct or lease a hangar or building of at least 2,500 contiguous square feet which meets the City's approval.
 - c. **Insurance Coverage:** Sufficient insurance, as outlined in Section VI, shall be carried.

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B. **SPECIALIZED AVIATION SERVICE OPERATOR (SASO)**

A Specialized Aviation Service Operator (SASO) is any entity who shall have entered into a written agreement with the City to provide on the Airport and serve the public with *one or more* of the following activities or services:

1. Airframe or powerplant aircraft repair services
2. Aircraft flight instruction and rental
3. Aerial application
4. Air charter or air taxi service
5. Commercial Hangar Leasing
6. Specialized Commercial Activities

Specialized Aviation Service Operators must meet the following minimum standards and requirements according to the service(s) provided:

1. **AIRFRAME OR POWERPLANT AIRCRAFT REPAIR SERVICES** A SASO desiring to engage in airframe or powerplant repair service must provide as a minimum the following services and facilities:
 - a. **Land:** The leasehold shall contain at least 3,500 contiguous square feet for an adequate building and required setbacks.
 - b. **Building/Facilities:** Construct or lease a building of at least 3,000 contiguous square feet to provide office space, public restrooms and sufficient space to work indoors on aircraft, avionics, instruments or propellers. Provide sufficient paved vehicle parking to accommodate all customers and employees on a daily basis.
 - c. **Personnel:** At least one properly FAA certified mechanic shall be on duty during posted business hours. An FAA certified IA mechanic shall be available as necessary
 - d. **Hours of Operation:** The SASO shall provide services at least eight hours each day, Monday through Friday to best serve the public. The hours of operation shall be conspicuously posted.
 - e. **Performance of Services:** The services provided hereunder shall be performed within or with immediate access to the required building, except for such services as must be performed outside for safety or emergency reasons, such as accidents, or aircraft run-ups, or if the aircraft is too large to be placed within the building.

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- f. **Insurance Coverage:** Sufficient insurance, as outlined in Section VI, shall be carried.
2. **FLIGHT INSTRUCTION AND/OR AIRCRAFT RENTAL** A flight instruction/aircraft rental SASO provides either or both services.
- a. **Building/Facilities:** The SASO shall provide or lease at least 144 square feet of office space. Operator shall also make arrangement for the use of additional adequate space in the same facility for classroom training activities and restroom facilities. This additional space may be common with other users in the facility. Provide sufficient paved vehicle parking to accommodate all customers and employees on a daily basis.
- b. **Personnel:** If flight instruction is provided, the SASO shall provide at least one FAA certified flight instructor to cover the type of training offered and at least one properly certified ground school instructor to enable students to pass the FAA written examination for at least a private pilot's license.
- b. **Aircraft:** If flight instruction and/or aircraft rental is provided, the SASO shall own or lease at least one properly certified and maintained aircraft equipped for flight instruction.
- c. **Hours of Operation:** The SASO shall provide services at least eight hours per day, Monday through Friday to best serve the public. The hours of operation shall be conspicuously posted.
- d. **Insurance Coverage:** Sufficient insurance, as outlined in Section VI, shall be carried.
3. **AERIAL APPLICATION** A SASO desiring to engage in aerial application operations must hold an appropriate operator's certificate issued by the FAA, comply with the requirements of the State of Idaho and the Airport's Stormwater Pollution Prevention Plan, and provide as a minimum the following:
- a. **Building/Facilities:** The SASO shall provide or lease at least 1,000 square feet to conduct operations, including office space. The SASO shall provide a segregated chemical storage area protected from public access and meeting all applicable Department of Environmental Quality (DEQ) Environmental Protection Agency (EPA) and Occupational Safety and Health Administration (OHSA) requirements. The SASO shall provide a

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DEQ-EPA approved washing/rinse containment area if the washing involves an aircraft that has been exposed to chemicals, and proper means to dispose of all trash generated. Provide sufficient paved vehicle parking to accommodate all customers and employees on a daily basis.

- b. Personnel:** The SASO shall provide at least one person holding a current FAA commercial pilots license, properly rated for the aircraft to be used and meeting the requirements of Federal Aviation Regulation 14CFR Part 137 and applicable regulations of the State of Idaho.
- c. Aircraft:** The SASO shall own or lease at least one aircraft meeting all requirements of Federal Aviation Regulation 14CFR Part 137 and applicable regulations of the State of Idaho.
- d. Insurance Coverage** Sufficient insurance, as outlined in Section VI, shall be carried.
- 4. AIR CHARTER/ AIR TAXI SERVICE-** An Aircraft Charter, Air Taxi Operator is a Commercial Operator engaged in the business of providing air transportation (for persons or property) to the general public for hire, either on a charter basis or as an Air Taxi Operator, as defined in the FARs. If required, the FBO shall be properly registered with the Idaho Division of Aeronautics.

 - a. Building/Facilities:** The SASO shall provide or lease at least 144 square feet of office space. The SASO shall also make arrangement for the use of additional adequate space in the same facility for reception and passenger waiting areas and restroom facilities. This additional space may be common with other users in the facility. Provide sufficient paved vehicle parking to accommodate all customers and employees on a daily basis.
 - b. Personnel:** The SASO shall employ or contract for at least one FAA certified commercial pilot, appropriately rated to conduct the operations performed.
 - c. Aircraft:** The SASO shall own or lease at least one properly certified and maintained aircraft equipped for VFR operations.
 - d. Hours of Operation:** The SASO shall provide services at least eight hours per day, Monday through Friday to best serve the

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public. Extended or “on-call” hours are encouraged. The hours of operation shall be conspicuously posted.

- a. **Insurance Coverage:** Sufficient insurance, as outlined in Section VI, shall be carried.

5. **COMMERCIAL HANGAR LEASING** Any SASO desiring to provide hangars for the sole intent of leasing to other aircraft owners or lessees shall provide as a minimum the following services and facilities:

- d. **Land:** Leasehold shall contain sufficient contiguous square feet to provide suitable hangar buildings. Provide sufficient paved vehicle parking to accommodate all customers and employees on a daily basis.
- e. **Building:** Construct or lease a hangar or building of at least 2,500 contiguous square feet which meets the City’s approval.
- f. **Insurance Coverage:** Sufficient insurance, as outlined in Section VI, shall be carried.

6. **SPECIALIZED COMMERCIAL ACTIVITIES**

- a. **Parachute Jumping:** Any commercial parachute jumping clubs or organizations desiring to engage in parachute jumping onto the Airport must as a minimum provide the following:
 - i. Obtain the written permission of the Airport Manager.
 - ii. Specify the hours and areas for the drop and issue a Notice to Airmen as appropriate.
 - iii. Provide the Airport with a general liability insurance policy that names the City as an additional insured party, in an amount to be determined by the City. If the organization is a member of the United States Parachute Association, the coverage provided by membership in that organization is acceptable.
- b. **Flying Clubs:** An entity organized for the express purpose of providing its members with aircraft for their personal use only, must provide the following as a minimum:
 - i. Documentation of the clubs corporate status, a list of all members & officials, and a list of all Club-owned or -leased

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aircraft. The Club shall be an entity organized for the express purpose of providing its members with an aircraft for their personal use and enjoyment. The ownership of the aircraft must be vesting in the name of the Club. The Club may not derive greater revenue from the use of its aircraft than the amount necessary for the operations, maintenance and replacement of its aircraft.

- ii. Provide the Airport Manager with sufficient insurance, as outlined in Section VI, shall be carried.

- c. **Other Commercial Aeronautical Activities:** Other commercial aeronautical activities not specifically addressed in this part. Examples may include, but are not limited to, commercial banner towing, aircraft paint facilities, avionics, instrument or propeller repair shops. Applications for activities not specifically addressed under these standards must contain all information requested in Section II of these standards. Such applications will be considered by the City on a case-by-case basis.

C. **Independent Operators (IO)**

Individual operators performing single-service aeronautical activities on the airport without a ground lease arrangement with the Airport (such as aircraft washing, flight instruction, and maintenance).

- i. IO's interested in performing single-service aeronautical activities on the Airport are required to apply for a permit and register with the Airport if the service provided exceeds an occasional occurrence as determined by the Airport Board.

SECTION VI – MINIMUM INSURANCE REQUIREMENTS

Dependent upon the type of activity or activities conducted, the Operator will be required throughout the term of its lease or agreement under standards to obtain insurance of the types and amounts listed on the following page. All insurance must meet the following requirements:

- A. Prior to commencement of operations, Operator will be required to provide the Airport Manager with a proper evidence of insurance covering its operations on the Magic Valley Regional Airport as specified in this

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section and the terms of any lease agreement with the City/County of Twin Falls.

- B. Such evidence of insurance must name the City & County of Twin Falls, ID and Magic Valley Regional Airport as an additional insured.
- C. Evidence of insurance must also provide the City & County of Twin Falls and Magic Valley Regional Airport with at least 30 days' notice of any policy change, cancellation or termination.
- D. The Operator must also provide a waiver of subrogation to the benefit of the Magic Valley Regional Airport and the City & County of Twin Falls.

See Section VI Minimum Insurance Requirements -Table Attached

	Fixed Base Operator (Fuel Sales)	Airframe/Powerplant & Specialized Aircraft Repair and Maintenance	Flt Instruction and Aircraft Rental	Aerial Application	Air Charter & Air Taxi service	Commercial Hangar Leasing	Specialized/Other Commercial Activities
Commercial General Liability Insurance	\$1,000,000 City/Co of Twin Falls Named as Additional Insured	\$1,000,000 City/Co of Twin Falls Named as Additional Insured	\$1,000,000 City/Co of Twin Falls Named as Additional Insured	\$1,000,000 City/Co of Twin Falls Named as Additional Insured	\$1,000,000 City/Co of Twin Falls Named as Additional Insured	\$1,000,000 City/Co of Twin Falls Named as Additional Insured	\$1,000,000 City/Co of Twin Falls Named as Additional Insured
Premises Liability & Fire/Hazard Insurance	\$1,000,000 Replacement Value	\$1,000,000 Replacement Value	\$1,000,000 Replacement Value	\$1,000,000 Replacement Value	\$1,000,000 Replacement Value	\$1,000,000 Replacement Value	\$1,000,000 Replacement Value
Products & Completed Operations Insurance	\$1,000,000	\$1,000,000	\$1,000,000 (Reviewed case by case)				\$1,000,000 (Reviewed case by case)
Hangar Keepers Insurance	\$500,000	\$500,000	\$500,000			\$500,000	\$500,000 (Reviewed case by case)
Aircraft Liability Insurance	(Reviewed case by case)	(Reviewed case by case)	\$1,000,000	\$1,000,000	As required by 14 CFR Part 205	(Reviewed case by case)	\$1,000,000 (Reviewed Case by Case)
Environmental Liability Insurance	\$1,000,000			\$1,000,000			\$1,000,000 (Reviewed case by case)

Magic Valley Regional Airport
Minimum Standards for Commercial Aeronautical Activity