

## **CITY HANGAR & STORAGE WAITING LIST POLICY**

**Effective May 21, 2021**

### **OBJECTIVE**

To provide all individuals who desire to store their aircraft at Prescott Regional Airport with a reservation process that is fair, appropriate to their needs, easy to understand, and easy to administer.

### **DEFINITION OF APPLICANT**

For purposes of this Policy, an applicant is defined as an individual only, not a partnership, corporation, or any other legally constituted entity.

### **WAITING LIST CATEGORIES**

The waiting lists maintained at Prescott Regional Airport are comprised of five (5) lists for space categories as established by the Airport Director. Additionally, Exhibit A shows available flex commercial space that may be available with authorization of a City use permit/agreement. An applicant must separately apply and pay appropriate fees for each list/category they wish to be considered. An applicant's priority number shall be determined by the date and time a completed application and deposit payment are presented to the Airport Administrative Office.

- List 1- Large Hangars
- List 2- Standard "T" Hangars
- List 3- "T" Shades
- List 4- Tie Downs
- List 5- Commercial Hangars

### **MULTIPLE WAITING LISTS**

Applicants can submit two applications per waiting list category. No individual (or applications from the same household) may ultimately occupy more than two permitted spaces.

Applications or deposits are not accepted from private entities who elect to sublet their private PRC storage hangar(s) to others, but could have used such space to hangar their own aircraft.

### **WAITING LIST PROCESS**

1. Waiting list reservations will be accepted in person or through the mail; and must be accompanied by the deposit. Electronic, telephone or facsimile (fax) applications will not be accepted. Applications will be accepted on a first come, first serve basis.
2. The Application shall include current mailing address, telephone number(s), email address, and aircraft information (if available). Individuals on the waiting list are responsible for keeping their mailing address and contact information current at all times. This information can be updated at [www.flyprescott.com/general-aviation/hangars](http://www.flyprescott.com/general-aviation/hangars).

3. A deposit payment will be required for each waiting list application and for each list, as per the approved Airport Rates & Fees.

If an applicant voluntarily initiates termination of a position on a waiting list, the deposit payment will be handled according to the approved Airport Rates & Fees.

#### **UPDATING THE WAITING LISTS**

Airport staff will update the waiting lists once annually, via electronic mail or phone, to ensure the accuracy of the contact information and documentation for each applicant. Applicants who fail to respond to the Airport Administration Office within (30) thirty days of the notice being sent will be removed from the applicable waiting list. Their waiting list deposit shall be forfeited, and they shall have no right to be reinstated in the same position on the list. Failure of the applicant to receive this notification shall not be considered justification for reinstatement.

#### **POSTING THE LISTS**

The waiting lists will be posted in the Airport Administration Building lobby at 6630 Airport Ave, Prescott, AZ.

#### **NOTIFICATION OF SPACE AVAILABILITY (NOTE: Paragraph order changed in this version)**

1. Applicant must have an aircraft meeting the "Proof of Ownership" requirements in this policy within 30 calendar days from the date of permit issuance. Failure to have an aircraft meeting this criteria within 30 days of acquiring the space, reasonable accommodation excepted, will result in revocation of the use permit and removal from the space. Persons removed from a waiting list may restore their names to the bottom of the waiting list by submitting a new application and deposit.
2. Once a permitted space becomes available, an applicant will be contacted by telephone and/or email only. The Airport Administration Office will attempt three times over five (5) business days to contact an applicant or designee. If no contact is made, then the applicant will be placed in the last position on the waiting lists for that specific list.
3. Once contacted, applicants will have five (5) business days, reasonable accommodations excepted, following the date of contact to pursue a permit with the Prescott Regional Airport. If an applicant refuses an available unit or fails to pursue and secure a permit with Airport Administration within this time frame, the applicant will forfeit the available occupancy and will be placed in the last position on the waiting list for that specific list.

#### **REFUSAL TO ACCEPT AVAILABLE UNIT**

An applicant that has dropped to the last position on one waiting list (as a result of items listed in the prior section) will still maintain their ranking on other waiting lists. The exception to this will be a non-responsive applicant, who may be dropped completely from all lists in 30 calendar days of non-contact. An individual who refuses a hangar, space, or does not contact the Airport Administrative Office in regards to an available hangar can be moved to the bottom of list two

(2) times. On the third unsuccessful attempt for placement, the individual will be removed from the list and their deposit forfeited.

#### CONTINUATION ON A WAITING LIST AFTER ACCEPTANCE OF A HANGAR

An applicant's position will be removed from the applicable waiting list upon accommodation. Acceptance of a permitted space on one list does not eliminate other list positions, unless the maximum of two permitted spaces per individual and/or household is achieved.

#### AIRCRAFT SIZE REQUIREMENTS

- List 1 - Large Hangars: Specifically reserved to store twin engine aircraft, cabin class, and large single engine aircraft. Applicants must continuously store at least one aircraft with a wingspan greater than 43'.
- List 2 - Standard "T" Hangars: Specifically reserved to continuously store at least one aircraft with a wingspan greater than 12' (Aircraft with a wingspan under 12' and balloons are limited to storage unit accommodation.)

#### PROOF OF OWNERSHIP

Applications will be accepted from individuals who do not own an aircraft, provided that at the time a hangar is available for occupancy, the applicant must demonstrate, within 30 days, proof of ownership or long-term (12 months+) lease for the subject aircraft. The following items must be presented to the Airport within 30 days of signing an agreement and must be kept current in City records:

1. Current International Civil Aviation Organization (ICAO) or Federal Aviation Administration (FAA)-registered AIRCRAFT; or a completed FAA registration application Form 8050-1 (valid proof) for up to 120 calendar days; or written documentation of purchase of AIRCRAFT within thirty (30) calendar days of PERMIT issuance
2. Proof of Liability Insurance with coverage of \$1,000,000 with City of Prescott/Prescott Regional Airport (6630 Airport Ave, Prescott, AZ 86301) named as an additional insured. Insurance certificates and endorsements shall be sent to [airport.admin@prescott-az.gov](mailto:airport.admin@prescott-az.gov)
3. State Aircraft Registration
4. Entity Articles of Organization/Incorporation, if applicable
5. Except for kit aircraft or pre-approved restorations, a Maintenance Log Book Entry showing current Airworthy Condition and identifiable/readable IA examiner sign-off with their contact email address or phone number. Additional documentation may be required if an aircraft appears inoperable, including abandoned or derelict aircraft.

In all cases, a waiting list applicant must be an "individual." Aircraft Ownership for this individual can be accomplished in one of 2 ways, as follows:

- **Individual:** The aircraft must be registered with the FAA in the name of the individual as listed on the waiting list.

- **LLC, Partnership, or Corporation:** All aircraft must be registered with the FAA in the name of the LLC, Partnership, or Corporation. However, the individual on the waiting list must be continuously listed as a principle, as posted in Corporation Commission records. Should the principle no longer be associated with a stored aircraft, the permit will be revoked. Multiple partners are advised to apply for desired waiting list(s) separately since only the individual named on the waiting list is entitled to a space vacancy.

**FALSIFICATION, OMISSIONS, RULES AND POLICIES**

Any falsification, misstatement, or omission of material facts related to the applicant and/or the application will be grounds for removal from all waiting lists. Applicants must comply with Federal Aviation Regulations, Airport Rules and Regulations, the Non-Commercial Hangar & Storage Room Policy, and other published Airport rules/policies. Failure to do so will be grounds for removal from all waiting list(s) and/or denial of tenancy.

**POLICY EFFECTIVE DATE**

This policy is effective from May 21, 2021, and until modified or rescinded by the Airport Director.

*Robin Sobotta*  
 Airport Director

5-21-21  
 Date

**Exhibit A – Flex Storage/Commercial Space**

