

## Lease Process Outline

1. Submit letter of intent and negotiate lease terms. All proposed activities shall be consistent with Airport Master Plan and Airport Layout Plan.
2. Submit drawings, project description, schedule of development. Apply for Use Permit if non-aviation activity of any kind;
3. Most new leases are discretionary, and are reviewed by the West Plainfield Airport Advisory Committee and the Aviation Advisory Committee prior to approval by the Board of Supervisors. Applicant is expected to appear before these committees to present their project.
4. After lease execution, obtain building permits and begin construction.

Note: the terms in this document are our existing standards, adopted over time. Individual lease terms may be modified for compelling reasons.



For more information about Yolo County Airport, see

<http://www.yolocounty.org/Index.aspx?page=1350>

To discuss your project, please contact the Airport Manager at

**530-666-8066**

or

**530-666-8114**

Email: [wes.ervin@yolocounty.org](mailto:wes.ervin@yolocounty.org)

July 2013

## Yolo County Airport (KDWA)



# Minimum Standards for Leases



If you are an individual or business seeking to lease land or a hangar at the Yolo County Airport, be aware of these standard lease terms.

# Lease Standards

@ Yolo County Airport

## Standard terms for all leases

1. Rates @ current market rate, as agreed between County and Tenant;
2. Maximum term = 25 years, up to 2 10-year extensions;
3. CPI increase set @ 2.5%, average over the last 20 years;
4. Security deposit will be required, depending on what is leased;
5. Building on the site must generally begin within 1 year;
6. All new or renovated structures must be inspected by the Building Department. Tenant is responsible for obtaining all permits and paying all fees;
7. Plan to lease sufficient space for building, ramp, septic (if restrooms), and vehicle parking.
8. Tenant shall procure and maintain their own metered power through PG&E;
9. The county will provide water at no cost. Connections are responsibility of tenant.
10. Tenant shall provide insurance sufficient to cover all buildings, aircraft, and employees. County minimums apply;
11. Compliance with all applicable FAA sponsor assurances for the Airport;
12. Possessory Use tax is collected on all buildings and aircraft;
13. No outside permanent storage.
14. No exclusive right to airport facilities and pavement areas, tenant shall not interfere with aircraft passage, takeoff, or landing;
15. Landlord shall be permitted entry with advance notice to inspect. Entry at any time for emergencies is permitted;
16. Tenant shall maintain clean property, shall not allow waste, abandoned vehicles, or other non-aviation waste to accumulate.
17. No hazardous materials or waste of any kind will be stored on premises. Any contamination caused by Tenant must be corrected at tenant's expense.
18. Tenant shall reimburse landlord for all damage to pavement, including roadways, aprons, taxiways, and runway;
19. No public restrooms. Restrooms available for tenants with individual security code.
20. Tenant shall indemnify the county against any and all claims, suits, losses, damages, etc. caused by the tenant;
21. Breach of any rule or a lease covenant may result in corrective action at tenant's expense and/or lease cancellation;
22. No fueling permitted indoors. Fueling shall be conducted only by a licensed FBO authorized to fuel vehicles on the Airport;

## Applies to Commercial Leases

23. Authorized uses for each FBO, SASO or other commercial tenant shall be agreed during lease negotiations;
24. All necessary commercial building, licensing and operating permits shall be obtained and copies provided to the County.
25. Signage shall comply with the County's existing Sign Ordinance;
26. All appropriate business records shall be kept, and made available to Landlord upon request;
27. Economic non-discrimination in accordance with FAA Sponsor Assurance #22.

## Applies to Individual Leases

28. Hangars must be used for aircraft storage only in accordance with FAA policy. No commercial activity of any kind, including commercial aircraft services and repairs, will be conducted by tenant;
29. Repair activity will be limited to private preventative maintenance by the owner, as specified in 14 CFR Part 43, and must be conducted indoors;

### Note:

**Subtenants** are subject to the same requirements as master tenants. All leases include the County's right to approve all sub-tenants.