



WINCHESTER REGIONAL AIRPORT AUTHORITY HANGAR WAITING LIST POLICY

This policy is applicable to the Authority-owned T-hangars at the Winchester Regional Airport and supersedes any previous policy, understanding, or agreement on the topic. This policy is subordinate to the Winchester Regional Airport Rules and Regulations and Minimum Standards, which may be amended from time to time. The Authority maintains three separate waiting lists for the various T-hangars:

Hangars	Units	Dimensions
A	#1 – 20	35'W x 32'D x 12'H
B	#21- 30	44'6"W x 42'D x 14'H
C	#31- 61	41'6"W x 33'D x 12'H

ELIGIBILITY

1. Hangars are intended for use by individuals, partnerships, or corporations that own, or have under exclusive lease, one (1) or more aircraft. An FAA Aircraft Registration Certificate is required to lease a T-hangar. An Aircraft Bill of Sale, and an application for Aircraft Registration which has been submitted to the FAA, satisfies this requirement if completed within sixty (60) days of executing the T-hangar lease. If the aircraft is leased, a copy of the lease that demonstrates exclusive possession by lessee shall be submitted to the Airport Manager.
2. The Premises shall be occupied and used exclusively for the storage of aircraft. No commercial activity whatsoever shall be conducted by the applicant within the T-hangar. Aircraft used for timed rental on leaseback, or owned by a flight school, may be stored in a hangar.
3. Applicants do not need to possess an aircraft at the time of application.

WAIT LIST APPLICATION PROCEDURES

1. A Hangar Waiting List Application and check made out to the Winchester Regional Airport Authority. The documents may be mailed or hand-delivered to the airport administration office at 491 Airport Road, Winchester, Virginia 22602. Application documents are also available for download at www.flyokv.com. When an application is received, the date of receipt shall be recorded and posted to the airport website.
2. A refundable deposit of \$150 and a non-refundable \$50 application fee is required to join the waiting list.
3. Applicants may appear on one or more lists at the same time with a single deposit. A request to join multiple lists must be made at time of application.
4. Upon receiving a hangar, the deposit will be automatically applied to the first month's hangar rent.

5. Applicants will be removed from the waiting list(s) and their deposit fully refunded under the following conditions:
 - a. Upon receipt of any hangar for which they are on a list for;
 - b. Failure to renew application when requested by the Authority;
 - c. Declining an offer for a hangar for the second time;
 - d. Failure to provide current email address and phone number;
 - e. At the applicant's request.
6. A W-9 form is required for any refunded deposit.

HANGAR ASSIGNMENT

1. 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. It is the applicant's sole responsibility to ensure the Authority has accurate contact information.
 - a. In the event of a rejection, non-contact due to erroneous contact information, or failure to respond within 72 hours, the applicant will be considered a Decline.
 - b. In the event of a Decline, the applicant will be moved to the bottom of that particular Hangar Waiting List. The applicant's position on the other lists, if applicable, will be unaffected.
 - c. After the second Decline for any list, the applicant may be removed from the Hangar Waiting List.
2. Positions on the Hangar Waiting List shall not be transferred, traded, or sold.
3. FBOs may not acquire T-hangar space by placing their name on a waiting list.
4. Future Development. In the event that the Authority 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 as a primary means to assign that hangar space. The Authority reserves the option to request, in advance of construction commencement, up to 6 months of advance rent from interested applicants on the Hangar Waiting List. In the event that the Authority constructs hangars of a substantially different size or type, an alternate system to allocate those facilities may be developed at that time.



HANGAR WAITING LIST APPLICATION

An applicant's priority is determined chronologically by the date and time the application is received. **It is the applicant's sole responsibility to ensure the Authority has accurate contact information.**

HANGAR PREFERENCE (CHECK ALL THAT APPLY):

A

B

C

DATE:
NAME:
STREET ADDRESS:
CITY, STATE, ZIP:
EMAIL ADDRESS:
CELL PHONE NUMBER:
WORK PHONE NUMBER:
AIRCRAFT MAKE, MODEL:
REGISTERED OWNER:

By signing below, I acknowledge the terms and conditions of the Hangar Waiting List Policy, and certify that I am authorized to execute this application on behalf of the abovenamed partnership or corporation, if applicable.

SIGNATURE:

FOR OFFICE USE ONLY

DATE/TIME RECEIVED:	TFBO/FINANCE:
CHECK NUMBER:	WAITING LIST UPDATED:
INITIALS:	EMAILED APPLICANT: