

# Airport Lease Process



## Caldwell Executive Airport

4814 E. Linden Street,  
Caldwell, ID 83605

Phone: (208) 459-9779

Email: [laustin@cityofcaldwell.org](mailto:laustin@cityofcaldwell.org)

[www.caldwellairport.com](http://www.caldwellairport.com)

## Initiating an Airport Lease

When a hangar located at the Caldwell Industrial Airport is sold, it is necessary to cancel the lease of the land the hangar sits on, and process a new lease with the hangar owner. ***This replacement should take place immediately following the purchase or coincide with the purchase of the new hangar.*** The information below outlines what the Airport Management will require from the old lessee (seller) and the new lessee (buyer), in order to replace the lease. (If this is a new lease with no prior lessee, the new lessee should complete the 1<sup>st</sup>, 3<sup>rd</sup> & 4<sup>th</sup> sections of the worksheet.)

### **Old Lessee's (Seller's) Responsibilities**

Provide Airport Manager's Office with the following:

1. Completed "Lease Setup Worksheet", initialed by both old & new lessees (if applicable), indicating they have read this packet in its entirety.
2. Upon receipt of the "Lease Setup Worksheet", the Airport office will assemble the lease packet and notify you to come in to sign a "Cancellation Agreement".
3. Be Aware –
  - City accounts must be current and up to date before a lease is cancelled & new lease approved.
  - Reimbursement of prepaid fees, i.e. yearly rent, one-time electrical, etc. is to be worked out between the old lessee and the new lessee.
4. It is the responsibility of the old lessee (seller) to ensure the airport has all items required from both parties for submission of the lease packet to the City of Caldwell for processing. Until all papers are signed by the Mayor, the old lessee (seller) will remain responsible for the lease of the property.

Lease Setup Worksheets are included in the Lease Process Packet, obtained from the Airport Manager's Office or on the airport's website: [www.caldwellairport.com](http://www.caldwellairport.com)

### **New Lessee's (Buyer's) Responsibilities:**

Provide Airport Manager's Office with the following:

1. Proposed Aeronautical Use Statement -- must be completed, including tail #(s) of aircraft to be stored in the hangar, signed and submitted with the Lease Setup Worksheet. If plan to rent, include Sub-lease form.
2. Certificate of Insurance (please do not send the whole policy) with:
  - **General comprehensive liability coverage on the leased premises (not aircraft liability coverage with premises included)**
    - Private hangar - \$500,000 each accident, \$1 million aggregate
    - Commercial hangar - \$1,000,000 each accident, \$2,000,000 aggregate
  - **Description of property** being leased (i.e. Street address, Hangar #000), as insured premises.

**Please note:** A certificate should be requested from your insurance company **immediately**, as it often takes some time, and could hold up the process. Please give the insurance company our address (4814 E. Linden St, Caldwell, ID 83605) & email ([kkelly@cityofcaldwell.org](mailto:kkelly@cityofcaldwell.org)) to send the certificate to us directly & annually. **Insurance must be kept current yearly, w/ renewal certificates provided to this office.**

3. A check for the Amount Due at Lease Signing, unless already prepaid by previous lessee
4. Signatures on the new Tenant Agreement (lease) and Minimum Standards document
5. For new construction, you will need to include a storm water drainage plan with your building plans, to be submitted to the Airport Manager for approval, prior to submission to the Caldwell City Public Works /Building Department. For commercial buildings, adequate parking per City code must be provided.


The Airport Manager's Administrative Secretary will request that the city Mapping Department measure the land/hangar to be leased and provide a new legal description for the lease, set up the Lease Packet containing the new lease and other required documents. When the lease packet is ready, the new lessee will be contacted to come in for signatures. After all items have been gathered from both the old and new lessees, the lease packet will be submitted to City Hall for processing. Please inform the Administrative Secretary if you are using a title company.

**PLEASE NOTE:** The Airport Manager's Office must receive the information listed above or we cannot create a complete lease packet to submit (to the City of Caldwell) for replacement of the old lease with the new lease. The lease packet will NOT be submitted for processing unless all paperwork (including appropriate insurance certification) has been received in the Airport Manager's Office. The seller will remain responsible for the lease of the property.



# Lease Set-up Worksheet

Upon submission of this worksheet, it is understood that both the current & prospective lessees have read & understand the previous page regarding initiating a new lease process.

1	Date Submitted to Airport Manager's Office: _____	Initials 
2	Current Lessee/Seller Name(s): (If existing lease in force)	
	Current Lessee/Seller Address: (If existing lease in force)	
	Current Lessee/Seller Phone: (If existing lease in force)	
	Current Lessee/Seller Email:	
	Would you like to be removed from our mailing list upon cancellation of lease?	
3	Pending Lessee (Hgr. Buyer) Name(s): (as will appear on lease)	
	Pending Authorized Signers: (if different than Lessee Name)	
	Pending Lessee (Hgr. Buyer) Address: (as will appear on lease & to which annual invoice may be sent)	
	Pending Lessee Phone:	
	Pending Lessee Email: (for newsletters, bulletins & notices)	
	Emergency contact person & #	
4	<del>Commercial or Private Lease</del>	
	Hangar Street Address:	
	Unique Hangar #(s) (if private hangar):	
	Tail # of plane(s) to be stored in hangar: (Use reverse to list additional aircraft, as applicable.)	AC based at Caldwell Airport? YES / NO
	Note: N/A This is an existing Hangar	For new construction, see Page 4, "New Construction Hangar Building Standards"

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## **Caldwell Industrial Airport New Construction Hangar Building Standards**

1. All private hangars (non-commercial, inside the fence) to be built to a maximum width and depth of the leased lots. Minimum lease is for two 25-foot parcels wide.
2. All hangars to be built with a 2/12-roof pitch & roof line to be parallel to taxi lanes/ways. Paving of the ramps from the paved taxi lanes/ways shall be the responsibility of the lessee. Roof height shall be in conformity with adjacent hangar, although they may be offset to allow for varying ground elevations.
3. Start of construction shall be within one year from signing of the lease and completion of construction shall be within one year from the beginning of construction. Private hangars are for aircraft storage. Any commercial work performed in private hangars must comply with City and state codes and the Airport Minimum Standards.

In addition to the above, a storm water drainage plan and building plans must be submitted to the Airport Manager for approval, prior to submission to the City of Caldwell Public Works/ Building Department.

An FAA Form 7460-1 must be submitted & approved by the FAA before construction may commence (*Recommended submission 45 days prior to proposed construction start date*).

For commercial buildings, adequate parking per City code must be provided.

# PROPOSED AERONAUTICAL USE STATEMENT

The following is a quote from the FAA concerning what can and cannot be stored in a hangar:

*"We believe a hangar is used for airport purposes when it contains a plane that is in flying condition or has a high probability of being placed back in flying condition. If the hangar is a large hangar, capable of holding more than one aircraft, we expect that the primary use of the hangar area to be for the storage of aircraft. However, if during the course of a compliance inspection, we see a small boat or snowmobile stored under a wing of an aircraft, we typically do not stipulate in the compliance report that it must be removed if the hangar's primary purpose is obviously the storage of the aircraft. If however, we see a hangar with no airplane parked in it being used to store large boats, trailers, motor homes, or miscellaneous non-aviation items, we will request that the sponsor make the hangar available to a new tenant for storage of an aircraft. Similarly, the storage of boats, trailers, motor homes, etc. outside of a leased hangar area on aeronautical use property should not be allowed. The land should be put to aeronautical use. Temporarily, a vehicle may be parked in a hangar while the aircraft is away from the airport, but the vehicle must be removed upon return of the aircraft."*

NOTE: "Aeronautical use land" refers to all of Caldwell Airport, as it was all purchased with FAA monies.

Hangar # / Address: \_\_\_\_\_

As a proposed hangar owner on the Caldwell Airport, please indicate your usage plans for your hangar(s), in accordance with FAA aeronautical use requirements:

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If you plan to sublease your hangar or hangar space, please complete and include the Sub-Lease form on the following page with this page and the Setup Worksheet.

Check one:

Yes, I plan to sub-lease hangar space\* \_\_\_\_\_ No, I do not plan to sub-lease hangar space \_\_\_\_\_

\*If yes, please have sub-lessee (renter) complete page 5.

Proposed Lessee's Signature \_\_\_\_\_

Date \_\_\_\_\_

**CALDWELL AIRPORT**



## SUB-LEASE (Renter) OF PROPERTY ON CITY-LEASED LAND

Please fill out completely & legibly (print) and sign at bottom of page. DATE: \_\_\_\_\_

HANGAR # / HANGAR ADDRESS \_\_\_\_\_

HANGAR OWNER \_\_\_\_\_

NAME OF SUB-LESSEE (RENTER) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HM PHONE \_\_\_\_\_ WK PHONE \_\_\_\_\_ CELL \_\_\_\_\_

E-MAIL \_\_\_\_\_

This will be used for airport or runway closure notices, bulletins & newsletters, etc.

AIRMAN CERTIFICATE # \_\_\_\_\_ VEHICLE PLATE# \_\_\_\_\_

### List all aircraft stored in hangar:

AIRCRAFT N# \_\_\_\_\_ IS THIS AIRCRAFT BASED AT CALDWELL AIRPORT? Yes / No

AIRCRAFT N# \_\_\_\_\_ IS THIS AIRCRAFT BASED AT CALDWELL AIRPORT? Yes / No

AIRCRAFT N# \_\_\_\_\_ IS THIS AIRCRAFT BASED AT CALDWELL AIRPORT? Yes / No

(Use back to continue list as applicable)

### EMERGENCY CONTACT (someone who would know how to reach you):

NAME \_\_\_\_\_ PHONE #: \_\_\_\_\_

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### PROPOSED AERONAUTICAL USE STATEMENT:

The following is a quote from the FAA concerning what can and cannot be stored in a hangar:

*"We believe a hangar is used for airport purposes when it contains a plane that is in flying condition or has a high probability of being placed back in flying condition. If the hangar is a large hangar, capable of holding more than one aircraft, we expect that the primary use of the hangar area to be for the storage of aircraft. However, if during the course of a compliance inspection, we see a small boat or snowmobile stored under a wing of an aircraft, we typically do not stipulate in the compliance report that it must be removed if the hangar's primary purpose is obviously the storage of the aircraft. If however, we see a hangar with no airplane parked in it being used to store large boats, trailers, motor homes, or miscellaneous non-aviation items, we will request that the sponsor make the hangar available to a new tenant for storage of an aircraft. Similarly, the storage of boats, trailers, motor homes, etc. outside of a leased hangar area on aeronautical use property should not be allowed. The land should be put to aeronautical use. Temporarily, a vehicle may be parked in a hangar while the aircraft is away from the airport, but the vehicle must be removed upon return of the aircraft."*

As a proposed hangar sub-lessee (renter) on the Caldwell Airport, please indicate your usage plans for your hangar(s), in accordance with FAA aeronautical use requirements:

\_\_\_\_\_  
Sub-Lessee's Signature

# FYI Regarding Taxes

The following information has been provided by the Canyon County Assessor's office 12/8/2014, and is included in this packet for your information only. If you have questions, please use the contact information provided at the bottom of this page.

## Property Tax

Property taxes are collected by the Canyon County Treasurer. Under Idaho code 63-902(9), the fact you do not receive a tax notice does not excuse you from paying taxes or late charge and interest for non-payment. In order for the tax bills to be sent to the proper individual it is necessary to officially transfer ownership with the county. The easiest way to transfer ownership is to use a local title company but it is not required. The following is information for transferring ownership without the assistance of a title company.

A "**Bill of Sale**" must be recorded with the Canyon County Recorder. The recording fee is \$15 for the first page and \$3 for each subsequent page. A Bill of Sale can be a simple hand-written statement of the transaction but must include:

- Legal Names of the buyer and seller
- Legal description and location of the hangar (obtained from the city "**Lease Agreement**")
- The buyer's mailing address
- Notarized signatures of both buyer and seller
- Must be the original document

This provides some proof that the seller is no longer responsible for the property, and that the buyer now has the rights of ownership. Without this, the new owner might be unable to sell the property later. Taxes are a lien against the property not the individual. Regardless of whose name the property is vested, taxes are due and payable and the property is subject to tax deed should they become 3 years delinquent.

How the taxes are split during a sale is negotiated between the buyer and seller. Typically, the taxes are estimated at the time of sale and the seller credits the buyer a pro-rated portion of this estimation at closing. The buyer would then use this credit towards paying the tax bill when it is due. An alternative is for the seller to make an early payment directly to the Treasurer instead of crediting the buyer. Whatever method of apportioning taxes between buyer and seller is agreed upon, tax bills will be mailed to the last owner of record. Idaho property taxes are billed at the end of the year. Taxes are due and payable by December 20<sup>th</sup> each year. Taxes may be paid in full or half. If the option to pay in halves is chosen, the first half must be paid by December 20 and a grace period is allowed for the second half which is due no later than June 20 of the following year. Advance payments may be accepted, please contact the Treasurer for your particular case.

*The information above is a brief overview and does not constitute legal advice. As always, consult your attorney for matters of legal advice.*

## County Offices

Office	Function	Location	Phone	Email
		111 N 11 <sup>th</sup> Ave, Caldwell		
Treasurer	Collects Property Taxes	Suite 240	454-7355	Treas@CanyonCo.org
Recorder	Records official Documents	Suite 330	454-7555	Recorderclerks@Canyonco.org
Assessor	Assesses value & Track Ownership	Suite 250	454-7444	AssessorDept@Canyonco.org

# CALDWELL AIRPORT GATE CARD APPLICATION

Usage fee \$30

Please fill out completely & legibly (print).

DATE \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Area code required:

HM PHONE (\_\_\_\_) \_\_\_\_\_ WK PHONE (\_\_\_\_) \_\_\_\_\_ CELL (\_\_\_\_) \_\_\_\_\_

E-MAIL (please print legibly) \_\_\_\_\_

Email address will only be used for airport or runway closure notices, bulletins & newsletters, etc.

**EMERGENCY CONTACT** (someone who would know how to reach you):

NAME \_\_\_\_\_ PHONE #(\_\_\_\_) \_\_\_\_\_

AIRMAN CERTIFICATE # \_\_\_\_\_ VEHICLE PLATE# \_\_\_\_\_

HANGAR ADDRESS / UNIQUE HANGAR #:

\_\_\_\_\_

**PURPOSE FOR NEEDING GATE CARD** (check one):

Hangar Owner \_\_\_\_ Renter (Sub-lessee) \_\_\_\_ Tie-down \_\_\_\_ Other \_\_\_\_ (explain below)

\_\_\_\_\_

AIRCRAFT N# \_\_\_\_\_ BASED AT CALDWELL AIRPORT? Yes / No

Name aircraft is registered under in FAA Registry: \_\_\_\_\_

AIRCRAFT N# \_\_\_\_\_ BASED AT CALDWELL AIRPORT? Yes / No

Name aircraft is registered under in FAA Registry: \_\_\_\_\_

**Note: There is a \$50 fee to replace lost gate cards.**

**\*Should you no longer need your gate card in the future, please return it to this office for deactivation & disposal. – Thank you!**

\_\_\_\_\_

**FOR INTERNAL USE ONLY:**

AMOUNT PAID \_\_\_\_\_ (\$30.00/card)

SAFETY BRIEFING? \_\_\_\_\_

CARD # \_\_\_\_\_ - \_\_\_\_\_

COPY OF ID? \_\_\_\_\_