



New Smyrna Beach Municipal Airport

WAITING LIST POLICY NON-COMMERCIAL HANGARS

This waiting list policy is designed to provide a simple and fair process for aircraft owners to be placed on a waiting list for a non-commercial T-hangar or for a non-commercial Executive hangar. The Airport currently owns and leases all non-commercial hangars that are located on the airport. When occupancy is 100%, it is mandatory to be on the waiting list to receive a hangar. The airport maintains two waiting lists: one for standard T-hangars and one for Executive hangars.

All parties interested in either a T-hangar or Executive hangar must complete the waiting list application form with their current mailing address, telephone numbers, email address and return it to the Airport Managers Office with the nonrefundable fee of \$100.00 waiting list fee for each list. It is the responsibility of the applicant to keep their information current with the Airport by calling 386-410-2680 or emailing airport@cityofnsb.com. An applicant's position on the waiting list can be obtained by visiting the Airport website at <https://www.nsbairport.com>, the list on the website will be updated weekly and will show the applicants name or alias.

Airport policy is to assign a position on the waiting list based on the date the application is received at the Airport office. Hangars will be assigned based on the oldest date of a submitted application and working to the present, in that order. When a hangar becomes available, the first applicants of the waiting list will be notified of the availability with the first right of refusal in the order of position on list. Notification will be first by email then by phone if the email is returned undeliverable. The applicant will be permitted 15 days from the issuance of the email to accept or decline the hangar by contacting the Airport in one of two methods: calling 386-410-2680 or emailing airport@cityofnsb.com. If the applicant does not respond within 15 days of being notified of the opening, the applicant will be removed from the waiting list.

If the applicant is not prepared to accept the hangar at the time that it is offered, the applicant will be removed from the list or will be moved to the bottom of the waiting list if requested. If the applicant at the top of the list accepts the hangar space but does not presently own an aircraft, the applicant may lease the hangar for 90 days maximum while the purchase of an aircraft is completed. No other aircraft may be placed in the hangar while the lessee finalizes the aircraft purchase. Subleasing is strictly prohibited. The airport will not hold a hangar without charging the standard leasing rate. Commercial use and non-aeronautical use is strictly prohibited.

Please feel free to contact us by e-mail or call us at 386-410-2680 with any questions or concerns.

Sincerely,

Arvin Weese
Airport Manager