

**LEWISTON-NEZ PERCE COUNTY  
REGIONAL AIRPORT AUTHORITY**



**Development Policy**

**Original  
January 25, 2012**

**Current  
December 2015  
Revision 3**

**LEWISTON-NEZ PERCE COUNTY REGIONAL AIRPORT  
DEVELOPMENT POLICY**

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## **SECTION I: IN GENERAL**

This policy supplements and implements guidance from the Airport Master Plan.

## **SECTION II: DEVELOPMENT REQUESTS**

A. With the exception of Commercial Developments or Planned Tenant Developments (PTDs), development requests will only be considered for land that is development-ready (defined as having connecting taxiways and fire protection water available in place) and identified for the appropriate use by this document and/or the airport master plan.

B. Requests for individual private hangar development will be processed when the land is development ready. Otherwise, private hangar development requests will be handled in accordance with Section VIII.

C. Proposals may be accepted for areas not yet ready for development or for those areas identified by the Master Plan for a different use if it represents an economic development opportunity. Additionally, proposals may be accepted when an area can accommodate more than one lessee and the proposal includes provisions to install the necessary infrastructure to make the land development-ready. The Authority Board may give consideration to offers that share with developers the costs of infrastructure installation.

## **SECTION III: DEFINITIONS**

Accessory Building: A building that is incidental and subordinate to the principal building.

Accessory Use: A related use which is incidental to the permitted use.

Access Road: An area intended for vehicular access to building sites or lots.

Administrative Use: The office support services, management and general administrative functions performed for the same company rather than for the public or other business firms.

Airport Administration: Persons that include: Airport Manager, Airport Bookkeeper and Airport Operations Superintendent.

Aircraft Approach Category: A grouping of aircraft based on 1.3 times their stall speed in their landing configuration at their maximum certificated landing weight. The categories are as follows:

- Category A: Speed less than 91 knots
- Category B: Speed 91 knots or more but less than 121 knots
- Category C: Speed 121 knots or more but less than 141 knots
- Category D: Speed 141 knots or more but less than 166 knots

Airport Layout Plan: The plan of an airport showing the layout of existing and proposed airport facilities.

Authority Board: Abbreviated of, Lewiston Nez-Perce County Airport Authority as created by the Joint Powers Agreement between the City of Lewiston and Nez Perce County on April 15, 2010.

Building: Any structure built for the support, shelter, or enclosure of persons, animals, or property, including portable structures.

Building Height: The vertical distances from grade (average ground level) to the highest point of the structure.

Building Setback Lines: An imaginary line specifying the closest point on a lot from the lot line that a building structure may be located.

Building Site: All contiguous land under one tenancy.

Establishment: An establishment is a business unit located at a single physical location.

FAA: Abbreviation of, Federal Aviation Administration.

Fixed Base Operation (FBO): Commercial business providing multiple aeronautical services which may include aircraft fueling, storage, tie-down and parking, base-line services and associated pilot and passenger facilities (lobby, restrooms, flight planning room, etc.).

Grandfather Clause: A provision in which an old rule continues to apply to some existing situations while a new rule will apply to all future cases. In the case of this document the Grandfather Clause pertains to cases previous to January 25, 2012, which is the date the original policy was in enacted. All subsequent revisions of this document from January 25, 2012 to present are not considered Grandfathered and shall be complied with unless specific authorization is given in writing by the Authority Board.

Grantor: The Lewiston-Nez Perce County Regional Airport Authority.

Lots: Legally described parcels of land.

Lot line, lease line, or property Line: A leasehold boundary established by a legal, metes and bounds survey.

Notice of Proposed Construction: Commonly known as FAA Form 7460-1, Notice of Proposed

Construction which may be completed on-line at <https://oeaaa.faa.gov>. On receipt of this form, the FAA assigns an airspace case number and initiates an aeronautical study of a proposed development on or in the vicinity of the airport. The outcome of the evaluation is an FAA determination of “No Objection” or “Objection”.

Parking Space: Space within a building or parking area exclusive of ramps, drives, barriers, or work areas for the parking of motor vehicles.

Planned Tenant Development (PTD): Building areas under lease to a single tenant for the purpose of creating a complex of facilities in which the tenant assumes responsibility for constructing buildings and infrastructure, including that (taxiways, water/sewer, storm water, etc) normally installed by the airport.

Private Hangar: A hangar intended for use by an owner for private aircraft storage.

Sign/Mural: Any structure, device, or contrivance (illuminated or non-illuminated) erected or used for identification information, advertising or vehicular control.

Site: A lot or parcel of land in the airport complex for buildings or designated uses.

Structure: That which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner.

Support Uses: Uses that are subordinate and provide a service to or function as a part of the permitted use.

Taxilane: The portion of the aircraft parking area used for access between taxiways and aircraft parking positions.

Taxiway: A defined path established for taxiing aircraft from one part of an airport to another.

## **SECTION IV: AIRPORT AREAS**

Permitted activities will differ within the various areas on the airport. These areas are depicted in Exhibits 1 and 2 and defined as follows.

### **A. Aeronautical Uses:**

1. Aeronautical/Airfield (A/A) is a use classification designated for airport operations, buildings, runways, taxiways, navigational aids, and other uses associated with the operation of the Airport. This zone also includes areas of the Airport property that are not developed or designated for specific uses.

2. Air Carrier Terminal/Airline Support (ACT) is a use classification for airline and airline support operations to include those non-aviation commercial operations associated with and/or

operating in support of airlines and normally found in and around airline terminal buildings such as automobile parking areas, rental cars, gift shops, travel agencies, etc.

3. General Aviation Commercial (GAC) is a use classification for general aviation businesses and businesses operating in support of general aviation activities such as FBOs, fueling operations, airframe and power plant activities, charter businesses, flight instruction businesses, etc.

a. Fixed Base Operator (FBO): As defined by the Minimum standards for commercial aeronautical activities, an FBO is a commercial business providing multiple aeronautical services which may include aircraft fueling, storage, tie-down and parking, base-line services and associated pilot and passenger facilities (lobby, restrooms, flight planning room, etc.).

b. Specialized Aviation Service Facilities (SASO): As defined by Minimum standards for commercial aeronautical activities, the SASO is a commercial business providing less than full (i.e., limited) FBO services. Generally, SASOs are single-service providers (e.g., maintenance, flight school, avionics shop), however, they may provide more than one aeronautical service.

4. General Aviation Non-Commercial (GNC) is a use classification for non-commercial general aviation and non-commercial supporting general aviation activities including private hangars, T-Hangars or multi-tenant hangars (including those operated as a commercial hangar rental business), access roads, etc.

a. Conventional Hangar Facilities: For purposes of this report, conventional hangars are defined as medium/large individual hangars capable of accommodating one or more large aircraft (e.g., helicopters, turboprops, corporate jets), which are primarily operated in support of a business or corporation.

b. Private Hangar Facilities: Private hangars are defined as T-hangars or small individual hangars that are owned or leased by private aircraft owners/operators.

5. Air Cargo (ACC) is a use classification for facilities operated in support of airlines operating as all-cargo carriers, those involved in the transportation of goods and/or mail by air carrier.

6. Airport Support (AS) is a use classification for businesses that are airport and/or aviation related but do not need airside access. Examples include motel/convention centers, fueling stations, some avionics, upholstery, propeller, and aircraft component repair and sales shops, etc.

7. Non-Aviation Commercial (NAC) is a use classification that is neither airport nor aviation related. Airport support is an allowed use in a non-aviation commercial area.

B. Non-Aeronautical Uses: While the Authority Board will consider any use allowed by zoning code, aviation support and related uses are preferred.

## **SECTION V: GENERAL DEVELOPMENT GUIDELINES**

A. The configuration of a development, including its natural and man-made features must not in any way interfere with the safe and efficient operation of the airport.

B. Development (including light poles and ancillary facilities) shall not exceed height limitations imposed by FAR Part 77 or other FAA requirements.

C. Construction is subject to the City of Lewiston's permitting process and therefore subject to all applicable codes and development standards adopted by the City of Lewiston at the time of development. Along with a building permit application, a site development plan shall be submitted for approval by the airport manager. The site development plan will include the following as a minimum:

1. Elevations of the leased land, adjacent taxiways, and proposed buildings (roof peak and finished floor) and ramp(s).
2. Existing and proposed utilities (water, sewer, electricity, gas, etc.).
3. Existing and proposed drainage routes and features for storm water.

D. Construction may not proceed without proper utility locates and without proof of an FAA finding of *no objection* to a Notice of Proposed Construction (FAA Form 7460-1).

E. Exterior Lighting: Exterior lighting used to illuminate buildings, parking areas, drives, or landscape features will be diffused to contain as much light as possible on site.

F. Marking and Lighting: Notwithstanding the provisions of nonconforming uses prescribed for height limitations, the owner and all future owners of any existing nonconforming structure or obstacle hereby waives the right to object to the installation, operation, and maintenance thereon of such markings and lights as shall be deemed necessary by the FAA to indicate to the operators of aircraft in height limitation areas of airport obstructions. Such markings and lights shall be installed and maintained at the expense of the tenant.

G. Waste Disposal: All waste discharges at any point into public or private sewage disposal systems will be in accordance with Federal, state, and local regulations and with the approval of the appropriate local sewer district. Each site occupant is responsible for the removal of refuse, trash, or other non-toxic materials from each site. The removal and disposal of said materials will be the responsibility of the tenant in accordance with the regulations of the appropriate jurisdiction and will be removed at a minimum on a monthly schedule unless otherwise approved by the Airport Manager and the appropriate authority having jurisdiction.

H. Nuisances: No portion of the property shall be used in such a manner as to create a nuisance to adjacent sites. Nuisances may yet be undefined or go beyond what is herein described. For the purpose of this policy, however, a nuisance is described as any activity or use that is annoying, unpleasant, or obnoxious as determined by the Airport Manager and/or Authority Board.

I. Failure to comply with the terms and conditions of this development policy may, after 30 days notice from either the Authority Board or the City of Lewiston's Building Department result in the termination of the developer's lease, forfeiture of improvements, and/or performance bond.

## **SECTION VI: COMMON CONSTRUCTION GUIDELINES**

A. Building Materials: Buildings shall be framed with reinforced concrete or masonry, structural steel, structural aluminum, or wood complying with all applicable codes. Siding shall be masonry, concrete, enameled steel, anodized aluminum, or glass. Other materials may be used if approved by the City of Lewiston's Building Division and the Authority Board with recommendation of the airport manager. With the exception of windows and skylights, no uncolored siding or roofing will be allowed. State-of-the-art changes in construction types may be permitted from time-to-time, only upon the express condition that any such change is consistent with the intent of this policy and that any such change receives written approval by the City of Lewiston Building Division and the Authority Board.

B. Except for doors, windows, vents and/or exhaust pipes, all hangars shall be fully enclosed.

C. Accessory Buildings, Enclosures, and Fences, if allowed, shall enhance the design of and be of the same quality of materials and appearance as the buildings they serve.

D. Buildings shall have an approved building identification posted in compliance with the airport addressing standard.

## **SECTION VII: PLANNED TENANT DEVELOPMENT (PTD) AREAS**

Planned Tenant Development (PTDs) are building areas under lease to a single tenant for the purpose of creating a complex of facilities in which the tenant assumes responsibility for constructing buildings and infrastructure, including that (taxiways, water and sewer, storm water, etc) normally installed by the airport. PTDs are allowable only through lease in which the responsibilities of each party are clearly identified.

A. Planned tenant developments must be clearly illustrated by a tenant master plan showing: buildings, facilities, and supporting systems to be constructed; their interface with existing buildings, facilities, and systems; and construction phasing.

B. Taxiway, taxilane, and apron grades shall be consistent with drainage requirements and



conform to FAA Advisory Circular 150-5300-13A. To ease taxiing and aircraft towing, the maximum allowable grade in any direction is 2 percent for aircraft in approach categories A and B and 1 percent for aircraft in approach categories C and D. Apron grades shall be designed to direct drainage away from buildings.

C. Taxiways and/or taxilanes shall be designed to the standards in FAA Advisory Circular 150/5300-13A.

## **SECTION VIII: PRIVATE HANGAR DEVELOPMENT**

### **Part 1: Land Allocation**

A. A waiting list will be used to allocate land among those who are requesting permission to develop private hangars on land that is ready for development.

(1) Developers shall apply in writing using the application form attached to this policy as attachment 1. The application shall be signed, dated, and submitted to Airport Administration. A copy of the form shall be returned to the applicant along with a copy of this policy.

(2) Upon receipt of the application, Airport Administration will affirm the applicant's position on the waiting list by letter with a copy of the waiting list.

(3) Land will be allocated among the applicants on a first-come-first-served basis from the waiting list. Only one plot will be allocated to an individual on the waiting list. Commercial Development and PTD's are excluded from the single plot reservation. When land becomes available and an applicant's name is next on the waiting list:

(a) Airport Administration shall contact the applicant in writing and ascertain whether or not the applicant desires to enter in to a lease agreement. The applicant shall have no more than 14 calendar days to respond. No response shall be deemed a negative response and the applicant's name will be removed from the list.

(b) Should the applicant respond affirmatively, the applicant shall, within 14 calendar days of the affirmative response, deposit with Airport Administration a bond, cashier's check, or money order equivalent to 2 years of the land's lease value. On receipt, Airport Administration shall advise the applicant to proceed with the following steps.

(c) The applicant shall have no more than 3 months from that date to provide Airport Administration with the following:

- (i) Legal survey of the proposed hangar plot.
- (ii) FAA concurrence with the 7460-1 Notice of Proposed Construction.
- (iii) Conceptual layout of the plot and description of the building.

(d) Following receipt of the fore mentioned three items, Airport Administration within 60 days shall provide the applicant a lease. Following execution of the lease, the lessee shall complete construction no later than one year from the effective date of the lease. Should the lessee fail to complete construction within the aforementioned one year, the lessee shall forfeit the deposit. Additionally, the lease will become null and void, and the ownership of any partially constructed facility on the leased area shall revert to the Authority for disposal in accordance with the terminated lease.

(e) Should the lessors fail to execute the lease within 60 days for whatever reason, the deposit shall be returned to the applicant and the applicants name shall be removed from the list.

(f) The amount represented by the aforementioned deposit will be returned to the developer upon presentation to Airport Administration, a valid Certificate of Occupancy issued by the City of Lewiston.

(g) Airport Administration shall annually survey those on the waiting list to either affirm the individual's desire to remain on the waiting list or to remove them from the waiting list.

#### Timeline

1. Potential lessee contacted – has 14 days to respond
  - a. No – repeat Step 1 with next applicant on waiting list
  - b. Yes – on to Step 2
2. Lessee to provide itemized three required documents within 90 days
  - a. No – return to Step 1
    - i. Authority Board may grant 30 day extension for delayed return of FAA document 7460-1
  - b. Yes – on to Step 3
3. Authority Board to provide lease agreement within 60 days
  - a. No – Airport Authority to grant 30 day extension
  - b. Yes – on to Step 4
4. Deposit within 14 days by lessee – equal to two years lease amount
  - a. No – return to Step 1
  - b. Yes – on to Step 5
5. Construction complete and Certificate of Occupancy within 1 year of lease execution
  - a. No – return to Step 1

B. Private hangar development on land that is not ready for development: Administration shall contact those on the waiting list to determine the degree of interest in cooperative infrastructure installation. The Authority Board may authorize negotiations with interested parties to determine feasibility.

C. Agreements for infrastructure cost sharing shall be included in lease agreements.

## **Part 2: Private Hangar Development/Layout**

A. Hangars shall be laid out in a manner consistent with the Airport Master Plan and in accordance with FAA Advisory Circular 150-5300-13A. Locations, layouts, and deviations must be approved by the Authority Board. Exhibit 3 provides concept layouts for private hangars.

B. Setbacks from lease lines shall be consistent with Idaho Statute and City Codes including, but not limited to the Building and Fire Codes. In no circumstances shall the setback be less than five (5) feet from the lease line on the back of the facility. The setback on the sides of the facility shall be no less than five (5) feet except in those circumstances where no future facilities will be allowed adjacent to the facility, in which case construction up to the lease line may be allowed. The setback on the front of the facility shall be no less than ten (10) feet. Under no circumstances shall the setback be greater than 10 feet from the lease line on the sides and back of the facility. Setbacks should be consistent with FAA Advisory Circular 150/5300-13A Airport Design.

C. Water, sewer, and/or gas lines required by developers shall, in the case of private hangar developments, be installed within the right of way created by setbacks between buildings. Underground utility conduits, to the extent allowed by code, will be designed to accommodate the full build-out of the hangar row. "T's" shall be installed by each developer to facilitate continued infrastructure. The Authority Board may consider funding the difference in cost between development costs for the individual and costs associated with future development.

D. Modifications to security infrastructure required as a result of new development shall be approved by the Authority Board. Modification costs may be shared by the Authority Board if they are deemed appropriate and/or it represents an economic development opportunity.

E. Building appearance shall be consistent with those other buildings in the development area, subject to the approval of the airport manager. No unpainted corrugated metal siding and no unpainted concrete block buildings will be allowed.

F. Prior to construction, the lessee shall provide the airport manager with a construction plan that will cover, as a minimum, security and safety of the construction area, control of vehicles on the site, and cleanliness of the construction area.

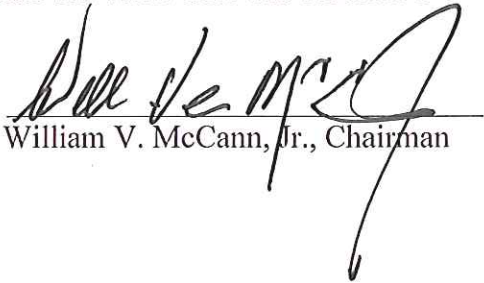
G. Prior to construction, the lessee shall provide a plot plan to Airport Administration identifying the aforementioned parameters. Pins shall be set on the site clearly identifying the lease lines and the structure's footprint. Approval of the airport manager shall be obtained prior to proceeding with construction of the footings and foundations.

H. Prior to occupying the structure, the lessee shall provide a copy of a City of Lewiston occupancy permit to Airport Administration.

**SECTION IX: POLICY EFFECTIVE DATE:** This policy shall take effect on 12-30-15

Dated this 30 day of December, 2015

LEWISTON-NEZ PERCE COUNTY  
REGIONAL AIRPORT AUTHORITY

BY:   
William V. McCann, Jr., Chairman

ATTEST:

BY:   
Verl Long, Secretary

**Lewiston-Nez Perce County Regional  
Airport Authority**

**Lease and Building Application**

**Applicant Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Check One:**  Private Hangar  Non-Aviation

Aviation Commercial  Air Cargo

Other  Airport Support

**Desired Location:** \_\_\_\_\_

**Estimated Building Dimensions (including height):** \_\_\_\_\_

**Specific Use of Leasehold:** \_\_\_\_\_

**Estimated Building Occupants/Employees:** \_\_\_\_\_

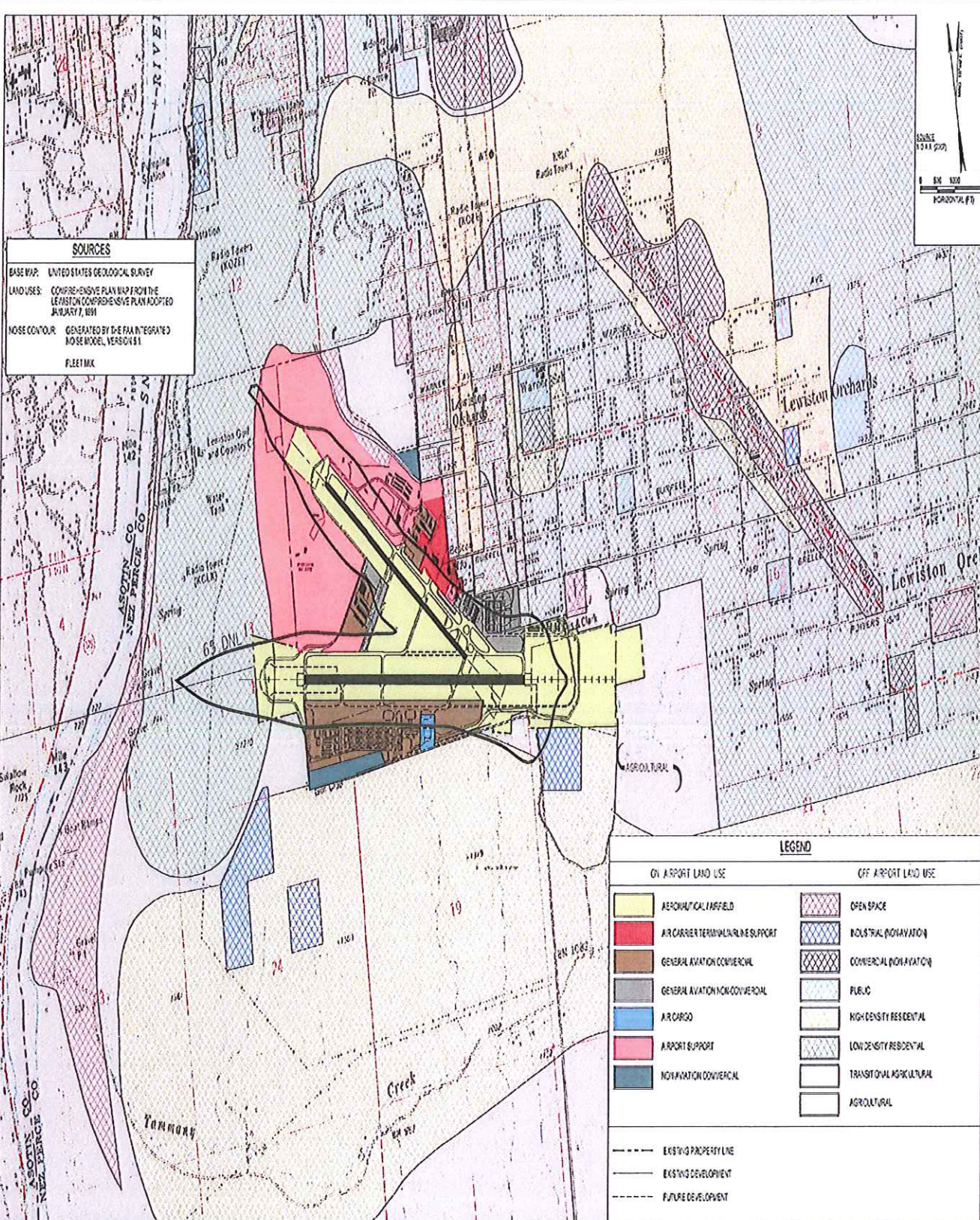
**Sewer/Water Required (Circle one)?** Yes No

**Special Needs:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Exhibit 1





**SOURCES**

BASE MAP: UNITED STATES GEOLOGICAL SURVEY  
 LAND USES: COMPREHENSIVE PLAN MAP FROM THE LEWISTON COMPREHENSIVE PLAN ADOPTED JANUARY 7, 1991  
 NOISE CONTOUR: GENERATED BY D-E FAA INTEGRATED NOISE MODEL, VERSION 1.1  
 FILE: LEMK

RTI DESIGN, INC.  
 ENGINEERING, INC.  
 7700 NE 12th Ave, Suite 200  
 Portland, OR 97230  
 Phone: (503) 253-1111  
 Fax: (503) 253-1112

**RS&H**  
 ENGINEERING, INC.  
 1000 NE Oregon Street, Suite 200  
 Portland, OR 97232  
 Phone: (503) 253-1111  
 Fax: (503) 253-1112

NOISE	DATE	BY	DESCRIPTION

**LEWISTON - NEZ PERCE COUNTY REGIONAL AIRPORT MASTER PLAN APP 3-16-0053-025 LAND USE PLAN**

**LEGEND**

ON AIRPORT LAND USE	OFF AIRPORT LAND USE
AERONAUTICAL FIELDFIELD	OPEN SPACE
AIR CARRIER TERMINAL/INFLINE SUPPORT	INDUSTRIAL/NOAVIATION
GENERAL AVIATION COMMERCIAL	COMMERCIAL/NOAVIATION
GENERAL AVIATION NON-COMMERCIAL	PUBLIC
AIR CARGO	HIGH-DENSITY RESIDENTIAL
AIRPORT SUPPORT	LOW-DENSITY RESIDENTIAL
NOAVIATION COMMERCIAL	TRANSITIONAL AGRICULTURAL
EXISTING PROPERTY LINE	AGRICULTURAL
EXISTING DEVELOPMENT	
FUTURE DEVELOPMENT	

**LEWISTON - NEZ PERCE COUNTY REGIONAL AIRPORT**

MANAGER, LEWISTON AIRPORTS DISTRICT OFFICE  
 DATE: \_\_\_\_\_  
 APPROVAL LETTER DATED: \_\_\_\_\_

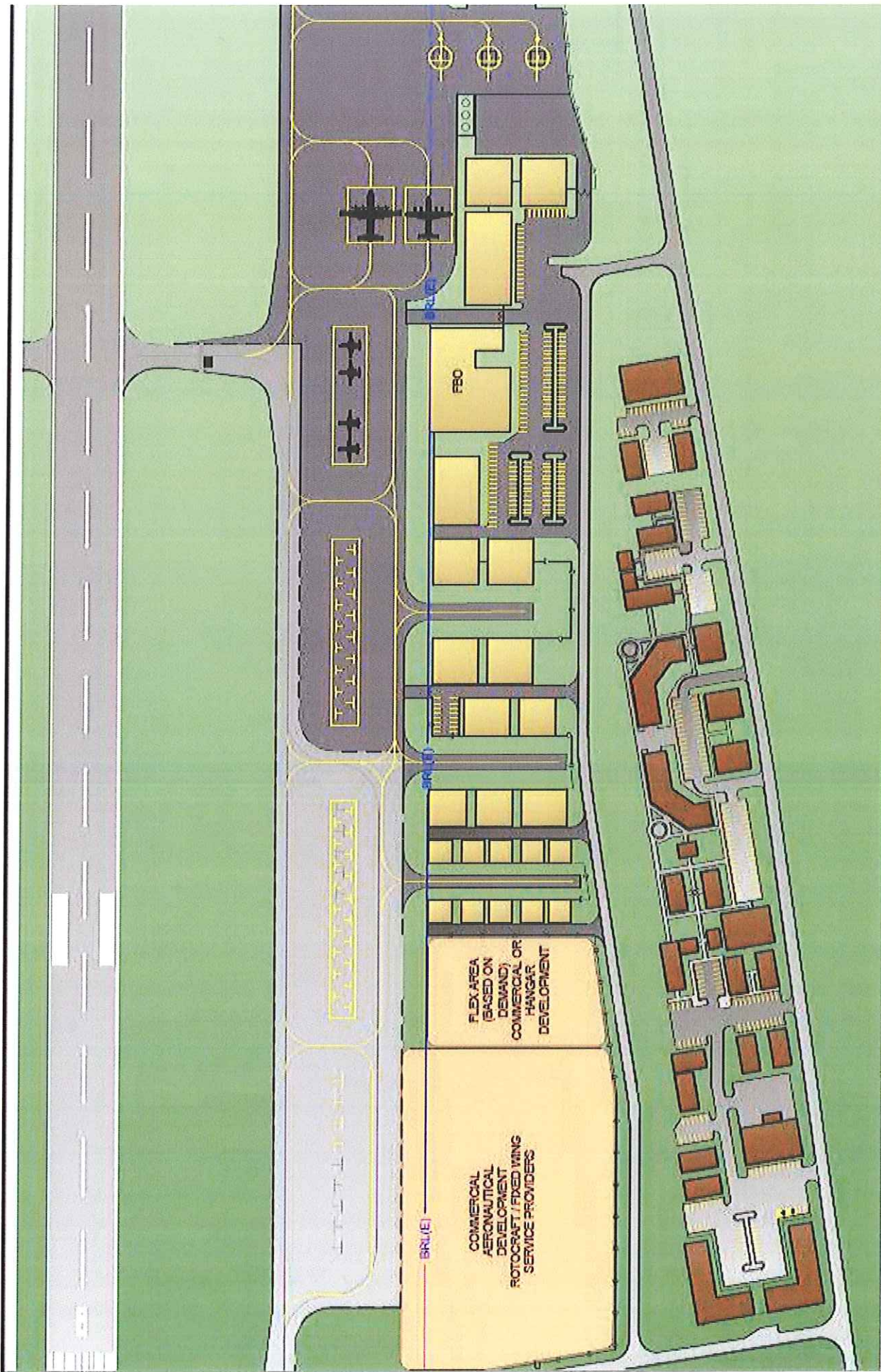
REVISIONS TO MASTER PLAN  
 REVISION ENGINEERING, INC.  
 DATE: \_\_\_\_\_  
 APPROVAL BLOCK  
 DRAWN: \_\_\_\_\_ DATE: \_\_\_\_\_

DESIGNED BY: \_\_\_\_\_  
 DESIGN CHECKED BY: \_\_\_\_\_  
 RETAINED YEAR: \_\_\_\_\_  
 DRAWING CHECKED BY: \_\_\_\_\_  
 FILE NAME: 10252016.dwg  
 DRAWING DATE: 11/18/16  
 DRAWING SCALE: AS SHOWN  
 SHEET 10 OF 11



# Exhibit 2



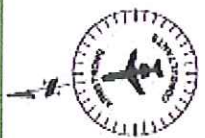


LEWISTON-NEZ PERCE COUNTY AIRPORT  
LEWISTON, IDAHO

HANGAR DEVELOPMENT E			
SCALE:	NOT TO SCALE	DATE:	06/20/14
DRAWN:	JOSKOVK	FILE:	8158803 E
CHECK:	JWR	JOB NO.:	138150

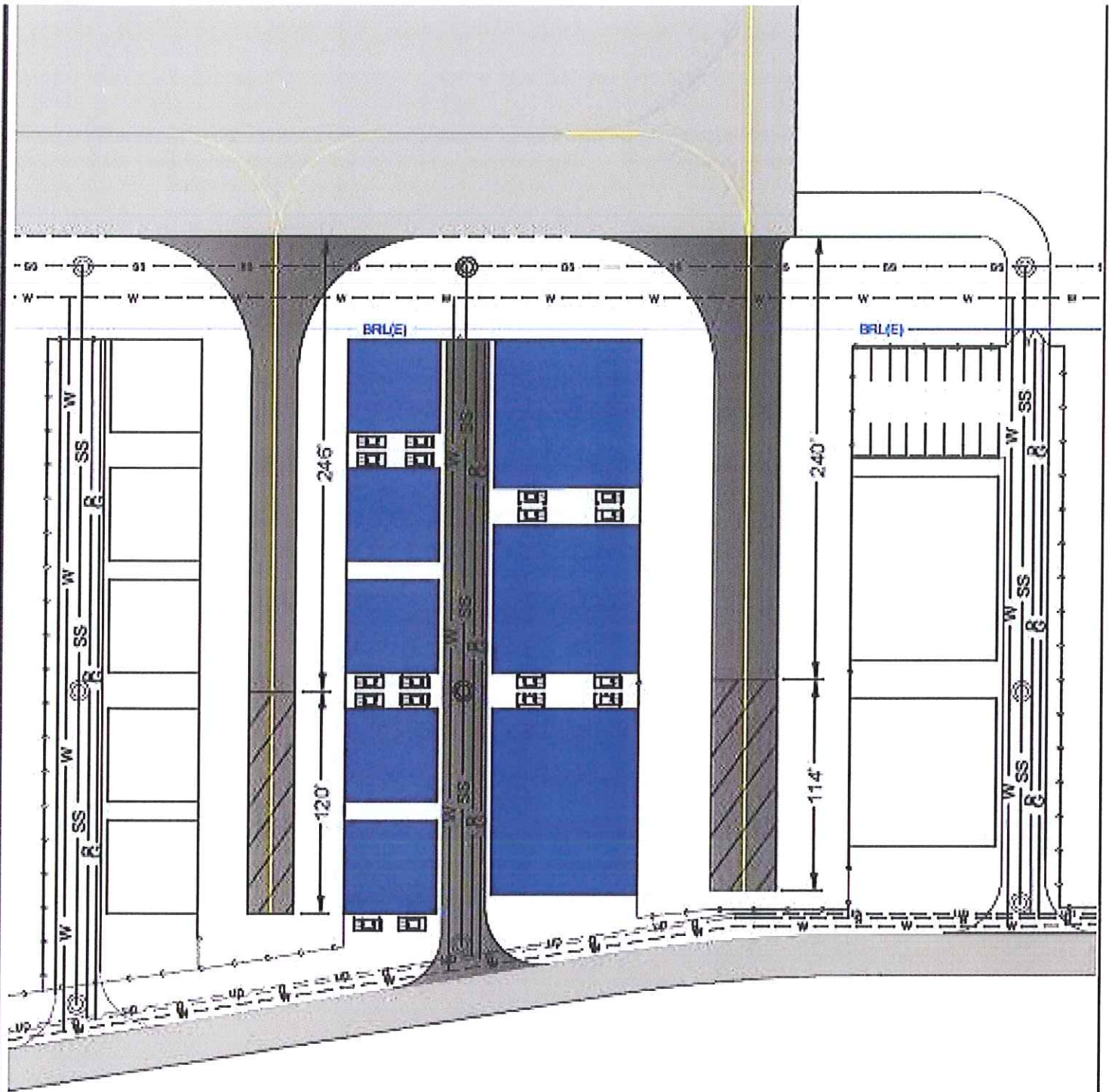
**ARMSTRONG**  
PLANNING ENGINEERING CONSTRUCTION

COLORADO: 375.262.0101    AIRCRAFT: 800.882.7775    NEW MEXICO: 505.262.2102  
www.armstrongplanning.com

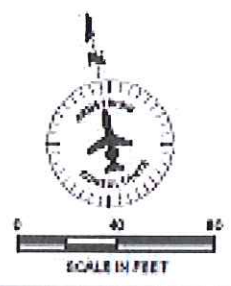


# Exhibit 3





- PHASE IA
- PHASE IB
- PHASE II





## ARMSTRONG

PLANNING ENGINEERING CONSTRUCTION

1000 GRAND AVENUE SUITE 2000 BOZEMAN, MONTANA 59717  
 WWW.ARMSTRONGENGINEERING.COM

<b>LEWISTON-NEZ PERCE COUNTY AIRPORT</b>	
<b>LEWISTON, IDAHO</b>	
<b>HANGAR EXHIBIT</b>	
SCALE: PER BAR SCALE	DATE: 05/20/14
DRAWN: GWK	FILE: 6103303.D
CHK'D: DJT	JOB NO: 136159