

CHIPPEWA VALLEY REGIONAL AIRPORT CONSTRUCTION GUIDELINES

I. Airport Responsibilities

The Airport will provide the leased premises to the tenant in a “rough graded condition”. It is the tenant’s responsibility to prepare the premises for the initiation of construction, if the construction of certain facilities is part of the tenant’s lease and/or agreement with the Commission. The Commission will also provide access roads and taxiways in close proximity to the leased premises. Alleyways to serve the leased premises are typically installed by the Commission. A pro-rata share of the cost of installation, plus accrued interest, for non-federally funded areas is assessed to the tenant.

II. Building Code and Permit Requirements

As a condition of all Commission leases, tenants shall comply with all local codes, ordinances, and regulations enacted by the municipality in which the airport is located and Eau Claire County. The airport manager 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 Manager as soon as possible after the emergency. Upon notification, the tenant must provide the Airport Manager a description of the work done or a set of plans of the work that was conducted. However, in all circumstances, prior approval is required when a crane is involved in any of the work below.

- A. New hangar construction;
- B. Additions, remodeling, or structural alterations in the amount of \$1,000 or more for aircraft storage leases and \$3,000 or more for commercial leases;
- C. Demolition of hangars;
- D. Boring under or open-cutting of leasehold driveways, taxi lanes or access roads’
- E. New or replacement water and sanitary sewer services;
- F. Outdoor signs, permanent or temporary, and replacement signs;
- G. Fencing;
- H. Re-roofing;
- I. Filling, grading, or excavation on leasehold property.

III. Review Process

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

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 the Commission develops a building area, it 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 Manager. 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 Manager's Office.

C. Plan Revisions (if required)

If the Airport Manager 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 Manager for further review and approval.

D. Airport Manager Approval

Upon complete approval of the final plan package by the Airport Manager, the Airport Manager will send an approval letter to the tenant. The tenant must give local municipalities a copy of the Airport Manager's Approval letter. Municipalities require this letter prior to issuing construction permits.

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 Manager approval of a tenant's plans. However, a tenant is required to obtain a building permit prior to

beginning construction. Copies of all permits obtained from local municipalities and/or any other appropriate jurisdictions must be submitted to the Airport Manager prior to starting construction.

During the Commission review process, the City of Eau Claire Planning Division and Eau Claire County Department on Planning and Development 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.

IV. General Building Requirements

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

- A. Size: Hangars shall be constructed in the following three sizes: 48'x48', 60'x60' and 75'x75' with a roof pitch of 3/12. Hangar rows shall consist of hangars of 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 Eau Claire Planning Division 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 bi-fold or other electric operated hangar door(s) approved by the manager, a concrete floor, and concrete or bituminous connector(s) from the hangar to the alleyway.
- 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 white and shall be submitted to the Airport Manager for approval prior to construction. The front, rear, and sides of all building shall be of similar design and aesthetics.
- E. Parking: Additional parking spaces which exceed those already provided for each hangar will be added to the defined lease space. 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.

V. General Submittal Requirements

General submittal requirements are discussed 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 Eau Claire Planning Division 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 tenant shall submit a completed FAA Form 7460 to the Airport Manager 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 Commission during the design of the building area.

In addition, some hangar locations may be subject to height restrictions enforced by the Eau Claire County Planning and Development Department. Therefore the County Planning and Development Department must approve all proposed heights prior to construction.

C. Grading Requirements

Grading must be designed with consideration given to the existing drainage of the building area. The SPC and 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 tenant 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 tenant'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 Eau Claire Engineering Division approves a drainage plan, no modifications in grade or other such actions are permitted unless the change is reviewed and approved by the City Engineering Division.

D. Sanitary Sewer and Water Connections

If a tenant chooses to have sanitary sewer and water available at their hangar, they must connect to the City of Eau Claire's sanitary sewer and water system if available.

Tenants 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 Manager. The proposed connections for each utility must also be coordinated with the Airport Manager 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 tenant. The tenant 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 Commission 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 airport security plan and FAA requirements are applicable to all airport sites and are incorporated into these guidelines by reference. Tenant will ensure all personnel working at the airport as part of a tenant's construction project are aware of the specific airport security requirements. 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 Manager or the Airport Manager'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 stormwater management plan. If required, submittal requirements will be reviewed by the City of Eau Claire Engineering Division. 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 Eau Claire Engineering Division 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.

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.

J. Fencing

All proposed fencing, including heights and gate locations, must be coordinated with and approved by the Airport Manager. Fencing locations may be shown on the site plan(s) or on a separate sheet.

K. Tenant Signing

Commercial facilities are allowed a limited amount of outdoor signing on their leasehold property. The size, height, and square footage of allowable outdoor signs are determined by airport minimum standards and are subject to the approval of the Airport Manager.

A copy of each sign request must be forwarded to the Airport Manager for review and approval. Once the Airport Manager approves the sign request, the tenant must submit their request to the City of Eau Claire for a sign permit.

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

L. Record Drawings

The Airport Manager 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 Manager.

VI. 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 Manager, after review and recommendations by the City of Eau Claire Planning Division and the Eau Claire County Planning and Development Department, must approve all details of proposed construction. The Airport Manager may require modified construction plans. If a tenant fails to include certain aspects of the construction, the Airport Manager will not approve those details until they are included on a final plan sheet and are submitted to the Airport Manager for review.

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

- A. 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.
- B. 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 hangar.

- C. Construction Schedule

- D. If constructing a hangar in an area specifically designed for larger aircraft, the following should also be included: Proposed aircraft fueling systems (if applicable); striping for parking areas; sidewalks; and landscape details.
- E. Drainage Plan, if required by the Airport Manager, including drainage calculations, draining areas, pipe flows/calculations, and connections to existing systems.
- F. Pavement Sections and typical details.
- G. Any other items requested by the Airport Manager related to the particular leased premises.

REVIEW OF DECISIONS

Any tenant or prospective tenant who disagrees with the decision of a staff member may appear before the Commission to present additional information for consideration. The decision of the Commission shall be final.