

AVIATION SERVICE BUSINESS
LETTER OF INTENT GUIDELINES – Ph I

Aviation Service Businesses are defined in the GILLESPIE COUNTY AIRPORT DEVELOPMENT POLICY, under the Section, “Aviation Service Businesses”. This policy section also contains Lease Guidelines. The Proposal Letter (to the Airport Advisory Board) should address in non-technical terms the following general questions:

1. **Where?** Locate the site of the proposed Service Business, preferably with a sketch, and general description of location.
2. **What is the purpose of the business?** What products or services will the business offer; who are the target customers; how will the business benefit our Airport and community?
3. **How much land?** Describe land requirements by consideration of (a) hangar foot-print, (b) dedicated aircraft ramp, (c) Taxi-Lane (if necessary), (d) access road (if necessary).
4. **Services Considerations?** Minimum services provided in the hangar should include Electric, Telephone, Water and Sanitary Sewer. Toilet(s) should be provided in the hangar. Clarify how you will support these services.
5. **Minimum Hangar Building?** Lease guidelines specify the minimum size building; what do you propose? Appendix A of Airport Rules and Regulations specifies the general requirements for airport buildings; what do you propose? A dedicated Aircraft Ramp should be provided, of same width as the hangar building door side and 25’ depth. This ramp should be constructed to Taxi-Lane spec on acceptable base material with hot-mix asphalt. Clarify how you will support these requirements.
6. **Other Considerations?** Will office space and/or work-shop facilities be constructed inside the hangar? Clarify.
7. **Who Pays for What?** Your proposal letter should make clear what you propose to pay for and what you expect the County of Gillespie to provide.
8. **Rent and Lease Term?** Rental rates depend on location on the airport; current rates are available from the Airport Manager. Standard Lease Term for Service businesses is 30 years, with an option of renewal for further 10 years on such terms as may then be agreed between the parties. What do you propose?

Refer to Rules and Regulations plus Minimum Operating Standards for detail requirements.