



# Eastern West Virginia Regional Airport Authority

— SHEPHERD FIELD —

304-263-2106  
FAX: 304-267-6350

Eastern West Virginia Regional Airport Authority  
Hangar Waiting List Policy O.D. 10-1  
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The EWVRAA currently leases 38 T-hangars and 2 Box Hangars at the Eastern WV Regional Airport. When demand for hangars exceeds supply, the Hangar Wait List is a list of prospective hangar tenants based on the hangar requirements. This policy is applicable only to EWVRAA-owned hangars. There are six separate waiting lists for the variously sized hangars owned by the EWVRAA (See Appendix A-F):

## **Section 1. Allocation, Extension and Relocation**

a. Allocation: T-Hangars will be allocated according to this Hangar Waiting List Policy. Separate lists will be established for each group of hangars composed of similar size, features and amenities. An aircraft owner may select any available hangar for use in accordance with this Hangar Waiting List Policy, O.D. 10-1 (available in the airport authority office or viewable online at [WVAirport.org](http://WVAirport.org) **or at any future airport replacement website**).

Aircraft owner listing will require a one-time, refundable deposit equal to one month's applicable rent. The T-Hangar Waiting List Policy shall govern reassignment, if necessary, of T-Hangars to accommodate Aircraft Owners with disabilities or special needs.

b. Extension: If a T-Hangar Lessee no longer owns an airplane, such entity may be permitted to continue to rent the space for no longer than ninety (90) days without owning an airplane, provided that they continue to comply with the other requirements of the lease agreement. Such a request must be received in writing, and must be received by the Airport Manager within five (5) calendar days from the date that Lessee no longer owns the airplane registered under the T-Hangar Lease Agreement. The Airport Manager, in his discretion, may approve a request for a further extension beyond ninety (90) calendar days for the purpose of taking possession of another airplane. However, such a request must be in writing, and must be received by the Airport Manager before the end of original ninety (90) calendar day extension period. A violation of this section constitutes an immediate default of the Lease Agreement.

c. Relocation: The Landlord shall have the right to relocate a Lessee's aircraft at the Landlord's expense to other locations in the T-Hangar Complex. The Landlord shall give the Lessee at least thirty (30) calendar day notice for such relocations unless both parties agree to a shorter term. Relocations shall be by written addendum to the existing T-Hanger Lease. If a new T-Hangar location cannot be agreed upon, the Landlord, represented by the Airport Manager, shall have the right to terminate the lease with thirty (30) calendar days of notice.

Eligibility 1. Hangars are intended for use by individuals, partnerships or corporations that own, or have under exclusive lease, of one (1) or more aircraft. 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



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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 for a period of sixty (60) calendar days after purchase of the aircraft. 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.

2. The Premises shall be occupied and used exclusively for the storage of aircraft and no subletting or commercial activity shall be conducted by the applicant within EWVRAA-owned hangars. Aircraft used for timed rental on lease back, or owned by an approved FBO License holder, may lease EWVRAA-owned hangars for aircraft storage purposes.

## **Section 2. Wait List Application Procedure**

1. To join a hangar waiting list, an application and one-time deposit check made to the EWVRAA may be sent to the airport administration office at 170 Aviation Way, Suite 105, Martinsburg, WV 25405. Applications are available online at: <http://www.wvairport.org/documents.htm> (or at any future airport replacement website)

When the application is completed, signed, and deposit is received at the Airport office, the date of receipt shall be entered.

2. Applicants may appear on one or more lists at the same time.
3. A one-time refundable deposit equal to one month's applicable rent and a non-refundable \$25 annual application fee is required to join and maintain position on each waiting list. The deposit (a maximum of one year's wait list deposit) is refundable at the applicant's request to be removed from the list. Applicant will be removed from waiting list(s) and deposit refunded under the following conditions:
  - a. Failure to renew application when requested by the Airport office;
  - b. Failure to respond to notification of hangar availability after 5 calendar days;
  - c. Failure to provide current address and phone number; and/or
  - d. At the applicant's request.

## **Section 3. Hangar Assignments**

4. Lists of prospective tenants will be posted monthly on the bulletin board in the administration building and on the EWVRAA website by first initial and last name. 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. Prospective tenants will be contacted at the address or phone number originally given and will have 5 calendar days to respond after which the hangar will be offered to the next prospect.



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- a. A "not interested" response, non-contact, or failure to respond within 5 calendar days will be considered a decline.
  - b. If a hangar applicant wishes to declines an available hangar, the applicant will be removed from that particular Hangar Waiting List. Upon request, if the applicant wishes to remain on the waiting list his or her position will move to the bottom of the list.
5. a. Present (current) EWVRAA hangar occupants may join waiting lists and request to be moved to another hangar if a more desirable one becomes available. These requests will be accepted on a first come-first served basis. At the discretion of the airport manager, these existing tenants may be given precedence over lease applicants new to the airport.
- b. Current tenants, with a valid hangar lease, who are displaced or will be displaced due to existing or future demolition, will have priority on the hangar list of their choice.
6. Present (current) EWVRAA hangar tenants who have been found to violate rules on their lease or who have abrogated said lease in any way will be given 30 days to vacate said hangar. At the discretion of the airport manager or the authority hangar committee, these may be removed from or placed at the bottom of the waiting list of prospective tenants.
7. Positions on the Hangar Waiting List shall not be transferred, traded, or sold.
8. Fixed base operators may not acquire tie-down or T-hangar space by placing their name on a waiting list.
9. Future Development. In the event that the airport 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 to assign that hangar space. The airport reserves the option to request, in advance of construction commencement, up to 6 months of advance rent from those highest priority persons on the wait list.

This advanced rent may be refunded to the person upon request prior to signing a hangar lease agreement. In the event that the Airport constructs hangars of a substantially different size or type, an alternate system to allocate those facilities will be developed at that time.