

HEBER CITY CORPORATION
75 North Main Street
Heber City, Utah
Airport Advisory Board Meeting
Wednesday, May 8, 2013

4:00 p.m.
Regular Meeting

Public notice is hereby given that the monthly meeting of the Heber City Airport Advisory Board will be at in the Heber City Office Building, 75 North Main, South door, in the Conference Room upstairs. The following items will be discussed:

Agenda:

- Item 1 Airport Manager Report
- Item 2 Kirk Nielsen – Jviation – Discuss Scope of Work/Schedule for Hangar Leasing Policies Project
- Item 3 Review of Proposed Terminal Area Development Plan Drawings
- Item 4 Review Draft Design Guidelines for Future Hangar Development

Other Items as Needed

Times are approximate and may vary if needed.

Those interested in the above items are encouraged to attend. Order of items may vary if needed. In compliance with the Americans with Disabilities Act, those needing special accommodations during this meeting or who are non-English speaking should contact Karen Tozier or the Heber City Planning and Zoning Department (435-654-4830) at least eight hours prior to the meeMarch 27ting.

Posted on May 2, 2013 in the Wasatch County Community Development Building, Wasatch County Library, Heber City Hall, the Heber City Website at www.ci.heber.ut.us and on the Utah Public Notice Website at <http://pmn.utah.gov>. Notice provided to the Wasatch Wave on May 2, 2013.

Karen Tozier, Administrative Secretary

Memo

To: Airport Advisory Board
From: Mark K. Anderson
CC: Mayor & Council
Date: 5/2/2013
Re: May 8, 2013 - Agenda Items

4:00 P.M.

Airport Manager Report: Enclosed is the monthly Airport Manager's report that has been prepared by Terry Loboschefsky. Terry will review the document with the Board and answer any questions that the Board might have regarding airport operations.

Kirk Nielsen – Jviation – Discuss Scope of Work/Schedule for Hangar Leasing Practices Project: On March 27th, Jviation and Airport Business Solutions were interviewed by Erik Rowland, Nadim AbuHaidar, Terry Loboschefsky and I. After discussing the matter, Jviation has been selected to perform the study on our hangar leasing practices. Both groups were competent, but Jviation was ultimately selected because of cost and local personnel. (Enclosed is a copy of Jviation's proposal)

Kirk Nielsen of Jviation will attend the meeting to make sure we have clarity on the scope of work and to review Jviation's proposed schedule for the project. The scope of work that was identified in the Request for Proposal is as follows:

- 1) Identify conditions where the City should consider granting extensions to existing reversionary and non-reversionary leases
- 2) Evaluate the current hangar lease agreement and make recommendations for modifications to existing lease rates for the purpose of developing a rates and charges document to maximize City/Hangar owner benefit in light of the current market

During the interview, there was some discussion with Jviation about whether or not their proposal included the Hangar Rates and Charges Policy document. As a result, I would recommend that the Board meet with Kirk to make sure both parties have a clear understanding of the work product that will be delivered to the City and the proposed schedule for the project.

Review of Proposed Terminal Area Development Plan Drawings: Enclosed is a copy of a revised Terminal Area Drawing that has been provided by Justin Peitz that has incorporated the final changes that the Board has requested. The Board should review the drawing to see if any additional changes should be made before it is referred to the FAA for review.

Review Draft Design Guidelines for Future Hangar Development: A few months ago it was suggested that the City work on developing guidelines for the development of the hangar pads if we were going to allow individuals to construct their own hangars. As a result, Terry Loboschfsky has put this draft document together which originates from Kalispell, Montana. The City Building Official has suggested a few changes to the initial document which have been incorporated. The Board should review the proposed document and identify any needed additions/deletions.

Other Items As Needed:

Heber City Airport – Russ McDonald Field

Airport Manager's Report March-April 2013

1. Existing Grants/Projects

- AIP #24 Beacon project: Installation of new tilt-down beacon tower and demolition of existing tower completed 3/7/13. Beacon final inspection completed 3/25/13. Remaining punch list item (landscaping) completed by CVE 3/26/13.
- RFP for hanger lease study has been reviewed, not yet awarded

2. Upcoming Projects

- ADP/CIP review and update to include *design* of runway 4/22 rehabilitation and apron rehabilitation in 2013
- Terminal Area Development plan (TAD) finalized. Armstrong Consultants (ACI) to submit final version to FAA for review.

3. Airport Condition

- 9 snow removal operations FY2013
- Pavement issues on approach end of RW4. ACI inspected 3/25/13. May need temporary repair until RW rehabilitation project.
- North webcam on OK3Air's main hanger repaired by the NWS.
- AWOS – Some TS's were erroneously reported due to electrical noise from surrounding area 4/1/13. The AWOS is being monitored.
- Runway lights operational
- Taxiway lights, other than those previously identified, are operational
- Segmented circle OK
- PAPI Lights operational-one broken exterior lens, FAA has committed to repair week of 4/29
- Rotating beacon operational – light angles adjusted as a result of community complaints
- Windssock & lights operational
- Some perimeter fencing issues need to be resolved (missing posts)
- Mower tractor to be delivered in May
- AP office phone fully operational 4/3/13
- Wildlife (deer) herded out gate -higher fencing installed @AWOS area
- Spring project list generated

4. Discussion Topics

- Helicopter training ops causing traffic/noise complaints – policies may need to be generated
- Skydiving and ultralight vehicle ops- policies need to be generated
- Proposal for glider parking (trailers) and staging - east end of field on/adjoining hanger pad pavement. This would be temporary use policies, possible fees.

March 20, 2013

Mr. Mark Anderson, City Manager
Heber City Offices
75 North Main
Heber City, UT 84032

RE: Heber City Airport Hangar Lease Rates and Practices

Dear Members of the Selection Committee:

Jviation is please to present our qualifications and experience to provide consulting services for hangar rates and leasing practices at Heber City Airport/Russ McDonald Field. Jviation is uniquely qualified for the scope of work through our extensive experience at airports in Utah and throughout Northwest Mountain Region, and our recent experience performing similar services to the Wyoming Department of Transportation -Aeronautics Division on their recently completed Rates and Charges Guide.

Our firm serves only the aviation industry. Several members of our staff have direct airport management experience, having previously worked at airports in the region. In addition, Jviation team members, Kirk Nielsen and Craig Sparks, bring 17 years working with the Utah Department of Transportation's Division of Aeronautics and seven years of previous experience as the FAA Denver Airports District Office (ADO) manager, respectively. This industry focus and multifaceted experience ensures that we understand the dynamics and legalities of working at airports, from every angle. We are able to provide valuable insight when comparing rates and charges from one airport to another, because we truly understand how airports work, and how each facility is different.

Our team has been involved in statewide economic impact studies, regional and statewide system plan updates, ALP updates, master plan updates, and rates and charges studies. We have the industry understanding, proven tools and techniques, and the Utah airport relationships to effectively and efficiently complete this study.

Our team offers the right mix of personnel, experience, expertise, and local knowledge needed to accomplish this project. Please contact me at 801-924-4227 should you have any questions regarding this submittal.

Sincerely,

JVIATION, INC.



Kirk Nielsen, PE
Project Manager
kirk.nielsen@jviation.com

QUALIFICATIONS

EXPERIENCE

Jviation is pleased to present our qualifications and experience to provide consulting services for hangar rates and leasing practices at Heber City Airport/ Russ McDonald Field.

Jviation, Inc. is a planning, design, and construction management firm ***focused solely on aviation-related projects.***

This concentrated focus provides Heber City Airport with a team of professionals that possess an in-depth understanding of the aviation industry and the dynamics and legalities of working at airports, from every angle.

We believe Jviation is uniquely qualified to provide Heber City Airport with guidance and recommendations regarding your hangar leasing rates and practices. We offer Heber City Airport:

- ✦ **On-point and relevant experience** through our work on the Wyoming Department of Transportation - Aeronautics Division's Rates and Charges Study through our proposed planning staff member, Morgan Einspahr.
- ✦ **An in-depth understanding of Utah airports and the Utah aviation marketplace** through Kirk Nielsen's past history as a Program Manager and Aeronautical Planner with the Utah Department of Transportation's Division of Aeronautics.
- ✦ **Federal Aviation Administration (FAA) insight and lease strategy guidance** through Craig Sparks, the former FAA Denver Airports District Office Manager from 2003 to 2010.

This experience provides you with a team that understands the uniqueness

of the various Utah communities and airports in the region and how those differences affect rates and charges comparisons. We are able to provide valuable insight and a proven approach to comparing the rates and charges from one airport to another. We are able to do this because we truly understand how airports operate, and the unique demands at each airport facility.

Proven Experience

Jviation's staff has extensive experience conducting the various data collection, airport outreach, and findings analysis that will be required for this scope of work. Our team has been involved in statewide economic impact studies, regional and statewide system plan updates, ALP updates, master plan updates, and rates and charges studies. We have the industry understanding, proven tools and techniques, and the Utah airport relationships to effectively and efficiently complete this study for Heber City Airport. Summary information regarding our experience is provided below.

WYDOT Airports Rates and Charges Guide



In 2011, Jviation conducted a study to update the Wyoming Airports Rates and Charges Guide (Guide). This is part of an on-going process by the Aeronautics Division to help Wyoming airports achieve a higher level of self-sufficiency. The Guide aids in the

establishment of fair and consistent rates and charges throughout the area. Data collected includes basic airport information such as based aircraft, operations, etc., along with rates and charges for hangars, tie-downs, fuel storage, terminal and other fees at airports in Wyoming and neighboring states. The purpose of the Guide is to provide airport managers with a convenient, comprehensive source of data and analysis that can be used to aid in establishing airport rates and fees.

The completed Rates and Charges Guide provides regional information on current rates and charges being assessed at airports throughout Wyoming, Utah and Colorado.

WYDOT Performance Review Rating

As standard policy, WYDOT completed a performance review of Jviation's work product for the Rates and Charges Study. Jviation received the highest rating, Excellent, for our performance on the project.

"The consultants and subconsultants were especially experienced in the data that was received and interpolated for the final product. Their staff members assigned to the project were very professional and easy to contact to discuss the project."

John Mahoney
WyDOT Aeronautics

QUALIFICATIONS

Colorado Statewide System Plan



Jviation, as a subconsultant, completed the 2011 update to the Colorado Aviation System Plan for the Colorado Department of Transportation (CDOT), Division of Aeronautics. CDOT relies heavily on its state aviation system plan to direct the development of and investment in public general aviation and commercial airports that serve Colorado. The project provided a tracking tool for CDOT, enabling CDOT to show how grants issued relate directly to system benchmarks and service objectives for airports.

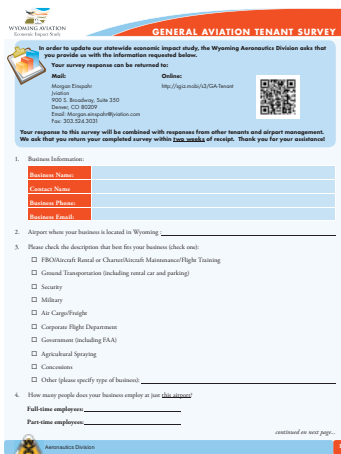
Mid-America Regional Council, Regional Aviation System Plan Update



Jviation is part of a team preparing a regional aviation system plan for the Kansas City metropolitan area. Airports included in the study are: Leavenworth County (proposed), Johnson County Executive, New Century, Gardner Municipal, Miami County, Kansas City International,

Midwest National Air Center, Lawrence Smith Memorial, Charles B. Wheeler Downtown and Lee's Summit Municipal. One goal of the study is to identify land development opportunities for each of the airports and provide that information on an airport benefit fact sheet.

Economic Impact Studies, Colorado and Wyoming



Jviation, as a subconsultant, is providing airport outreach, survey, and data collection services for Economic Impact Studies in both Colorado and Wyoming. Our services include fieldwork and data collection, site visits and airport manager interviews/surveys, airport tenant surveys, airport visitor surveys, off-airport aviation reliant businesses surveys, and quantification of direct and indirect impacts.

QUALIFICATIONS OF STAFF

Jviation has assembled individuals who will be able to provide a knowledgeable and experienced approach for the rates and leasing practices at Heber City Airport. The team is comprised of staff who have worked together on similar projects and have a thorough understanding of the project elements.

Proposed staff for this project include:

- ✦ **Project Manager** - Kirk Nielsen, PE
- ✦ **Lease Strategy** - Craig Sparks
- ✦ **Planning and Outreach Support** - Morgan Einspahr, LEED GA

Kirk Nielsen, PE - Project Manager

Kirk Nielsen, PE will serve as your Project Manager. Kirk brings 17 years of experience managing complex airport projects and programs. Previously with the Utah Department of Transportation's Division of Aeronautics, Kirk served as Program Manager and Aeronautical Planner supervising airport development throughout the State from 2003 to August 2012. As Aeronautical Planner, Kirk play a key role in the data collection and airport outreach process for Utah's State System Plan. Prior to 2003, Kirk worked as a rotational engineer, field engineer, design engineer and a design squad leader within the UDOT organization. He provides Heber City Airport with extensive understanding and working knowledge of the FAA, UDOT Aeronautics, and the aviation community, which will be a valuable asset when considering the comparable airports and communities to be utilized for this study.



Craig Sparks - Lease Strategy

Craig Sparks will support the project with lease strategy recommendations. Prior to joining Jviation in 2010, Craig worked for the FAA for over 36



QUALIFICATIONS

years in varying capacities, including his roles as the Utah State Engineer, FAA Regional Paving Engineer, Assistant Manager and Manager of the Denver ADO. Through these roles, Craig was responsible for over 2500 airport development projects ranging from maintenance and pavement rehabilitation to design and construction projects of new airports.

As Manager of the Denver ADO, he was responsible for the Airport Improvement Program (AIP) for Colorado, Wyoming, and Utah. He was involved with developing a detailed Capital Improvement Plan (CIP) for airports within these states and lead in forming FAA Regional and National CIP programs.

Morgan Einspahr, LEED GA - Planning and Outreach Support

Morgan specializes in planning for aviation-related projects, including environmental planning, public involvement, and



airport master planning. A graduate of Florida Institute of Technology in Aviation Management with Flight, Morgan has gained extensive hands-on experience in airport operations and aviation planning through her internship at the Colorado Springs Airport in Colorado, her involvement in the Valkeia Airport Master Plan in Florida, and her experience as a commercial and instrument rated-pilot. Morgan has served as an integral team member for the CDOT System Plan Update, the CDOT and WYDOT Economic Impact Studies. Morgan was the Lead Planner responsible for completing the WYDOT Rates and Charges Guide in 2011. In this role, she surveyed all Wyoming airports and numerous airports outside of Wyoming

to provide realistic and comparable information to analyze and aid in the development of airport rates and charges.

UNDERSTANDING OF THE PROJECT

Airport lease agreements grant basic rights and privileges to aircraft owners and private enterprises to provide aeronautical services to make the airport attractive. When an Airport Sponsor accepts AIP from the FAA, the funding comes with Grant Assurances. The Grant Assurances include a provision which mandates the airport to maintain a fee and rental structure to ensure the airport is as self-sustaining as possible.

One of the largest revenue generators for any General Aviation airport is the land and hanger leases. Lease agreements vary from airport to airport. They also vary to meet the needs of the airport users. Typically, airport lease agreements focus on three basic areas:

- ✦ The right to use the public airport facilities.
- ✦ The right to occupy as a tenant and to use certain designated areas exclusively.
- ✦ The commercial privilege to offer goods and services to airport users.

Many airports have leases tailored to each of these categories. Some smaller airports have only one lease that covers all three areas. As airports grow and expand it is necessary to modify lease agreements to meet the demands of the changing airport environment. Each airport is different and most have unique leases. Determining the terms of the lease which best suits the sponsor while balancing the needs of the users can be a daunting task for any airport.

Jviation has been selected twice by the State of Wyoming to update the “Rates and Charges Guide” for all airports within the state. Our experience and knowledge gained from updating Wyoming’s State “Rates and Charges Guide” will make surveying and collecting rates and charges of airports of similar size within the State of Utah easy. The rates and lease types will be collected and disseminated in a format that will be easily understood by people without an aviation background.

Jviation has the expertise to evaluate Heber City’s current hanger lease agreements. Granting exclusions to existing leases is similar to tip toeing through a mine field. Several members of our staff have previous experience with the FAA Airports District Office and have dealt with these types of issues on a regional scale. We understand the dynamics and legalities associated with accepting federal funds and running an airport. Our goal is to help the City maximize the revenue generated on the airport, while making the airport conducive to airport users and private enterprises. Jviation’s staff will work with Heber City, airport lease holders and the FAA to identify conditions which warrant exclusions to existing leases. The guidance Jviation can provide will keep Heber City within the bounds of the Grant Assurances and make the airport successful.

APPROACH

The goal of this study is to provide Heber City Airport with a comprehensive source of data and analysis to make an informed decision regarding the Airport’s hangar leasing rates and practices. Jviation has a thorough understanding of the scope of work elements and offers several

QUALIFICATIONS

efficiencies when implementing this study. These efficiencies include:

- ✦ Existing data on several Utah airports from our work on the 2011 WYDOT Rates and Charges Study.
- ✦ A proven approach which has garnered accurate and thorough recommendations.
- ✦ A schedule made more efficient through our team's Utah airport knowledge and relationships.

Elements of the Work

Kick-off Meeting and Site Visit

At project initiation, a kick-off meeting will be held to gain a thorough understanding of the Airport's current hangar leasing rates and practices and to discuss the key deliverables for the project.

During this meeting, a targeted list of airports will be determined for comparison purposes. It is anticipated that this airport list would include up to ten airports of varying sizes, which have similar components to Heber City Airport. A survey will be prepared and distributed to the determined airports.

In conjunction with the kick-off meeting, a site visit will be performed and the hangars conditions will be inventoried.

Prepare and Distribute Survey

An online survey form will be created and distributed to obtain airport information, such as operations and enplanement data, runway data, Instrument Approach Type (e.g. ILS, Non-Precision, Visual), hangar ownership and rates, fuel flowage fees, tiedown fees, special/facilities fees (Auto parking, storage, etc.), and various other data points determined during the kick-off meeting.

If an airport is non-responsive to the online survey, a follow-up call will be initiated.

Tenant Survey

Jviation will survey some of the tenants at the Airport to understand their concerns with the current lease agreement and garner input regarding desired changes or updates.

Data Analysis

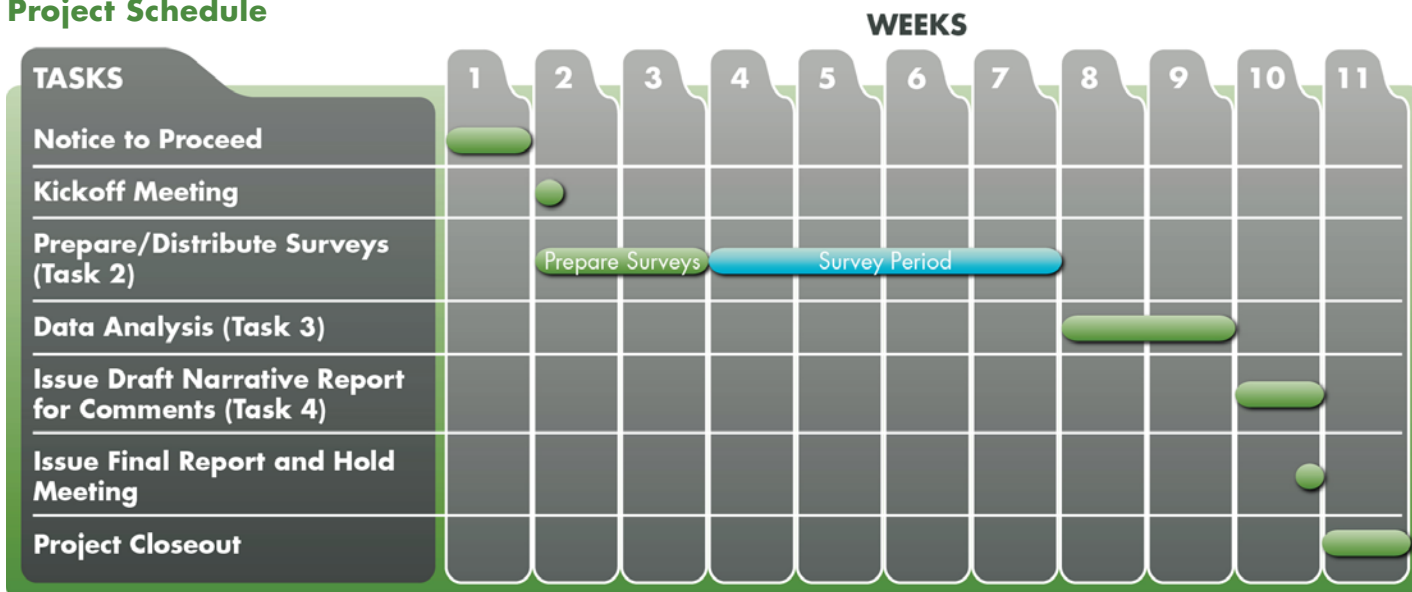
An analysis of each of the major survey categories will be prepared. The analysis will be based on data received through the surveys, and will summarize the data from each category, emphasizing any trends or discrepancies of note. This data information will then be compared to Heber City Airport data in order to determine recommendations for modifications to the existing lease rates and to identify conditions where the City should consider granting extensions to existing reversionary and non-reversionary leases.

Data Reporting

A technical document will be prepared that provides an overview of the study, the airports that were included in the study, the survey methodology, the major data analysis findings, and the recommended actions.

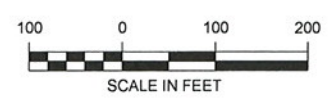
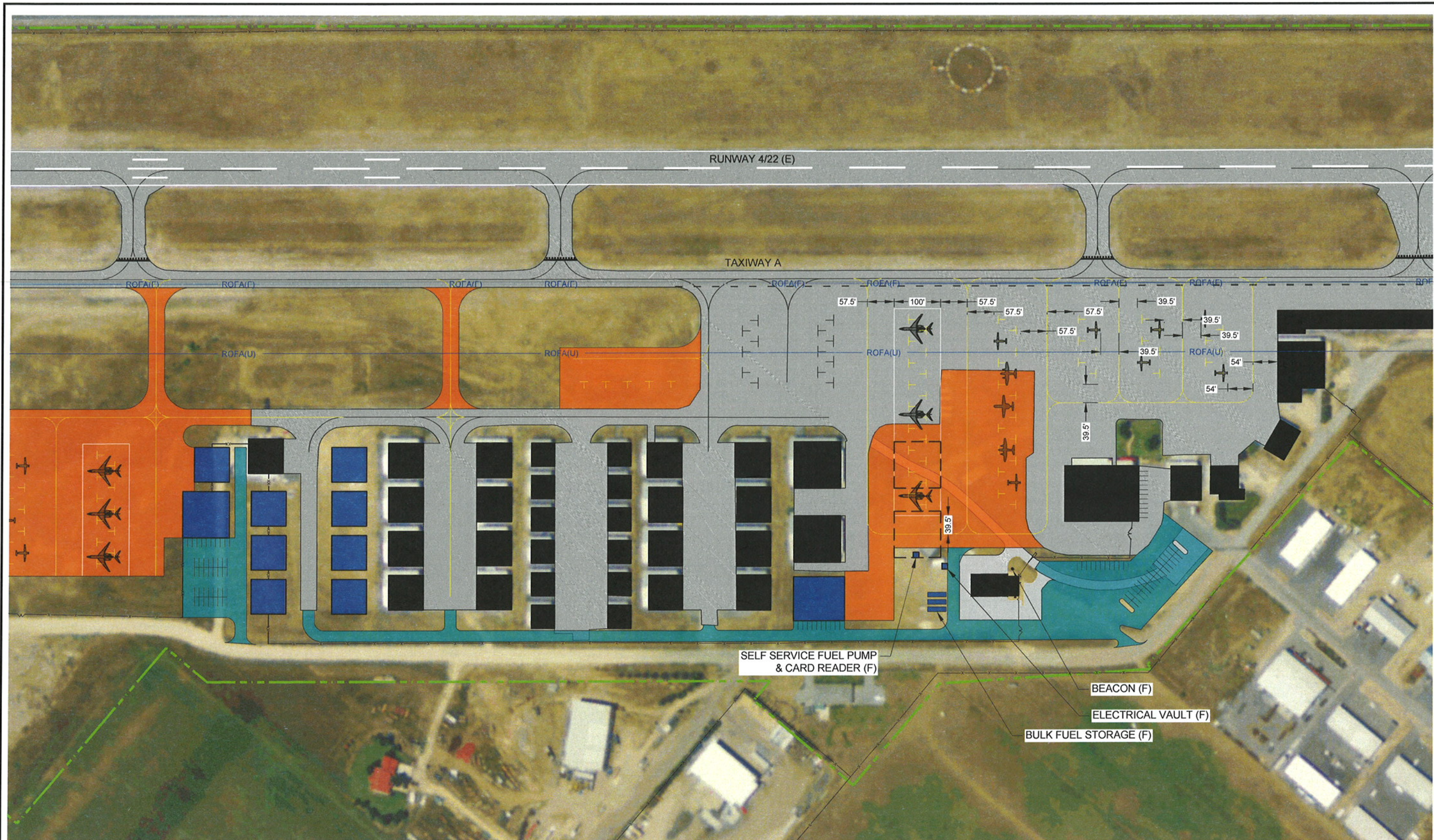
A meeting will be held with the City and the Airport to review the document.

Project Schedule



Project Budget

Task 1	Kickoff Meeting and Site Visit	\$1,500
	Project Manager	8 Hours
	Planner	8 Hours
	Travel and Expenses	Cost
Task 2	Prepare and Distribute Survey with Follow Up	\$1,600
	Project Manager	2 Hours
	Planner	16 Hours
Task 3	Data Analysis and Leasing Practices Analysis	\$1,800
	Project Manager	4 Hours
	Planner / Analyst	16 Hours
Task 4	Data Reporting / Documentation and Meeting	\$2,250
	Project Manager	8 Hours
	Planner / Analyst	16 Hours
	Travel and Expenses	Cost
Subtotal		\$7,150
Price Reduction for New Client		(\$2,650)
Total Proposed Budget		\$4,500



LEGEND

	EXISTING AIRPORT BOUNDARY LINE
	EXISTING STRUCTURE
	FUTURE STRUCTURE
	EXISTING AIRFIELD PAVEMENT
	FUTURE AIRFIELD PAVEMENT
	FUTURE ROADWAY/PARKING

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 AIRPORT ENGINEERING AND PLANNING

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HEBER CITY MUNICIPAL AIRPORT HEBER CITY, UTAH	
FUTURE TERMINAL AREA DEVELOPMENT	
SCALE: PER BAR SCALE	DATE: 03/2013
DRAWN: LKB	FILE: 6117600
CHKD: JZP	JOB NO.: 126117

Heber City Airport – Russ McDonald Field K36U Hanger Construction and Design Standards

Effective June 1, 2013

Introduction

These specifications shall be known as the Heber City Airport Hanger Construction and Design Standards

Purpose

The purpose of these design standards is to ensure development of consistent high quality, to protect and enhance the investment of all those locating within the Airport Layout Plan (ALP). These standards provide a basis for directing and evaluating the planning and architectural design of improvements to each building site.

1.0 Goals

The following goals form the basis for these design standards:

- Economic – Protection of property values and enhancement of investment
- Function – Encouragement of imaginative and innovative planning of facilities and sites and flexibility to respond to changes in market demand
- Visual – Variety, interest and a high standard of architectural and landscape design
- Social – Amenable working environment, which is integral part of the community
- Safety – Provide and secure storage of vehicles and equipment

2.0 General Provisions

Buildings may not be constructed on airport property unless approved by the Airport Board and the Heber City Planning & Zoning Dept for conformance in each of the following areas:

2.1 Current Airport Layout Plan (ALP) and Terminal Area Development (TAD) plans.

2.2 All applicable building restriction lines and height restrictions.

2.3 Interference with any Airport or Federal Aviation Administration radio or guidance equipment due to location or type of structural material.

2.4 Minimum structural standards as appended

2.5 Access to the proposed building including any required easements, roads or taxiways.

2.6 An approved Aviation Ground Lease with the City of Heber. Such a lease to include all areas deemed necessary to the normal use of the building. Minimum separation

beyond the outermost perimeters of the structure shall be in accordance with the ALP. This provision may be waived, in whole or in part, by the Airport Board to facilitate Airport operations or access. Requests for waiver must be in writing, shall state the reason for the waiver and shall state in detail the mitigating measures to be taken with respect to the potential adverse impacts that may arise from granting the requested waiver.

3.0 Application

These standards shall apply to all properties in the ALP and are in addition to any other jurisdictional requirements including but not limited to Zoning Ordinances and Building Codes of the City of Heber.

- 3.1 Copies of all structural plans, site plans, and material specifications developed by a certified architect and/or engineer shall be provided to the City for review and approval and upon approval shall become the property of the City.
- 3.2 The City or its Agent shall make frequent inspections during construction of any approved building. No changes to, or variations from approved plans and specifications shall be permitted unless approved in writing by the authorized Agent.
- 3.3 Construction of any approved structure or material component thereof may not commence until the following documents or proofs thereof are provided to the Agent.
 - 3.3.1 Contractor's Comprehensive General Liability Insurance and Automobile Liability Insurance policies in an amount not less than Seven Hundred Fifty Thousand Dollars (\$750,000) for injuries, including accidental death, to any one person and subject to the same limit for each person, and in an amount of not less than One Million Five Hundred Thousand Dollars (\$1,500,000) on account of one occurrence. Contractor's Property Damage Liability Insurance shall be in an amount of not less than Five Hundred Thousand Dollars (\$500,000).
 - 3.3.2 Property insurance upon the entire Work at the site to the full insurable value thereof. This insurance shall include the interest of the Lessee, the Contractor, and Subcontractors in the Work and shall insure against the perils of fire and extended coverage and shall include "all risk" insurance for physical loss or damage including, without duplication of coverage, theft, vandalism and malicious mischief.
 - 3.3.3 A performance, Material and Labor Payment Bond payable to the City of Heber in an amount equal to the entire cost of the project. A one year maintenance bond equal to 10% of the amount of the Performance,

Material and Labor Payment Bond shall be required upon substantial completion of the work.

- 3.4 Temporary buildings must be approved by Heber City as to type, use, design and location on an individual basis for a specified term and that removal of temporary buildings will be done by the Lessee, at their expense, within fifteen days of the end of the approved term.
- 3.5 In the event of any failure on the part of any Lessee to comply with Airport requirements or any failure to complete a construction project according to the approved plans and specifications, or within a reasonable time as determined by the City, shall be cause for the City to revoke any ground lease with the Lessee of the project and require that the structure be removed from the airport property. In addition to the foregoing remedies, the City shall retain all other remedies provided by the lease terms or provided by law.

Minimum Standards for Hanger and Buildings on Heber City Airport Property

Appendix A-1: General Requirements

- A-1 This general section requires permits for building, plumbing and mechanical (City) and electrical (State).
- A-1.1 All structures shall be designed and constructed in accordance with the Building, Plumbing, Mechanical, Fire, Energy, and Electrical Codes as adopted by the State of Utah and Heber City.
 - A-1.2 All plans must be approved by all required local or state Building Inspection offices and all permits must be obtained before construction begins.
 - A-1.3 All electrical, plumbing, mechanical or any other work that is governed by Federal, State, or local licensing regulations will be performed only by individuals or companies so licensed.
 - A-1.4 All construction shall be in compliance with all applicable zoning regulations, FAA regulations, height restrictions, and other regulations issued by any agency having jurisdiction over work or projects within the scope of these standards, shall apply.

A-1.5 Heber City must approve the schedule for all work and said approved schedule shall become binding upon the applicant unless modification of said schedule has been approved in writing by the City.

A-2 SPECIAL REQUIREMENTS

A-2 In addition to the General Requirements, the following Special Requirements are emphasized or added to promote safety and insurability of structures on airport properties and to maintain the value of airport properties.

A-2.1 Footings and Foundations

Soil bearing tests shall be performed at the location of any proposed structure and the design of footings and foundations based on the results. Copies of the design and test results bearing the seal of a registered architect or engineer shall be submitted to the City. Footings and foundations shall extend a minimum of one foot below normal frost depth. Any enclosed structure not designed with a continuous perimeter footing-foundation shall be provided with an approved, continuous perimeter frost barrier.

A-2.2 Structural Strength and Materials

The International Building Code or the Building Code currently adopted by the jurisdiction shall apply as to allowable materials and structural strength for the structure class or type as determined by use, seismic zone, wind and snow loads.

The fire ratings of structures used for the storage of aircraft, motor vehicles, and flammable or hazardous materials shall comply with the Building Code and any Federal, State, or Municipal Fire Codes and are subject to approval by Fire District Fire Marshall.

A-2.3 Framing

All framing shall be of metal.

A-2.4 Exterior

All exterior surfaces must be pre-finished aluminum, steel or CMU (concrete). No painted wood or other materials may be used.

All exterior materials and colors must be submitted to the City for approval before construction starts. A standard color will be identified and registered with the City. No galvanized metal shall be used on any exterior surface.

A-2.5 Exterior Finishes

Wood- No wood or wood composite siding or roofing shall be allowed. Exceptions to this rule may be granted by the Heber City based on aesthetics or airport operational requirements. However, no exception shall be granted that would modify the requirements of Section 2.1.2- or be in conflict with the building code. Requests for exceptions to this requirement must be made in writing at the time of initial plan approval.

Steel - The minimum gauge of steel used for roofing or siding shall be twenty-eight (28) and shall be factory finished in a color approved by the City and warranted by the manufacturer as to color fastness for a minimum of twenty (20) years.

Concrete - Where (CMU), poured or preformed concrete walls are used, the exterior shall be sealed and stained in a color approved by the Airport Manager.

A-2.6 Floor and Ramp Construction

All floors and ramps must be constructed of concrete having a minimum of four inch thickness and shall include steel reinforcement of a type approved by the City. A stiff broom finish is required on exterior ramps.

A-2.7 Doors

Bi-fold doors are recommended because of their ease of operation during the winter months. Approved swing out, overhead or sliding doors may also be used. All pedestrian doors must be of pit-finished metal construction- and conform to the building code for access and egress.

A-2.8 Drainage

The gradient of the finished floor of any proposed structure and the surrounding surfaces shall provide for positive flow of water into the existing airport storm sewer system. In areas where no storm sewer exists, the City may require the installation of inlets and pipe designed for anticipated maximum flow and loading to be installed and attached to the existing storm sewer system. An approved system of oil/water separators may be required to prevent contamination of surface or ground water resources.

Oil/Water Separators. If allowed by the building code, aviation repair facilities and paint shops, dealerships, fuel stations, equipment degreasing areas, and other facilities generating wastewater with oil and grease content are required to pre-treat these wastes before discharging to the sanitary sewer system. Pre-treatment requires that an oil/water separator be installed and maintained on site.

Oil/water separators for commercial/industrial processes must be sized on a case-by-case analysis of wastewater characteristics. Typically a minimum capacity of 750 gallons is required for small fuel stations, aviation repairs, and light commercial sites; 1500 gallon capacity for large-scale aircraft washing and steam cleaning facilities. The ultimate discharge must be directed to the sanitary sewer system. All units regardless of size shall be fitted with a standard final-stage sample box and spill-absorbent pillows.

Oil/water separators shall be commercially manufactured and sized for the intended discharge rates for the facility where it is to be installed.

A-2.9 Landscaping

The City may require landscaping due to location or use of a structure. All plans for landscaping shall be approved by the City.

A-2.10 Utilities

Connection to electric, gas, sanitary sewer or septic tank and telephone shall be the responsibility of the Lessee. All new electric, cable TV and telephone lines shall be placed underground. Upon completion of construction, a plot plan showing the exact location of all Lessee installed utilities shall be given to the City.

No trenching or excavation shall commence until all pipes and lines in the area have been located. The City and utility companies shall be contacted for locations. The Lessee shall be responsible for any damage to existing utilities or communications lines.

A-2.11 Access

The City may require the Lessee to construct paved roadways, taxiways, and controlled access gates to provide access to the structure. Plans for any roads or taxiways so required shall be submitted to the Airport Manager for approval. Under no circumstances will an uncontrolled opening in the Airport's security fence be allowed.

A-2.12 Further restrictions or requirements may be imposed by the Airport Manager when, in his judgment, such restrictions or requirements are necessary to insure safety, airport operations, aesthetics, or property value.

A-3 NOTICE TO PROCEED

A-3.1 When satisfied that all provisions of this directive have been, or will be fulfilled; the City will issue a letter notifying the Lessee to proceed with the approved work.

A-3.2 Any loss incurred due to work performed, materials purchased, or subleases signed by the Lessee prior to receipt of a Notice to Proceed shall be the Lessee's responsibility.