



Via Hand Delivery or U.S. Mail or Electronic Mail

December 17, 2019

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Address

**RE: T-HANGAR WAITING LIST POLICY AND PROCEDURE AT THE RICHARD B. RUSSELL REGIONAL AIRPORT, FLOYD COUNTY, GEORGIA.
(AIRPORT POLICY NUMBER 19-06)**

This policy letter delineates the policy and procedures to be used for the T-Hangar Waiting List at the Richard B. Russell Regional Airport (RMG), Floyd County, Georgia. The intent is to provide equal opportunity to all seeking a T-Hangar lease with the RMG airport.

Applicability: This policy is applicable to all T-Hangars owned and leased by the Richard B. Russell Regional Airport, Floyd County, Georgia. The Airport/County reserves the right to change the Waiting List Policy without notification. Any exception to this policy must be approved by the Airport Manager or his/her designated representative. Any exception to this policy shall be limited to exceptional circumstances.

The Waiting List: The RMG Airport Waiting List is a public document. No applicant can request to remain anonymous. Any applicant shall not be added to the Waiting List until the Waiting List Registration Form is completed in its entirety and the deposit, if any required, is received.

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

Definitions:

“PRIMARY WAITING LIST” – For T-Hangar Lease Purposes: T-Hangar Waiting List for non-tenants, and/or current tenants already in possession of one (1) Airport-owned T-Hangar with RMG, seeking to lease a T-Hangar with RMG. Waiting List Registration Form and/or Deposit, if a deposit is required, must be received to be placed on the Primary Waiting List.

“SECONDARY WAITING LIST” – For T-Hangar Lease Purposes: T-Hangar Waiting List for current RMG T-Hangar tenants, already in possession of two (2) Airport-owned T-Hangars, seeking additional T-Hangars with RMG. Waiting List Registration Form and/or Deposit, if required for Primary Waiting List, will not be required.

Current T-Hangar Waiting List: All current T-hangar waiting list applicants shall remain in their current position provided they complete the new registration form and the deposit, if any required, is received.

Eligibility:

1. A prospective tenant may request to be placed on the T-Hangar Waiting List only by submitting the Richard B. Russell Regional Airport (RMG) T-Hangar Waiting List Registration Form and required deposit.
2. The registration will be dated, and the name placed on the waiting list, as of the date the registration and deposit, if required, is received at the Airport. A copy of the filled-out registration will be returned "date stamped & initialed" for your records.
3. T-Hangar assignment will be made to only **one** individual who has filed the T-Hangar registration form and whose name appears on the airplane's registration; these names must be the same. It is the Airport's policy that a T-Hangar is assigned and leased to one individual and one individual only who bears total responsibility for all lease compliance issues and that this individual is directly associated with the aircraft stored in the T-Hangar. If the T-Hangar is leased to a company, LLC, partnership of any kind, or "flying club," a corporate document showing the prospective individual's association to the company, LLC, partnership of any kind, or "flying club," is required and his/her name must be the same individual who has filed the T-Hangar registration form and the same name must appear on the aircraft's registration or corporate documents showing the prospective individual's association to the company, LLC, partnership of any kind, or "flying club," are required if the aircraft's FAA registration is in the name of a company, LLC, partnership of any kind, or "flying club." Once again, this name must be the same individual who has filed the T-Hangar registration form. Furthermore, the prospective individual signing on behalf of a company, LLC, partnership of any kind, or "flying club," will enter into the agreement as a guarantor according to the lease. If the guarantor departs from the company, LLC, partnership of any kind, or "flying club," or is no longer associated with the Richard B. Russell Regional Airport (RMG), Floyd County, Georgia, the lease will be terminated and a new lease will need to be signed in the same manner as above within the proceeding sixty (60) days in-order for the company, LLC, partnership of any kind, or "flying club," to remain in the hangar.
4. A tenant may be assigned only **two** County T-Hangars to provide maximum T-Hangar availability. Parties already in possession of two (2) Airport-owned T-Hangars and wishing to rent an additional T-Hangar(s) will be placed on a secondary waiting list, and will not be eligible for another T-Hangar until the primary list is exhausted. A current RMG T-Hangar tenant will not be expected to depart from a T-Hangar greater than two (2) if/when a prospective tenant enters onto the Primary Waiting List.
5. A periodic review of the Waiting List will be conducted by Airport staff using the addresses provided to the Airport by the prospective tenants on the Registration Form. Failure to respond or report any change of address within 30 days will result in deletion from the waiting list. It is the responsibility of the individual on the T-Hangar Waiting List Form to update his/her registration form data, i.e. change of address, contact phone number, etc. Failure to update and/or to keep this information current will cause the individual the loss of the offer of a T-hangar and the loss of position on the T-Hangar Waiting List.
6. Any request for any exception to policy must be submitted to the Airport Manager in writing for his/her consideration so the request may be documented in the file.

Deposit: If a deposit is required, the refundable deposit will be required for all Waiting List applicants. The deposit will be applied to the first month's rent if a T-hangar becomes available and is accepted. The deposit will be returned/refunded if/when an applicant asks to be removed from the T-hangar Waiting List.

Offer Procedure: A prospective tenant does not have to own an airplane to be placed on the Waiting List. However, the prospective tenant shall provide proof of airplane ownership with appropriate insurance no later than 90 days from the date the T-hangar is offered as available. If the prospective tenant fails to provide the airplane's registration and insurance within the prescribed 90 days, the T-hangar availability offer will be retracted and the applicant shall be moved to the bottom of the list.

1. Every effort shall be made to contact the top position of the Waiting List by email and telephone as hangars become available.
2. An applicant on the approved T-Hangar Waiting List shall have five (5) business days to accept or reject an offer of an available T-hangar. The 5-day period begins when airport staff makes its first attempt to contact the applicant on the T-Hangar Waiting List. If no contact is able to be established or the offer is received as a 'pass-over' request, the individual will maintain the current position on the Waiting List and the airport staff shall proceed to the next individual.
3. Owning an aircraft that does not physically fit into the dimensions of an existing T-hangar and having to reject an offer made for any open T-hangar constitutes a valid offer of a hangar in consideration of (2) above.
4. All T-hangars will be assigned to one individual by an RMG Hangar Lease contract.
5. If an applicant accepts an offer of a T-hangar but is unable to obtain an aircraft registered as specified in Eligibility, 3, within 90-days as specified above, the T-hangar availability offer will be retracted and the applicant shall be moved to the bottom of the list effective this date.

Note: An aircraft hangar is to house an aircraft and related equipment, not to be used as general storage space. (FAA Airport Compliance Manual, FAA Order 5190.6B, Effective Date September 30, 2009, p.8-7)

On behalf of Floyd County and the Richard B. Russell Regional Airport, we value your presence and we look forward to the continued safety of all persons and to the protection of tenant and airport property. If I can be of assistance, please let me know.

John Carroll

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AIRPORT POLICY NUMBER 19-06