

HABERSHAM COUNTY AIRPORT POLICIES AND PROCEDURES FOR LEASING OF HANGARS

These Policies and Procedures are established for the purpose of leasing hangars at the Habersham County Airport.

- A. **WAITING LIST.** As hangars become available, hangars will be offered to persons on the hangar waiting list. In order to appear on the list, the applicant shall complete the hangar lease application in its entirety and pay an administrative fee of \$50.00. No applicant shall be considered for a hangar unless the applicant has complied with this procedure. Applications are available online, and at the County Manager's office and the airport terminal building. Completed applications shall be submitted at the County Manager's office.
- B. **POSITION ON THE HANGAR WAITING LIST.** An applicant's position on the waiting list shall be determined by the date on the application. For applicants whose names appear on the waiting list prior to the date of adoption of these policies and procedures by the Habersham County Board of Commissioners, the application date shall be the date listed on the waiting list in effect on the date of the adoption of these policies and procedures.
- C. **NO TRANSFER OR SALE OF POSITION.** The transfer or sale of positions on the waiting list is strictly prohibited.
- D. **OFFERS FOR LEASING OF HANGARS.** Offers shall be based on the chronological order of applicants on the waiting list, from the oldest to the most recent, as hangars become available, based on the applicant's preferences as to hangar type as indicated in the application. The County will contact the applicant by telephone, email, and regular mail, based on the information contained in the application. The applicant will have ten (10) business days from the date of mailing to either accept the hangar, or to decline the hangar. In the event the applicant accepts the hangar, the applicant must sign the hangar lease agreement. The failure of the applicant to respond, or the failure of the applicant to sign the hangar lease, shall constitute a declination of the offer.
- E. **UPDATED CONTACT INFORMATION.** It shall be the responsibility of applicant to update his or her contact information.
- F. **STATUS IN THE EVENT OF DECLINATION.** Except for declination for failure of the applicant to respond, in the event the applicant declines the offer of a hangar lease, but wishes to remain on the hangar waiting list, the applicant's date of application and position on the waiting list shall remain the same. In the event the applicant declines a second offer to enter into a hangar lease, the date on the applicant's application shall be changed to the date of the second declination.
- G. **INSPECTION.** The waiting list for hangars is available for inspection upon request.