

PROPOSAL PROCESS

OBJECT: The object of this paper is to advise those who may wish to construct a building or begin a business on the Aransas County Airport. It is not intended to be directive in nature as each case is unique in its own way, but is meant to provide a guide to the process.

GOVERNING DOCUMENTS: Aransas County Airport Rules and Regulations with Appendix, Minimum Operating Standards, and Airport Development Policy

DECISION MAKERS: Airport Advisory Board, Airport Manager and Aransas County Commissioners Court

THE PROCESS: The airport manager is available to offer advice, suggest timing, and appropriateness of documents. The Airport Advisory Board meets the first Wednesday of each month at 8:00 AM at the terminal building at the Aransas County Airport. There is a suggested template for such things as a private/corporate hangar proposal and an aviation service business proposal. If there is a different proposal then a document can be modified to meet the requirements for submission to the advisory board. An individual submitting a proposal will need to personally present the proposal to the board and be available to answer any questions.

Basically the proposal should fulfill the requirements laid out in the documents listed above. If an individual is requesting to do something different then he or she should explain why they are requesting such a difference and explain it to the board. The airport manager should be able to aid in these particular cases.

Once the proposal is complete the board can take one of three actions, deny, ask to redo or approve.

Board Decision:

If denied the individual may make his proposal directly to the Commissioners Court, however this will be done with the knowledge that the Airport Advisory Board has already denied the request.

If asked to redo, the airport manager will work with the proposing individual to prepare the proposal to meet the requirements of the board.

If the proposal is approved, the Board will request the manager to advertise for two weeks, the area avail for lease in the legal notices of the local newspaper. Once the deadline has passed the auditor will open the envelopes and present them.

The Airport Manager will then, coordinate with the court to place the proposal on the next Commissioners Court. The proposer should attend the scheduled court date in case of questions.

Court Decision:

The Court can deny.

The Court can ask for changes. If this happens the manager will work to answer questions or bring the proposal into compliance with the wishes of the Court.

The Court can approve and may request the manager to advertise, for two weeks, the area available for lease in the legal notices of the local newspaper. Once deadline has passed the auditor will open the envelopes and present them. The airport manager will then go back to the Court with the results and get formal final approval.

Follow-on Process:

The proposer will need to schedule the construction process, and procure the utilities desired.

The proposed tenant will contract for the survey and then submit the FAA Form 7460, which is the approval form required by the FAA for airport construction. The Airport Manager will assist with the process of filing FAA Form 7460 with the appropriate authorities. The lease will be drawn up and the beginning date will be worked out between the beginning of construction or the date of approval from the court. In no event will construction commence prior to approval from FAA or TxDot.

Timing:

This process can take from 2-6 months depending upon timing with schedules. The FAA approval can take 2-3 months in itself. The airport manager will work to make this process easy.

Final Word:

Each proposal is unique and the Board and the Court have the right to judge each in its own light.

