



**LA CROSSE REGIONAL AIRPORT
LA CROSSE, WISCONSIN**

**HANGAR DEVELOPMENT GUIDELINES
FOR
PRIVATE AND COMMERCIAL LAND LEASES**

ADOPTED ##

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SECTION 1 LAND LEASE GUIDELINES

These hangar development guidelines were developed to encourage private development of commercial and private hangar and aviation related facilities on the Airport in a consistent manner and in accordance with the Airport Minimum Standards and Rules and Regulations. Any exceptions to these guidelines may be considered by the Aviation Board on a case-by-case basis. The Airport Director is the designated official for the negotiation and approval of lease terms.

New construction of commercial and private hangars shall be subject to the following requirements:

- I. Must meet minimum standards, rules and regulations, and construction guidelines as established by the Aviation Board.
- II. Land lease rates are established annually by the Aviation Board and shall be used for determining the initial base rent of any new land lease.
- III. Apron lease rates are established annually by the Aviation Board and shall be used for determining the rent based on the equivalent square footage of the hangar built. This charge is for Airport owned apron expenses.
- IV. Each lease shall provide for annual consumer price index adjustments to rent throughout the term of the lease.
- V. Each lease shall provide for periodic adjustments to market rent at five year intervals throughout the term of the lease.
- VI. All leases shall be "Triple Net Leases" wherein lessee is responsible for maintenance, utility, insurance, taxes, and related costs directly associated with site leased.
- VII. All leases shall follow the Airport land lease template (**Exhibit E**) with any negotiated terms to be adjusted upon mutual agreement of lessor and lessee.
- VIII. Lessee/developer to pay:
 - a. Pavement costs from taxiway/apron to hangar if not abutting apron. Apron lease shall be reduced by square footage of private taxiway for hangars that are not directly abutting Airport owned apron.
 - b. Prorated share of all storm water utility fees paid by the Airport on an annual basis based on square footage allotments.
 - c. All associated utility and applicable infrastructure cost of utility installation in advance of construction.

- d. Road access and parking lot pavement improvements.
 - e. Site improvements necessary to construct hangar.
 - f. Tying into existing Airport security fences.
- IX. Term of Lease for private hangars shall be initially set at 40 years unless one of the following conditions are met, in no case may the term of the lease extend beyond 45 years:
- a. Hangar facility is constructed to high level architectural standards to include decorative trimmings and high quality exterior finishes in which case an additional term of up to 5 years may be added to the lease term based on expenditures at the discretion of the Aviation Board.
 - b. Hangar site selection requires land development costs which are unusual or significantly more expensive than a green field site in which case an additional term of up to 5 years may be added to the lease term at the discretion of the Aviation Board.
- X. Each lessee shall be subject to Transportation Security Administration security requirements to include the adoption of a tenant security plan and adherence to badging requirements for hangar access.
- XI. Leases are transferable and assignable provided notice is given to the Airport Director prior to the sale of any hangar. Lease language shall be updated to the current standard template language at the time of any transfer or assignment.
- XII. Hangars must be used primarily for aircraft storage and other uses shall not conflict with Airport policies, rules, and regulations.
- XIII. Noncommercial hangars may not be used for the storage of aircraft owned by another party other than the hangar owner unless the storage is without a charge, prior approval is given by the Airport Director, or the hangar is part of a joint ownership of all aircraft stored. Hangar rental is subject to the requirements of the Airport Minimum Standards.
- XIV. The Lessee may not remove any structure or facility located on the leased premises. All Airport leases are subject to a reversion clause at the end of the lease term.
- XV. The Lessee shall be responsible for all environmental requirements within the lease including holding the Airport harmless for lessees activities as they relate to environmental contamination.

- XVI. The Lessee will be responsible for obtaining the necessary insurance for their operations. **Exhibit D** outlines current board approved insurance levels.

SECTION 2 HANGAR DEVELOPMENT INCENTIVES

The Airport does not currently have a hangar development incentive plan in place.

SECTION 3 HANGAR LEASE AND DEVELOPMENT PROCESS

Parties interested in developing a hangar at the Airport shall follow the following steps.*

- I. Review land lease guidelines;
- II. Review draft lease agreement and develop a term sheet for any variations requested to include special terms or other considerations;
- III. Review construction guidelines and requirements;
- IV. Select an available hangar site from the Airport's list of vacant lots in **Exhibit E**, special site considerations and locations will be considered for commercial/corporate developments based on need;
- V. Submit in writing to the Airport Director:
 - a. Name, address, e-mail, and phone number of applicant/organization;
 - b. Desired hangar lot or special development area;
 - c. Size of proposed hangar;
 - d. Proposed construction materials to include quality of build;
 - e. Any special site development requirements to meet hangar development objectives;
 - f. Sketch or preliminary plans for proposed hangar development;
 - g. Summary of hangar use (private, commercial, corporate, etc.) to include number and type of aircraft that may potentially utilize the hangar;
 - h. Planned construction schedule and key dates if applicable.
- VI. Upon approval of preliminary plans for the hangar and prior to lease execution submit FAA Form 7460 to the FAA with a courtesy copy to the Airport. (Note: it generally takes up to 90 days for the FAA to approve);

- VII. Upon receipt of approved FAA 7460, complete lease terms for approval by the La Crosse Common Council (30-45 days for approval);
- VIII. Obtain necessary building permits;
- IX. Complete construction within the agreed upon construction timeframe as dictated in the terms of the lease agreement.

** The hangar construction process is meant to be a guideline, additional steps may be necessary to complete your particular hangar development project based on any special considerations.*

SECTION 4 HANGAR CONSTRUCTION PROCESS

II. Airport Responsibilities

The Airport will provide the leased premises to the tenant in a “rough graded condition” as is. It is the tenant’s responsibility to prepare the premises for the initiation of construction. The Airport will also provide access roads, taxiways/aprons, and basic utilities in close proximity to the leased premises. The lessee is responsible for connecting private hangars to both the Airport apron/taxiway system and the Airport road system.

III. Building Code and Permit Requirements

As a condition of all leases, tenants shall comply with all local codes, ordinances, and regulations enacted by the City of La Crosse. The Airport Director must give prior approval to any of the work items listed below. If any of the work below is necessary to protect, or minimize further damage to, the improvements or building contents, the work may be done and notification provided to the Airport Director as soon as possible after the emergency. Upon notification, the tenant must provide the Airport Director a description of the work done or a set of plans of the work that was conducted. However, in all circumstances, prior Airport approval is required when a crane is involved with any construction.

- a. Original new hangar construction;
- b. Removal of existing improvements on lease site;
- c. Boring under or open-cutting of leasehold driveways, taxi lanes or access roads;
- d. New or replacement water and sanitary sewer services;

- e. Outdoor signs, permanent or temporary, and replacement signs;
- f. Security and Access Control Measures;
- g. Fencing;
- h. Filling, grading, or excavation on leasehold property.

IV. Review Process

The following review process must be followed for all of the above. All submittals shall be sent to the Airport Director.

a. Plan Submittal

Tenant shall submit at least two (2) copies of a plan for construction. The plan shall include a written description of the proposed development, a plan layout of the construction, and an estimated timeframe for completion. The contents of the final plan package will depend upon the type and extent of construction. Land lease requests must also include the size of the proposed hangar, land area to be leased, proposed construction materials to be used, appropriate sketches of planned hangar, and planned construction schedule.

b. FAA Form 7460 Submittal

When any development occurs on or around the Airport, the developer must obtain a determination from the FAA that the standard hangar, including the construction thereof, will not create a hazard to air navigation. For any construction or alteration of buildings on Airport property, the tenant must submit an FAA Form 7460 to the FAA for review of potential airspace penetrations. The submittal must include information on building locations, crane or equipment heights, and whether the construction and/or equipment are permanent or temporary. A copy of the original 7460 submittal and all correspondence from the FAA must be submitted to the Airport Director. Construction will not be allowed to start until the FAA has approved the airspace review. A minimum of 30 - 90 days will be required for the FAA to review Form 7460.

Copies of the 7460 Form are available from the Airport Directors Office.

c. Plan Revisions (if required)

If the Airport Director requests plan revisions after review of the construction plan package, the tenant must complete the plan revisions

and forward at least two (2) copies to the Airport Director for further review and approval.

d. Airport Director Approval

Upon complete approval of the final plan package by the Airport Director, the Airport Director will send an approval letter to the lessee.

Two (2) to three (3) weeks will be needed from submittal date (step 1) to issuance of approval letter (step 4), unless additional revisions are required because all required information necessary for review has not been submitted or tenant is required to submit form 7460 as set forth in Subsection (III)(b) above.

e. Permits

A building permit is not required for Airport Director approval of a lessee's plans. However, a lessee is required to obtain a building permit prior to beginning construction. Copies of all permits obtained from the City of La Crosse and/or any other appropriate jurisdictions must be submitted to the Airport Director prior to starting construction.

During the Airport review process, the City of La Crosse will review the plans for site grading and draining, erosion control (if applicable), pavement/apron details (if applicable), sanitary sewer and water service to the site (if applicable), basic structural features, hangar layout, parking (if applicable), and traffic access to the site during construction. Detailed structural information, including but not limited to, roof trusses and wall sections will be reviewed by the agency issuing the building permit.

V. General Building Requirements

The following requirements shall apply to all newly constructed hangar buildings:

- a. Size: Hangars shall be constructed in the proposed size based on the lot size selected and shall be built with a roof pitch of 3/12 unless otherwise approved by the Airport Director. Adjacent hangar rows shall consist of hangars of relatively the same size. Larger hangars can be constructed adjacent to ramp areas for commercial operations.
- b. A minimum separation shall be maintained between aircraft storage hangars for maintenance and fire access purposes. The City of La Crosse shall determine the actual separation at the time the lease is issued. The building separation is purposely kept to a minimum to provide maximum area possible for hangar development. This space is not to be utilized for

outside storage, nor is it represented as adequate spacing to preclude possible damage from snow, ice, or other elements or objects falling from adjacent hangars or collecting in the area. It is the tenant's responsibility to consider the potential of such damage occurring and give appropriate consideration to the design of the hangar walls.

- c. All hangar buildings shall have an electric sliding, electric bi-fold or other electric operated hangar door(s) approved by the Airport Director, a concrete floor, and concrete or bituminous connector(s) from the hangar to the road and apron infrastructure.
- d. The typical metal-covered hangar shall be sided, roofed, and have a hangar door of factory finished color panels. The proposed hangar color shall be neutral and relatively matching existing hangar structures and shall be submitted to the Airport Director for approval prior to construction. The front, rear, and sides of all building shall be of similar design and aesthetics.
- e. Parking spaces shall be provided for each hangar. The number and location of parking stalls required for the specific intended use shall be submitted with the construction plans. Areas provided for parking shall be surfaced with a minimum of 2-inch bituminous over a finished and compacted 6 inch base.
- f. Lessees interested in fuel trucks must install a paved parking pad in accordance with AC 150/5230-4 and local fire code. Self-service fueling shall be accomplished in accordance with Airport Rules and Regulations.

VI. General Submittal Requirements

General submittal requirements are outlined below:

a. Design Standards

Final construction plans must be prepared and signed by a Wisconsin registered Professional Engineer/Architect. Generally, a structural engineering sign-off is required for the hangar buildings; civil engineering and survey verification signatures are needed for site plans. Architectural signatures should be included, if appropriate. Drawings shall be 22" x 34" in size unless otherwise approved. Digital copies and formats approved by the City of La Crosse are acceptable.

b. Height Restrictions

Structures and objects (such as construction cranes) are height restricted

to prevent them from interfering with air navigation, (consistent with Federal Aviation Regulations Part 77), flight and navigation surfaces under their control from an Air Traffic Control Tower. As discussed in Paragraph (III)(b) above, the lessee shall submit a completed FAA Form 7460 to the Airport Director for review and subsequent submittal to the FAA for final approval of proposed building heights, if the building height is beyond that anticipated by the Airport during the design of the building area.

In addition, some hangar locations may be subject to tower siting or height restrictions enforced by the Airport and City of La Crosse. Therefore a height permit must be submitted to the City of La Crosse prior to construction.

c. Grading Requirements

Grading must be designed with consideration given to the existing drainage of the building area. The Spill Prevention Control and Countermeasures (SPCC) and Storm Water Pollution Prevention Plan (SWPPP) requirements are applicable to all Airport sites and are incorporated into these guidelines by reference. No site will be developed and no use permitted that results in water runoff causing ponding, flooding, erosion, or deposit of minerals on adjacent property. Drainage shall not negatively impact adjacent properties and shall flow into the Airports natural or developed drainage. Drainage from roofs shall not cause erosion or affect adjacent properties.

The lessee is responsible for determining the suitability of the subgrade soils for construction.

All hangar sites are specifically designated for certain hangar floor elevations. Hangars must be built to the prescribed hangar floor elevation to ensure proper drainage for all adjacent buildings. Failure to comply with this requirement will require that the noncompliance be corrected at the expense of the tenant creating such noncompliance.

Maximum graded slopes shall be 3:1 (horizontal:vertical). Each tenant must provide the necessary grading to meet adjacent site elevations within the lessee's own site. The elevation of the lot shall not be changed so as to materially affect the surface elevation or grade of the surrounding lots.

Once the City of La Crosse approves a drainage plan, no modifications in grade or other such actions are permitted unless the change is reviewed and approved by the City of La Crosse.

d. Sanitary Sewer and Water Connections

If a lessee chooses to have sanitary sewer and water available at their hangar, they must connect to the City of La Crosse sanitary sewer and water system.

Lessees who connect to the City sanitary sewer and water system are responsible for all costs associated with the installation and maintenance of their connection from the utility lateral line to their hangar.

e. Gas, Electrical, TV, Fiber Optic, and Telephone Utilities

All proposed utility locations must be shown on the final building plans submitted to the Airport Director. The proposed connections for each utility must also be coordinated with the Airport Director prior to contacting the utility company.

Gas, electrical, cable television, fiber optics and telephone service can be arranged by the tenant at the sole cost of the lessee. The lessee is responsible for arranging for connection and service with the local utility companies, and paying for all charges associated with such utilities. All utility distribution lines must be buried.

The Airport will not be liable for the absence of utilities. In addition, there will be no abatement of rent for the absence of utilities.

f. Security

The TSA approved Airport Security Plan and FAA requirements are applicable to all Airport sites and are incorporated into these guidelines by reference. Lessee will ensure all personnel working at the Airport as part of a lessee's construction project are aware of the specific Airport security requirements and obtain all necessary badging and access approvals prior to construction. All contractors, consultants, and other unauthorized persons and vehicles are prohibited from entering runway and taxiway areas, and must keep within the access road and alleyway pavement areas at all times. Contractors and/or consultants shall not interfere with Airport operations or access to any areas of the Airport except with prior approval of the Airport Director or the Airport Director's designated representative. Contractors shall maintain construction sites in a manner free of debris or loose materials subject to blowing onto adjacent Airport property.

g. Drainage Calculations

Tenant development will occasionally require the tenant to prepare a

storm water management plan (SWMP). If required, submittal requirements will be reviewed by the City of La Crosse. Site drainage design should be based on FAA Advisory Circular 150/5320-5 Airport Drainage. Drainage of leased areas shall be based upon a ten-year storm event or greater.

Calculations shall also show that existing storm drainage systems on the Airport can handle excess runoff from the leasehold from a 100-year storm, and that such runoff shall not be directed to adjacent leased areas.

Any modification to existing storm drainage systems that are required for runoff capacity shall be approved by the City of La Crosse and shall be completed at the expense of the tenant.

h. Exterior Lighting

Lighting shall be shielded to prevent discharge of illumination, light scatter, or source glare above a horizontal plane, and to eliminate glare for aircraft pilots. Lighting shall also be mounted to minimize glare to pilots of aircraft and personnel on surrounding taxiways, taxi lanes, and aprons. Plan submittal shall include exterior lighting information. Exterior lighting shall be LED for all new facilities.

i. Landscaping Plans

A landscaping plan is required as part of the final plan submittal. This plan/or details may be combined with the site plan(s) or may be included on a separate plan sheet. Airport Director shall review landscaping plans to ensure compliance with the Airport wildlife hazard mitigation plan.

j. Fencing

All proposed fencing shall comply with abutting fencing height and configuration and must be coordinated with and approved by the Airport Director and TSA. Private gates are no longer allowed on leased property and will not be approved without special approval of the Airport Director. Fencing locations may be shown on the site plan(s) or on a separate sheet.

k. Tenant Signing

Commercial facilities are allowed a building mounted and exterior road sign. The size, height, and square footage of allowable outdoor signs are determined by Airport minimum standards, City of La Crosse ordinance, and are subject to the approval of the Airport Director.

A copy of each sign request must be forwarded to the Airport Director for review and approval. Once the Airport Director approves the sign request, the lessee must submit their request to the City of La Crosse for a sign permit.

A copy of the sign permit must be submitted to the Airport Director prior to the installation of any sign.

I. Record Drawings

The Airport Director will review submittal requirements on a case-by-case basis. Once construction is fully complete, all punch list items are complete, a Certificate of Occupancy is granted, and all changes and modifications are recorded on the plan drawings, the tenant shall submit one set of reproducible record drawings to the Airport Director.

m. Hangar Construction Submittal Requirements

A hangar constructed in an area designated for the storage of larger aircraft generally involves construction of apron pavements, parking areas, exterior lighting, and possible landscaping. All of these items must be included in the final construction package for review. Private storage hangar construction usually only involves construction of a building, an access driveway, and limited site grading.

The Airport Director, after review and recommendations by the City of La Crosse, must approve all details of proposed construction. The Airport Director may require modified construction plans. If a tenant fails to include certain aspects of the construction, the Airport Director will not approve those details until they are included on a final plan sheet and are submitted to the Airport Director for review.

The following checklist will identify requirements for submittal of the final construction package:

- i. Proposed Site Plan, including lease lines; building footprint(s); adjacent alleyways, taxiways, or access roads; spot elevations; finished floor elevations; aircraft parking and maneuvering routes and areas; vehicular roadways and parking areas (if applicable); utility lines and service locations; site paving, grading and drainage; slopes for paved areas; turf establishment; and all design calculations and assumptions used.
- ii. Building Plans, including sections, elevations, and details showing:

the scope of the intended construction; exterior finishes; window and door sizes; complete dimensions for all features; exterior lighting locations; the occupancy group and construction classifications; interior layout and details with room labels (if applicable); fire sprinkler and fire suppression systems (if applicable); proposed structural system and ratings; mechanical and electrical systems, loads, and service requirements; and other design calculations and information necessary to demonstrate the proposed work.

Unenclosed appurtenant structures such as stairs and decks are not permitted on the exterior of a hanger.

- iii. Construction Schedule
- iv. If constructing a hangar in an area specifically designed for larger aircraft, the following should also be included: Proposed aircraft fueling systems (if applicable, must be located within the consolidated fuel farm facility); de-icing plans; striping for parking areas; sidewalks; and landscape details.
- v. Drainage Plan, if required by the Airport Director, including drainage calculations, draining areas, pipe flows/calculations, and connections to existing systems.
- vi. Pavement Sections and typical details.
- vii. Any other items requested by the Airport Director related to the particular leased premises.

VII. REVIEW OF DECISIONS

Any Lessee or prospective lessee who disagrees with the decision of the Airport Director may appear before the Aviation Board to present additional information for consideration. The decision of the Aviation Board shall be final.

EXHIBIT C – LOT LISTING

The lots currently available for hangar development are listed in Exhibit A and include the following parcels:

- I. Parcel G – 25,306 Square Feet – Commercial/Corporate/Large Private
- II. Parcel K – 51,370 Square Feet – Commercial/Corporate

The following lots on Exhibit A will be available for development in early 2020:

- I. Parcel M – 48,129 Square Feet – Commercial/Corporate
- II. Parcel N – 48,124 Square Feet – Commercial/Corporate

The following lots on Exhibit B will likely be available for development in mid-2020. Square footage for these lots is not currently available and will be finalized upon completing survey work post infrastructure development; however, hangar sizes will be up from 60x60 to 100x100:

- I. Parcel P – Commercial/Corporate/Private
- II. Parcel Q - Commercial/Corporate/Private
- III. Parcel R - Commercial/Corporate/Private

The following lots on Exhibit B will be phased for development and available between late 2019 and late 2021. Square footage for these lots is not currently available and will be finalized upon completing survey work post infrastructure development; however, hangar sizes will be up to 60x60:

- I. Parcel T – Corporate/Private
- II. Parcel U – Corporate/Private
- III. Parcel V– Corporate/Private
- IV. Parcel W – Corporate/Private

EXHIBIT D – INSURANCE

Activity	Airline/ Aircraft Liability (\$100,000 occurrence unless CSL)	General Premises and Product Liability (CSL)	Student/ Renter Liability	Hangar Keeper's Liability (Combined Single Limit)	Comprehensive Auto/Fuel Truck Liability (Combined Single Limit)	Environmental Impairment Liability (Each Occurrence)	Statutory Workman's Compensation Insurance	Other Requirements
Aircraft Sales	\$1,000,000	\$2,000,000		\$1,000,000			Required	
Aircraft Airframe/ Engine Maintenance & Repair		\$2,000,000		\$1,000,000		\$2,000,000	Required	
Aircraft Rental	\$1,000,000	\$2,000,000		\$1,000,000			Required	
Air Cargo Operator	\$1,000,000	\$2,000,000			\$2,000,000		Required	
Airline Operator 20-59 Seats	\$50,000,000 CSL	\$5,000,000		Per Equipment Value	\$2,000,000		Required	
Airline Operator 60-99 Seats	\$100,000,000 CSL	\$5,000,000		Per Equipment Value	\$2,000,000		Required	
Airline Operator 100+ Seats	\$150,000,000 CSL	\$5,000,000		Per Equipment Value	\$2,000,000		Required	
Flight Training	\$1,000,000	\$2,000,000	\$100,000 Combined Single Limit; Passenger Limited to \$100,000	\$1,000,000			Required	Student waiver of subrogation endorsement
Independent Flight Instructor	\$1,000,000	\$2,000,000	\$100,000 Combined Single Limit; Passenger Limited to \$100,000					Student waiver of subrogation endorsement

Activity	Airline/ Aircraft Liability (\$100,000 occurrence unless CSL)	General Premises and Product Liability (CSL)	Student/Renter Liability	Hanger Keeper's Liability (Combined Single Limit)	Comprehensive Auto/Fuel Truck Liability (Combined Single Limit)	Environmental Impairment Liability (Each Occurrence)	Statutory Workman's Compensation Insurance	Other Requirements
Fuels & Oil Dispensing		\$2,000,000			\$2,000,000	\$2,000,000	Required	
Specialized Aircraft Repair		\$2,000,000		\$1,000,000		\$2,000,000	Required	
Specialized Commercial Flying Services		\$2,000,000			Additional Coverage Required Per Event Type	\$1,000,000 for Aerial Applicator		
Special Events		\$2,000,000			Additional Coverage Required Per Event Type	Additional Coverage Required Per Event Type	Additional Coverage Required Per Event Type	Additional Coverage Required Per Event Type
Aircraft Charter & Commercial Operator	\$1,000,000	\$2,000,000		\$1,000,000			Required	
Aircraft Ground Handling		\$2,000,000		\$1,000,000	\$2,000,000		Required	
Vehicles Operating in AOA					\$1,000,000			
Commercial Aircraft Hangar Storage		\$2,000,000		\$1,000,000				

EXHIBIT E – DRAFT LAND LEASE AGREEMENT

DRAFT