



RESOLUTION No. 4353

RAVALLI COUNTY AIRPORT RULES AND REGULATIONS

Rescinds Resolution No. 2530

WHEREAS, the Commissioners recognize the necessity of having Rules and Regulations at the Ravalli County Airport and have by previous Resolution No. 2530 adopted such rules and regulations; and

WHEREAS, the Airport Advisory Board met on November 18, 2021 to review and make a final draft recommendations of the Rules and Regulations to the Board of Commissioners; and

WHEREAS, the Commissioners also recognize the necessity of updating the Rules and Regulations, and as such have.

THEREFORE BE IT RESOLVED, that the Board of Ravalli County Commissioners rescind Resolution No. 2530 and hereby adopt Resolution No. 4353 setting out the amended Ravalli County Airport Rules and Regulations, as attached.

PASSED AND APPROVED THIS 18TH DAY OF NOVEMBER, 2021.
BOARD OF RAVALLI COUNTY COMMISSIONERS

Return: Commissioners

Jeff Burrows

 Jeff Burrows, Chairman

Greg Chilcott

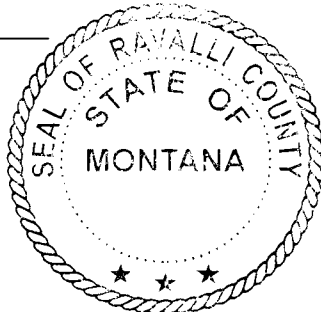
 Greg Chilcott, Member

Dan Huls

 Dan Huls, Member

Regina Plettenberg

 Attest: Clerk & Recorder
 by: *Mura Mathews*, Deputy





RAVALLI COUNTY AIRPORT RULES & REGULATIONS

Ravalli County Airport Rules and Regulations

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Ravalli County Airport Data

Ravalli County Airport KHRF

ELEVATION: 3636'

RUNWAY SURFACE: Paved	RADIO: Unicom 122.8 / AWOS 119.825
LIGHTED: 17/35 & Lighted Beacon, PAPI	NAV AIDS: Missoula
RUNWAY LIGHTS: KEY 122.8 3,5,7 TIMES	MSO VOR 112.8 166R/39.4 DME
FUEL: 100, Jet A	
REPAIRS: A&P Major	FSS: RCO 122.45
WEATHER: 1-800-992-7433	SLC ATC 133.4 NORTH
AWOS: 406-375-9149 *3	132.4 SOUTH
119.825 Continuous	SPOKANE APPR (Missoula Radar) 124.9
MEALS: At Airport	
LODGING: In Town	
TRANSPORTATION: Rental Cars & Courtesy Car	
CALM WIND RUNWAY – 35	
LEFT HAND TRAFFIC PATTERNS	

OWNER: Ravalli County
MANAGER: Thomas Burge
215 South 4th Street, STE A
Hamilton, MT. 59840

OFFICE PHONE: 406-375-9149
CELL PHONE: 406-361-1008

REMARKS: Telephone on Field

Ravalli County Airport Fee Schedule

Effective Pages/Log of Revisions – AIRPORT BOARD

<u>Document ID</u>	<u>Effective Date</u>	<u>Revision Number</u>	<u>Page</u>	<u>Initials</u>
M.C.	07/19/2021	Original	1 of 1	
T.O.C.	07/19/2021	Original	1 of 1	
Airport Data	07/19/2021	Original	1 of 1	
Effective Pages/Revisions	07/19/2021	Original	1 of 1	
Chapter 1	07/19/2021	Original	1.000	
Chapter 1	07/19/2021	Original	1.010	
Chapter 2	07/19/2021	Original	2.000	
Chapter 2	07/19/2021	Original	2.010	
Chapter 2	07/19/2021	Original	2.020	
Chapter 3	07/19/2021	Original	3.000	
Chapter 3	07/19/2021	Original	3.010	
Chapter 4	07/19/2021	Original	4.000	
Chapter 4	07/19/2021	Original	4.010	
Chapter 5	07/19/2021	Original	5.000	
Chapter 5	07/19/2021	Original	5.010	
Chapter 6	07/19/2021	Original	6.000	
Chapter 6	07/19/2021	Original	6.010	
Chapter 7	07/19/2021	Original	7.000	
Chapter 7	07/19/2021	Original	7.010	
Chapter 7	07/19/2021	Original	7.020	
Chapter 8	07/19/2021	Original	8.000	
Chapter 8	07/19/2021	Original	8.010	
Chapter 8	07/19/2021	Original	8.020	
Chapter 9	07/19/2021	Original	9.000	
Chapter 9	07/19/2021	Original	9.010	
Chapter 10	07/19/2021	Original	10.000	
Chapter 10	07/19/2021	Original	10.100	
Appendix A	07/19/2021	Original	A-1.000	
Appendix A	07/19/2021	Original	A-1.010	



Ravalli County Airport Rules and Regulations

CHAPTER 1
DEFINITIONS

Ravalli County Airport Rules and Regulations

- 1-100 DEFINITIONS: The following definitions apply within the Airport Rules and Regulations:
- A. AIRCRAFT: “Aircraft” means a device that is used or intended to be used for flight in the air which includes fixed wing aircraft, ultralight aircraft, rotary wing aircraft, gliders, and hot-air balloons.
 - B. GOVERNING LAW: “Governing Law” means all applicable local, state, and federal rule, regulation, and law as may be amended from time to time. The term shall include without limitation the following: these Rules and Regulations; Minimum Standards; Ravalli County Airport Noise Abatement Procedures; any other applicable county or local law or regulation; federal laws or rules including Federal Aviation Regulations (FARs) and other FAA laws, including those under the category of “grant assurances” and recommendations of the Aeronautical Information Manual (AIM); and any applicable Montana State law or regulation.
 - C. IMPROVEMENTS: “Improvements” means any structures, fixtures, additions, aprons, parking areas, taxiways/taxi lanes, landscape and any other building or site improvement.
 - D. PERSON: “Person” means any individual, firm, partnership, corporation, company, association, joint stock association, or governmental entity. It includes a trustee, receiver, assignee, or other similar representative of any of them.
 - E. SIGN: “Sign” means any publicly displayed sign/work of art or notice of any kind that is advertising, giving directions or identifying a business and is greater than four (4) square feet in area.
 - F. AIRPORT ACTIVITY FORM: A form approved for use to track airport parking and storage activity.
- 1-102 CONFLICTING PROVISIONS: In the event any applicable federal, state, local law, rule, regulation (including the Minimum Standards) conflicts with any of the Ravalli County Airport Rules and Regulations, the provision that is the most restrictive of Airport uses shall control.
- 1-103. NOTICE: The condition of being warned or notified.
- 1-104. Notice will be considered given when a property tenant has been notified by the Airport Manager, (or his designee as designated by the BCC), by means of public notice, legal notice, actual notice, constructive notice or implied notice.



Ravalli County Airport Rules and Regulations

CHAPTER 2
GENERAL

Ravalli County Airport Rules and Regulations

SECTION 2-100 -- GENERAL

- 2-101 **AUTHORITY:** These Rules and Regulations for the Ravalli County Airport (the “Airport”) are promulgated under the authority granted to Ravalli County by Title 67, Chapter 10, Montana Code Annotated.
- 2-102 **APPLICATION:** Upon adoption by the Ravalli County Board of County Commissioners (the “BCC”), these Rules and Regulations shall apply to all persons using the Ravalli County Airport or its premises, to owners of private property present on Airport premises, and these Rules and Regulations shall supersede all previous Rules and Regulations.
- 2-103 **DELEGATION:** Under the authority granted in § 67-10-303, MCA, the BCC hereby delegates all necessary authority to the Airport Manager (under the supervision of the BCC) to fulfill the functions and duties assigned to the Airport Manager in these Rules and Regulations, and delegates all necessary authority to the Airport Advisory Board to fulfill its functions and duties under these Rules and Regulations. The BCC retains overall authority over the Airport and its operations.
- 2-104 **NO VIOLATION OF OTHER EXISTING LAW:** Nothing in these Rules and Regulations shall be construed as permitting any violations of Governing Law.
- 2-105 **FEDERAL AVIATION PROVISIONS:** All aeronautical activities conducted at or in the vicinity of Ravalli County Airport shall conform to Governing Law.
- 2-106 **STATE AND COUNTY PROVISIONS:** The Governing Law shall apply to persons, activities, and private property on the Airport.
- 2-107 **PUBLIC SAFETY:** The Airport Manager shall, at all times, have authority to take such action as may be necessary to safeguard the public in attendance at the Airport, including suspending or restricting any or all operations whenever the Airport Manager deems such action necessary for public safety.
- 2-108 **SOLICITATION:** Solicitation of any kind on Airport premises is prohibited, except with prior written permission of the Airport Manager, subject to all applicable laws and regulations.
- 2-109 **PETS:** All pets on Airport property must be controlled in accordance with all applicable laws and regulations, including Ravalli County Ordinance #16 and #37. Violations will be reported to the proper authorities. Owners will be held responsible for any damages caused by their pet.
- 2-110 **WASTE:** Disposal of waste materials and trash (including pet waste) at any location on the Airport is prohibited. All handling, storage, and disposal of hazardous materials shall be in accordance with applicable, county, state and federal regulations.
- 2-111 **USE BY UNITED STATES:** All facilities at the Airport will be available at all times without charge for use by aircraft of the United States Government in the conduct of its official business.
- 2-112 **USERS TO ASSUME RISK:** All persons shall use the Airport at their own risk.

Ravalli County Airport Rules and Regulations

2-113 **RUNWAY WEIGHT RESTRICTIONS:** The maximum allowable weight for aircraft at the Ravalli County Airport is 40,000 lbs. single wheel landing gear and 53,000 lbs. dual/tandem wheel gear Maximum Take-Off Weight (MTOW). Users of Ravalli County Airport are subject to a landing fee for all aircraft that have a MTOW over 17,000 pounds for a single-wheel landing gear and 25,000 pounds for a dual/tandem-wheel landing gear.

Landing Fees:

17,000 – 34,999 lbs for single wheel landing gear:	\$300 per occurrence
25,000 – 44,999 lbs for dual/tandem wheel landing gear:	\$300 per occurrence
35,000 – 40,000 lbs for single wheel landing gear:	\$600 per occurrence
45,000 – 53,000 lbs for dual/tandem wheel landing gear:	\$600 per occurrence

See Ravalli County Fee Rates and Charges Schedule (“Fee Schedule”).

2-114 **AVIATION RELATED USES:** All facilities and areas at Ravalli County Airport shall be used only for purposes directly connected with, or incident to aviation except as expressly approved by the BCC.

2-115 **AIRPORT MANAGER:** All persons on Airport property will be subject to the reasonable requirements, requests, and directions of the Airport Manager.

2-116 **RAMP SPACE:** In order to best utilize limited ramp space for aircraft, parking spaces leased to commercial operators and private individuals shall be reviewed annually for utilization. At the discretion of the Airport Advisory Board, parking leases considered to be under-utilized will not be renewed.

2-117 **RESERVED.**

2-118 **CAMPING:** Fly-in camping is permitted in the designated camping area after completing the Airport Activity Form. No other camping, including RVs or Travel Trailers will be allowed on Airport property without the Airport Manager’s prior, express, written approval. (See Fee Schedule).

2-119 **STORAGE:** Except as otherwise allowed in designated parking areas, vehicles of any type - including heavy equipment, recreational and equipment trailers, RV’s, campers, or other similar vehicles, or any other kind of personal property, may not be parked outdoors on Airport property for more than 24 hours without completion of the Airport Activity Form and permission from the Airport Manager. Airport users may park vehicles in the designated Long-term parking area for up to 30 days. Any property left beyond 45 days will be considered abandoned and referred to the BCC for removal. Any vehicle or property in violation of this provision may be towed or removed at the owner’s risk and expense, and owners of vehicles or property in violation of this provision shall be subject to a penalty according to the Fee Schedule.



CHAPTER 3

ROTORCRAFT OPERATIONS

Ravalli County Airport Rules and Regulations

SECTION 3-100 – ROTORCRAFT

- 3-101 **LANDINGS AND TAKEOFFS:** Weather conditions permitting, all takeoffs should be conducted in the vicinity of Runway 17 at the north end of the Airport. Exceptions require written permission from the Airport Manager or at the discretion of the Airport Advisory Board.
- 3-102 **APPROACHES AND DEPARTURES:** Conditions permitting, to avoid low level over-flights of residential areas, we recommend approaches and departures will be executed to and from a northerly direction.
- 3-103 **HOVERING:** Hovering maneuvers over ramps and parking areas are not permitted.

Ravalli County Airport Rules and Regulations

CHAPTER 4
GROUND RULES

Ravalli County Airport Rules and Regulations

SECTION 4-100 -- GROUND RULES

- 4-101 **ENGINE “RUN UP”:** As a rule, engine run-ups should be conducted in such a manner as to avoid creating a hazardous situation to persons or property.
- 4-102 **AIRCRAFT PARKING:** Aircraft not parked in hangars shall be parked in designated areas. Aircraft will not be parked so as to obstruct any taxiway, ramp, or aircraft movement, including (without limitation) any improvements, and any aircraft occupying the parking, tie down, or hanger areas.
- 4-103 **SECURING AIRCRAFT:** Each aircraft owner or operator utilizing a tie-down area will be responsible for adequately securing the aircraft.
- 4-104 **RISK OF DAMAGE OR THEFT:** Ravalli County or its agents will not be responsible for damage to or theft of any private property on the Airport.
- 4-105 **REPAIRS:** Any repairs to aircraft or engines in public use space shall only be conducted with prior permission from the Airport Manager.
- 4-106 **FUEL FLOWAGE FEES:** Fuel flowage fees will be charged for all bulk aircraft fuel brought onto Ravalli County Airport according to the Fee and Rates document whether such fuel is purchased on Airport premises or purchased elsewhere, and whether used immediately or stored. Within 5 days of receiving a fuel shipment, businesses or individuals receiving fuel shall provide the Airport Manager with a copy of the delivery receipt or invoice showing gallons delivered. Fuel flowage fees will be invoiced monthly and must be paid within 30 days. A late fee will be charged for each late payment. (See Fee Schedule).
- 4-107 **SKYDIVING:** Sky divers are required to notify the Airport Manager in advance of planned events to allow time to file a Notice to Airman (“NOTAM”). Blanket NOTAMs will not be authorized.
- 4-108 **NOTAM:** A NOTAM will only be filed by the Airport Manager or his designee.
- 4-109 **COMPLAINTS:** Airport related complaints must be delivered in writing to the Airport Manager and will be presented to the Airport Advisory Board at the next scheduled meeting.
- 4-110 **UNICOM RADIO:** Unicom radio is for traffic advisory purposes only.

CHAPTER 5

VEHICULAR & PEDESTRIAN

CONTROL

Ravalli County Airport Rules and Regulations

SECTION 5-100 -- VEHICULAR & PEDESTRIAN CONTROL

- 5-101 **ACCESS TO RAMP:** Only persons engaged in aviation related activities may enter the air-side ramp area without written permission from the Airport Manager.
- 5-102 **VEHICLE ACCESS:** No vehicles will be allowed on the ramp except for loading and unloading of aircraft. No unauthorized vehicles are allowed on the main taxiway or runway. Vehicle speed on ramps and taxiways is 15 MPH, unless otherwise posted.
- 5-103 **PARKING:** Parking shall be allowed only in authorized areas. Parking longer than 24 hours will require an Airport Activity Form. Long-term parking is currently available in the grass field to the west of the Hangar Cafe. This may be subject to change with hangar construction. Vehicles shall not be parked so as to obstruct any taxiway, ramp, or aircraft movement without authorization from the airport manager.
- 5-104 **UNREGISTERED OR NON-OPERABLE VEHICLES:** All motor vehicles, trailers, heavy equipment, etc. parked on the Airport must have current registration, (as applicable), and be road-worthy and operable. The Airport Manager may cause any private property in violation of this provision to be towed or removed at the owner's expense. FBO owned fuel trucks are exempt from registration requirements if used exclusively on airport property.
- 5-105 **FOREIGN OBJECT DAMAGE CONTROL:** Vehicle owners are responsible for ensuring that their vehicles do not deposit debris on taxiways. It is the responsibility of all vehicle operators and owners to clean up any debris deposited, such as mud, rocks, and oil.
- 5-106 **SIGNS:** Vehicular and pedestrian traffic will comply with all officially posted signs.
- 5-107 **RIGHT OF WAY:** Aircraft have the right-of-way over all other traffic and or persons while on taxiways and ramps.



CHAPTER 6

FIRE REGULATIONS

Ravalli County Airport Rules and Regulations

SECTION 6-100 -- FIRE REGULATIONS

- 6-100 **FUEL SPILLS:** Fuel spills over twenty-five (25) gallons will be reported immediately to the Airport Manager. The party handling the fuel at the time of the spill shall be responsible for the immediate containment and cleanup of the spill and shall complete and send to the Airport Manager a Ravalli County Airport spill Report within 24 hours. In addition, any party handling fuel at the time of a spill greater than twenty-five (25) gallons shall also notify Montana DEQ within the next business day following the spill. The person responsible for the spill shall be primarily responsible for all clean-up costs, fines, and penalties.
- 6-101 **FIRE PROTECTION:** All Airport users (including lessees, contractors, and persons occupying space at an Airport) shall ensure that areas are maintained. They shall also ensure that any airport operations or activities will be conducted in such a manner as to reduce or eliminate the risk of fires. This includes, but is not limited to inspecting all areas under a user's control and/or immediately reporting to the Airport Manager via phone and if so requested by the Airport Manager, in writing, any items or situations that may present a fire hazard.
- 6-102 **FUEL TRUCK MAINTENANCE:** The SRE building is designated as an emergency repair station for fuel trucks. Fuel Providers must coordinate with the Airport Manager for usage.
- 6-103 **SMOKING:** No person may smoke within 100 feet of aircraft during fueling or de-fueling operations.
- 6-104 **ELECTRICAL GROUNDING:** All aircraft, without exception, shall be grounded when being fueled.
- 6-105 **NO FUELING IN HANGARS:** Fueling is prohibited in all hangars.
- 6-106 **ACCIDENTS:** In case of an aviation incident or accident on the air-side of the Airport, care should be taken by anyone approaching the involved aircraft as to not create an increased hazard to people or property. No vehicle or persons shall be permitted in the air-side area without the approval of the Airport Manager except emergency responders and their equipment.
- 6-107 **NOTIFICATION OF ACCIDENTS:** Upon identifying an accident on the airport, you must immediately notify the Airport Manager as soon as time allows. Any aircraft damaged in an accident on the Airport shall not be removed without the Airport Manager's permission. Any person involved in an accident or involved in reporting an accident shall comply with the applicable federal regulations including 49 CFR 830.
- 6-108 **DAMAGED AIRCRAFT:** When notified by the Airport Manager, damaged aircraft involved in an accident must either be removed from the Airport or stored in a designated area. If not, the Airport Manager will remove damaged aircraft at the expense of the aircraft owner.



CHAPTER 7

BUILDINGS, HANGARS AND

LAND

Ravalli County Airport Rules and Regulations

SECTION 7-000 – BUILDINGS, HANGARS AND LANDS

- 7-100 USE OF THE HANGAR: Hangars are to be used primarily for storage of aircraft, other aviation related activities, or for other purposes specifically allowed in a lease.
- 7-101 OFFICES AND APARTMENTS IN HANGARS: Hangar owners are allowed to install offices and restrooms when approved by the Airport Advisory Board, BCC, Ravalli County Environmental Health Department, and any other applicable regulatory agency. **Residential use or overnight stays for non-aviation related purposes are prohibited.** The FAA considers residential use of publicly owned Airport property to be an incompatible use of Airport property.
- 7-102 BUILDING STANDARDS: See Section 8-000 Procedures for Construction or Remodeling.
- 7-103 MAINTENANCE OF LEASED AREAS: All Airport lessees must maintain an area of responsibility surrounding their leased area as follows:
- A. The area of responsibility extends 10 to 15 feet from all sides of the leased area depending on your hangar size, plus all the land between the leased area and any immediately adjacent taxiways or roads.
 - B. Lessees must keep the area of responsibility mowed, free of weeds, and clear of debris.
 - C. Storage is not permitted in this area of responsibility.
 - D. If Lessee fails to perform any of B & C above, the County may, after notification, terminate the lease and /or have the work accomplished and charge the lessee for the work, plus an administration fee. (See Fee Schedule).
- 7-104 RAVALLI COUNTY ACCESS: Access to Improvements shall be provided to designated Ravalli County employees for periodic inspection purposes upon reasonable notice of 24 hours, unless public health, welfare, or safety requires immediate access, in which case Ravalli County employees may use any reasonable means to access or inspect property located on Airport premises.
- 7-105 AIRPORT SIGNS: No exterior signs are permitted unless specifically authorized in a lease or approved in writing by the Airport Manager upon advice of the Airport Advisory Board.

Ravalli County Airport Rules and Regulations

- 7-106 **CLEANUP AND RECLAMATION:** A covered dumpster or other appropriate covered receptacle shall be placed on the site prior to construction and shall be used for all waste materials. All areas disturbed during the hangar construction, including utility trenches, must be cleaned up, compacted, covered with topsoil and compacted again. All areas around the hangar must be back filled in a manner that will allow mowing over the edges of ramps and adjacent to the building. The lessee shall haul all excess gravel and topsoil materials excavated from the site to an alternate site. All lessees will be required to provide a three thousand-dollar (\$3,000.00) clean up and reclamation deposit or bond. These funds must be placed on deposit with Ravalli County Airport before any construction begins. If the lessee, to the satisfaction of the Airport Manager completes all cleanup and reclamation, the entire deposit will be returned. If this work is not completed within 30 days of hangar completion Ravalli County Airport shall have the right to complete the work or contract it out and pay for the work from the owner's deposit. The remaining deposit (if any) shall be returned to the owner. If the amount deposited is not sufficient to pay for the required reclamation and clean up, the owner then agrees to pay any additional charges.
- 7-107 **WASTEWATER HOLDING TANKS:** All sanitation is only allowed and permitted through Ravalli County Department of Environmental Health. Once obtained, a copy of this permit must be submitted to the Airport Manager.
- 7-108 In the event any public or common sewer or other public wastewater treatment facility shall be constructed on the Airport, any Airport lessee that has a wastewater holding tank on the leased premises may be required, at lessee's sole expense, to hook into the common sewer or other wastewater treatment facility with a monthly fee associated with the service provided. The County may require lessees with wastewater holding tanks to be members of an operation and maintenance organization related to Airport wastewater, to abide by the terms of such an organization, to maintain their system according to Airport-promulgated schedules, and to report pumping schedules and provide copies of pumping records.
- 7-109 **RECORDING:** All leases involving Airport real property, including without limitation lease assignments, shall be recorded at the offices of the Ravalli County Clerk and Recorder at lessee's expense.

CHAPTER 8

APPROVAL PROCEDURES

FOR CONSTRUCTION OR

REMODELING

Ravalli County Airport Rules and Regulations

SECTION 8-000 – APPROVAL PROCEDURES FOR CONSTRUCTION OR REMODELING

- 8-100 PROCEDURES: The following procedures are established to facilitate the lease of Ravalli County Airport property for the purpose of new construction of improvements, including commercial buildings constructed pursuant to a Commercial Space Lease.
- 8-101 REQUEST FOR NEW CONSTRUCTION: Upon selecting a suitable building location with the Airport Manager, the new construction request will be initiated by picking up a New Construction Packet from the Airport Manager and submitting a \$1,000.00 NON-REFUNDABLE DEPOSIT. Once the New Construction Packet has been satisfactorily completed, the applicant or their designee must present the request to the Airport Advisory Board at the next regularly scheduled meeting.
- 8-102 APPLYING TO BUILD IMPROVEMENTS: The New Construction Packet shall include the proposed construction site, the proposed dates of construction start and completion, and a scaled drawing of the proposed Improvement, indicating the type of construction and building width, depth, and height dimensions. FAA regulations require specified distances from the taxiway center line to the front of Improvements, depending on the taxi lane and/or taxiway designation. The letter of request shall affirm that the proposed Improvement will conform to the “Uniform Construction Building Requirements” (section 9-000 below) and will conform to the Minimum Standards. The applicant shall submit the required information to the Airport Manager and the request will be placed on the agenda for the next regular meeting of the Airport Advisory Board for its consideration. The Airport Manager must receive all requests at least one week before the meeting date to be considered. If the Airport Advisory Board approves the request, it will be forwarded to the BCC for a final determination.
- 8-103 DEVELOPMENT FEES. See Fee Schedule for current development fees. A development fee is charged to all lessees who propose to build a new structure, or to add on to an existing structure on leased premises. The development fee is based on the footprint of the structure plus 10 to 15 feet, (or as otherwise applicable), on all sides of the structure, e.g. a 50 foot by 50 foot structure would have a development fee based on a footprint of 70 feet by 70 feet. The correct development fee shall accompany the Construction Packet. This fee is for common use of the Ravalli County Airport facilities. It is not for providing utility hook-ups or hangar ramp construction. These fees are the sole responsibility of the hangar owner unless otherwise stated in writing and approved by the BCC. If the development is denied or does not occur, the Development Fees will be refunded in full.
- 8-104 ADDRESS: Address correspondence to: Airport Manager, Ravalli County Airport, Ravalli County Administrative Center, 215 S. 4th St., Suite A, Hamilton, MT 59840.
- 8-105 CONFORM WITH REQUIREMENTS: Following receipt of a Construction Packet, the Airport Manager will verify conformity of the proposed Improvement with the “Uniform Construction Building Requirements”. See Section 9-000.
- 8-106 AIRPORT ADVISORY BOARD CONSIDERATION: The Airport Manager will agenda the request with the Airport Advisory Board. Upon presentation by the owner or designee in accordance with 8-101, the Airport Advisory Board will forward an approval or denial recommendation to the BCC.

Ravalli County Airport Rules and Regulations

- 8-107 CONSTRUCTION PACKET SUBMITTAL: Upon approval of the Airport Advisory Board, the Airport Manager will prepare and submit the request to the regional office of the Federal Aviation Administration, FAA Form 7460-1, together with the scaled drawing of the proposed new hangar building.
- 8-108 BCC APPROVAL: Once the Construction Packet is fully approved, it will be submitted – in full – to the Board of County Commissioners for approval.
- 8-109 LEASE REQUIRED: No construction activity may begin on the Airport until written notice of the County and FAA approval, and until a lease agreement has been fully executed.
- 8-110 SALE OF HANGARS: For any assignment of any portion of an Airport lease, an assignee shall receive no credit for any portion of a year's rent already paid by the assignor.

CHAPTER 9

**UNIFORM CONSTRUCTION
BUILDING REQUIREMENTS**

Ravalli County Airport Rules and Regulations

SECTION 9-000 – UNIFORM CONSTRUCTION BUILDING REQUIREMENTS

- 9-100 CONSTRUCTION STANDARDS: Construction of Improvements at Ravalli County Airport must conform to all requirements of these Rules and Regulations, the Minimum Standards, and any other Governing Law.
- 9-101 HANGAR FOUNDATIONS AND SLAB: Hangar foundations and hangar location: Foundations for hangars must be a stem wall construction and/or concrete slab. Appropriate distances will be agreed to in writing and approved by the Airport Advisory Board prior to construction. REF: FAA form 7460-1.
- 9-102 HANGAR FRAMING: Hangar Frame Construction may be either wood or metal or a combination of wood and metal.
- 9-103 HANGAR MATERIALS: Hangar Sidewalls and roofing exteriors are to be metal patterned rib or corrugated style approved by the Airport Advisory Board. Hangar sidewalls and roofing exteriors must conform with colors as approved by Airport Advisory Board. Sidewalls are to be a minimum of twelve (12) feet high.
- 9-104 HANGAR DOORS: Bi-fold doors are recommended for hangars because of their ease of operation during the winter months. Approved overhead and sliding doors may also be used. All pedestrian doors must be of pre-finished metal construction in wood or metal jambs. Hangar door exteriors must conform with the approved color chart.
- 9-105 MINIMUM HANGAR SIZE: Minimum hangar size is fifty (50) feet by fifty (50) feet and/or two thousand - five hundred (2500) square feet.
- 9-106 UTILITIES: It is the hangar owner's responsibility to install and pay for all utility service lines to any Improvements. All utilities must be underground. Lessees are responsible for utilities including but not limited to electric power, gas, water, sewer and phone. Location and routing of any water and septic lines must be approved by Ravalli County Environmental Health Department.
- 9-107 WATER WELL: Water well casings and frost free water spouts, etc. must be a minimum distance from the taxiway to pose no hazard to passing aircraft, in the discretion of the Airport Manager.
- 9-108 LENGTH OF TIME TO CONSTRUCT A HANGAR: Hangar construction shall not begin until the Airport Advisory Board and BCC grant approval. Completion shall be within 6 months from approval date. The Airport Advisory Board may grant extensions. Only one lot will be leased to an individual or business until such time the construction project is deemed fully completed by the airport manager. If another hangar is desired, the above process must be followed for the additional hangar.
- 9-109 CONSTRUCTION STANDARDS FOR ALL IMPROVEMENTS: A representative of Ravalli County reserves the right to inspect and reject any phase of the construction. All contractors must name Ravalli County as a Named Insured on all airport related projects. All contractors must supply current proof of liability insurance, current worker's compensation insurance and must be bonded for the current amount of the contractors project. Your Certificate of Insurance (COI) must be received by the Airport Manager prior to starting any construction.
- 9-110 CONSTRUCTION STANDARDS FOR HANGAR SALES: A representative of Ravalli County reserves the right to inspect and ensure compliance of all requirements of these Rules and Regulations, the Minimum Standards, and any other Governing Law before sale or transfer is approved.
- 9-111 INSURANCE: **Ravalli County must be listed as a named insured on ALL construction projects.** All contractors must supply current proof of liability insurance, worker's compensation insurance and must be properly bonded for entire project cost. Proof of 9-110 must be supplied to the Airport Manager prior starting any construction project.
- 9-112 LIENS: Any Improvements constructed on the Premises by Lessee shall be free and clear of any and all mechanic's liens or similar claims.



9-113 LIEN RELEASE: Prior to approving the completion of any structure, the contractor shall supply the Airport Manager with a certified lien release for all materials associated with the project.

CHAPTER 10

NOTICE OF VIOLATION

Ravalli County Airport Rules and Regulations

SECTION 10-000 -- NOTICE OF VIOLATION:

- 10-100. In the event that an Airport user, or the owner of private property on the Airport fails to comply with these Rules (including failure to comply with Governing Law), the Airport Manager or designee may enforce compliance. For each violation, the Airport Manager will forward a Notice of Violation to the appropriate party (violator). The Notice of Violation will be in writing and a written response from the appropriate party will be required within ten (10) days of issuance.
- 10-102. If the violator fails to respond in writing and fails to abate a violation, the Airport Manager may abate a violation at the violator's cost. If a violator disputes the Airport Manager's Notice of Violation, then the responsible party shall be entitled to an administrative hearing before the Airport Board within 30 days of the issuance of this Notice of Violation. The Airport Board shall hear evidence and shall recommend a determination to the BCC, which shall make the final administrative determination of the dispute.
- 10-103. If a violation has created a situation considered an imminent danger, serious and/or a willful offense, the Airport Manager or designee, has the authority to issue stop work orders, without penalty to contracts or agreements, and the Airport Manager or designee, can proceed with the abatement of the violation with the responsible party being responsible for all reasonable costs incurred for the abatement of such violation(s).



Ravalli County Airport Rules and Regulations

APPENDIX

Ravalli County Airport Rules and Regulations

Approved Airport Forms:

1. Ravalli County Airport Rules and Regulations
2. Ravalli County Airport Fees
3. Ravalli County New Construction Packet
4. Ravalli County HAZMAT Spill Report