



## City of Richland Center

### Municipal Airport

28694 County Hwy B  
Sextonville, WI. 53584  
Cross Street: County Hwy B and Hwy 14



#### CITY OFFICES

#### MEMORANDUM

Web Site: [ci.richland-center.wi.us](http://ci.richland-center.wi.us)

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Superintendent  
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**Todd Fischer**  
Utility: Water Recycling  
Superintendent  
(608) 647-3917

DATE: June 1, 2005  
TO: \_\_\_\_\_  
FROM: Stephen Compton, Airport Manager

SUBJECT: Application to Build Hangers – Richland Center Municipal Airport

The process to alter, demo or build a new hanger or for that matter any structure on the Airport Grounds must receive several levels of review prior to action. This memorandum has been established to set out the necessary steps for an application approval. The Richland Center Municipal Airport has an established location for “Hangers” and T-Hangers for the Airport. A Copy of the Airport Layout Plan and the Area Terminal Plan can be obtained by contacting the Airport Manager.

**APPROVAL TIME:** The applicant should anticipate between three to four months for the approvals to be obtained.

**AIRPORT COMMITTEE:** Once the Airport Manager has the application documents the request will be placed on the next “Airport Committee Agenda” for review and consideration.

**APPLICATION:** Attached are the forms necessary for the Airport Manager to present information to the “Airport Committee” for review. Please complete these forms and return them to my office.

- A.) Letter of Interest: Describe your request in writing, describe utility needs.
- a. Land Lease Agreement
- B.) County Land Use Application (Filed by Airport Manager and Applicant/Agent)
- a. Cost to Remove or Construct = \$ 40.00 (Paid to County)
  - b. Building Inspection will be performed by the City Building Inspector under this application.
  - c. Site Plot Plan Drawing
  - d. Airport Hanger Plan Drawing (See Airport Mgr. for Airport Land Use Plan)
- C.) FAA Form 7460-1 (Notice of Proposed Construction or Alteration)
- a. This form is required for alteration and construction (Filed by Airport Manager and Applicant/Agent)

**PROCESS:** Once the Airport Committee reviews the applications and renders a positive decision, the FAA Form 7460 will be mailed off for review and approval. While waiting for the return of the FAA form the Airport Manager and Applicant/Builder will meet to review: Letter of Intent, County Land Use Application along with a copy of the FAA Form building plans, elevations.



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Additionally, copies of the applications will be provided to the City of Richland Center, Building Inspector.

The Airport Manager and Applicant/Builder will process through the County the “Land Use Application” other information as requested by the County Zoning Office. When the County issues the approved “Land Use” document to the Airport Manager and Applicant/Builder a Pre-Building meeting will be scheduled.

**SCHEDULING PRE-CONSTRUCTION / AIRPORT ACCESS:**

When all the application process has been approved, Applicant/Builder will meet with the Airport Manager and Building Inspector:

- Review “Utility Needs” (electric, water, waste water, other permits may be required from the local community).
- Review any fees or costs that are still required prior to construction work.
- Verify “Lease Agreement” and Walk the approved “Hanger” site.
- Review Set-Backs (Taxi way, roadways, overhead lines, property easements.
- Review Active Air Field – Taxi Way Access during construction.
- Go over process to request Building Inspections.

If you should have questions while you are going through this process I can be reached at (608) 647-4448.

Thank You

CITY OF RICHLAND CENTER

Stephen P. Compton  
City Administrator/Utility Manager  
Richland Center Municipal Airport Manager

