

HANGAR DEVELOPMENT TIMELINE AND CHECKLIST

This timeline and checklist are designed to guide potential hangar tenants through the leasing and construction process. Construction timelines may vary depending on federal, state, and local permitting requirements and regulations. Not all items may apply to every construction project depending on the scope of the project, building size, and commercial or private use.

Additional information regarding Airport Minimum Standards and Airport Rules and Regulations can be found on the Draughon-Miller Central Texas Regional Airport website at:

https://www.templetx.gov/departments/city_departments/airport_services/index.php

The City of Temple Code of Ordinances, Chapter 3, Article VI, Section 3-59 to 3-62 (Leases) along with information on building permits & inspections can be found on the City of Temple website at:

https://www.templetx.gov/departments/city_departments/building_permits_inspections/index.php

If the information required in Step 1 below is not submitted within 30 days of notification to the Airport Director, the city may begin the leasing process with other potential lessees.

Step 1: Information Required in Written Request

- Applicant must submit a written request to the Airport Director expressing interest in building a hangar on airport property. The written request must include the following information:
 - Site Number or Vicinity Map (Overview if not a Pre-Plan Site) _____
 - Commercial, Corporate, or Private Use Description (if a sublease is desired, please include that information in the written request)
 - Floor Plans with Dimensions
 - Exterior Elevations & Construction Material: Wood, Metal, Other:
 - Size of Building: Length _____, Width _____, Height _____, & Hangar Door Height
Hangar Door Width _____
 - Site Plan
 - Dimensions of site and building
 - Utility extensions/connections
 - Easements
 - Apron Dimensions with connection shown to taxi lane
 - Types of aircraft to be stored in hangar

- Estimated Hangar Construction Timeline

Step 2: City Manager's Office Review

Within 15 business days of submission of a complete written request to the Airport Director expressing interest in building a hangar on airport property, the Airport Director will submit the written request to the City Manager's Office for review. The City Manager's Office will review the request to ensure the project meets the goals and interest of the Airport and the City.

Step 3: FAA Form 7460

Within 10 business days after the City Manager's review of the written request expressing interest in building a hangar on airport property, the Airport Director will prepare the FAA Form 7460 for submission to the FAA.

Once the FAA review is final, the Airport Director will notify the applicant of the decision of the FAA.

Step 4: Draft Lease Created

Once the City Manager's Office gives approval of the request to build a hangar, the applicant, Airport Director, and the City Attorney's office will negotiate the lease terms. When a mutually agreed upon lease is complete, the Airport Director will prepare an agenda to submit it to the Airport Advisory Board for a recommendation to City Council.

Step 5: Submission to the Airport Advisory Board

When a mutually agreed upon lease is completed, the Airport Director will submit the written request to the Airport Advisory Board at their next scheduled meeting. The Airport Advisory Board generally meets on the second Monday of every month.

Step 6: Approval by the Temple City Council

Within 30 days of a favorable recommendation by the Airport Advisory Board, the written request will be submitted to the Temple City Council, by the Airport Director, for consideration of approval of the lease. The Temple City Council meets on the first and third Thursdays of most months.

The following information is required to be submitted to the Temple City Council for its review, consideration, and potential approval of the lease:

- Copy of draft lease approved by both parties.
- Lessee's proof of liability insurance naming the City of Temple as an additional insured, with coverage limits required under the terms of the lease.
- The City Council will consider approving the lease at its next regularly scheduled meeting.
- □ On approval by the City Council, the lessee will have 5 business days in which to sign the lease. The Airport Director will subsequently provide Lessee a copy of the fully executed lease, and a letter entitled "Notice to Proceed," indicating that the pre-construction process is complete. Lessee will have 60 days to commence construction and 6 months after construction commences to obtain a Certificate of Occupancy.

- Within one week of receipt of a fully executed lease, the Airport Director will send the information provided in the written request, the approval from the City Council, and the FAA, to the Building Permits & Inspections to facilitate plan review and permitting.

Step 7: City of Temple Building Permits & Inspections Review

The Planning & Development Department and any other applicable City departments will conduct an initial review of the plan within 10 days of receipt. Following the initial review, the complete departmental review process may consist of the following verifications and submissions:

- Verification of the final plan review and FAA approval.
- Perimeter of the lease area will have been surveyed and staked by the Lessee or Lessee's contractor or consultant.
- Lessee will provide documentation from a surveyor showing that the site is properly staked.
- Lessee will submit copies of building permits and all required city/county approvals to the Airport Director before construction begins.
- Lessee will request locates for underground utilities prior to beginning construction.
- Lessee will obtain any required reviews for impact on project stormwater erosion control, and any other reviews deemed necessary by the City of Temple.

Step 8: Post Construction

- The City of Temple Building Permits & Inspection Department will provide a certificate of occupancy after final inspection.