



CHARLES M. SCHULZ – SONOMA COUNTY AIRPORT

2290 AIRPORT BVLD., SANTA ROSA, CA 95403

707-565-7243

COMMERCIAL ACTIVITY APPLICATION

A Commercial Activity Agreement is required prior to engaging in commercial activities at the Charles M. Schulz – Sonoma County Airport.

- | | | | |
|--|--|---|--------------------------------------|
| <input type="checkbox"/> Aeronautical Lessee/Operator | <input type="checkbox"/> Aeronautical Sublease | <input type="checkbox"/> Temporary | <input type="checkbox"/> Special Use |
| <input type="checkbox"/> Commercial Aeronautical Developer | <input type="checkbox"/> Regulatory | <input type="checkbox"/> Non-Aeronautical | <input type="checkbox"/> Industrial |

Date of Submittal: _____

Legal name and entity of applicant and any additional business names (if applicable):

Business Legal Name: _____ Business Structure Type: _____

Affiliated Business Name(s): _____

Principal name, address, and telephone number of the applicant:

Principal Name: _____

Title: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____

Email Address: _____

Indicate all activity to be conducted (check all that apply) on site and attach a detailed description of the type(s) of business and activities (Please refer to the Airport’s Minimum Standards for further information on each type of activity):

- | | |
|---|---|
| Fuel Operator | Aircraft Sales |
| Aircraft Maintenance | Specialized Commercial Aeronautical Operator |
| Avionics or Instrument Maintenance | Temporary Specialized Aviation Service Operator |
| Aircraft Rental / Flying Club / Flight Training | Commercial Hangar Developer |
| Aircraft Charter / Aircraft Management | Food/Beverage Concession |
| Non-Aeronautical Land Development | Advertising Concession |
| Government | Retail Concession |
| Office | Industrial |
| One-time Event: _____ | Other: _____ |



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Proposed Location of Premises:

Agreement Requested Start Date: _____ Requested Term: _____

Address/Location: _____

Description of Premises: _____

Operations:

List the names, addresses, telephone numbers, and email addresses of all individuals to be involved in the proposed activities, including owners, key managers, and any persons or entities holding government issued certificates or authority that will be relied upon in connection with the operation of the business. Include statements of the background and experience of all persons listed. (Attach additional sheets if necessary.) In addition, please list all individuals that a) own of 5% or more of the equity interest, b) have or can exercise 5% or more of the management or control, or c) hold or are guarantors of 5% or more of the debt of applicant.

	Individual 1	Individual 2
Name and Title		
Address		
City, State, Zip		
Telephone #		
Email		

Business Plan and Financial Pro Forma:

Attach a detailed business plan in a format acceptable to the County, outlining the projected income and expenses of the business, including pro forma operating financial statements for the first three years of operation for a Full Service FBO and for the first year of operation for all other FBOs. (Minimum Standards Section 15.1 3 and 4.)

Improvements:

Please provide the following:

- 1) A detailed description, including plans and/or drawings, and an estimated cost of capital improvements to be constructed and/or acquired for use in conducting the proposed activity, and
- 2) A statement regarding the means of financing the construction or acquisition of such improvements. (Minimum Standards Section 15.1 5.)

The applicant hereby requests the privilege of conducting the activities listed and described in this application at the Airport and as consideration for the Airport’s review of this request hereby agrees as follows:

- **FEE PAYMENT:** In addition to the required non-refundable application fee, applicant agrees to pay all applicable rents, fees, and other charges including late fees interest and penalties without dedication or offset of any kind.
- **PERMIT LIMITATIONS:** Any permit, lease or other agreement resulting from this application may not be assigned or transferred and is limited to engaging in the approved Activity in the location designated and only for the time specified.
- **INFORMATION CHANGES:** The applicant hereby agrees to notify the Airport Manager in writing within 15 days of any change to the information provided on this form or in any statement or document supporting this application.



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- **INSURANCE:** The applicant shall be required to obtain and maintain insurance in accordance with the County's current, approved insurance requirements before entering into a lease or operating agreement with the County.
- **INDEMNIFICATION:** The applicant shall be required to execute a written indemnification agreement in favor of the County before any proposed activity will be authorized by the County.
- **COMLIANCE WITH REGULATORY REQUIREMENTS:** The applicant shall comply with all applicable Regulatory Requirements.
- **COMPLIANCE WITH MINIMUM STANDARDS and DEVELOPMENT STANDARDS – SPACE REQUIREMENTS:** The applicant shall be required to meet all applicable requirements established in the Airport's Development Standards and Minimum Standards, including the space requirements for the types of activities proposed. Applicant submits the attached site plan and building layout to demonstrate its ability to comply. Applicant shall attach a site map and an executed lease, sublease, or other document, acceptable to the County, as evidence of its right to possess and use the proposed space.

The undersigned applicant certifies they are authorized to sign for the business and agrees to abide by all the terms and conditions applicable to this request.

Applicant (sign and print name)	Title	Date
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*****Airport Administration Use Only*****

Documents provided to the applicant

- | | |
|---|--|
| <input type="checkbox"/> Airport Lease/Rates and Changes Policy | <input type="checkbox"/> Airport Development Standards |
| <input type="checkbox"/> Airport Minimum Standards | <input type="checkbox"/> Airport Rates and Charges Resolution |
| <input type="checkbox"/> Airport Rules and Regulations | <input type="checkbox"/> Authorization to release government information |
| <input type="checkbox"/> Insurance Requirements | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Airport Ordinances | |

Attach copies of applicable documents

- | | |
|---|---|
| <input type="checkbox"/> Lease Agreement | <input type="checkbox"/> Evidence of Required Insurance Coverage |
| <input type="checkbox"/> Sublease Agreement | <input type="checkbox"/> Business / Privilege Tax License |
| <input type="checkbox"/> FAA Certificates | <input type="checkbox"/> Business Plan |
| <input type="checkbox"/> Financial Information | <input type="checkbox"/> Capital Improvement Plan |
| <input type="checkbox"/> Evidence of Legal Status | <input type="checkbox"/> Request & Authorization to Release Information |
| <input type="checkbox"/> Preliminary Construction Plans | <input type="checkbox"/> Site Plan and Map |
| <input type="checkbox"/> Other: _____ | |

AIRPORT ADMINISTRATION COMMENTS:

Approved by _____ Date _____
 Airport Manager (or designee)

**CHARLES M. SCHULZ – SONOMA COUNTY AIRPORT SUMMARY OF MINIMUM INSURANCE REQUIREMENTS FOR
COMMERCIAL OPERATORS**

(The specified limits are subject to market availability)
(The Full Text of the Requirements is in the Legal Agreement)

Operation Group	Description of Operations
A	Fixed Base Operator (Full Service), Specialized Commercial, Temporary Specialized Commercial, Aircraft Maintenance, Aircraft Sales, Avionics or Instrument Maintenance, Commercial Hangar Developer
B	Aircraft Rental, Flying Clubs, Flight Training
C	Aircraft Charter and Aircraft Management Operator
D	Self-fueling

AIRPORT/AVIATION COMMERCIAL GENERAL LIABILITY INSURANCE: Per Occurrence Limit/General and Products-Completed Operations Aggregates

Coverage for bodily injury, personal injury, and property damage for premises, products and completed operations, mobile equipment, contractual liability and additional insured endorsement.

	Operation Group A	Operation Group B	Operation Group C	Operation Group D
Occurrence Limit	\$2,000,000	\$1,000,000	\$1,000,000	\$2,000,000
Aggregate	\$4,000,000	\$2,000,000	\$2,000,000	\$4,000,000

AUTOMOBILE LIABILITY INSURANCE FOR OWNED, NON-OWNED AND HIRED AUTOS

	Operation Group A	Operation Group B	Operation Group C	Operation Group D
Combined Single Limit Per Accident	\$1,000,000	\$1,000,000	\$1,000,000	\$2,000,000 - Mobile Fueling Equipment \$1,000,000 – All other

WORKERS COMPENSATION & EMPLOYERS LIABILITY (Required if there are employees.)

Workers Compensation insurance with statutory limits as required by the Labor Code of the State of California.
Employers Liability with minimum limits of \$1,000,000 per Accident; \$1,000,000 Disease per employee; \$1,000,000 Disease per policy.

**PROPERTY INSURANCE FOR TENANTS IMPROVEMENTS AND BUSINESS PERSONAL PROPERTY
(Operation Groups A, B, C and D)**

Property insurance covering Tenants Improvements and Betterments and Business Personal Property on a “special form” or “all-risks” basis. Minimum limit: the full current combined replacement cost of the Improvements and the business personal property.

ENVIRONMENTAL LIABILITY INSURANCE (Per Pollution Condition)

	Operation Group A - Fixed Base Operators and Special Commercial Operators whose operations pose a pollution risk	Operation Group B	Operation Group C	Operation Group D
Per Pollution Condition	\$1,000,000	Not Required	Not Required	\$1,000,000

AIRCRAFT CATEGORIES & ABBREVIATIONS

Aircraft Type	Definition
SE	Single engine Aircraft
ME	Multi engine Aircraft
Piston Aircraft	An Aircraft that utilizes a reciprocating engine for propulsion
Turboprop Aircraft	Aircraft that utilizes a gas turbine engine to drive a set of reduction gears, which, in turn, drives a propeller for propulsion
Turbojet Aircraft	An Aircraft that utilizes a form of heat engine that produces thrust by accelerating a relatively small mass of air through a large change in velocity for propulsion
Group I	Aircraft Design Group with Aircraft having a wingspan up to, but not including, 49 feet
Group II	Aircraft Design Group with Aircraft having a wingspan 49 feet, up to but not including, 79 feet
Group III	Aircraft Design Group with Aircraft having a wingspan of 79 feet or more

AIRCRAFT AND PASSENGER LIABILITY INSURANCE (Combined Single Limit, Each Occurrence)

Coverage for bodily injury, property damage, and passenger injury for all owned, leased, or operated Aircraft, with the County of Sonoma endorsed as an additional insured on a primary and non-contributory basis

	Operation Group B	Operation Group C
SE Piston/Group I	Up to 7 seats: \$1,000,000 CSL/\$100,000 sub limit per seat/passenger 8 seats and above: \$2,000,000 CSL/\$100,000 sub limit per seat/passenger	Up to 7 seats: \$1,000,000 CSL/\$100,000 sub limit per seat/passenger 8 seats and above: \$2,000,000 CSL/\$100,000 sub limit per seat/passenger
ME Piston/Group I	\$2,000,000 CSL/\$100,000 sub limit per seat/passenger	\$2,000,000 CSL/\$100,000 sub limit per seat/passenger
Turboprop/Group I & II Turbojet/Group I	\$5,000,000 CSL/\$250,000 sub limit per seat/passenger	\$5,000,000 CSL/\$250,000 sub limit per seat/passenger
Turbojet/Group II & III	\$10,000,000	\$10,000,000

HANGAR KEEPERS LEGAL LIABILITY INSURANCE (Largest Aircraft Accommodated)

Coverage for property damage to all non-owned Aircraft under the care, custody, and control of the Operator.

		All Operation Groups
SE Piston Group I	Each Aircraft Each Occurrence	\$150,000 \$300,000
ME Piston Group I	Each Aircraft Each Occurrence	\$250,000 \$500,000
Turboprop Group I & II	Each Aircraft Each Occurrence	\$1,000,000 \$2,000,000
Turbojet Group I & II	Each Aircraft Each Occurrence	\$2,500,000 \$5,000,000
Turbojet Group III	Each Aircraft Each Occurrence	\$5,000,000 \$10,000,000