



APPLICATION TO LEASE PROCEDURES FOR THE LAFAYETTE AIRPORT COMMISSION

The following procedures are to be followed when submitting an application to lease to the Lafayette Airport Commission for airport property.

Obtain application to Lease form from LAC office.

Submit complete application along with \$2,500 application fee (application fee refundable **only** if lease is executed and/or LAC denies application)

- *If application is for a facility – any request to make improvements must be submitted at time of application.*

Application will be placed on LAC agenda for Commission action. All information must be received in LAC office by noon the Wednesday before the 2nd Wednesday of the month in order to make the next Commission meeting.

Once the LAC approves the application to lease – a meeting will be set up with applicant to discuss the particulars of the lease.

Legal will draft the lease for review by LAC, Staff and applicant.

Once all have agreed on details of lease, the lease will be presented at the next LAC meeting for LAC approval.

Transfer of utilities must be made within five (5) days of signed lease – with copies of documents provided to LAC (Certificate of Occupancy).

Paperwork for improvements must be made within the time noted in lease. See attached additional requirements for improvements)

Complete Process: 30 – 90 days



Request to make improvement to airport facilities:

1. Submit a schematic plan of proposed improvements with application to lease.
2. All plans/specs are to be submitted to LAC, Metro Codes, Fire Marshal and other applicable codes authorities (FAA – form 7460 air space study) for approval.
3. Once approved by Metro Codes, Fire Marshal and other applicable codes authorities – the following documents are to be provided to LAC:
 1. Metro Code review letter
 2. Fire marshal letter
 3. Building permit
 4. Insurance certificates
 5. Contractor's licenses
 6. Bonds

NO WORK TO COMMENCE UNTIL ALL DOCUMENTATION HAS BEEN RECEIVED

4. At the end of the project the following documents are to be provided to LAC:
 1. Change orders and Addendums.
 2. Two complete record set of documents upon completion of job indicating “as-built” construction and electronic version of these drawings.
 3. Itemized statement showing actual cost of improvements.
 4. Certified copy of Certificate of Substantial Completion.
 5. Permanent Certificate of Occupancy.
 6. Master key to facility.

CAN SOIL BE BROUGHT ON AIRPORT FOR IMPROVEMENT PROJECT(S)?

Borrow Pit Soil Requirements

- a. Each borrow pit utilized to bring soil onto the airport property **should be sampled** for the following **before the pit material can be placed on airport property**:
 - i. RCRA Metals by Method 6020/7471A,
 - ii. Volatile Organic Compounds by method 8260B, and
 - iii. Semi-volatile Organic Compounds by method 8270C.
- b. The laboratory report summarizing the **sample results must be provided** to the **Lafayette Airport Commission's Environmental Department** for approval before the pit material can be placed on airport property.





*Form 7460: Who Needs to File?

CFR Title 14 Part 77.13 states that any person/organization who intends to sponsor any of the following construction or alterations must notify the Administrator of the FAA:

- any construction or alteration exceeding 200 ft above ground level
- any construction or alteration:
 - within 20,000 ft of a public use or military airport which exceeds a 100:1 surface from any point on the runway of each airport with at least one runway more than 3,200 ft
 - within 10,000 ft of a public use or military airport which exceeds a 50:1 surface from any point on the runway of each airport with its longest runway no more than 3,200 ft
 - within 5,000 ft of a public use heliport which exceeds a 25:1 surface
- any highway, railroad or other traverse way whose prescribed adjusted height would exceed the above noted standards
- when requested by the FAA
- any construction or alteration located on a public use airport or heliport regardless of height or location.

Effective 1/18/11 – 7460 forms are to be submitted at least 45 – 60 days prior to the start of the proposed construction or alteration versus the current 30 day notice requirement.

If construction or alteration IS NOT LOCATED on an airport:

You may file forms 7460-1 and 7460-2 electronically via the FAA website.

You may file forms 7460-1 and 7460-2 via US Postal Mail to:

Mail Processing Center
Federal Aviation Administration
Southwest Regional Office
Obstruction Evaluation Group
2601 Meacham Boulevard
Fort Worth, TX 76193

If construction or alteration IS LOCATED on an airport:

You may file forms 7460-1 and 7460-2 electronically via the FAA website.

You may file forms 7460-1 and 7460-2 via US Postal Mail to:

SOUTHWEST REGION

Federal Aviation Administration
Southwest Region
Airports Division, ASW-600
2601 Meacham Boulevard
Fort Worth, TX 76137-4298
(817) 222-5600
(817) 222-5984 FAX

