



## **HANGAR DEVELOPMENT PROCEDURES**

1. Pick hangar site with Walter Cathey Manager of General Aviation..
2. Write Letter to Walter Cathey with intentions. All items must be included in letter.
  - A) Airport and Site number
  - B) Name, Address, telephone numbers,
  - C) Statement of agreement of lease, covenants, and standards
  - D) What the hangar will be used for
  - E) Utilities required future and present
  - F) Size and height of hangar
  - G) Signature of Lessee
3. Submit two complete sets of prints. Prints will be submitted within 30-days of letter or letter will be null and void. Prints need to include all plans found in submittal requirements. (Design Guide and Construction Standards)
4. MSCAA will review development plans and provide tenant with comments from the review process.
5. MSCAA will submit plans to Tennessee Aeronautics Division for approval.
6. MSCAA will send tenant lease agreement for signature.
7. Tenant must return leases signed with a Certificate of Insurance that meets the coverages presented in the lease and names the Memphis-Shelby County Airport Authority as an additional insured.
8. Upon return of the signed lease and Certificate of Insurance the lease agreement will be presented to the Board of Commissioners for approval. The lease agreement has to be sign and returned before placed on the Board Agenda.
9. When all approvals are received tenant is to obtain a Certificate of Insurance from the general contractor that provides liability coverage for bodily injury and property damage in the amount of not less than one million dollars, combined single limit. The certificate is to list the Airport Authority as an additional insured.
10. Walter Cathey will provide tenant with notice to proceed with construction upon tenants required submittals.

11. Tenant is responsible for removal from the airport property all debris from construction. Airport trash containers are not to be used for construction debris. tenant will be charged for MSCAA employees having to remove debris form construction.
12. All constructions will be coordinated with Walter Cathey. (901-873-1768 or mobile 901-483-6623).
13. Question concerning lease agreement should be directed to Dan Koppen (901-922-8066)

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