



**APPENDIX A: FROM THE GENERAL AVIATION LEASING/RENTS AND
FEES POLICY**

A-3. County Improvement Leasing Policy (Hangar Leasing Policy)

Application – Any person or entity seeking an Agreement to use a County owned Hangar (Applicant) for non-commercial purposes shall complete and submit a Hangar Lessee Application (Application) to the Airport Manager and pay a non-refundable processing fee (as stipulated in the Airport’s Rents and Fees Schedule).

The Applicant will be provided, upon initial application, with diagrams, dimensions, and monthly rent of existing Hangars. From this information, Applicant shall specify the acceptable Hangar(s). It is the sole responsibility of the Applicant to ensure the Hangar(s) selected will properly accommodate Applicant’s Aircraft. While on the Hangar Waiting List, if the Applicant’s Hangar size requirements change, it is the sole responsibility of the Applicant to advise the Airport management office of this change prior to being offered a Hangar.

- Aircraft compatibility with available Hangar will be determined by the Airport Manager for the purpose of matching Aircraft and Hangar size to the maximum extent practicable.
- Upon receipt of the completed Application and processing fee, the applicant will be placed in the last position on the Hangar Waiting List (if applicable).
- To be removed from the Hangar Waiting List, the Applicant shall notify the Airport Manager in writing. If an Applicant is desirous of reapplying, the Applicant shall apply in accordance with this Section and be placed in the last position on the Hangar Waiting List.

Deposit Required – A \$200 non-interest bearing deposit will be required from all Applicants occupying positions 1 through 10 on the Hangar Waiting List (Hangar Waiting List Deposit). If the Hangar Waiting List Deposit was not required at the time the Application was submitted because of the length of the Hangar Waiting List, Airport management will notify the Applicant once the Application is in position 1 through 10 of the Hangar Waiting List using the email and telephone number provided in the Application. If the Hangar Waiting List Deposit is not received within 20 calendar days of receiving this notice, Applicant’s name will be removed from the Hangar Waiting List.

Notification of Hangar Availability – When a County Hangar becomes available, the County shall contact the Applicant (via email and/or phone) in the first position on the Hangar Waiting List who has specified that size Hangar.

- It is the Applicant’s sole responsibility to keep a current email address and telephone number on file with the County.

Upon receipt of notification of Hangar availability, the Applicant shall respond to the County within 10 calendar days in one of the following ways:

- Accept the available Hangar, execute a Non-Commercial Aircraft Hangar Agreement, and begin using and/or occupying the Hangar. Any Hangar Waiting List Deposit shall be applied towards the rental for the first month of tenancy. As a security deposit, the equivalent of one month’s rent is due at the time of lease execution;
- Decline the available Hangar and move to number 10 (or the last position, whichever is less) of the Hangar Waiting List; or



- Decline the available Hangar and request to be removed from the Hangar Waiting List, at which time any deposits will be refunded to the Applicant.

If the Applicant does not respond to the County within 10 calendar days, the Applicant shall not be eligible to lease the available Hangar and the County shall contact the Applicant in the next position on the Hangar Waiting List and so on. A non-response to a notice of availability will result in the Applicant being moved to the last position on the Hangar Waiting List.

In the event an Applicant fails to respond to three consecutive Hangar offerings, the Applicant shall be removed from the Hangar Waiting List and the Applicant's deposit shall be forfeited to the County.

Assignment of Hangar Without Aircraft Ownership – A Hangar shall not be used and/or occupied unless the Aircraft is owned, leased, and/or operated by (under the full and exclusive control of) the Applicant and evidence is provided to the County within 14 business days from the date of accepting the available Hangar. If the Applicant fails to provide the required evidence, the Non-Commercial Aircraft Hangar Agreement shall be immediately terminated, the Applicant shall be removed from the Hangar Waiting List, and the Hangar Waiting List Deposit shall be forfeited to the County.

- In the event of intent to purchase or lease, proof of ownership or lease must be received no later than 120 calendar days from the date of Hangar assignment. Failure to do so will result in eviction from the Hangar and loss of position in the Hangar Waiting List.

Certificates of Insurance shall be delivered to the County consistent with the Non-Commercial Aircraft Hangar Agreement.

Change of Ownership/Lease of Aircraft – If, during occupancy of a County owned Hangar, a tenant sells or otherwise disposes of the Aircraft, occupation of the Hangar may continue provided the tenant indicates an intent to obtain a replacement Aircraft. Unless approved in writing by the Airport Manager, "empty hangar" occupancy shall not continue for more than 60 calendar days from the sale date of previously-owned Aircraft occupying the Hangar. Proof of ownership/lease and insurance for the replacement Aircraft shall be provided to the Airport Manager prior to Aircraft occupancy. Subleasing is not permitted and will result in immediate termination of the Non-Commercial Aircraft Hangar Agreement and the tenant's deposit shall be forfeited to the County.

Aircraft Partnership – Each Aircraft partner shall provide proof of ownership, bonafide partnership agreement, or lease and proof of liability insurance coverage to the satisfaction of the Airport Manager.

Hangar Interest Transfer – Lessee may not transfer interest in the Hangar to an Aircraft partner within two years of the date of an approved Aircraft partnership agreement on file with the County.

Hangar Occupation as Contingency for Aircraft Sale – The sale of any Aircraft, contingent upon the continued use of any Hangar, is not permitted. At the time of purchase, the new owner of the Aircraft must vacate the Hangar.

Vacating a Hangar – Lessee shall provide written notice to the County no less than 30 calendar days prior to vacating a Hangar. Failure to provide at least 30 days' notice may result in the County withholding the Applicant's security deposit.

Hangar Trades – Lessees may elect to trade Hangars, if mutually agreed and subject to obtaining the prior written consent of the Airport Manager, in accordance with the following requirements:

- Each Lessee is in full compliance with the Non-Commercial Aircraft Hangar Agreement.



- Each Lessee must have used and/or occupied the Hangar for a period of not less than 30 calendar days.
- Prior written notification shall be provided to the Airport Manager at least 30 calendar days prior to the proposed trade date.

Hangar trades will commence on the first day of the month.

Non-Airworthy Aircraft – The Airport Manager may assign a Hangar to an entity with a permitted non-airworthy Aircraft for up to 18 months. The County requires the following documentation to allow occupancy beyond the 18-month period:

- A valid airworthiness certificate meeting all Legal Requirements.
- A copy or affidavit of an “annual inspection” verifying airworthiness.

Note: The Airport Manager may extend the 18-month period if there are existing Hangar vacancies.

The County may allow a Lessee to commence a construction project on a permitted Aircraft and retain possession of the Hangar for up to three years under the following conditions:

- Tenant must demonstrate construction progress to the Airport Manager 3 months after the date of lease execution and every 6 months thereafter.
- Prior written permission for the Aircraft construction project has been granted by the Airport Manager.
- Lessee is in full compliance with PMCDs and Legal Requirements.
- Lessee provides a copy of an FAA airworthiness certificate before the end of the three-year period.
- A copy or affidavit of an “annual inspection” verifying airworthiness