

# *High River Regional Airport Limited*

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P.O. Box 5969, High River, Alberta, Canada T1V 1P6

Telephone (403) 601-1654

## **Lease Process**

This document is intended as a guide to interested parties and does not purport to cover every possible nuance or variation in the process that might be encountered.

## **Existing Hangar for Sale**

Existing buildings can be sold from one owner to another. The sub-lease associated with that building must transfer to the new owner with his agreement and all terms and conditions of the lease remain intact. Schedules for resetting of rates do not change when a hangar is sold. Nor does the expiry date of the lease. Permitted uses and obligations do not change upon an ownership change. The only way to revise the permitted uses of a hangar is to apply for a new development permit or variance to the existing permit. Material changes (eg- increase in square footage) to existing buildings require development and building permits.

## **New Lots for Development**

When an individual wishes to examine the possibility of acquiring a property for the purpose of erecting a new hangar there is a sequence of steps which must be followed:

1. Review the file here <http://www.flyhighriver.ca/pages/admin/leaseareas.shtml> describing lots on the airport.
2. Contact the executive to determine which lots are actually available. Development of the airport is an ongoing process so that availability can vary from time to time.
3. If an available lot is identified, an applicant must then submit an application for sub-lease which requires the approval of HRRAL, the MD administration and the Town administration. The application for sublease form is available here. <http://www.flyhighriver.ca/pages/admin/applicationforsublease.shtml>  
The application should be returned to HRRAL for processing.

4. Once the application for sub-lease has been signed by the applicant and HRRAL, the applicant is in a position to submit an application for a Development Permit to the MD of Foothills. There is a fee structure for this process as well. The type of development applied for will determine the permitted uses at the hangar in each case. In general, the development must be in compliance with the Area Structure Plan.

5. When the development permit is approved, an application for a building permit which will comply with the terms given in the development permit will be entertained by the municipality. At this stage, the process is no different from a development anywhere else in the municipality.

6. A lease is then required. HRRAL collects a frontage fee from each development at current rates. This frontage fee is payable prior to signing of a sub-lease. The funds from the frontage fee help to pay for the immediate area taxiway along with making a contribution to development of the airport as a whole.

Rates in the commercial and private areas are different because of differences in the physical requirements in the two areas. A copy of the standard lease is available in this here:

<http://www.flyhighriver.ca/pages/admin/leaseforms.shtml>

An applicant will also be required to pay a utility connection fee to carry the cost of the utility infrastructure that HRRAL has installed. We also have a lot prep fee, deposit and performance bond. Refer to the rate structure here;

<http://www.flyhighriver.ca/pages/admin/leaserates.shtml>

7. Applicants should understand that the airport is a special case of land use. Neighboring lands are encumbered with development limitations because of the airport's presence. The airport lands themselves are in what is called a Direct Control area wherein the Municipal Council can approve compliant (with the Area Structure Plan) applications without public hearings. Where council deems an application to be non-compliant with the Area Structure Plan they can and will call a public hearing.

8. There is a list of requirements imposed by HRRAL in the design and construction of hangars. It includes items such as outside finishing etc. It is available here; <http://www.flyhighriver.ca/pages/admin/buildingstandards.shtml>