

# **Leesburg Executive Airport**

## **Hangar Waiting List Policy**

**DRAFT**

The Town of Leesburg leases 46 T-hangars and 11 Corporate Box Hangars at the Leesburg Executive Airport. When demand for hangars exceeds supply, the Hangar Wait List is a list of prospective hangar tenants based on the hangar requirements. This policy is applicable only to Town-owned hangars. There are four separate waiting lists at the Leesburg Executive Airport for the various size hangars:

<b>Hangar</b>	<b>Size</b>	<b>Features</b>	<b>Rent</b>
North T-Hangar	47.6'W x 41'D x 14'H	Electricity Included	\$550.00 per month
South T-Hangar	44.6'W x 42'D x 14'H	Electricity Included	\$550.00 per month
North Corporate Hangar	64.6'W x 60'D x 18'H	Heated with Restrooms Utilities not included	\$2,200 per month
South Corporate Hangar	55.6'W x 52'D x 16'H	Electricity Included	\$1,800 per month

### Eligibility

1. Hangars are intended for use by individuals, partnerships or corporations that own, or have under exclusive lease, of one (1) or more aircraft. Since the Federal Aviation Acts of 1958, Section 501, requires that aircraft be registered in the name of its owner, the FAA Aircraft Registration Certificate is recognized as the single document giving the best indication of ownership and is required to establish eligibility before an aircraft storage space is occupied. A copy of an Aircraft Bill of Sale and an application for Aircraft Registration, which have been submitted, to the FAA, will satisfy this requirement for a period of sixty (60) days after purchase of the aircraft. If the aircraft is leased, a copy of the lease reflecting exclusive possession by the lessee shall be submitted for review to the Airport Manager.
2. The Premises shall be occupied and used exclusively for the storage of aircraft and no commercial activity shall be conducted by the applicant within Town-owned hangars. Aircraft used for timed rental on lease back, or owned by an approved FBO License holder, may lease Town-owned hangars for aircraft storage purposes.

### Wait List Application Procedure

1. To join a hangar waiting list, an application and deposit check made to the Town of Leesburg may be sent to the airport administration office at 1001 Sycolin Road SE, Leesburg, VA 20175. Applications are available online at <http://www.leesburgva.gov/government/departments/airport/hangar-tie-down-rentals>. When the application is completed, signed, and deposit is received at the Airport office, the date of receipt shall be entered.
2. Applicants may appear on one or more lists at the same time.
3. A refundable deposit of \$550 and a non-refundable \$100 application fee is required to join one or several waiting lists. Wait list deposits are refundable at the applicant's request to be removed from the list or may be applied toward the hangar lease deposit. Applicant will be removed from waiting list(s) and deposit refunded under the following conditions:

- a. Failure to renew application when requested by the Airport office;
- b. Failure to respond to notification of hangar availability after 72 hours;
- c. Failure to provide current address and phone number; and/or
- d. At the applicant's request.

#### Hangar Assignments

4. An applicant's priority is determined chronologically by the date and time the application is received. As a hangar becomes available, every effort shall be made to contact the top position of the list by email and telephone.
  - a. A "not interested" response, non-contact, or failure to respond within 72 hours will be considered a Decline.
  - b. Each Hangar applicant is permitted one Decline for size of hangar on application and will remain at the top of that list.
  - c. After the second Decline, the applicant will be removed that particular Hangar Waiting List. If after the second Decline, the applicant requests to remain on the waiting list his or her position will move to the bottom of the list.
5. Positions on the Hangar Waiting List shall not be transferred, traded, or sold.
6. Current tenants, with a valid hangar lease, who are displaced or will be displaced due to existing or future demolition, will have priority on the hangar list of their choice.
7. Fixed base operators may not acquire tie-down or T-hangar space by placing their name on a waiting list.
8. Future Development. In the event that the airport constructs, operates and administers additional hangars of a similar size and type as those identified in this policy, the waiting list established under this policy will be used to assign that hangar space. The airport reserves the option to request, in advance of construction commencement, up to 6 months of advance rent from those highest priority persons on the wait list. This advanced rent may be refunded to the person upon request prior to signing a hangar lease agreement. In the event that the Airport constructs hangars of a substantially different size or type, an alternate system to allocate those facilities will be developed at that time.

#### Hangar Sub-share

1. The Town permits shared occupancy of a single hangar when, because of the size of the hangar and the size of the tenant's aircraft, it is possible to place two aircraft in the hangar at the same time. Sub-share arrangements are only initiated at the request of the tenant of record. Sub-share tenants may or may not be selected from the hangar waiting list.
2. The Town will invoice only the primary hangar lessee who is responsible for compliance with the terms of the hangar lease agreement.
3. The primary lessee of the hangar is permitted to share space with another aircraft owner provided:
  - a. The primary lessee maintains ownership or exclusive lease of an aircraft stored within the hangar.
  - b. The sub-share tenant signs a dual occupancy hangar permit.
  - c. The sub-share tenant provides proof of required insurance coverage to the airport manager's office.
  - d. The primary lessee shall not profit from the hangar share permit. Payments from the sub-share tenant to the primary lessee shall not exceed the total rent of the hangar.
4. The sub-share tenant is responsible for observing the most current Airport Rules, Regulations, and Minimum Standards.