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# **EAGLE RIVER UNION AIRPORT HANGAR CONSTRUCTION GUIDELINES**

Approved 1/29/2008

## **SECTION 1 - PURPOSE AND SCOPE**

### **1.1 Purpose**

This document is designed to serve as a guide for private and commercial hangar construction at Eagle River Union Airport in accordance with local, state, and federal regulations.

### **1.2 Scope**

The following guidelines for hangar construction shall govern the construction of hangars located at the Eagle River Union Airport.

### **1.3 Conflicts**

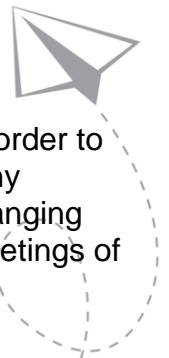
These guidelines are believed to be in conformity with all local, state and federal rules and regulations. In the event of any conflict between the guidelines and the provisions of a written lease, the provisions of the written lease shall control or if in conflict with any governmental regulation the regulation shall control.

### **1.4 Effective date**

These guidelines and any subsequent amendments shall be effective immediately following adoption by the Commission.

### **1.5 Amendments**

The Commission may amend or change these guidelines at any time without notice in order to comply with government regulations. Minor technical changes may also be made to any provision hereof, without notice, for clarification purposes but not for the purpose of changing the meaning. Major changes shall be open for public comment for two consecutive meetings of the Commission.



## 1.6 Grand fathering

Prior construction standards and regulations shall be allow or “grand fathered” to the extent allowed by law.

## 1.7 Notice to public

The complete text of all guidelines adopted by the Commission shall be maintained at the Airport Managers office, and shall be available during business hours for inspection and copying by any member of the public at their cost.

## **SECTION 2 - AUTHORITY**

### 2.1 Airport Commission

The Eagle River Union Airport Commission is the governing body of the Eagle River Union Airport.

### 2.2 Airport manager

The Airport Manager directs the operation of the Airport and works under the general direction of the Airport Commission. Questions concerning construction shall be directed to the Airport Manager.

## **SECTION 3- DEFINITIONS**

3.1 AIRCRAFT shall mean and include any and all contrivances now or hereafter used for navigation of, or flight in air or space.

3.2 AIRPORT shall mean the land owned by the City and the developments or improvements thereon which are owned by the Commission or leased by its tenants and operated as the Eagle River Union Airport.

3.3 AIRPORT COMMISSION or COMMISSION shall mean the body of commissioners appointed by the municipalities to govern and operate the Eagle River Union Airport.

3.4 AIRPORT LAYOUT PLAN (ALP) shall mean the plan/map developed by the Commission that will be a scaled, dimensional layout of the entire Airport property, indicating in general current and proposed usage for each identifiable segment.

3.5 AIRSPACE shall mean the space above ground that is navigable by aircraft.

3.6 CITY shall mean the City of Eagle River, WI, or its successor.

3.7 COMMERCIAL ACTIVITY shall mean any on-going activity conducted at, on, or from the Airport by any person(s), firm or legal entity intended to result in monetary gain to the party conducting such activity.

3.8 COMMERCIAL OPERATING AGREEMENT shall mean the addendum to the standard hangar lease agreement that allows for specific approved commercial activity.

3.9 FAA shall mean the Federal Aviation Administration of the United States Department of Transportation.

3.10 LEASE shall mean the standard hangar lease agreement.

3.11 LEASEHOLD IMPROVEMENTS shall include, but not necessarily be limited to any modifications or alterations, either of structural or architectural nature, performed by the Tenant at his/her sole cost and expense. Any such improvements shall be accomplished only after the Commission has approved the Tenant's written application requesting same.

3.12 LESSEE shall mean any person(s), firm, or legal entity who have applied for and received written permission to construct, own, or occupy a hangar on the Airport and have entered into and executed the required lease with the Commission.

3.13 MINIMUM STANDARDS-The document developed by the Airport Commission, and passed by the City of Eagle River Common Council as ordinance, that governs all activities and operations at the Eagle River Union Airport.

## **SECTION 4 - APPLICATION PROCEDURES**

### **4.1 Site selection**

All hangars to be constructed will follow the current FAA approved Airport Layout Plan. To ensure proper placement of the hangar, compliance with these guidelines and other concerns, both the prospective lessee and the Airport Manager will view the hangar area where construction will take place.

### **4.2 Application**

Prospective lessees must submit a formal written request to the Airport Commission by completing a hangar application form and providing the following information to the Airport Manager at least three days prior to the date of the Commission meeting so that it can be added to the agenda for official action:

- a) A complete set of building plans\* including;
    - 1) any associated truss plans,
    - 2) type of hangar door,
    - 3) color and type of steel siding, and
    - 4) list of manufacturers
- \* plans must be State approved if over 25,000 cubic feet

- b) Contractor information\*\*
    - 1) Listing of contractors and subcontractors,
    - 2) Estimated construction start and end date, and
    - 3) Certificates of Insurance for all contractors that meet the minimum insurance requirements as set forth by the Commission and name the "City of Eagle River" as additional insured.
- \*\* to be updated as changes occur

#### 4.3 Review of application and plans

The Airport Manager and Commission will meet and review the application and plans. Meetings are generally held the fourth Tuesday of each month. If a special meeting is needed for approval of plans, a request shall be made by the prospective lessee through the Airport Manager. The Commission shall determine if the application meets all requirements of these construction guidelines and is compatible with the ALP and Minimum Standards. A determination shall be given at that meeting whether the request is accepted, denied or tabled until additional information is received from the prospective lessee.

### **SECTION 5 - PRECONSTRUCTION REQUIREMENTS**

#### 5.1 Hangar lease

Upon acceptance of the request and construction plans by the Commission, the Lessee will sign a hangar lease and provide proof of insurance based on the minimum insurance requirements as set forth by the Commission prior to construction.

#### 5.2 Certificates of insurance

Provide proof of insurance based on the minimum insurance requirements as set forth by the Commission prior to construction.

#### 5.3 Commercial Operating agreement.

All Lessees intending on engaging in commercial activity on the Airport will be required to sign a Commercial Operating Agreement as set forth by the Commission and abide the minimum standards.

#### 5.4 Wisconsin building codes

It is the responsibility of the prospective lessee to ensure that the building conforms to all applicable Wisconsin building codes as addressed in the Wisconsin Administrative Code. All buildings over 25,000 cu feet require State approved plans.

#### 5.5 City Zoning requirements

It shall be the responsibility of the prospective lessee to abide by all City Zoning requirements/ordinances, which includes the procurement of a Building Permit prior to construction. A Conditional Use permit is required if commercial activity is to be conducted in the hangar. Contact City Zoning at 479-8682 for details.

#### 5.6 FAA Form 7460 - Notice of Proposed Construction

Prior to construction, the Airport Manager will complete FAA form 7460 (notice of proposed construction). The Airport Manager will notify the lessee of the results of the returned FAA paperwork as soon as they are received.

#### 5.7 Utilities

It shall be the responsibility of the prospective lessee to procure utility and telecommunication service, which may include applications and fees. Contact providers for details.

<u>Utility</u>	<u>Provider</u>	<u>Contact number</u>
Natural Gas	Wisconsin Public Service	800-450-7260
Electricity	Eagle River Light and Water	715-479-8121
Sewer & Water	Eagle River Light and Water	715-479-8121
Telecommunication	ChoiceTel	715-477-1511
	Verizon	800-483-4000

#### 5.8 Diggers Hotline

It shall be the responsibility of the prospective lessee to contact Diggers Hotline and have all areas marked for utilities before construction commences.

#### 5.9 Temporary Cranes

Temporary cranes are allowed for construction and usage shall be coordinated through the Airport Manager. Crane usage shall follow all applicable local, state, and federal regulations to ensure safety both on the ground and in the airspace.

#### 5.10 Trash

The lessee shall be responsible for the containment and disposal of trash and leftover building materials around and in their hangar during and after construction. There shall be no burning or burying of trash or materials on the airport.

#### 5.11 Payment of Lease

The payment of the lease rate, as specified in the hangar lease, shall be paid when construction commences.

#### 5.11 Timeline for construction

The lessee shall have three months from the hangar application approval to begin construction and one year from the time the building permit is issued to complete construction. The Commission on a per case basis may grant extensions for extenuating circumstances.

### **SECTION 6 - CONSTRUCTION REQUIREMENTS**

#### 6.1 Approved buildings and materials

The Commission will only allow conventional buildings to be constructed. This may include steel, concrete and steel, or wood frame construction with a standard type of truss construction. Used buildings or materials are not allowed. Buildings with plastic or fabric type coverings are not considered permanent and will not be allowed.

#### 6.2 Building height

Building height shall not exceed the minimums set forth in the airport layout plan and in accordance FAA approach criteria.

#### 6.3 Site and floor elevations

The Commission will provide a semi-level spot for the construction of the hangar. The Lessee shall be responsible for any additional site-work, including fill or ground removal. The elevation of the building floor shall be set so it is level with the adjacent hangars and higher than the center of the taxiway. Before construction commences the Airport Manager and City of Eagle River Public Works Director shall approve the final site and floor elevations.

#### 6.4 Floor Type

Hangar floors shall be concrete only. Dirt, wooden or asphalt floor surfaces will not be allowed.

## 6.5 Floor Drains

Floor drains are allowed in hangars as long as they conform to all local state and federal regulations and must be indicated on approved plans. Floor drains must be hooked to an approved septic system or holding tank

## 6.6 Approach aprons

Approach aprons shall be constructed of either concrete or asphalt and shall be constructed to standards that support snow removal equipment. The lessee shall determine the width of the apron.

## 6.7 Doors

Hangar doors shall be mechanical folding doors such as Bi-fold or Hydro-swing. Sliding hangar doors will only be allowed on T-hangars.

## 6.8 Electrical wiring

All wiring shall be compliance with local, state and federal requirements and all exposed wiring shall be placed in conduit.

## 6.9 Propane Tanks

Propane tanks are allowed in areas where natural gas service is not available. All propane tanks and installations shall abide by all local, state and federal regulations and shall be placed in the rear of the hangar area. Propane tanks are not allowed to be installed next to or in hangars.

## 6.10 Wells

The installation of a well is permitted. Wells must conform to all applicable local, state and federal regulations. Wells shall be located to the rear of the hangar if possible. If a well must be located on the side of the hangar shall not be placed any further out that 10' from the side of the hangar.

## 6.11 Septic systems

Septic systems are allowed in areas where City sewer and water is not available. Systems shall be located to the rear of the hangar if possible. Sanitary system permits are issued by Vilas County Zoning and all questions shall be directed to that office at 715-479-3620.

## 6.12 Hangar numbering and signage

Hangars will be numbered per the City of Eagle River street numbering plan. Eagle River Union Airport will issue and furnish each tenant with hangar numbers that will be placed on the building per City code. No other numbering or signs are allowed on the hangar unless permission has been received from City Zoning and the Airport Commission.

### 6.13 Antennas/Satellite dishes

Antennas and satellite dishes are allowed on hangars with Commission approval as long as they conform to all City Zoning requirements and do not interfere with any navigational system located on the airport.

### 6.14 Overhangs on service doors

Overhangs on service doors are allowed and shall meet the following criteria per the Airport Commission minutes dated May 28, 2002

Freestanding and attached to the building (no support poles)

One foot allowed each side of door

Three foot allowed over top of entrance walk-in