



Guide to Developing at the Payette Municipal Airport

How do I build a hangar at the airport?

In order to build a hangar at the Payette Municipal Airport, you will need to select a building site and enter into a land lease with the City of Payette. All land leases must be approved by the Payette City Council.

How do I enter into a land lease?

The first step in the process is to meet with the City Clerk's Office. The Clerk's Office can identify what land areas are available for development and go over the land lease and construction processes. Once you determine which site you wish to lease, you can submit an application, which may be picked up at the Clerk's office or e-mailed to you. At the time you return your application, you will be required to submit a \$250 earnest money deposit which is applied to your first year's rent. There is also a \$500 one-time closing and processing fee which will be billed with your first year's rent. The application is first considered by the Airport Commission before going to City Council for final action. You should expect the land lease application and approval process to take **at least** two months.

Do I need to attend the Airport Commission and City Council meetings?

While it is not mandatory, it is strongly encouraged that applicants attend both meetings. Airport Commission meetings are held the second Tuesday of each month at 4:15 PM. City Council meetings are held the first and third Monday of each month at 7:00 PM. Be prepared to discuss the purpose of the hangar and what activities you intend on conducting in the facility and on the airport. Airport property is restricted to aviation-related uses **only**.

How long are land leases for?

The usual land lease term at the Payette Municipal Airport is 30 years. The applicant should be aware of some major lease provisions:

- Upon expiration of the lease term, the tenant may, at the discretion of the City, enter into a new lease at the then current rental rates or the improvements on the site will revert to City ownership.
- The tenant's ability to obtain a new lease on the site is dependent largely upon the condition of the improvements.
- If the improvements on the site are deemed to be past their useful life, the tenant must remove them and restore the site to its original condition.

How do I obtain a building permit?

The Payette Municipal Airport is in the corporate limits of the City of Payette. The City has permitting authority on the land, so all building permitting on the airport is handled through the City. City of Payette requires the submission of engineer-stamped drawings prior to issuing of a building permit, among other things. As submittal requirements can be substantial, it can save the applicant time and money to consult with the Payette Building Inspector before having drawings prepared. Contact City Hall at 208-642-6024.

What about firewalls?

The City of Payette has adopted the International Building Code which does require a 2-hour rated firewall (or 30-foot separation from parcel line) for aircraft hangars. Additional fire suppression, such as water sprinkler systems or foam systems, may be required depending on the size and occupancy code of the hangar. Check with the Building Inspector.

Are there other requirements I should be aware of before starting construction?

Yes. The Payette Municipal Airport has a set of adopted Minimum Standards to ensure not only an attractive environment but also a safe and nuisance-free airport. These Minimum Standards address items such as minimum building size, building finishes, drainage, landscaping, setbacks, and parking. You must also submit a set of plans to the Airport Commission for review to ensure that the requirements of the Minimum Standards are met.

What if I want to run a business from my hangar?

If you plan on conducting a business from your hangar, be sure to inform the Airport Commission. All businesses on the Airport must comply with the *Minimum Standards for the Payette Municipal Airport*. Be aware that business usage of your hangar may change its occupancy code (see above, "*What about firewalls?*").

You will also need to obtain a business License from the City of Payette. A regular business license is \$25.00 per and will require that you obtain a State of Idaho Tax Identification Number. Call the Payette City Hall for more information.

Again, only aviation-related businesses are allowed on airport property.

Are utilities available, and who pays to extend them to my leasehold?

At this time, all major utilities except sanitary sewer and water are available at the Payette Municipal Airport. The tenant bears the expense of extending utilities to their parcel and tying in to existing lines. Utilities are closer to some development sites than they are to others. The City can assist you in determining where utilities are located in relation to your parcel.

When it is available, water and sewer will be provided by the City of Payette. Connection and meter fees will apply. Contact Customer Service at 642-6024. For electrical and telephone service, contact those utility providers directly. Call Idaho Power at 388-2323.

Will I have to pay taxes on the hangar?

All privately-owned hangars at the airport are subject to taxes as per the Payette County Tax Assessor. The land the hangar sits on is not taxed. Call the Payette County Tax Assessor's office at 642-6012 for additional information.

What if I want to buy a hangar that is already built?

If you buy a privately-owned hangar that is already at the airport, the seller will need to write a letter to the City of Payette stating their intention to sell to you and requesting the assignment of their lease to you. The assignment of lease will then go to the Airport Commission for consideration before going to City Council for final action. Be aware that the City Council has the right to increase the rental rate or otherwise change the terms of the lease at the time of assignment.

What if I want to sell my hangar?

If you wish to sell your hangar, you must assign your lease to the hangar buyer, which requires City Council approval. See above, *"What if I want to buy a hangar that is already built?"*

What if I want to sub-lease my hangar?

You may sub-lease your hangar with the City's written permission. However, your tenant must comply with all applicable codes and regulations. Unlike assignment, sublease does not release you from your obligations as an airport tenant.

Checklist

- ✓ Submit Lease Application to City of Payette
- ✓ Pay Application Fees

- ✓ Obtain Airport Commission approval
- ✓ Obtain City Council approval
- ✓ Execute land lease
- ✓ Contact City Building Inspector
- ✓ Prepare Building Plans
- ✓ Prepare Site Plan
- ✓ Obtain Building Permit from City of Payette
- ✓ Submit plans to Airport Commission for Minimum Standard review
- ✓ Set up pre-construction meeting with Airport Manager
- ✓ Contact City of Payette for Water & Sewer hookup (when available)
- ✓ Contact Intermountain Gas for Gas hookup
- ✓ Contact Idaho Power for Electrical service

This is by no means intended to be a complete list of items you will need to take care of, merely a guide.