

Airport Authority Hangar Waitlist Policy

Effective: 11/08/2021



The Fairfield County Airport maintains a waiting list for those who wish to lease “box” or “T-hangar” space. Vacant space is first offered to applicants on the waiting list. This policy is designed to provide a simple and fair process for aircraft owners to be placed on the waiting list. It is mandatory to be on the waiting list to lease a hangar at LHQ.

1. All parties interested in a hangar must fill out an application (attached). It is the responsibility of the applicant to keep this information current with the airport administration. If a specific hangar, hangar type, or hangar rental rate is desired it **MUST** be included in the initial request.
2. The application must include the FAA registration of the aircraft to be based in the Hangar.
3. During times of great demand, more than 10 persons on the wait list, a deposit for the requested hangar type will be required to join the wait list. The amount of the deposit will be equal to the first month’s rent of the desired hangar. The deposit can be refunded at anytime when the request is made to the Airport Manager to be removed from the list. Refund will be processed by the County as fast as possible. When a lease is completed, this amount will be applied to the deposit. If the available leased hangar deposit is less or more, the amount will be applied to the first month’s rent.
4. Position on the waiting list will be determined by the date and time of the request, except in cases where an existing tenant is asked or required to vacate an existing hangar at the request of the County or airport manager for demolition, repair, or any reason other than eviction. In such a case, the tenant may be placed on the waiting list using the date of their original lease agreement.
5. When a hangar becomes available, the individuals at the top of the appropriate waiting list will receive notification of availability. Offers shall be made chronologically (oldest to newest). The offer will be made by e-mail and by phone. Individuals must respond to the offer made within three (3) business days. A “pass” response or failure to respond in 3 business days will be considered a decline.
6. If the individual is interested in leasing the hangar offered, the airport will begin the lease contract signing phase of the process. A valid lease must be signed within fifteen (15) days of the original notification. Failure to sign a valid lease contract will be considered a decline.

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7. An airport representative will attempt to contact individuals on the list by way of one (1) telephone call and one (1) e-mail. No response will be considered a declination. Each applicant is permitted one (1) refusal or pass-over. Upon the second refusal, applicant will be moved to the bottom of the list. Subsequent refusals will result in removal from the waiting list. Individuals will be contacted by one (1) telephone call and one (1) e-mail notification prior to removal from the waiting list. Anybody removed from the waiting list may restore their name to the bottom of the list by contacting airport administration.

The Airport Manager will keep the wait list up to date and will be organized by date the application was fully completed. This will include deposit in peak demand times.

Upon completion of a lease the Airport Manager will submit to the Authority Secretary that the aircraft is now based at Fairfield County using the www.basedaircraft.com website. This benefits both the tenant and the airport and is strongly recommended.

The Airport Manager will include the wait list with the monthly board report.

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Applicant, by signature hereon, acknowledges receipt of a copy of the waiting list policy and the lease currently used by the Airport Authority. The date this application, and deposit if required, is received by the Airport Manager is the date of the applicant's placement on the waiting list.

Applicant agrees and understands that the airport will not rent a hangar to any applicant who does not own an aircraft at the time the lease is offered. Applicant agrees and understands the name and the registered owner's name on the aircraft must be the same. Applicant agrees and understands that this agreement is not transferrable.

Applicant Information

Applicant's Name (Please Print) _____

Address _____

City _____

State _____

Zip Code _____

Home Phone _____ Cell or Work Phone _____ Email Address _____

Aircraft Information: (please check one)

Applicant does not own an aircraft

☐

Applicant owns the following aircraft

☐

Hangar Type/Building desired: _____

Aircraft make and model: _____

FAA Registration (Tail Number): _____

Deposit Collected: \$ _____

Print _____

Sign _____

Date _____

Airport Manager

1. Date received: _____

2. Deposit collected date: _____

3. Aircraft Classification: _____

4. Proof of Ownership: _____

Comments: _____

Print _____

Sign _____

Date _____