

# CONCORD-PADGETT REGIONAL AIRPORT

## HANGAR WAITING POLICY

Concord-Padgett Regional Airport (the "Airport") maintains a waiting list for those who wish to lease box hangar, t-hangar space or hangar-in-common space from the Airport for aircraft storage. This policy is designed to provide a simple and fair process for aircraft owners placed on the waiting list. It is mandatory to be on the waiting list in order to lease a box or t-hangar or space in a hangar-in-common.

1. **Vacant hangars will be offered to persons on the hangar waiting list.** For a person to be on the hangar waiting list they shall do the following:

**A. Complete a hangar request application with the Aviation Director.**

Applicants are solely responsible for maintaining a current address, email and telephone number on the application submitted to the Airport.

**B. Pay the hangar deposit fee.**

1. All persons on the hangar waiting list shall make a deposit equal to the first month's rent for the requested hangar size.
2. The hangar deposit shall be held and returned to Applicant at the termination of any lease entered into with the Airport. The hangar deposit will be refunded if an Applicant removes its name from the hangar waiting list.

**C. Stipulate the hangar size(s) desired.**

Applicants shall state the size of hangar that they desire to lease. The hangar requested shall be appropriate for the size and type of aircraft to be stored in the hangar and the Airport retains the sole and absolute right to determine the appropriate hangar size in the event of any dispute or disagreement. Hangar size preference can be changed at any time by filing a written request with the Airport Director via mail or email and paying any change in the deposit. An Applicant changing the size of the hangar requested shall be placed on the waiting list for the new hangar as of the date of the requested change.

2. **Position on the waiting list.**

**A. Individuals on current waiting list as of November 1, 2020.**

The Hangar Request Application shall be sent to all persons on the current hangar waiting list as of November 1, 2020. Persons on the current waiting list will be required to complete the Hangar Request Application and return it within ten (10) days of delivery. Failure to return the completed Hangar Request Application will result in removal from the hangar waiting list. Individuals who are on the waiting list as of November 1, 2020, and who return the completed Hangar Request Application shall retain their current place on the waiting list.

**B. New applications.**

Positions on the waiting list after November 1, 2020 shall be determined by the date and time the Hangar Request Application is received at the office of the Airport Director. A copy of the accepted hangar Request Application shall be provided to the applicant as a receipt.

**C. Exception for existing tenants.**

Applicants should be aware that existing hangar tenants who request to trade hangars within the same size category must complete a Hangar Request Application. The Airport Director shall place existing tenant applicants in the first position on the waiting list for the same size hangar. For example, a tenant applicant who currently lease an “A” size hangar but wants a different “A” size hangar will be placed at the top of the waiting list for “A” hangars. Tenant applicants are subject to the same rules with respect to notification and “Pass-Overs.” If there are multiple existing tenants who request to trade hangars, then they shall be offered the opportunity to trade hangars in the order in which their Hangar Request Applications were received.

**D. Notification of position on waiting list.**

Whenever the top position on the waiting list is vacated the next person on the waiting list shall be notified of their position at the top of the waiting list.

**E. Transfer of Positions.**

Positions on the waiting list shall not be transferred, traded, assigned, gifted or sold. Any applicant found to have engaged in such activity shall have their name removed from the waiting list and shall forfeit their deposit.

**F. Restoration to hangar waiting list.**

Any person removed from the hangar waiting list may restore their name to the bottom of the waiting list by filling out a new Hangar Request Application and paying a new hangar deposit fee.

**3. Assignment of hangars.**

**A. Hangar offers.**

When a hangar matching the size requested by the applicant becomes available an offer notification will be made by the Airport Director. Hangar offers shall be made chronologically (oldest date/time to the most recent). The hangar offer shall be made by email and by phone.

**B. Acceptance of offer.**

The applicant must reply in the affirmative within three (3) days of the date of the hangar offer is made to the applicant. The applicant must have an airworthy aircraft registered to the applicant in the hangar within ninety (90) days from the date the Airport Director received the applicant’s acceptance of the hangar offer. Failure to have an airworthy aircraft registered to the applicant in the hangar within ninety (90) days of acceptance of the hangar offer shall result in termination of any lease or rental agreement and removal from the hangar waiting list. A person who leases a hangar for the purpose of constructing an aircraft shall begin construction of the aircraft within

thirty (30) days of entering into a lease and shall complete the construction of the aircraft within the time frames set forth in the lease agreement.

**C. Failure to respond of refusal of hangar offer.**

An applicant's failure to respond to the hangar offer within three (3) days of notification, the inability of the Airport Director to contact the applicant using the contact information supplied by applicant, or an applicant's refusal of the hangar offer, shall be considered a "Pass-Over" and the next person on the waiting list shall be contacted and offered the hangar. Each applicant is permitted two "Pass-Overs" for the size hangar listed on their application without losing their place on the hangar waiting list. After the third "Pass-Over" the applicant's name will be placed at the bottom of the waiting list.

**4. Miscellaneous.**

A. The Airport shall apply this policy to all applicants without regard to race, color, sex, religion, national origin, or disability.

B. The Applicant agrees that it will abide by all terms and conditions of any lease agreement as well as the Rules and Regulations of the Airport. The terms of the lease shall be determined in the sole and absolute discretion of the Airport. The Airport is not under any binding obligation to enter into a lease with the Applicant and Applicant has no right to demand a lease.

C. The information supplied in the application is subject to North Carolina's Public Records Law. If there is a legislatively created exemption which makes your contact information confidential and not subject to disclosure, please state the reason: \_\_\_\_\_

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D. The Airport reserves the absolute right at any time to unilaterally terminate or otherwise modify this policy and refund the deposit with no further rights or obligations or damages.

**HANGAR REQUEST APPLICATION**

**APPLICANT**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**HANGAR SIZE**

REQUESTED SIZE/TYPE OF HANGAR: \_\_\_\_\_

**It is the applicant's responsibility to keep the Airport notified of any changes in the information in this application. I have read, understand and acknowledge the Hangar Wait List Policy. I agree that the Airport Director may remove me from the waiting list if I fail to maintain correct contact information or if I am not in good standing with Airport. I understand that this application is a public record and that this application and the information contained in it may be disclosed by the Airport.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Applicant offered hangar # \_\_\_\_\_ on \_\_\_\_\_ Declined \_\_\_ Accepted \_\_\_ No Response \_\_\_

Applicant offered hangar # \_\_\_\_\_ on \_\_\_\_\_ Declined \_\_\_ Accepted \_\_\_ No Response \_\_\_

Applicant offered hangar # \_\_\_\_\_ on \_\_\_\_\_ Declined \_\_\_ Accepted \_\_\_ No Response \_\_\_