



POLICY AND PROCEDURES

Winsted Municipal Airport Hangar Land Lease

The Winsted Airport Commission hereby establishes the following procedures to be followed when seeking to enter into a land lease with the City of Winsted Municipal Airport to erect a hangar for the sole purpose of aeronautic activity:

1. Said applicant shall request to the City of Winsted Clerk-Treasurer and Winsted Airport Commission their intent of acquiring a land lease to erect a hangar.
2. Applicant shall complete the enclosed application completely and thoroughly providing their full name, current address, last previous address, telephone number of residence and work. Name, address, and phone number of present employer.
3. The Applicant shall provide references to the City of Winsted Clerk-Treasurer to be used to verify employment status and credit of applicant.
4. Applicant shall submit for approval by the Winsted Airport Commission a completed City of Winsted Building Permit, two complete drawings and/or specifications of the proposed hangar. After approval by the Winsted Airport Commission, the application, plans, and/or specifications shall be submitted to the City of Winsted Building Inspector. After approval from the City Building Inspector, the following must be met before construction may begin:
 - a. Signed Lease with the City of Winsted by Lessee
5. The proposed tenant (lessee) shall not, in any way, allow any liens to be placed against the real estate or any improvements located on the real estate. In the event of same, the City of Winsted shall provide written notice and the Tenant shall have 60 days within which to remove any such mortgage or lien against the subject premises. If the same is not removed, the City of Winsted has the right to terminate the lease and obtain, at its option, possession of any improvements located on its real estate. The Tenant shall be responsible for any and all damages, including reasonable attorney fees and costs and disbursements incurred in Court in order for the City of Winsted to obtain clear title to the real estate and any improvements thereon. The Tenant shall hold the City of Winsted harmless and indemnify the City of Winsted for same in addition to being responsible for same.

6. The Winsted Airport Commission hereby establishes:
- a. Hangar shall be beige and or sand in color.
 - b. Hangar shall be erected on the next available site, established by the Winsted Airport Commission. In the event the next available site is not suitable, the Winsted Airport Commission may designate a suitable site, at its discretion, with approval of the City of Winsted Council. (In that circumstance, all utilities, site preparation, aprons and taxiways shall be the responsibility of the applicant)
 - c. All site preparation, including electrical and gas service to the building and the apron to the taxiway shall be costs to the applicant. All other electrical work must be done by a licensed electrician, and inspected by a State of Minnesota Electrical Inspector. The State of Minnesota Electrical Inspector may be contacted at (320) 275-2151.
 - d. The tenant (lessee) will provide in a reasonable amount of time, an apron of bituminous materials, from the tenant (lessee)'s hangar door to the taxiway. Said apron shall be a minimum of 12 feet, and maximum of 16 feet in width. Any apron over 16 feet in width will require permission from the Winsted Airport Commission prior to construction. All costs for the bituminous apron will be paid by the tenant (lessee). Any other apron material will be required to be approved by the Winsted Airport Commission and the City of Winsted Council.
 - e. During construction of the tenant (lessee)'s hangar, the tenant (lessee) is responsible for providing a roll-off dumpster to discard of all construction debris. When the hangar is finished, the tenant (lessee) is responsible for removing all construction debris found around or near the completed hangar.
 - f. Interior of the tenant (lessee)'s hangar requires a concrete floor, a minimum depth of 4 inches, costs to be born by the tenant (lessee). Finished floor must be completed prior to tenant (lessee)'s use.
 - g. The structure shall be inspected by the City of Winsted's Building Inspector during construction, and at the City's discretion. Any other required permits or inspections under the State of Minnesota Building Code are the responsibility of the tenant (lessee).
 - h. The City of Winsted requires the elevation of the finished floor to be no less than 6 inches, and more than 8 inches, above the elevation of the existing taxiway. This is the responsibility of the tenant and his/her contractor. Any damages done to City of Winsted property during construction, or any other time, (including underground utilities) will be costs born by the tenant (lessee). The tenant (lessee) is responsible for all drainage, back-filling, and landscaping around the newly constructed hangar.

- i. The City of Winsted will maintain the land adjacent to the buildings after construction has been completed. The tenant (lessee) shall at no time store anything outside of the hangar.
7. The tenant (lessee) shall be responsible for all clean up, damages to and adjacent property of the hangar area, during and after construction.
 8. The Winsted Airport Commission has the right to accept or reject any applicant.
 9. Upon approval by the Winsted Airport Commission, the tenant (lessee) shall have 90 days to begin construction, with completion of the hangar within 6 months. (Weather may factor into the completion date.)

The policy of the Winsted Airport Commission is to promote Aviation at the Winsted Municipal Airport, to establish actions, so as to progressively work with clients in a timely manner, and to provide aviation needs and make recommendations to the City of Winsted Council for continued improvements.

City of Winsted Administrator

Date

City of Winsted Mayor

Date

I, _____, have read the Policy and Procedures for the
(Please Print Name)
Winsted Municipal Airport Hangar Land Lease and agree to comply with all requirements and regulations as outlined in the above Policy and Procedures.

Applicant's Signature

Date



BANKING OR CREDIT CARD VERIFICATION

Winsted Municipal Airport

Please Complete the Following Information Accurately and Thoroughly:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Numbers: Home () _____ Work () _____

References:

Current Employer: _____

Contact: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Numbers: Work () _____ Fax () _____

Banking or Credit Card Verification

Name of Institution: _____

Contact: _____ Account Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Numbers: General () _____ Fax () _____

I, _____, give the City of Winsted permission to verify my
(Please Print Name)

employment status and credit. I have provided the City of Winsted with the necessary information to verify both my employment status and credit. Please provide the City of Winsted with the information they have requested.

Applicant's Signature

Date

Please return this application to the City of Winsted Administrator:

If you have any questions, please contact the Administrator at (320) 485-2366.

City of Winsted
201 – 1st Street North
P. O. Box 126
Winsted, MN 55395