Music City Executive Airport

Hangar Waitlist Policy

September 2020

Waitlist Application

1. A Hangar Waitlist Application form (Exhibit A) must be completed in full and submitted to the Airport Authority Office 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.
2. An initial non-refundable fee of $50 is required for placement on the Hangar Waitlist. An annual renewal fee of $25 will be due each year to remain on the Waitlist IF applicant's position is in the top ten (10) of the list. The fee will be billed annually at the start of each year. A renewal notice will be sent via email to the last known email address of each applicant on the Hangar Waitlist. Applicant's who fail to submit the annual renewal fee by January 31st will be moved to the bottom of the Hangar Waitlist. Positions eleven (11) and lower will not be accessed an annual fee. It is the responsibility of the applicant to notify the Airport Authority of any change in email address and/or telephone number.
3. The Applicant's position on the Hangar Waitlist in not transferable to others. Offers will only be made to applicant name(s) as it appears on the application. Positions on the waitlist may not be sold or traded.
4. Applicant's may request removal from the Waitlist at any time. Requests for reinstatement will be treated as a new application.
5. Applicant's already in possession of two MCEA 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.
6. Applicant's who are building their own aircraft are eligible for a t-hangar ONLY for final assembly of the aircraft. Home built aircraft must be airworthy within one (1) year of taking possession of a hangar.

Hangar Eligibility

The Music City Executive Airport Authority t-hangars are intended for use and occupancy by an individual aircraft owner, 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 lease meets the criteria below. To prove eligibility for a MCEA 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 rental agreement at the time of application submission. Current and subsequent owners or part owners of the aircraft who are not named on the application are not entitled to any interest in the hangar thereafter and MAY NOT be added after the application has been submitted.

- **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 Authority 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 by the Airport Manager 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 a MCEA 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 until the official FAA Aircraft Registration is received.

Hangar Offer

1. All Hangar Waitlist applicants will be notified once an t-hangar becomes available for rent. All applicants will have five (5) business days after notification to respond to the notification. Once the 5 business days have expired, MCEA will offer the hangar to the responsive individual(s) that has the highest priority on the waitlist. Notifications shall be made by telephone or electronically through email.
2. Each applicant on the waitlist will have ONE chance to decline an offer without forfeiting their position on the waitlist. Applicant's 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 waitlist.
3. MCEA will not enter into a hangar rental agreement with an applicant who is not able to meet the eligibility requirements at the time of offer.
4. In the event a tenant sells their aircraft, the tenant will be allowed sixty (60) days to acquire another aircraft before the rental agreement is terminated.
5. In the event a tenant sells their aircraft with no intent to get another aircraft, they will surrender the hangar back to the Authority. Rental agreements DO NOT transfer with transfer of ownership of an aircraft. The new aircraft owner must fill out an new Hangar Waitlist application as a new customer and will be added to the bottom of the list.
6. In the event that a Flying Club or Corporate Owner sells the club or corporation, the Rental Agreement WILL NOT transfer with the transfer of ownership. The new owners must fill out a new Hangar Waitlist application as a new customer and will be added to the bottom of the list.
7. In the event that an aircraft, flying club or corporation is sold, it is the responsibility of the seller to notify the Airport Authority prior to finalizing the sale.
8. Exceptions may be made in the case of a 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. Regardless, the hangar use must remain aeronautical.