



Suwannee County Airport T-Hangar Waitlist Procedure

1. **Vacant T-hangars will be offered to individuals on the Suwannee County Airport (SCA) T-hangar waitlist. Only one application per person, per aircraft, per hangar request will be accepted.** For a person to appear on the hangar waitlist they shall:
 - a. **Complete and file a SCA T-hangar waitlist application.** Applicants are solely responsible for maintaining a current address, e-mail, and telephone number on their application.
 - i. **Applicants must currently own an airworthy aircraft**, and the aircraft owners name must match the FAA Registration Certificate of Aircraft name if other than the individual's name. SCA will check N numbers at <https://registry.faa.gov/aircraftinquiry/search/nnumberinquiry>.
 - ii. **Hangars WILL NOT be leased to applicants that DO NOT own aircraft.**
 - iii. **Applicant agrees** to have their aircraft permanently based in the FAA's National Based Aircraft Inventory Program (NBAIP) at Suwannee County Airport (24J).
 - 1) **NBAIP does not allow** for dual basing of aircraft in the program.
 - 2) **Aircraft not based or requesting re-basing at SCA, will not** be added to T-Hangar waitlist at SCA.
 - 3) **Aircraft based and/or hangered regularly at another facility will not** be added to T-Hangar waitlist at SCA.
 - b. **Pay hangar deposit fee.**
 - i. **All persons on the existing hangar waitlist shall** make a \$212.00 hangar deposit.
 - ii. **The hangar deposit shall be applied to the last month's hangar rent.** The deposit will be refunded if an applicant removes their name from the hangar waitlist.
 - c. **Stipulate the hangar size(s) desired.** Hangar size preference can be changed at any time by filing a request with Airport Manager via mail or e-mail.



- d. **Deposits shall be either check or money order.** In the event a check is returned for NSF or other reason, the applicant will have FIVE (5) business days to remedy or be removed from waitlist. Checks should be payable to – **Suwannee County Airport.**
 - e. **Applications and deposits** shall be mailed or delivered via walk-in to Suwannee County Airport, 13302 80th Terrace, Live Oak, FL 32060.
2. **Position on the hangar waitlist.** Waitlist position for new applications shall be determined by the date the hangar waitlist application is processed and accepted by SCA Manager. A copy of the official processed/accepted application will be provided to the applicant as a receipt.
 3. **Positions on the SCA T-hangar waitlist 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 Manager. To accept the offer, the applicant must:
 - a. **Reply in the affirmative within FIVE (5) business days** (via written correspondence, as in email, letter or the like) of the date when positive notification was made with the applicant.
 - b. **Applicant shall** execute lease agreement with airport management within **TEN (10) business days** of written acceptance of offer for T-hangar availability.
 - c. **Insurance requirement:** applicant shall provide a copy of aircraft insurance to SCA Airport Manager, and the policy shall show the “Suwannee County Airport” as additional insured.
 - d. **Aircraft acquisition:** Have the aircraft listed on the waitlist application and registered to the applicant in the hangar within **FORTY-FIVE (45) calendar days** from the date Suwannee County Airport received the applicant's acceptance. **NO AIRCRAFT OTHER THAN THE AIRCRAFT LISTED ON THE APPLICATION SHALL BE STORED OR OCCUPY HANGAR.** Failure to have said airworthy aircraft in the hangar within FORTY-FIVE (45) calendar days of acquiring the hangar may result in:
 - i. Termination of lease agreement and removal from the hangar, and
 - ii. Forfeiture of hangar deposit and current months rental payments, and
 - iii. Applicants removal from the hangar waitlist.



5. **Airport Manager shall make every effort to contact** the person in the top position of the hangar waitlist either by mail, e-mail, fax, and/or telephone when a hangar becomes available.
6. **Non-contact, failure to respond or a "not interested" response**, to the hangar offer notification after **FIVE (5) business days** 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 application.
7. **Persons removed from the hangar waitlist** may restore their names to the bottom of the waitlist by filling out a new application and paying the hangar deposit again.
8. **Applicants may self-remove** from SCA T-hangar waitlist at any time by notifying SCA Airport Manager in writing via mail to address on letterhead or email to airport@suwcountyfl.gov.
9. **Experimental Aircraft applicants** may apply to be added to SCA T-hangar waitlist; so long as a waitlist exists, experimental planes in the build stage(s) will not be considered. Airworthy (FAA definition) aircraft have priority for hangar rental over aircraft in build status. Experimental owners may be passed over until the aircraft is airworthy, depending on waitlist length.
10. **Each hangar waitlist applicant is permitted two 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, it will be deemed that applicant is not interested in hangar rental and the applicant's name will be removed from the waitlist.
11. **Once an applicant has accepted an offer and entered into a hangar lease agreement**, applicant will automatically be removed from waitlist. If a tenant wishes to restore their name on the waitlist for another hangar, they will follow guidance listed in item 7.

Notice to applicant:

SCA T-Hangars are for the exclusive storage of aircraft and aviation items (see SCA hangar lease agreement for further definitions). If the owner is storing their aircraft at another facility, and SCA staff determines excessive vacancy, or storage of cars, boats, RVs, household goods, or other "non-aviation" materials are found in leased T-hangar, contact will be made with lessee. If not rectified, the Suwannee County Airport may terminate the lease agreement. The hangars **are not** assumed to be seasonal, i.e.: tenant moves aircraft back up north for the summer. Arrangements can be discussed with Airport Manager for consideration.

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