



HANGAR WAITING LIST POLICY

Effective: D / M / 2021

GENERAL

Hangars owned by the New Braunfels Regional Airport (NBRA) are intended for storage of registered and airworthy aircraft by the registered owner(s). This policy governs access and rental of NBRA-owned T-Hangars and Hail-sheds and the maintenance of the hangar waiting lists. The hangar waiting lists are the sole means by which airport management will fill upcoming vacancies.

Vacant hangars will only be offered to persons on any of the Hangar Waiting Lists (HWL). To be included on a HWL, a formal application must be completed and submitted with a non-refundable application fee. The application must be completed on the NBRA website. The date of application will not be approved until the application fee has been received by Airport Management. Upon signing a lease for any hangar, applicants must provide verification that they own or will own and will occupy the facility with a registered aircraft in airworthy condition within 60 days of hangar offer/acceptance.¹ Applications for additional registered and airworthy aircraft may be submitted separately.² Applicants are solely responsible for maintaining current contact information with Airport management to include address, phone number, and email. There are no exceptions.

HANGAR WAITING LIST

1. Vacant hangars will be offered only to individuals on that respective HWL. There are four (4) types of hangars for which this policy applies to: A hangars, B hangars, T hangars and hail sheds. The Airport maintains a waiting list for each distinct hangar type.
2. Position on list: waiting list position rank is determined by date when application and fee were received and approved by Airport management. A confirmation receipt will be provided.
 - a. Application: Prospective hangar applicants must complete the online t-hangar waiting list application form. Receipt of the submission/approval date will be provided.
 - b. Application Fee: HWL applicants must submit a \$50.00 non-refundable application fee.

¹ – Owners of 'kit built' aircraft (aka homebuilders) may apply for a position on the hangar waiting list; however, to accept an offer for a vacant hangar, the project must be able to be completed and certified as an airworthy aircraft within 60 days of signing a hangar lease.

Individuals seeking to purchase or acquire an aircraft may apply for a position on the waiting list; however, they must take possession of aircraft within 60 days of signing a hangar lease.

² – Owners of multiple aircraft must submit a separate application and fee for each aircraft owned.

- c. Select Hangar Preference: **Prior to selecting a hangar type, please review the hangar dimensions included as Attachment A to ensure the hangar will accommodate the aircraft to your satisfaction.** Hangar preference can be changed at any time by filing a written request with Airport Administration via mail or e-mail. A request to change hangar type will place the individual at the bottom of the new list. **Multiple hangar preferences will require a separate application and fee.**
3. Positions on the hangar waiting list may not be transferred, traded, subletted , or sold.
4. Hangar offers shall be made chronologically (oldest date/time to the most recent). The Airport will not enter into a Hangar Lease Agreement with an applicant who is not able to meet the eligibility requirements at the time of the offer, unless the Applicant has indicated they will acquire and locate a registered airworthy aircraft within 60 days of signing the lease. Eligibility is determined by aircraft owner providing aircraft make/model and tail number information to NBRA staff. Staff will verify this information through the FAA aircraft database.

When a hangar matching an applicant's preference becomes available, an offer notification will be made by Airport Administration. To accept the offer, the applicant must:

- a. Provide a reply in the affirmative within 5 business days of the date when positive notification was made with the applicant and sign a lease within 10 business days of accepting the offer for a vacant hangar.
- b. Aircraft acquisition: Have an aircraft registered to the applicant in the hangar within sixty (60) days from the date Airport Administration received the applicant's acceptance and hangar rental payment. Payment is due upon entering lease with NBRA. Failure to have an airworthy aircraft registered to the applicant in the hangar within 60 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. Applicant's removal from the hangar waiting list.
5. The waiting list will be uploaded on the Airport website and posted on the Airport Terminal message board. Whenever a vacancy is filled, the waiting list will be updated and reposted.
6. Airport Administration Staff shall make every effort to contact the person in the first position of the hangar waiting list by certified mail, e-mail, and telephone when a hangar becomes available.
7. Non-contact, failure to respond, or a "not interested at this time" response to the hangar offer notification after 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.
8. Each hangar waiting list applicant is permitted three (3) refusals, or "Pass-Over," for the hangar listed on their application without losing their current place on the list. After the third "pass-over," the applicant's name will be removed from the list unless there are mitigating circumstances (e.g. homebuilder has not finished his project). Note: Having an aircraft that does not fit in the offered vacant hangar will not be considered a pass-over.

9. 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. If they have previously requested a larger hangar and their name is currently on the list for the larger hangar, their position will remain unchanged.
10. 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 a new application fee.

