

## **TIE-DOWN WAITING LIST POLICY**

Leesburg Executive Airport maintains an aircraft tie-down waiting list for interested parties. A request to be placed on the list must be made in writing, using the tie-down waiting list form available at [www.leesburgva.org/departments/airport](http://www.leesburgva.org/departments/airport)

A deposit fee of \$100.00 is required at the time of registration. The deposit fee will be applied to the first months' rent.

**Please mail the registration form and deposit check, made payable to the Town of Leesburg, to Leesburg Executive Airport, 1001 Sycolin Road Suite 7, Leesburg, VA. 20175, attention: Jackie Seipel.**

### **Tie-Down Waiting List - Space Allocation**

The airport administration maintains two (2) separate tie-down waiting lists – one (1) for commercial tenants\*, and one (1) for individual aircraft owners.

Allocation of available tie-down spaces will alternate between the two (2) waiting lists.

If the available tie-down space is declined, the available tie-down space will be offered to the next person on that list.

If you should decline a space when offered, your name will be placed at the bottom of the list or removed at your request. If you wish to have your name removed from the list, at any time, the entire amount of your deposit will be refunded.

When a tie-down space is offered, you will be notified in writing via US mail. You will have 5 business days, from date of receipt, to accept or decline the space offered.

It is your responsibility to advise airport staff of any changes to your contact information.

\*Commercial tenants are initially allocated the number of tie-down spaces required by the terms of their lease. All commercial tenants are required to hold a Town of Leesburg business license, and FBO license.