



## Ocala International Airport City-Owned T-Hangar Waiting List Policies and Procedures

### T-Hangar Policies

**1. Vacant hangars will be offered to individuals on the hangar waiting list.** For a person to appear on the hangar waiting list **they shall:**

**A. Complete and file a hangar request application with Airport Administration.** Applicants are solely responsible for maintaining a current address, e-mail, and telephone number on their application.

**B. Pay hangar deposit fee.**

1). All persons on the existing hangar waiting list shall make a \$225 hangar deposit.

2). The hangar deposit shall be applied to the first month's hangar rent. The \$225 deposit will be refunded if an applicant removes their name from the hangar waiting list.

**Note:** A copy of the hangar request application will be sent to all persons on the current hangar waiting list as of August 1, 2018. Individuals on the existing hangar waiting list will be required to complete this application form, and return it with the \$225 deposit within 5 working days of delivery. Failure to return the application, or to pay the deposit, may result in removal from the hangar waiting list.

**C. Stipulate the hangar size(s) desired.** Hangar size preference can be changed at any time by filing a request with Airport Administration via mail, e-mail or phone.

**2. Position on the hangar waiting list.** Individuals on the waiting list as of August 1, 2018 will retain their existing place on the list. Waiting list position for new applications shall be determined by the date on the hangar application when received at the Airport Office. A copy of the official processed/accepted application will be provided to the applicant as a receipt.

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

**4. Hangar offers shall be made chronologically (oldest date/time to the most recent).** When a hangar matching an applicant's size preference becomes available, an offer notification will be made by Airport Administration. To accept the offer, the **applicant must:**

**A. Reply in the affirmative within 5 days** of the date when positive notification was made with the applicant (weekends and holidays excepted).



**T-Hangar Policies (continued)**

**B. Aircraft acquisition:** Have an aircraft registered to the applicant in the hangar within One Hundred Eighty (180) days from the date Airport Administration received the applicant's acceptance and hangar rental payment. Failure to have an airworthy aircraft registered to the applicant in the hangar within 180 days of acquiring the hangar may result in:

- 1). Termination of rental agreement and removal from the hangar,
- 2). Forfeiture of first and last month's rental payments, and
- 3). Applicants removal from the hangar waiting list.

**5. Persons removed from the hangar waiting list** may restore their names to the bottom of the waiting list by filling out a new application and paying the hangar deposit again.

**6. Whenever the top position on the hangar waiting list is vacated,** the next individual on the waiting list is to be notified of their position on the list.

**7. Airport Administration Staff shall make every effort to contact** the person in the top position of the hangar waiting list either by mail, e-mail, fax, or telephone when a hangar becomes available.

**8. Non-contact, failure to respond or a "not interested" response,** to the hangar offer notification after 5 workdays (weekends and holidays excepted) shall be considered a "Pass-Over," and the next individual on the list will be contacted. Contact attempt status will be documented on the wait list.

**9. Each hangar waiting list applicant is permitted two refusals, or "Pass-Overs,"** for the size(s) of hangar listed on their application without losing their current place on the list. After the third "pass-over," the applicant's name will be moved to the bottom of the list.

**10. Once an applicant has accepted an offer** and entered into a hangar lease agreement, they may place their name on the bottom of the list for a hangar of a different size without paying the deposit fee.

**City of Ocala, a Florida Municipal Corporation**

Matthew Grow, Airport Director

T-Hangar Waiting List Policies and Procedures  
adopted on **August 1, 2018.**