



## ***Auburn University Regional Airport (AUO)***

### **Hangar Waitlist Policy**

#### **Waitlist Application**

1. A Hangar Waitlist Application form (Exhibit A) must be completed in full and submitted to the Airport Administrative Office or their designee for placement on the Hangar Waitlist. Waitlist applications will be processed by the date of submission and will initially determine the applicant's position on the wait list. The applicant shall be knowledgeable of the hangar sizes offered and select to be added to the appropriate wait list.
2. The Applicant's position on the Hangar Waitlist is not transferable others. Offers will only be made to applicant name(s) as it appears on the application.
3. Applicants may request removal from the Waitlist at any time. Requests for reinstatement will be treated as a new application.
4. Applicant's already in possession of two or more AUO owned hangars and wishing to rent an additional hangar will be placed on a secondary list and will not be eligible for another hangar until the primary list is exhausted.
5. Applicants who are building their own aircraft are eligible for a hangar ONLY for final assembly of the aircraft. Home built aircraft must be airworthy within one (1) year of taking possession of the hangar.

#### **Hangar Eligibility**

Auburn University Regional Airport hangars (AUO) are intended for use and occupancy by an individual aircraft owner, corporate aircraft operators, aircraft owners who are listed as co-owners/partners, or aircraft owned by a flying club. Aircraft leased by an individual may be eligible to occupy a hangar if the lease meets the eligibility criteria below. To prove eligibility for an AUO owned hangar, an aircraft owner must provide one of the following documents at the time a hangar is offered:

- **Individual Ownership:** Federal Aviation Administration (FAA) Certificate of Aircraft Registration with the aircraft owner's name listed.
- **Co-ownership/Partnership:** FAA Certificate of Aircraft Registration with co-owners/partners names listed. All members of any co-ownership shall also be listed as such on the AUO lease agreement.

- **Flying Club or Corporate Ownership:** FAA Certificate of Aircraft Registration with the Flying Club or Corporate name listed, and a current membership roster submitted to the Airport annually.
- **Leased Aircraft:** FAA Certificate of Aircraft Registration with the rightful owner listed and a copy of the lease demonstrating exclusive possession by the lessee from the lessor. The lease shall be submitted for review to the Director of Aviation or designee and approved prior to occupancy. An acceptable lease agreement is one in which an aircraft is leased from an aircraft dealer, agency or corporation to the lessee and is being used solely by the leaseholder(s). Aircraft leased or transferred from one individual to another with the intent to gain occupancy of an AUO owned hangar will be considered a sublease and is not permitted.

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 that has been submitted to the FAA, will satisfy this requirement for a period of ninety (90) days or until the official FAA Aircraft Registration is received.

### **Hangar Offer**

1. All Hangar Waitlist applicants will be notified once an aircraft hangar of the appropriate size becomes available for lease. All applicants will have five (5) business days after notification to respond to the notification. Once the 5 business days have expired, the airport will offer the hangar to the responsive individual that has the highest seniority on the Hangar Waitlist. Notifications shall be made electronically through email.
2. Each applicant on the waitlist will have one chance to decline an offer without forfeiting their position on the waitlist. Wait List participants that are unresponsive to the notification will be treated as a declined offer. If the applicant elects not to rent the hangar or is unresponsive to the offer a second time, their name will be moved to the bottom of the seniority list and notified via email of no response.
3. The airport will not enter into a Hangar Lease Agreement with an applicant who is not able to meet the eligibility requirements at the time of the offer. If the applicant is ineligible, the applicant will be treated as a decline, and will follow the procedure outlined above.
4. In the event a tenant sells their aircraft, the tenant will be allowed sixty (60) days to acquire another aircraft before the Hangar Lease Agreement is terminated. **Subleasing is strictly prohibited and will result in termination.** Exceptions may be made in the case of the death of the primary aircraft owner, which will be accommodated on a case-by-case basis, for an estate transition period of up to one (1) year.
5. In the event of an aircraft sale, the hangar is non-transferrable to the new owner of the aircraft.
6. Hangar offers will be made to owners of aircraft appropriately sized for the vacant facility. Ex: An aircraft best suited for a "C" hangar will not be offered an "A" hangar. Please see Exhibit B regarding storage offerings at Auburn University Regional Airport.

Exhibit A



AUBURN UNIVERSITY  
REGIONAL AIRPORT

## Auburn University Regional Airport Hangar Waitlist Application

Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_

Complete address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Type of Aircraft: \_\_\_\_\_

Registration number: \_\_\_\_\_

Aircraft Weight: \_\_\_\_\_

**Hangar Option(s) Desired – Please Circle:**

( A )      ( B )      ( C )      ( Plane Port / Temp. Hangar )      (Tie-Down)

*Signature hereof agrees to the terms and conditions set forth:*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AUO USE:**

Date Received: \_\_\_\_\_

Received by: \_\_\_\_\_

**Please Email Completed application to [afoutz@auburn.edu](mailto:afoutz@auburn.edu)**

Exhibit B

**Hangar Facility Specifications at Auburn University Regional Airport**

**A1 – 60'x55'**

**A2 – 60'x55'**

**A3 – 60'x45'**

**B – 48'x39'**

**C – 42'x33'**