

# MEMO

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<b>To:</b>	Blair Executive Airport Authority
<b>From:</b>	Heather Olson, Olsson
<b>RE:</b>	Rules and Regulations and Minimum Standards for Airport Activities: Recommendations for Chapter 8: Lease Process for Development and Implementation/Adoption of Construction Standards
<b>Date:</b>	February 12, 2026
<b>Project #:</b>	024-04730

The following provides guidance and recommendations for updates/modifications to **Chapter 8 of the Current Rules and Regulations and Minimum Standards for Airport Activities at the Blair Executive Airport dated December 18, 2018** and per modifications and edits during the Airport Building Review Committee meetings on December 17, 2025 and February 3, 2026.

The recommendations or modifications are shown in *blue italics*. Chapter 8 has been divided into two sections to address the different aspects of development at the airport.

**8.01 Lease Process for Development:** Guidance/clarification of the process for applicants interested in reserving hangar lots and leasing airport property for constructing a hangar. Providing and step by step process through the Airport Authority reviews, FAA, Washington County Planning Department, and State Fire Marshall, and survey requirements. In addition, the information provides additional details associated with the submittals and presentations required in both the preliminary and final phases for Lease establishment.

**8.02 Construction Standards for Development:** Summary of construction materials and standards associated with Site Development, Drainage, Pavement Design, Hangar Buildings, and Utility improvements.

## CHAPTER 8: LEASE PROCESS FOR DEVELOPMENT *AND CONSTRUCTION STANDARDS FOR DEVELOPMENT*

### 8.01 LEASE PROCESS FOR DEVELOPMENT

Any Airport Tenant, Airport Tenant Sub lessee, Commercial Tenant, Commercial Tenant Sub lessee, FBO or any other person or entity desiring to develop land or otherwise construct improvements on airport parcels or off airport parcels (for through the fence operations), or to improve existing buildings on either, shall follow the general outline of procedures provided for in this Chapter. The Blair Airport Authority may permit these procedures to take place in an order other than that listed below.

1. Lessee submits written request for lease (*Lot Reservation Form*) or access permit to the Airport Manager and makes application for a Business Franchise (if applicable). \*  
*\*see notes for further information.*
2. *Airport Manager reviews* site selection in accordance with the Airport Layout Plan and Comprehensive Development Plan. *Submittal to include a non-refundable deposit for review process and a refundable deposit to reserve a specific lot.*
  - a. *A non-refundable deposit of \$xx is required for plan review.*
  - b. *In addition, a refundable deposit equivalent to 10% of the lot fee is required to reserve a specific lot. Upon receipt of the deposit by the City of Blair, the lessee has 1 year to begin construction.*

*If lessee has not begun construction within the 1 year period, the deposit is waived and will not be refunded. The lessee then has the option to:*

- a) *Provide a second deposit equal to 10% of the lot fee to extend the period for 1 additional year,*
- b) *Provide a deposit equal to 10% of the lot fee for a different lot (if available), or*
- c) *Waive any claim/reservation secured by the initial deposit.*

*If adjacent infrastructure (taxilane) is not complete at the time of deposit, the 1 year time limit will be adjusted to begin on the date infrastructure is considered complete.*

*Upon completion of construction / grant of occupancy, the refundable deposit will be deducted from the lot fee which is due at that time.*

- c. *The Lot Reservation Form and deposit shall be submitted to the Airport Manager for review. Reservations will be prioritized on a 'first received' basis. If multiple reservations for the same lot are received on the same day, the Airport Authority may request further detailed information from the interested parties to determine which party will be granted the reservation. The Airport Authority will consider 'Highest and Best Use' in making a determination. This determination may be based on proposed size of hangar, type of aircraft housed, frequency of aircraft use, and/or other factors.*

*Hangar lots are 115' x 112.5' and accommodate a hangar size of 100' x 100' as shown on the BTA Airport Layout Plan. Any lot or hangar size adjustments require special review and coordination with adjacent lessees. Review and approval by the Airport Manager and Blair Airport Authority is required for any such changes and may impact the lease/reservation process.*

3. *Lessee / Airport Manager present proposal to Airport Authority for review.*
4. *Submittal of FAA form 7460-1 "Notice of Proposed Construction or Alteration" to Federal Aviation Administration (FAA) by Lessee, copy to Airport Manager.*
  - a. *Lessee to pay for costs associated with 7460-1 submittal to FAA.*
  - b. *Note to Lessee: FAAs review/approvals can take 60-90 days or more.*
5. *If preliminary review is approved by Airport Authority, Legal Counsel prepares draft lease.*
6. *Lessee prepares plans and specifications. All improvements on and off Airport property must conform to FAA, NDOT Aeronautics, Airport Authority Construction Standards, Washington County Planning and Zoning Department and State Fire Marshall regulations.*
7. *Submittal of plans and specifications to:*
  - a. *Washington County Planning Department*
  - b. *State Fire Marshall*
  - c. *Blair Airport Authority (7 sets).*
8. *Comments from Washington County Planning Department submitted to the Blair Airport Authority.*
9. *Review/negotiation of lease for "on" airport property and/or off airport access with lessee.*
10. *Receipt of FAA Comments - Form 7460-1 (required)*

11. Blair Airport Authority meets and approves or disapproves plan and specifications. Washington County *Planning Department, State Fire Marshall, NDOT Aeronautics, and/or FAA* comments considered. If disapproved, returned to lessee for revisions and resubmittal to Blair Airport Authority. Requirement to re-submit to *FAA, Washington County Planning Department and State Fire Marshall* determined by Airport Manager.
12. Airport Manager submits letter of approval of plans and specifications to lessee.
13. Final lease and Business Francise (if applicable) *application or off airport property access application* is approved by Blair Airport Authority.
14. *Upon approvals by Airport Authority, preparation of the Lease area boundary survey, legal description and drawing by Registered Surveyor licensed in Nebraska shall be completed. Lease documentation shall be recorded at Washington County.*
  - a. *Cost covered by applicant*
15. Lessee makes application for Building Permits with appropriate agency.
16. Building Permit(s) issued (*costs covered by applicant*).
  - a. *Airport Authority (City) – Special Inpsections Permit (paving/stormwater/utility)*
  - b. *Washington County Building Inspections Permit (building and footings)*
17. Construction Phase
18. *Leased area rebar/pins set in field by Registered Surveyor during/after construction.*
  - a. *Cost covered by applicant*
19. Issuance of Business Franchise *agreement per legal counsel direction.*

## **8.02 CONSTRUCTION STANDARDS FOR DEVELOPMENT**

*Plans and Specifications submittal shall comply with Blair Airport Authority, FAA, NDOT and , City of Omaha Standards and details as indicated below.*

### **SITE DEVELOPMENT AND DRAINAGE**

*Site plans shall be submitted depicting compliance with Blair Executive Airport overall site plan, including but not limited to building Finished Floor Elevations (FFE), drainage patterns before and after development and conformance to overall drainage on airport.*

### **PAVEMENT DESIGN STANDARDS: TAXIWAY/TAXILANE TYPICAL SECTION**

- *8-inch PCC (NDOT 603.02 47B-4000)*
- *6-inch Crushed Rock Aggregate Base Course (NDOT 305: Table 1033.08)*
- *12-inch Compacted Subgrade (NDOT 205)*

1. 8-inch PCC (NDOT 603.02 47B-4000 Portland Cement Concrete)
  - a. Cement shall consist of IPF, IS, IL, or IT
    - (1) If IPF cement is utilized ASR testing is not required.
    - (2) If IS, IL, or IT cement is utilized, Alkali Silica Reactivity (ASR) testing is required per current FAA standards.
  - b. The maximum water-cement ratio is 0.45
  - c. The minimum cementitious content per cubic yard of concrete is 564 pounds.
  - d. Concrete strength: 4,500 psi
  - e. Longitudinal and transverse joint layouts and associated rebar and joint types shall be based on FAA design standards and will be provided to Lessee by the Airport Authority.
  - f. *NDOT 603 joint sealant. Longitudinal and transverse joints in concrete pavement shall be sealed so that the joint is filled to approximately 1/8-inch below the top of the joint. Joint sealant shall meet FAA's current material standards.*
2. 6-inch Crushed Rock Aggregate Base Course (NDOT 305, Table 1033.08)
  - a. *Crushed Rock Aggregate Gradation shall be verified by the applicants Certified testing laboratory. Sieve analysis shall be submitted for review and approval prior to aggregate being delivered to the site.*
  - b. *Compaction and Moisture Content requirements: Applicants Certified testing laboratory and Geotechnical Engineer prepares standard proctor to identify soil properties. Submittal to Owner for review prior to implementation of testing parameters.*
  - c. *Compaction testing shall be completed as described in table below.*
3. 12-inch Compacted Subgrade (NDOT 205)
  - a. *Compaction and Moisture Content requirements: Applicants Certified testing laboratory and Geotechnical Engineer prepares standard proctor to identify soil properties. Submittal to Owner for review prior to implementation of testing parameters.*
  - b. *Compaction testing shall be completed as described in table below.*
4. Testing Frequency and Requirements:
  - a. *All required/referenced tests and retests shall be completed by an approved certified testing laboratory, and results shall be submitted to the Airport Authority for review and approvals. Cost bore by applicant.*

- b. *Compacted Subgrade Preparation: Each 8-inch lift, 2 density testing for each 300 square yards*
- c. *Aggregate Base Course: 2 tests for density and thickness for each 300 square yards of placement*
- d. *Concrete Placement: Testing unit equates to one days' pour or maximum of 500 square yard area. - All cylinders for testing compressive strength shall be 6" x 12". Each testing unit shall consist of 3 cylinders (2-28 Day results and 1-hold cylinder).*

<i>Areas of Fill Placement</i>	<i>Compaction Recommendation (ASTM D698-Standard Proctor)</i>	<i>Moisture Content (Percent of Optimum)</i>
<i>12" Prepared Subgrade (8-inch max lift)</i>	<i>98%</i>	<i>0 to +2 percent</i>
<i>6" Crushed Rock Aggregate Base Course</i>	<i>100%</i>	<i>-2 to +2 percent</i>
<i>Utility Trenches</i>	<i>98%</i>	<i>0 to +2 percent</i>
<i>Beneath Landscaped/Grass Areas</i>	<i>92%</i>	<i>As necessary to obtain density</i>

**HANGAR BUILDING STANDARDS**

- 1. *Building Structure: Pre-Engineered Metal Building and Roof Construction. Provide a complete, integrated set of metal building system manufacturer's standard mutually dependent components and assemblies that form a metal building system capable of withstanding structural and other loads, thermally induced movement, and exposure to weather without failure or infiltration of water into building interior (includes primary and secondary framing, metal roof panels, metal wall panels, and accessories). Associated footings and foundations designed by a Structural Engineer. IBC Design code as required by Washington County Planning Department.*
- 2. *Hangar Sizes and location: Compliance with Airport Layout Plan (ALP)*
  - a. *Corporate Hangar – minimum of 100 ft depth and as approved by Airport Authority prior to design and construction.*
  - b. *General Aviation – T-Hangars, # of bays as shown on ALP.*
  - c. *General Aviation - Box hangars minimum/maximum as shown on ALP or approved by Airport Authority.*





- (3) Lessee is responsible for service connection and maintenance to the sewer main.*
- 2. Storm sewer (Airport Owned):*
    - a. Coordination between adjacent lessees to minimize storm sewer piping within the shared utility corridors will be required.*
    - b. Connections to the existing storm sewer manhole structures located adjacent to hangars is required. Connections shall be completed by coring the structure and watertight connection methods.*
    - c. Private storm sewer piping may be concrete, HDPE, or PVC placed in aggregate bedding. Refer to City of Omaha standards for material requirements.*
  - 3. Water Service:*
    - a. Coordination with the Airport Authority is required for service tap off 4-inch line located along the airport property.*
    - b. Lessee is responsible for service connection and maintenance to the water service line. Refer to City of Omaha standards for material requirements.*
  - 4. Electrical – Coordination with the Airport Authority and local Electrical company to provide service to the lessee. Utility shall be installed in conduit.*
  - 5. Internet/Phone – Coordination with the Airport Authority and local Internet/Phone company to provide service to lessee. Utility shall be installed in conduit.*
  - 6. Propane/Gas –*
    - a. Coordination with Airport Authority is required.*
    - b. All private/individual tanks shall be buried and in compliance with State Fire Marshal and Washington County standards and setback requirements.*
    - c. Shared propane tanks may be beneficial to minimize site constraints. Coordination with adjacent Lessee is recommended.*