

# Fernandina Beach Municipal Airport Hangar Request/Deposit Form

I wish to be added to the Fernandina Beach Municipal Airport Hangar Waiting List. Attached is my \$300 deposit\* for the hangar size preference indicated.

Print Name: \_\_\_\_\_

Street/Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\* **Hangar Size Preference** \*\*\*\*\*

T-Hangar \_\_\_\_\_ (initial here)

44x40 Bulk Hangar \_\_\_\_\_ (initial here)

\*\*\*\*\* **City Use** \*\*\*\*\*

Date Received \_\_\_\_\_ Amount Received \_\_\_\_\_

Approved By: \_\_\_\_\_

Please return to: Fernandina Beach Municipal Airport  
700 Airport Road  
Fernandina Beach, FL 32034

\* Please note that this deposit will be cashed; however, it is fully refundable should you desire to be removed from the waiting list or upon occupancy of a hangar.

**Fernandina Beach Municipal Airport**  
**T-Hangar and Row Hangar Waiting List Policy**

**GENERAL**

Hangars, owned by the City of Fernandina Beach, at the Fernandina Beach Municipal Airport are intended for storage of registered and airworthy aircraft by the registered owner(s). This policy governs the waiting list for access and rental of Airport-owned T-Hangars.

Vacant hangars will only be offered to persons on the Hangar Waiting List. In order for a person to be placed on this list, the individual shall complete and file a hangar waiting list application with Airport Management (Airport Director or designated representative) and submit a refundable \$300.00 deposit at the time of application. The date of application will not be complete until payment has been received by Airport Management. Applicants may submit multiple waiting list applications if multiple units are desired for storage of aircraft at the Airport. Applicants are solely responsible for maintaining a current address and telephone number with Airport staff.

**POSITION ON THE WAITING LIST**

Waiting list position for new applications shall be determined by the date received at the Airport Office at 700 Airport Road, Fernandina Beach FL 32034. A copy of the official dated application will be provided to applicants upon request. Hangar size preference will be documented at the time of entrance to the waiting list. Hangar size preference can be changed at any time by filing a request to Airport Management via mail, e-mail, or by phone.

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

Persons removed from the waiting list may restore their names to the bottom of the waiting list by making a new application.

**HANGAR UNIT OFFERS**

Hangar offers shall be made chronologically (oldest date/time to the most recent). The offer of a vacant hangar shall be made by phone and via email from Airport Management. To accept the offer, the applicant must:

- Reply in the affirmative within ten full business days following the date that the call and email was transmitted.
- Have an aircraft registered to the applicant in the hangar within 60 days from the commencement of the hangar rental agreement. Failure to place a registered aircraft in the hangar within 60 days may result in termination of the hangar rental agreement.

When the top position on the list has been vacated (by acceptance of a hangar or following removal), the next individual on the list will be notified by Airport Management via email and phone of their position at the top of the list.

**PASS-OVER POLICY**

Every effort shall be made to contact the top position of the waiting list by email and telephone, as hangars become available.

A “decline” or “not interested” response, non-contact, or failure to respond within ten business days will be considered a pass-over.

Each hangar applicant is permitted one pass-over. Following a second pass-over, applicants will be moved to the bottom of the waiting list.

A second offer will be made to a passed-over applicant only after filling the original T-Hangar vacancy.

An applicant’s rejection of a hangar offer based on insufficient space for the owned aircraft, as validated by Airport Management by review of the applicant’s aircraft registration number, or for a hangar which does not match the hangar-size preference on the waiting list will not be considered a pass-over.

#### **HANGAR UNIT ACCEPTANCE**

If the contacted individual is interested in leasing the offered hangar, Airport Management will begin contract negotiations. The hangar waiting list funds will be promptly reimbursed to the waiting list individual that has accepted a hangar unit, and that position on the list will be eliminated.

#### **HANGAR RELOCATION/TRANSFERS**

Existing hangar tenants will be provided first preference at transferring to another hangar. To identify an interest in transferring hangars, the lessee of a hangar unit must provide notice to Airport Management with a request to transfer to another unit in addition to the details (type/size/location) of the hangar that the individual is interested in transferring to.