

PROCEDURES for LAND SALES
at the
KINGMAN AIRPORT INDUSTRIAL PARK
Kingman, Arizona

STEP ONE

Prospective business makes application to Kingman Airport Authority, Inc. (KAA) to purchase land. This application will contain detailed information about the prospective business, its operation and whether the information is to be considered confidential. Along with the application, the prospective business will submit a check for \$3,000.00 to KAA as a deposit to cover the cost of an evaluation, survey, appraisal, advertising, legal and other fees. Survey and appraisal will be performed prior to sending the recommendation to City Council.

The KAA staff will review the application to determine its suitability and needs for location within the industrial park. Many evaluations will require touring existing facilities in other locales and use of photographic/video documentation. The review may include information available through that location's media, chamber of commerce, EPA, industry standards group, etc. All Businesses that may be subject to ADEQ or EPA permitting will require a public hearing be held in Kingman, conducted by the Arizona Department of Environmental Quality. All evaluations will include but not be limited to the following:

- A. Type of industry
- B. Number of employees
- C. Time frame for start of project
- D. Identification of all chemicals required and any use of hazardous or toxic materials that may be used in the project
- E. Identify any special permits that may be required prior to start of plant operations
- F. Procedures for disposing of waste materials
- G. Impact on municipal water and sewer
- H. Prior public concerns in other locations
- I. Conformance with applicable zoning ordinances
- J. Previous violations from regulatory agencies
- K. Data describing financial stability

When the information is compiled, KAA staff will provide it to the KAA Industrial Park Committee which will review it, interview the prospective business and make a recommendation to the KAA Board of Directors.

If the prospective business requires an ADEQ or EPA permit to operate, the Industrial Park Committee may recommend approval of the land sale subject to an ADEQ local public hearing.

If the prospective company has requested that the information be held confidential, the interview and discussion will be conducted in executive session although the general nature and operation of the business may be discussed in open session. If the business has not requested confidentiality, the matter will be discussed at all meetings.

STEP TWO

After review of the report and the Industrial Park Committee recommendation, the KAA Directors will take one of the following actions:

- A. Recommend sale to the City Council
- B. Recommend rejection of the purchase application
- C. Return to the Industrial Park Committee for additional information or clarification

In the KAA recommendation will be an agreement to surrender KAA leasehold interest of that parcel upon completion of the sales transaction. All sales are subject to surrender of KAA leasehold interest prior to the company beginning operations.

STEP THREE

For those companies which are recommended by the KAA, the application to purchase land and evaluation report is submitted to the Kingman City Council. If the application is confidential, the council will discuss the report and recommendation in executive session although the general nature of the business may be discussed in open session. If the application is not confidential the council will discuss the matter in open session. The council will review the report and recommendation by the KAA and either:

- A. Return the recommendation for further information or clarification.
- B. Deny the recommendation.
- C. Require that the requesting business conduct a public hearing (or other requirement) prior to offering the property for sale.
- D. Set the item on the next regular meeting agenda.

If the council is satisfied that all items have been addressed, the request will be placed on the next agenda to authorize advertisement for public auction. The agenda item authorizing advertisement for sale will include one of the following phrases, "Prospective bidder does not require ADEQ or EPA permit for approval" or "Prospective bidder has ADEQ or EPA permit".

STEP FOUR

On Wednesday prior to a Monday sale, the name of all anticipated bidders will be published on the City Council agenda.

STEP FIVE

If the council is satisfied that the prospective business requesting purchase of property has met all requirements and will be an asset to the community, they will accept the bid for at least the appraised value of the property. The council may also accept the company's bid contingent upon further review, receipt of additional information, etc. Council also has the right to accept or reject any or all bids.

Upon acceptance of a bid, the mayor will be authorized to execute a Quit Claim Deed for the property. KAA staff will have the deed recorded as soon as practical. The City of Kingman or its agent, Kingman Airport Authority, Inc. does not issue title insurance. If the purchaser desires this policy, it will be at buyer's expense.