



## **NEW HANGAR CONSTRUCTION**

Thank you for your recent inquiry about construction of an aircraft hangar at the Rapid City Regional Airport. Please find the enclosed information to provide you with some general guidelines about the construction review and approval process. This folder includes the following information for your use and review:

1. Construction Application Form
2. Rapid City Regional Aerial Photograph indicating general areas available
3. Private Hangar Construction Policy – coordinated and reviewed/approved with the City Building Department and Airport Board *(30-60 day process)*
4. Sample Lease Option Agreement *(if needed to hold property for the development phase)*
5. Sample Lease Agreement *(60 day process – for after hangar is constructed)*
6. FAA Form 7460-1 *(90-120 day process)*

Please be advised that the time-frame for the required forms/plans submittals, reviews, and approvals can take 90-120 days. For this reason, it is important that you work closely with the airport to ensure each step of the process is addressed. Our engineer of record, Rod Senn from Kadrmas, Lee and Jackson, Inc. (605-721-5553) can also assist you with determining the FAA Form 7460-1 requirements, completing the form, and staking the building perimeter for your contractor.

The airport has a statutory requirement to advertise its intent to lease the ground for hangar development and to hold a public hearing on the matter at a regularly scheduled airport board meeting. In order to advertise, we need the address and square footage of the proposed lease. The first critical step is to agree on a location (street address) and size of lot required (square footage of area to be leased) for the development.

Once an area has been identified, a Lease Agreement or a Lease Option Agreement will be executed to secure the property for the construction purposes. A Notice of Intent to enter the lease must be advertised and a public hearing held before the Airport Board prior to the execution of any lease agreement. Immediately following the public hearing, the Airport Board may approve and execute the Lease or Lease Option Agreement. This takes two board meetings to complete this process. The Airport Board meets the second Tuesday of each month. A Lease Option Agreement is not needed if the lessee plans to build in the near future. Until the hangar is constructed, the lessee will be charged the current unimproved rate for the ground space. After construction, the rate will be adjusted to the then current improved rate.



### **Prior to Construction – Lease Agreement:**

- Step 1 Requester completes and submits a construction application form.
- Step 2 Staff reviews application. Staff informs surrounding tenants of potential construction. Staff prepares Lease Agreement.
- Step 3 Airport board review and approval of application. Approves Notice of Intent to enter a Lease Agreement.
- Step 4 Notice of Intent is advertised.
- Step 5 Airport Board holds Public Hearing, approves and executes Lease Agreement.

### **Construction Approval Process:**

- Step 1 Requester completes FAA Form 7460-1 and submits to FAA for review and approval. Airport Engineer of Record, KLJ (605-721-5553) can assist in this process.
- Step 2 Requester completes a City building permit application and submits to the Building Services Division of the Community Planning & Development Services Department of Rapid City.
- Step 3 Airport Engineer of Record and airport staff review construction plans.
- Step 4 Airport and City Building Services approve construction documents and City building permit is issued.
- Step 5 Prior to start of construction, a pre-construction meeting needs to be held with airport staff and Engineer of Record to ensure all construction activities are in compliance with safety and security requirements.
- Step 6 During construction, requester provides project manager contact information to airport staff.
- Step 7 After construction, requester provides a set of "As Builts" plans to airport staff.

### **Post Construction – Ground Lease Agreement**

- Step 1 Airport Board approves Notice of Intent to enter ground lease.
- Step 2 Notice of Intent to enter ground lease is advertised.
- Step 3 Airport Board holds Public Hearing, approves and executes Lease Agreement.

