



Delaware Coastal Airport T-Hangar Waiting List Policy

T-hangars are intended for the storage of a registered aircraft by the registered owner(s).

Vacant T-hangars will only be offered to persons on the T-Hangar Waiting List. In order for a person to appear on the T-Hangar Waiting List they shall complete and file a hangar application with Airport management. Applicants are solely responsible for maintaining a current address and telephone number on the application.

POSITION ON THE T-HANGAR WAITING LIST

Waiting List position for new applications shall be determined by the date received at the Airport Office. A copy of the official date-stamped Application will be provided on request.

Positions on the hangar waiting list shall not be transferred, traded, or sold.

Persons removed from the Hangar Waiting List may restore their names to the bottom of the Waiting List by making a new application.

HANGAR OFFERS

Hangar offers shall be made chronologically (oldest date/time to the most recent). The offer and a copy of these policies shall be made in a certified letter from Airport Management. To accept the offer, the applicant must:

- Reply in the affirmative within three business days of the date that the certified letter was delivered.
- Aircraft Acquisition: Have an aircraft registered to the applicant in the hangar within 60 days from the commencement date of the hangar lease agreement.
- Provide the following within 30 days of notification:
 - A copy of the registration for the aircraft to be stored, listing the applicant as the registered owner or a part owner of the aircraft. For aircraft registered to a business (corporation, LLC, etc), applicant must show proof of association with the business.
 - A pilot's certificate or student pilot's certificate.
 - Proof that they are at least 18 years of age (if requested).

Whenever the top position on the Hangar Waiting List is vacated, a Certified Letter will be sent to the next three people on the waiting list notifying them of their position on the list.

PASS-OVER POLICIES

Every effort shall be made to contact the top position of the Waiting List by Certified Mail and telephone, as hangars become available.

A "not interested" response, non-contact, or failure to respond within three business days will be considered a Pass-Over.

Each Hangar applicant is permitted one "Pass-Over". Applicants will be removed from the T-Hangar Waiting List upon the second Pass-Over.

A Certified Letter will be sent advising the applicant of the "Pass Over".

A second offer will be made to a passed-over applicant only after filling the original T-hangar vacancy.

An applicant's rejection of a hangar offer based on insufficient space for the owned aircraft will not be considered a pass-over. For example, a twin engine aircraft owner offered a single engine-only capable hangar. The applicant will not lose position on the list in these cases. Pass Overs of adequately sized hangars will be handled using the above procedures.

PURCHASE OF AN AIRCRAFT STORED IN A T-HANGAR

Purchaser(s) of an aircraft already stored in a Sussex County T-hangar will be offered the opportunity to remain in the T-Hangar if the current tenant will not meet the above Hangar Offer requirements (i.e. aircraft ownership within 30 days of aircraft sale). Hangar Offer requirements above will be met by new owner. A new occupancy agreement will be executed with the new owner(s).

Purchaser(s) of an aircraft already stored in a Sussex County T-Hangar that reject a hangar offer will not be put on the hangar waiting list unless a new application is submitted. In this case, they will be placed at the bottom of the list.

REPLACEMENT OF AIRCRAFT LISTED ON AGREEMENT

In the event a T-hangar tenant wishes to replace the aircraft listed on the lease with another aircraft (for example, tenant buys a different aircraft), the current agreement will be terminated and a new agreement will be written with the current tenant.