

**RULES AND REGULATIONS GOVERNING THE
LEASING OF COUNTY-OWNED PROPERTY AT THE COUNTY AIRPORT
SHERIDAN COUNTY, WYOMING**

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SECTION 1. Authority.

These rules and regulations are adopted under the authority of W.S. 16-3-101 et.seq., W.S. 18-2-101(a)(iii), and W.S. 18-3-504(a)(i).

SECTION 2. Purpose.

The purpose of these rules and regulations is to establish procedures for leasing various types of county-owned property in and around the Airport.

SECTION 3. General Policy.

The general policy of leasing county-owned land and facilities within and near the Airport is to facilitate local economic development and commercial and general aviation within Sheridan County, while capturing fair market value for the use of county-owned assets.

SECTION 4. Definitions.

As used in these rules and regulations, the following definitions apply:

- (a) "Airport" means the Sheridan County, Wyoming, Airport.
- (b) "Business Park" means the county-owned parcels identified in the *Record of Survey for Lease Areas Sheridan County Airport Business Park - Phase 1*, recorded in the Office of the Sheridan County Clerk, Drawer A, Plat No. 352.
- (c) "County Hangar" means those aircraft hangars owned by Sheridan County located within the Airport.
- (d) "Executive Hangar Lots" means those parcels located within the Airport identified in the *Record of Survey for Leases Areas Sheridan County Airport Executive Hangars – Phase 1*, recorded in the Office of the Sheridan County Clerk, Plat Book A, Page No. 454, created as building sites for hangars to accommodate larger aircraft.
- (e) "Legacy Business Park" means the county-owned parcels identified by the following street addresses:

913 West Brundage Ln
914 West Brundage Ln
915 West Brundage Ln
916 West Brundage Ln
918 West Brundage Ln
769 Airfield Ln
772 Airfield Ln

(Proposed 10/30/23)

SECTION 5. Leasing County Hangars.

(a) The specific policy goal of leasing county hangars is to meet the needs of general aviation users of the Airport.

(b) County hangars shall be offered for lease as they become available to the next person on waiting lists maintained by the Airport Manager. Separate lists will be maintained based on the size of the hangars. If a person is offered a hangar for lease and declines the offer, their name will be placed at the bottom of the waiting list.

(c) County hangars shall be leased under standard terms at a market rental rate per square foot as determined by the Airport Manager.

SECTION 6. Leasing Executive Hangar Parcels.

(a) The specific policy goal of leasing executive hangar building sites is to meet the needs of general aviation users of the Airport.

(b) Executive Hangar parcels shall be offered for lease as they become available through the following selection process.

(i) When a parcel becomes available for lease, the Airport Manager shall prepare and publish a Request for Proposals (RFP), which shall include the minimum rental consideration acceptable. The media and duration of the publication of the RFP shall be commercially reasonable.

(ii) Written proposals in response to the RFP shall be submitted to the Airport Manager by the deadline set in the RFP which shall not be less than 20 days after the initial date of publication.

(iii) Proposals shall include:

(A) A description of the hangar to be constructed on the leased premises.

(B) A description of any special aviation services to be offered from the leased premises.

(C) The amount of cash rent, and any other consideration offered for the lease.

(iv) The Airport Manager shall analyze the proposals received and make a written recommendation to the Board of County Commissioners as to which proposal best achieves the policy goals stated in these rules.

(v) The Board of County Commissioners shall award the lease for the available parcel to the proponent of the proposal that best achieves the policy goals stated in these rules. If the Board determines that none of the proposals sufficiently furthers those policy goals, it may decide to reject all the proposals and leave the parcel unleased until such time as it determines that a new RFP should be published.

SECTION 7. Leasing Business Park and Legacy Business Park Parcels.

(a) The specific policy goal of leasing parcels in the Business Park and the Legacy Business Park is to encourage economic development in Sheridan County through providing “business-ready” commercial sites for new or expanding businesses.

(b) Business Park and Legacy Business Park parcels shall be offered for lease as they become available through the following selection process.

(i) When a parcel becomes available for lease, the Airport Manager shall prepare and publish a Request for Proposals (RFP), which shall include the minimum rental consideration acceptable. The media and duration of the publication of the RFP shall be commercially reasonable.

(ii) Written proposals in response to the RFP shall be submitted to the Airport Manger by the deadline set in the RFP which shall not be less than 20 days after the initial date of publication.

(iii) Proposals shall include:

(A) A description of the type of business to be conducted on the leased premises.

(B) A description of any structure to be constructed on the leased premises.

(C) A description of the economic benefits likely to accrue within Sheridan County as a result of the Proponent’s tenancy in the Business Park.

(D) The amount of cash rent, and any other consideration offered for the lease.

(iv) The Airport Manager shall analyze the proposals received and make a written recommendation to the Board of County Commissioners as to which proposal best achieves the policy goals stated in these rules.

(v) The Board of County Commissioners shall award the lease for the available parcel to the proponent of the proposal that best achieves the policy goals stated in these rules. If the Board determines that none of the proposals sufficiently furthers those policy goals, it may decide to reject all the proposals and leave the parcel unleased until such time as it determines that a new RFP should be published.

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