



## ***Bellingham International Airport (BLI)***

### **Hangar Waitlist Policy**

*Effective: October 1, 2018*

#### **Waitlist Application**

1. A Hangar Waitlist Application form (Exhibit A) must be completed in full and submitted to the Airport Administrative Office or their designee 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 annual non-refundable fee of \$\_\_\_\_\_ is required for placement on the Hangar Waitlist. The fee is subject to change based on the Tariff Schedule for the Bellingham International Airport. The fee will be billed annually starting one year from the date the applicant was placed on the waitlist. A renewal notice will be sent via email to the last known email address of each applicant on the Hangar Waitlist. Applicants who fail to submit the annual renewal fee within sixty (60) days following the due date will be removed from the Hangar Waitlist. It is the responsibility of the applicant to notify the Port of any change in email address and/or telephone number.
3. The Applicant's position on the Hangar Waitlist is not transferable others. Offers will only be made to applicant name(s) as it appears on the application.
4. Applicants may request removal from the Waitlist at any time. Requests for reinstatement will be treated as a new application.

#### **Hangar Eligibility**

The Port of Bellingham (Port) 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. Airport approved businesses or outside businesses are not allowed to participate in the Hangar Waitlist process without approval from the Director of Aviation. Aircraft leased by an individual may be eligible to occupy a hangar if the lease meets the eligibility criteria below. To prove eligibility for a Port 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 Port lease agreement.

- **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 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 to the Director of Aviation or designee 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 Port owner hangar will be considered a sublease and is not permitted under the Airport Rules, Regulations.

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 or until the official FAA Aircraft Registration is received.

#### **Hangar Offer**

1. All Hangar Waitlist applicants will be notified once an aircraft hangar becomes available for lease. All applicants will have ten (10) business days after notification to respond to the notification. Once the 10 business days have expired, the Port will offer the hangar to the responsive individual that has the highest seniority on the Hangar 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. Wait List participants 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 seniority list. Participants that accept the hangar but are not chosen based on waitlist seniority will maintain their seniority position on the Hangar Waitlist.
3. The Port 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.
4. In the event a tenant sells their aircraft, the tenant will be allowed sixty (60) days to acquire another aircraft before the Hangar Lease Agreement is terminated.

**Exhibit A**



**Bellingham International Airport Hangar Waitlist Application**

Date of Request: \_\_\_\_\_

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

Complete address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Telephone: \_\_\_\_\_

Type of Aircraft: \_\_\_\_\_

Registration number: \_\_\_\_\_

Aircraft Weight: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*POB use: Amount Paid:* \_\_\_\_\_ *Date Paid:* \_\_\_\_\_