

PRESCOTT MUNICIPAL AIRPORT HANGAR WAITING LIST POLICY

OBJECTIVE: To provide all individuals who desire to hangar their aircraft at the Prescott Airport with a reservation process that is fair, appropriate to their needs, easy to understand and easy to administer.

GUIDELINES

DEFINITION OF APPLICANT:

For purposes of these guidelines, an applicant is defined as an individual, a partnership, a corporation, or any other legally constituted entity.

HANGAR GROUPS:

The hangar waiting lists maintained at Prescott Airport are comprised of five (5) Lists. An applicant's priority number shall be determined by the date and time a completed application is presented to the Airport Administrative Office.

List 1: Large Hangars

List 2: Standard "T" Hangars

List 3: Shade "T" Hangars

List 4: Tie Downs (when required)

List 5: Commercial Hangars (when required)

MULTIPLE WAITING LISTS AND RESERVATIONS:

Any person interested in reserving a position on the waiting lists can do so for one or more listings.

WAITING LIST AND RESERVATION PROCESS:

1. Waiting list reservations will be accepted electronically, in person or through the mail. Telephone or facsimile (fax) applications will not be accepted. The applicant will select the list or lists of hangars for which a reservation(s) is requested. Applications will be accepted on a first come, first serve basis.
2. The Application shall include current mailing address, telephone numbers, email address, and aircraft information. If a partnership or corporation is intending to be the Lessee, all partner's names and/or corporate name shall be listed on the application. Waiting list applicants are also required to select the size and type of hangar needed as identified on the wait list application. Individuals on the waiting list are responsible for keeping their mailing address and contact information current at all times.
3. A deposit is required for all wait list applications and for each list. The refundable portion of the deposit will be applied to the first month's rental payment once the applicant is placed in a hangar. Applicant's being placed on more than one list may apply any additional deposits to the first month's rental payment for a space that becomes available, unless they choose to maintain their position on the other list(s).

UPDATING THE WAITING LISTS

The Airport staff will periodically update the waiting lists to ensure the accuracy of the contact information and documentation for each applicant. Applicants who fail to respond or who do not

provide the required documentation to the airport office within thirty (30) days of the notice being sent will be removed from the applicable list. Their waiting list deposit shall be forfeited and they shall have no right to be reinstated in the same position on the list. Notifications will be sent via certified mail and failure of the applicant to receive this notification shall not be considered justification for reinstatement.

POSTING THE LISTS

The waiting lists will be posted in the Airport Administration lobby and updated periodically.

NOTIFICATION OF HANGAR AVAILABILITY:

1. Once a hangar becomes available, an applicant will be contacted by telephone and/or email only. The Airport Office will attempt three times over five (5) business days to contact an applicant or designee. If no contact is made, then the applicant will be placed in the last position on the waiting lists for that specific hangar list.
2. Once contacted, applicants will have five (5) business days following the date of contact to execute a rental agreement with the Prescott Municipal Airport. Failure to submit the executed rental agreement within this time frame will forfeit the available occupancy and the applicant will be placed in the last position on the waiting list for that specific list.
3. Applicant must have an aircraft registered with the FAA within 90 days from the date of the execution of the hangar rental agreement. Failure to have an aircraft within 90 days of acquiring the hangar will result in:
 - a. Termination of the rental agreement and removal from the hangar.
 - b. Persons removed from the hangar waiting list may restore their names to the bottom of the waiting List by making a new application and deposit.

CONTINUATION ON A WAITING LIST AFTER ACCEPTANCE OF A HANGAR:

Applicants can reserve up to two positions in each of the lists. Acceptance of a hangar in one list does not eliminate positions reserved in other hangar listings. Those positions can be maintained subject to the payment of the required deposit.

REFUSAL TO ACCEPT AVAILABLE HANGAR

In the event an applicant refuses a hangar when it becomes available, that applicant's position on the hangar list will be moved to the last available position. An Applicant that has been dropped to the last position on one waiting list as a result of refusing occupancy/lack of contact of an available hangar can still maintain their ranking on the waiting lists of other hangar lists. An individual who refuses a hangar or does not contact the administrative office in regards to an available hangar can be moved to the bottom of list two (2) times. On the third unsuccessful attempt for placement, the individual will be removed from the list and their deposit forfeited.

SIZE REQUIREMENT

Applicants can only apply for a hangar list in which their aircraft will fit fully assembled.

LARGE HANGARS:

Large and Executive hangars are specifically designed to store twin engine aircraft, cabin class, large single engine aircraft or multiple aircraft owned by the same aircraft owned by the same individual, partnership corporation, and any other legally constituted entity. Reservations for these groupings will be limited to these types of aircraft.

PROOF OF OWNERSHIP:

Applications will be accepted from individuals who do not own an aircraft provided that at the time a hangar is available for occupancy, the applicant must demonstrate, within 90 days, proof of ownership/lease/ or rights to maintain or operate (verifiable) the aircraft. All aircraft must be registered with the FAA.

FALSIFICATION OR OMISSIONS:

Any falsification, misstatement, or omission of material facts related to the applicant and/or the application will be grounds for removal from all waiting lists.

Note:

Your position on the hangar waiting list can be checked on the bulletin board located in the Airport Administration Building:

6546 Crystal Lane
Prescott, AZ 86301