

HELENA REGIONAL AIRPORT

Permit Application and Approval Process

Hangar Construction

Effective July 1, 2014

Airport Overview

The Helena Regional Airport Authority has a variety of sites available for lease on which an individual or entity can construct an aircraft hangar and/or aeronautical business. Sites that can accommodate various sizes of buildings and aircraft access are available.

HLN has three paved runways: 09/27 (9,000' X 150') 05/23 (4,644' X 75'), and 17/35 (2,980' X 75'). There is also an 1,800-foot-long maintained *turf infield runway*, 10/28, which is located south of runway 09/27, between Taxiways B and D. One full-service FBO, a self-service fueling station, one flight school and flying club, three aircraft repair shops, two air ambulance operators, US Customs landing rights office, and a regional FAA office are located on the field. Helena is served by a Federal Aviation Administration Air Traffic Control Tower and the field has capabilities for handling instrument approaches on Runway 09/27. The entire airfield is lighted for nighttime operations.



For more information, please visit our website: www.helenaairport.com

Approval Process – How To Get Started

The following information is designed to guide you through the process of constructing a hangar and/or aeronautical business.

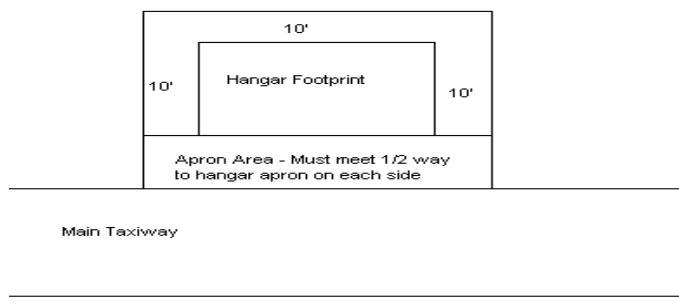
Step 1: Develop a Plan Outline your specific plan for what you intend to do (Commercial or Non-Commercial, private hangar, etc.). This will help Airport officials assist you in finding the most suitable site. A current list of building sites is available at the Airport Administration Office at 406-442-2821.

Step 2: Application and Approval The Helena Regional Airport Authority must approve all hangar and business proposals prior to beginning construction. Once the site has been selected, you are required to submit a permit application along with a proposed layout plan of the site. Your proposal must contain all the elements required in the application section listed in the *Airport Minimum Standards*. There are specific requirements for each type of private hangar or commercial activity, so be sure to identify the set of requirements that covers your intentions. A permit application is included in this packet, or you may download one from the airport's web site (www.helenaairport.com).

The application form must be completed and submitted for review by the Airport Authority with a \$100 non-refundable application fee. The Airport Authority meets regularly the third Tuesday of each month; in order to be placed on the meeting agenda, applications must be received no later than one full week prior to the Authority Meeting scheduled for that month.

It is recommended that you attend the Board meeting at which your application is to be reviewed for approval in order to answer any questions that may arise. If you do not attend the meeting, the Airport Authority may choose to table the review until a later meeting.

Step 3: Ground Lease Agreement Once the Airport Authority has approved your application, a Ground Lease Agreement with the Airport must be executed. The annual ground lease rate for Fiscal Year 2017 is \$0.1455 per square foot under the building and \$0.0727 per square foot for land used for aprons and other areas not underneath a building. Your leased area will include your building footprint plus additional square footage as illustrated below:



In most instances, a utility connection fee will be imposed when the lease is entered into. Some areas of the Airport have utilities readily available, and some areas will need utilities to be brought in. The applicant is responsible for the cost of utility service to sites that require utilities to be brought in. Contact the Airport Administration Office at 442-2821 for the current rates.

Step 4: Building Plans and Permits

(a) Local Permits

You are required to submit your building plans to the City of Helena (for lots located within the City boundaries) or State of Montana (if your lot is located outside the City but within Lewis & Clark County) to obtain a building permit. In addition to obtaining the required local building permits, you are also required to provide the Airport with a copy of your proposed building plans.

Contacts:

City of Helena Building Department (406) 447-8437

State of Montana (for property not located in City limits) (406) 841-2059

(a) FAA Required Airspace Permits

The Federal Aviation Administration (FAA) requires all structures built on or adjacent to airports be reviewed by the FAA to ensure no air space is affected by its construction. The hangar owner is required to complete FAA Form 7460-1 "Notice of Proposed Construction" and receive approval from the FAA before construction or alteration may begin. A copy of FAA Form 7460-1 is included in this packet.

Step 5: Airport Access You must contact the Airport Administration at (406) 442-2821 to obtain an Airport Identification Badge and access media such as gate cards or keys to access the Airport perimeter prior to the start of any construction. Any contractors who will be working "inside the fence" must also obtain an ID badge or must be escorted by you at all times. The Airport charges \$20 for each identification badge.

Step 6: Pre-construction planning If your construction project will require the use of cranes, the FAA requires you to fill out FAA Form 7460; this process can take 45-60 days for approval, so please plan accordingly. The FAA also requires you to complete and submit an FAA Cat-Ex Form. The Cat-Ex form describes what, if any, the environmental impact of your project may be; *Cat-Ex forms as well as FAA Form 7460 can be found in the Hangar Development Guide booklet with other supplemental material.*

Step 7: Construction Please adhere to the section on construction standards in the *Minimum Construction Standards For Aircraft Hangars* document included in this packet while constructing your building. If you are using cranes to erect your building, you are required to notify Airport Administration or Airport Operations personnel of the times when the crane will be in the air. The FAA requires that the Airport notify the Air Traffic Control Tower and issue any NOTAMS of crane activity on or near Airport facilities. Cranes used during the day are

required to have a checkered flag on the highest point of the mast. Cranes must either be lowered or lit with a red beacon at night.

Please note: once your lease has been approved and signed, you must begin construction within 60 days or the lease may be cancelled. Unless otherwise approved by the Helena Regional Airport Authority, once construction begins, the hangar lessee has six months in which to complete the project. If the project is not completed within that time frame, you may apply for an extension, providing a sufficient reason for the additional time needed. If an extension is not granted, the lease will be determined to be in default.

Step 8: Final Completion Inspection Upon completion of your construction project, you are required to contact the Airport and schedule a final walk-through of your project and site. This is required to ensure compliance with all building standards, including completion and cleanup of the site around the project. A list of any outstanding items or insufficiencies will be provided to the hangar owner along with an agreed-upon timeline for completion. Upon acceptance of the project by the Airport, you will be required to ensure that any Airport ID's and access media held by any contractors or others involved in the construction of your hangar project are returned to the Airport Administration Office.

Frequently Asked Questions

What can I store in my hangar?

Personal property other than aircraft may be stored in the hangar only if the primary use is for the storage of Tenant's aircraft and the personal property shall not conflict with moving the aircraft in or out of the hangar. Non aeronautical objects being stored must not displace any aeronautical contents or impede access to aircraft or other aeronautical contents. *FAA rules for aircraft hangar use are included in Hangar Development guide packet with supplemental materials.*

What is the typical term of a lease?

Leases are entered into for a period of 20 years; after the initial 20-year term, the leases are subject to periodic renewals as stated in the lease agreement – typically five years each.

What if I sell my hangar or pass it along to another family member?

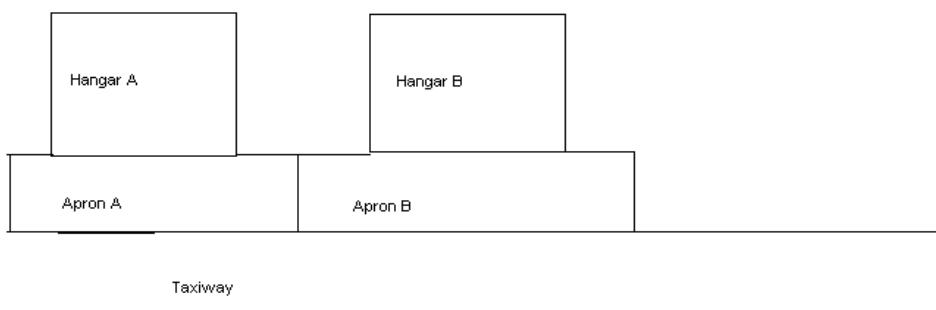
The Airport Authority must approve all lease transfers. The approval shall not be unreasonably withheld so long as the lease payment is current and the owner is in full compliance with all the lease provisions. The party assuming the lease will enter into an agreement for the timeframe remaining on the original agreement - the lease will not start over for a new 20-year term. However, the renewal clause would allow the new lease holder to continue the leasing relationship.

Can I sublease hangar space?

You may sublease space in hangars to others for storage of aircraft, but the Airport Authority must be notified in writing and proof of insurance (naming the Airport as additional insured) for the sublessee's aircraft must be provided to the Airport and kept current.

What about paving an access apron in front of the hangar?

The Airport maintains the airfield and main connector taxiways. All hangars must be connected to the nearest taxiway by an apron. It is the responsibility of the hangar owner to install, maintain, and pay for the connection to the taxiway. Each apron must also connect to the apron of the hangar on each side, as illustrated on the following page:



What about offices, bathrooms, and living quarters?

Lease-holders may include office space in their hangars; restrooms are also acceptable as long as any of these non-aviation related items in a hangar don't interfere with or impede upon the primary use of the hangar for aircraft storage. Those engaging in commercial activities are

required to provide restroom and office facilities – see Airport Minimum Standards for specific requirements. Some of the Airport's hangar sites are not connected to City water or sewer. In those instances you must apply to Lewis & Clark County for a septic and well drilling permit. Parcels of land used for the well and septic/drain field will be leased at the current rate. If at some point the Airport provides a centralized water or sewer system, a connection and maintenance fee may apply.

Hangars may not be used for living quarters at any time. The FAA strictly prohibits airports which receive federal funds to allow using any structure on the airport as a residence.

What about modifying or expanding my hangar?

All modifications to the hangar that involve structural changes must be approved by the Airport Authority. Modifications and expansions to all existing hangars are subject to the same building standards as a new hangar.

Can anything be outside next to the hangar?

You may park your vehicle next to your hangar while you are out on a flight, but nothing else is to be stored or parked outside of your hangar. This includes, but is not limited to, campers, trailers, aircraft parts, and vehicles.

Landscaping Maintenance

Landscaping maintenance of all areas within the leased area is the responsibility of the hangar owner, including weed control. The Airport mows general grass areas around hangars throughout the summer; however, any irrigated lawn areas installed by the hangar owner must be maintained and mowed by the hangar owner.

The Helena Regional Airport Authority appreciates your interest in becoming a tenant at our Airport. If you have any questions, please contact the Airport Administration Office at 406-442-2821, or stop by our offices located on the second floor of the Terminal Building.

Contact Information:

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