



Athens Ben Epps Airport
1010 Ben Epps Drive, Athens, GA 30606
Phone: (706)-613-3420

AHN HANGAR WAITING LIST POLICY AND APPLICATION

Approved 11/1/23

AUTHORITY

The Athens Ben Epps Airport currently leases 67 T-hangars and 6 corporate hangars. When demand for these hangars exceeds supply the Airport Manager is required by the FAA to maintain a hangar waiting list towards future hangar development. A list of eligible parties interested in leasing available hangar space must submit the mandatory application to be on the waiting list in order to lease an available hangar. This policy is designed to provide simple, fair, and transparent processes for placement on the hangar waiting list and transactions of a hangar offer. This policy only applies to any non-commercial related aeronautical activities.

DEFINITIONS

Based Aircraft - An aircraft which the aircraft owner physically locates at the Airport for a period greater than thirty (30) days, with an approved signed lease for a hangar or tie-down, and whenever absent from Airport, is intended to be returned to the Airport for long-term storage.

Complete Application is any fully completed application form, along with supporting documents and full payment of all applicable fees which has been successfully delivered to an Airport representative.

Current contact information means the contact information provided to the Airport Business Coordinator and/or an Airport representative that will be utilized to reach the applicant directly.

NOTE: It is an applicant's responsibility to notify the Airport Manager if/when their telephone number, mailing address, e-mail address or other contact information has changed.

Declined Offer is defined as either the inability to contact an applicant using information provided (passive), an applicant expressing no interest in the present offer (active), or an applicants failure to respond to an offer within the allotted time (passive).

Eligible Parties are individuals, partnerships or corporations that own, or have under exclusive lease, one (1) or more aircraft. Refer to Note below for Waiting List Category Priority.

NOTE: 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, which have been submitted to the FAA will satisfy this requirement. If the aircraft is leased, a copy of the lease reflecting exclusive possession by the lessee shall be submitted for review to the Airport Manager and approved prior to wait listing. Waiting list priority for available hangars consists of four (4) categories. Select your category on the hangar waiting list application.



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Good Standing means that the applicant: (1) has no outstanding debts, judgments, or other obligations to the Airport and (2) has not violated: (a) a lease agreement with the Airport, (b) the Airport's Rules and Regulations, (c) the Airport's Minimum Standards, (d) the Athens Ben Epps Airport Code or any other applicable law or regulations; or (3) has not committed any obscene, disorderly, indecent, nuisance or unlawful act at the Airport.

APPLICATION PROCESS

AHN Hangar Waiting List applications can be retrieved by the following methods: (a) attached as Exhibit B to this policy, (b) from terminal concierge (front desk) staff, (c) via e-mail request to team.charters@accgov.com or (d) off the airport's website at <https://accgov.com/airport>.

Applications must be completed in full and submitted (by-hand, e-mail or postal service) to Airport Business Coordinator Davin Welter, or his designee, along with the required supporting documentation and a non-refundable \$25 application fee.

When the application is deemed complete and the applicant's non-refundable fee has cleared, the date and time of that receipt shall be recorded as the date of application.

THE LIST

The Airport Business Coordinator will build and maintain the hangar waiting list on behalf of the Airport. It shall be updated at the end of each month and made available for viewing at the terminal's concierge desk and on-line at <https://accgov.com/airport>.

Applicants may request removal from the AHN Hangar Waiting List at any time via direct communication (phone, e-mail, or postal service) to the Airport Business Coordinator or Airport Manager. Any and all requests for reinstatement will be treated as a new application.

Any applicant who is *not in good standing* with the airport or fails to maintain current contact information with the Airport Business Coordinator will be subject to removal from the list.

Positions on the AHN Hangar Waiting List shall not be gifted, transferred, traded, nor sold.

THE PRIORITY SYSTEM & PILOT CODES

Purpose. The priority-based hangar waiting list system is designed to give preference to existing patrons of the airport and/or to individuals who already own an aircraft. The system utilizes a five tier hierarchy (tenant, based, non-based, building, and purchasing) to categorize applicants. Those in the "tenant" category will be placed above those in the "based" category, and so on. The individuals listed within each particular category will be organized according to the chronological order in which their completed AHN Hangar Waiting List Application was received.



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Tenant (T). A tenant is characterized as any person who currently leases a hangar at the Athens Ben Epps Airport. Applicants in the “tenant” tier have only one aircraft and are only seeking to relocate their aircraft to a more preferable hangar should one become available.

Based (B). Applicants in the “based” tier maintain their aircraft at the Airport for a period greater than thirty (30) days, with a fully executed lease for either tie-down or hangar space. Such individuals may be seeking a hangar for an aircraft currently in a tie-down or for a separate aircraft which they already own. This applicant, if already in possession of a hangar, does not wish to exchange hangars but rather acquire an additional hangar.

Non-based (N). Applicants in the “non-based” tier are those who currently own a properly registered U.S. civil aircraft that is not currently based at the Athens Ben Epps Airport.

Building/Experimental (E). Applicants in the “building” tier are in the process of assembling an aircraft.

Purchasing (P). Applicants in the “purchasing” tier do not currently own a properly registered U.S. civil aircraft and are in the process of searching for, or purchasing, an aircraft. Such applicants are given lowest priority due to the indefinite nature of these endeavors.

Change in Status. Should an applicant move from one tier to another, the applicant should notify the Airport Business Coordinator as soon as practical. An applicant who moves into a higher tier will be inserted into a position within that tier based on the date of their waiting list application submission. Hence, an individual that moves to a higher tier will gain a new position within that category based on the date on which they submitted a waiting list application relative to others in that same tier. This ensures fairness based on both (a) categorical designations and (b) chronological order of waiting list applications.

Pilot Code. Applicants will be able to identify their status on the published hangar waiting list based on their assigned pilot code. Codes will be provided following the submission of their completed Hangar Waiting List Application and all other required documentation/fees. Codes will be created based on the primary contact person’s initials, last four digits of their phone number, and tier designator. For Example: applicant John Doe, phone number (706) 555-8020, has had his aircraft tied down at AHN since the end of 2022 and is therefore part of the *Based (B)* category. Jim’s pilot code would be JD8020B.

HANGAR OFFER

When a hangar becomes available, the Airport Business Coordinator shall notify the next waiting list applicant who is in *good standing* with the airport via telephone and e-mail only. Should the Airport be unable to make contact with the applicant after attempting for three (3) consecutive business days, the Airport shall consider the lack of acceptance as a declined offer and proceed to make the offer to the next applicant in priority standing.

Applicants must accept the offer for a hangar within five (5) business days of the date that the Airport provides notification that a hangar is available. Failure to accept the offer within five (5) business days will be considered a declined offer. Applicants accepting their offers will be removed from the waiting list and have thirty (30) *calendar* days to fully execute a AHN Hangar Lease Agreement. The lease requires that an aircraft registered to the lessee be stored in their Athens Ben Epps Airport hangar within forty-five (45) calendar days of lease execution. Failure to have an airworthy aircraft registered to an applicant within that time period will constitute default of the AHN Hangar Lease Agreement and dismissal from the AHN Hangar Waiting List.

Should an applicant decline a hangar offer, the Airport shall move on to and notify the next applicant on the priority list.

Exhibit A: Airport Hangar Dimensions & Related Information

HANGAR	FY 24 RATES	SQ FT	PRICE PER SQ FT	HEIGHT	WIDTH	DEPTH	DOOR WIDTH	YEAR BUILT	# OF HANGARS
A (4 Executive)	\$1,564.35	3,765	\$ 0.42	18'	62' 9"	60'		2008-2009	4
B	\$402.65	1,710	\$ 0.24	13'-10"	45'	37'-9"		2002	19
B20 (Executive Hangar)	\$1,353.66	3,600	\$ 0.38	16'	60'	60'		2002	1
C	\$341.11	1,710	\$ 0.20	13'-10"	45'	37'-9"	43' 4"	1994	20
C21 (Executive Hangar)	\$1,353.66	3,600	\$ 0.38	16'	64' 5"	62'	54' 10"	1994	1
D	\$262.28	1,287	\$ 0.20	11'-6"	39'	32'-6"		1960	12
E	\$719	2,475	\$ 0.29	16'-10"	55'	44'-6"		1970	4
F	\$272.58	1,271	\$ 0.21	12'	40'-7"	31'-3"		1975	6
G	\$426.99	1,932	\$ 0.22	15'	45'-9"	42'		1975	4





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Exhibit B **AHN HANGAR WAITING LIST APPLICATION**

Before you complete this form, please take a moment to read and familiarize yourself with the Hangar Waiting List Policy. It is extremely important to the host-tenant relationship that you know the rules, rights, and responsibilities of each party.

Primary Point of Contact

Name: _____ Phone Number: _____

Email: _____ Address: _____

Aircraft Information

Aircraft Registered Owner: _____ N-Number: _____

Aircraft Make/Model: _____ Year: _____ *(a copy of aircraft registration must be attached)*

Additional Contact Information

Please list the name, phone number, email, and address of any additional owners/co-owners below.

Name: _____ Phone Number: _____

Email: _____ Address: _____

Name: _____ Phone Number: _____

Email: _____ Address: _____

Name: _____ Phone Number: _____

Email: _____ Address: _____

Additional Notes

Hangar Size Preference/Minimum Acceptable Hangar Size (A, B, C, D, F or G): _____

Wingspan: _____



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CHECKLIST & HANGAR PRIORITY (CHECK CATEGORY)

- | | |
|---|--|
| _____ Completed application | <input type="checkbox"/> T (Tenant) |
| _____ \$25 non-refundable application fee | <input type="checkbox"/> B (Based) |
| _____ Copy of Aircraft Registration | <input type="checkbox"/> N (Non-Based) |
| | <input type="checkbox"/> E (Building/Experimental) |
| | <input type="checkbox"/> P (Purchasing) |

By signing this application, I affirm the information provided is accurate and current. I understand it is my responsibility to keep the Airport Business Coordinator advised of any update to this application. I also understand I must notify the Airport Manager if my aircraft ownership status changes. I have read, understand, and agree to the AHN Hangar Waiting List Policy and the provisions set forth therein.

Aircraft Owner Signature

Date

FOR OFFICE USE ONLY

This application was received on _____ and found complete as of _____ at _____
(Date) (Date) (Time)