



KEYSTONE HEIGHTS AIRPORT  
Keystone Heights Airport Authority  
T-Hangar and Corporate Hangar Waiting List Policies and Procedures

### **T-Hangars and Corporate Hangars**

**1. Vacant hangars will be offered to individuals on the hangar wait list.** For a person to appear on the hangar waiting list **they shall:**

**A. COMPLETE AND FILE A HANGAR REQUEST APPLICATION WITH AIRPORT ADMINISTRATION.** Applicants are solely responsible for maintaining a current address, email, and telephone numbers on their application. The applicant must currently own an aircraft and the aircraft owners name must match the FAA Registration Certificate of Aircraft name if other than the individual's name. Airport Administration will check N numbers at [www.faa.gov](http://www.faa.gov). Hangars will not be leased to individuals that do not own an aircraft. Applications are for one hangar only and no one may apply for additional hangars until they have signed a lease and occupy a hangar removing them from the list. Additional hangar requests will be placed at the bottom of the current list.

**B. PAY HANGAR DEPOSIT FEE.**

1) All persons on the T-Hangar and Corporate Hangar waiting list, either existing or new, shall make a \$250.00 hangar deposit. Checks should be payable to – Keystone Heights Airport Authority.

2) The hangar deposit shall be applied to the first month's hangar rent. The \$250.00 deposit will be refunded if an applicant removes their name from the hangar waiting list by choice, or if an applicant is removed from the list by Airport Administration for declining a hangar space.

**C. STIPULATE T- HANGAR OR CORPORATE HANGAR DESIRED.** An applicant shall be knowledgeable of the hangar sizes and accommodations. Applicant is solely responsible for selecting the appropriate hangar.

**2. Position on the hangar waiting list.** Waiting list position for new applications shall be determined by the date the correctly completed hangar application is received by the Airport Manager either via US mail or via walk-in at the Airport Office, 7150 Airport Road, Starke, FL 32091.

**3. Hangar offers shall be made chronologically (oldest date to the most recent).** When a hangar matching an applicant's preference becomes available, an offer notification will be made by Airport Administration. To accept the offer, the **applicant must:**

**A. Reply in the affirmative within five (5) days** of the date when positive notification was made with the applicant (weekends and holidays excluded).

**B. Aircraft acquisition:** Have an aircraft registered to the applicant in the hangar within forty five (45) days from the date Airport Administration received the applicant's acceptance and hangar rental payment. Failure to have an airworthy aircraft registered to the applicant in the hangar within 45 days of acquiring the hangar may result in termination of rental agreement and removal from the hangar. A copy of the aircraft insurance shall be provided to the Keystone Heights Airport Authority and the policy shall show the "Authority" as additional insured. **NO AIRCRAFT EXCEPT FOR THE LISTED AIRCRAFT SHALL BE STORED OR OCCUPY ASSIGNED HANGAR.** Exceptions may be made by the Airport Manager under certain circumstances.

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**4. Airport Administration Staff shall make every effort to contact** the person in the top position of the hangar waiting list either by mail, email or telephone when a hangar becomes available. It is the applicant's responsibility to provide the most current contact information.

**5. No contact, failure to respond or a "not interested" response,** to the hangar offer notification after 5 workdays (weekends and holidays excluded), shall be interpreted as – applicant is no longer in need of a hangar and the next individual on the list will be contacted. Applicant's deposit will be refunded and they will be removed from the waiting list.

**6. Persons removed from the hangar waiting list** may restore their names to the bottom of the waiting list by filling out a new application. If a past deposit was returned, a new deposit will be required.

**7. Experimental aircraft applicants** may apply to the wait list; however, so long as a waiting list exists, experimental planes in the build stage(s), will not be considered for hangar space. Only airworthy (FAA definition) aircraft may acquire a hangar. Experimental owners may be skipped over until the aircraft is flyable.

**8. Deposits shall be either check or money order.** In the event a check is returned for NSF or other reason, the applicant will have five 5 workdays to remedy or will be removed from the list.

**9. Applications and deposits** shall be mailed or delivered via walk-in to the Airport Administration Office at 7150 Airport Road, Starke, FL 32091.

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

**11. As newly constructed T-Hangars and Corporate Hangars become available,** existing tenants, in good standing, may request the opportunity to upgrade. This would be based on their seniority/move in date. Existing tenants in this situation may not accept a new hangar as a secondary hangar; they must vacate their existing hangar.

**12. Hangars are for the exclusive storage of Aircraft.** If the owner is storing their aircraft at another location and staff determines excessive vacancy, cars, boars or that other material is being stored in said hangar, contact will be made with the lessee. If not rectified, the "Authority" may terminate the lease agreement. The hangars are not assumed to be seasonal i.e.: Tenant moves aircraft back up north for the summer but arrangements can be discussed with the Airport Manager for consideration.



**KEYSTONE HEIGHTS AIRPORT  
T-HANGAR AND CORPORATE HANGAR APPLICATION FORM  
THIS APPLICATION IS NOT A HANGAR OFFER OR RENTAL AGREEMENT**

**APPLICANT PERSONAL INFORMATION**

Name (Last, First, Initial): \_\_\_\_\_

Name of Company (If Applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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

**APPLICANT AIRCRAFT INFORMATION**

MAKE & MODEL: \_\_\_\_\_ REGISTRATION NUMBER: N-\_\_\_\_\_

**HANGAR SIZE REQUEST (Circle one or more options)**

**OPTION 1 – T-Hangar**

- Buildings A & B:
1. Door Height: 12' 6"
  2. Width: 41'
  3. Depth: 31'

- Buildings C & E:
1. Door Height: 12'
  2. Width: 41'
  3. Depth: 33'

**OPTION 2 – Corporate Hangar**

60' x 60'

**STATEMENT OF ACKNOWLEDGEMENT**

I understand that in order for an applicant to be placed on the waiting list, applicant must submit the required deposit within 5 working days of the date of the application. The deposit will be applied to the first month's hangar rent. Deposits are refundable if an applicant decides to remove their name from the list. Each applicant must have an aircraft registered in his/her name at the time of application, or within 45 days from the effective date of the lease. Positions on the hangar waiting list are not to be transferred, traded or sold.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

<b>FOR AIRPORT USE ONLY</b>	
Airport records confirm the deposit has been received and the N-number verified	
VERIFIED BY: _____	DATE: _____