REQUIRED SUBMITTAL FOR A REQUEST FOR RELEASE OF AIRPORT PROPERTY

FAA requires the following:

- Letter to FAA addressing the following:

  1) List all obligating agreements with the United States
  2) Type of release or modification requested
  3) Reasons for requesting the release
  4) The facts and circumstances that justify the request
  5) The requirements of state or local law, which must be included in any approval document
  6) A description of the property
  7) A description of how the sponsor acquired the property
  8) The present condition and use of the property
  9) The expected use of disposition of the property
  10) The fair market value of the property
  11) Discussion of lease vs. sale of the property
  12) Proceeds expected as a result of the release and the expected use of revenues derived
  13) Describe any intangible benefits and the merits of the application as an offset against the fair market value of the property. Any non-aviation interest of the sponsor of the surrounding community does not constitute a benefit resulting from a release.
  14) The airport's source and application of funds for the preceding 3 years
  15) Future sources and application of funds needed for continued operation and maintenance of the airport
  16) The financial capability and intent to accomplish airport included in the current ALP
  17) An environmental review of the anticipated development on the property to be released.
  18) FAA Form 7460-1

- Exhibits to accompany the request:

  1) A scaled drawing showing all airport property and facilities obligated for airport purposes
  2) Appraisal report
  3) Revised ALP and Exhibit "A" Property Map
  4) Height data computations
  5) A Deed of Release, if applicable
  6) Copy of proposed conveyance instrument (lease or deed)

- Expected timeline (cumulative):

  FAA review (Compliance Specialist, Airport Planner & Environmental Specialist) – 30 days
  FAA Publication in Federal Register – 90 days
  FAA approval – 120 days