



## **HANGAR WAITING LIST POLICY AND APPLICATION**

Approved 12/24/2019

### **AUTHORITY**

The Airport Board currently leases 46 T-hangars and 3 corporate hangars at the Springfield-Robertson County Airport (SRCA). When demand for these hangars exceed supply the Airport Manager is required by the FAA to maintain a hangar waiting list towards future hangar development. A list of eligible parties interested in leasing available hangar space must submit the mandatory application to be on the waiting list in order to lease an available SRCA hangar. This policy is designed to provide simple, fair and transparent processes for placement on the hangar waiting list and transactions of a hangar offer. This policy only applies to any non-commercial related aeronautical activities.

### **DEFINITIONS**

**Based Aircraft** - An Aircraft which the Aircraft owner physically locates at the Airport for a period greater than thirty (30) days, with an approved signed lease for tie-down or hangar and whenever absent from Airport, is intended to be returned to the Airport for long-term storage.

**Complete Application** is any fully filled out application form, supporting documents and full payment of all applicable fees that has been successfully delivered to the Airport Manager.

**Current contact information** means the contact information provided to the Airport Manager and/or his representatives will be means by which to reach the applicant directly.

NOTE: It is an applicant's responsibility to notify the Airport Manager if/when their telephone number, mailing address, e-mail address or other contact information has changed.

**Declined Offer** is defined as either the inability to contact an applicant using information provided (passive), an applicant expressing no interest in the present offer (active), or an applicant fails to respond to an offer within the allotted time (passive).

**Eligible Parties** are individuals, partnerships or corporations that own, or have under exclusive lease, one (1) or more aircraft. Refer to Note below for Waiting List Category Priority.

NOTE: Since the Federal Aviation Acts of 1958, Section 501, requires that aircraft be registered in the name of its owner, the FAA Aircraft Registration Certificate is recognized as the single document giving the best indication of ownership and is required to establish eligibility before an aircraft storage space is occupied. A copy of an Aircraft Bill of Sale and an application for Aircraft Registration, which have been submitted to the FAA will satisfy this requirement. If the aircraft is leased, a copy of the lease reflecting exclusive possession by the lessee shall be submitted for review to the Airport Manager and approved prior to wait listing. Waiting list priority for available hangars consists of four (4) categories. Select your category on the hangar waiting list application.

**Good Standing** means that the applicant: (1) has no outstanding debts, judgments, or other obligations to the Airport Board and (2) has not violated: (a) a lease agreement with the Airport



Board, (b) the Airport's Rules and Regulations, (c) the Airport's Minimum Standards, (d) the Robertson County Code or any other applicable law or regulations; or (3) has not committed any obscene, disorderly, indecent, nuisance or unlawful act at the Airport.

### APPLICATION PROCESS

SRCA Hangar Waiting List applications can be retrieved by the following methods: (a) attached as Exhibit A to this policy, (b) from terminal concierge (front desk) staff, (c) via e-mail request to [customerservice@srcaairport.com](mailto:customerservice@srcaairport.com) or (d) off the airport's website at [www.srcaairport.com](http://www.srcaairport.com).

Applications must be completed in full and submitted (by-hand, e-mail or postal service) to the Airport Manager or his designee along with the required supporting documentation, a refundable deposit in the amount of \$225.00 and a non-refundable \$25 application fee. If and when the applicant leases a hangar, the refundable deposit shall be applied towards the applicant's first month's lease fee.

When the application is deemed complete and the applicant's deposit and non-refundable fees are received the date and time of that receipt shall be recorded.

### THE LIST

The Airport Manager will build and maintain the hangar waiting list on behalf of the Airport Board. It shall be updated at the end of each month and made available for viewing at the terminal's concierge desk and on-line at [www.srcaairport.com](http://www.srcaairport.com).

An application's date and time will be used to determine an applicant's seniority (oldest to most recent). Applicants who reside in Robertson County shall be placed ahead of, but still in order received, of all non-county residents regardless of their application's received date and time.

NOTE: Applications of partners/co-owners shall enjoy the county resident privilege if at least one (1) partner/co-owner is a Robertson County resident and provides documentation to support such.

Applicants may request removal from the SRCA Hangar Waiting List at any time via direct communication (phone, e-mail, postal service) to the Airport Manager. If an applicant removes their name from the waiting list, their refundable deposit will be returned. Any and all requests for reinstatement will be treated as a new application.

Any applicant who is *not in good standing* with the airport or fails to maintain current contact information with the Airport Manager will be removed from the list and their deposit refunded.

Positions on the SCRA Hangar Waiting List shall not be gifted, transferred, traded or sold.



**Springfield-Robertson County Airport**  
4432 Airport Rd. Springfield, TN 37172  
Phone: (615) 985-4432 | Fax (615) 384-2450

## HANGAR OFFER

When a hangar becomes available, the Airport Manager shall notify the next waiting list applicant who is in *good standing* with the airport by telephone and e-mail only. If the Airport Manager is still unable to make contact with the applicant after attempting for three (3) business days, the Airport Manager shall proceed to the next applicant and account the previous applicant's offer as declined.

Applicants must accept or decline a hangar offer within five (5) business days of the date that the Airport Manager notifies them a hangar is available. Applicants accepting their offers will be removed from the waiting list and have 30 calendar days to sign a SRCA Hangar Lease Agreement. They will have 90 calendar days to have an aircraft registered to them (the applicant) in the hangar. Failure to have an airworthy aircraft registered to an applicant within 90 calendar days of acquiring the hangar will result in: (a) termination of rental agreement and removal from the hangar, (b) forfeiture of rental payments, and (c) applicant deemed *not in good standing* with the airport.

If an applicant declines a hangar offer, the Airport Manager shall move on to and notify the next applicant on the list. Applicants are permitted only two (2) hangar offer declinations. After a third declination, the applicant will be removed from the list and their deposit refunded.

## EXCEPTION FOR EXISTING HANGAR TENANTS

Applicants should be aware that existing hangar tenants who request to trade (switch) hangars must complete and submit a waiting list application along with a non-refundable \$25 application fee. The Airport Manager shall place a tenant-applicant in the first position, above Robertson County applicants, on the waiting list. A tenant-applicant must accept or decline a hangar offer within two (2) business days of the date that the Airport Manager notifies them a hangar is available. If the tenant-applicant fails to accept a hangar within that timeframe, the Airport Manager shall offer the available hangar to the next applicant on the SRCA Hangar Waiting List. The Airport Manager shall remove any tenant-applicant from the waiting list who declines three (3) offers to switch hangars.

Exhibit A: SRCA Hangar Waiting List Application



**Springfield-Robertson County Airport**  
 4432 Airport Rd. Springfield, TN 37172  
 Phone: (615) 985-4432 | Fax (615) 384-2450

**Exhibit A**  
**SRCA HANGAR WAITING LIST APPLICATION**

Before you complete this form, please take a moment to read and familiarize yourself with the Springfield-Robertson County Airport’s Hangar Waiting List Policy. It is extremely important to the host-tenant relationship that you know the rules, rights, and responsibilities of each party.

Name _____ (Aircraft Owner)	Registration N- _____
Name _____ (Aircraft Owner)	Make/Model _____
Address _____ _____	Year _____ (A copy of the aircraft registration must be attached)
Phone _____	Alternate Phone _____
E-Mail _____	Alternate E-mail _____

**CHECKLIST & HANGAR PRIORITY**

_____ Completed application	<input type="checkbox"/> (1) County Resident Owned Aircraft
_____ \$225 refundable deposit	<input type="checkbox"/> (2) M91 Airport Based Owned Aircraft
_____ \$25 non-refundable application fee	<input type="checkbox"/> (3) Non-County Owned Aircraft
_____ Copy of Aircraft Registration	<input type="checkbox"/> (4) Purchasing Aircraft

By signing this application, I affirm the information provided is accurate and current. I understand it is my responsibility to keep the Airport Manager advised of any change in address, e-mail and/or telephone numbers. I also understand I must notify the Airport Manager if my aircraft ownership status changes. I have read, understand, and agree to the SRCA Hangar Waiting List Policy and the provisions set forth therein.

\_\_\_\_\_ Aircraft Owner Signature \_\_\_\_\_ Date

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 FOR OFFICE USE ONLY

This application was received on \_\_\_\_\_ and found complete as of \_\_\_\_\_ at \_\_\_\_\_  
 (Date) (Date) (Time)

- |  |   |
|--|---|
| 1. Applicant offered hangar # _____ on _____ | Declined _____ Accepted _____ No Response _____ |
| 2. Applicant offered hangar # _____ on _____ | Declined _____ Accepted _____ No Response _____ |
| 3. Applicant offered hangar # _____ on _____ | Declined _____ Accepted _____ No Response _____ |