

SNOHOMISH COUNTY AIRPORT HANGAR WAIT LIST POLICY

The hangar wait list policy is designed to provide a simple and fair process for aircraft owners to be placed on a wait list for hangars at Snohomish County Airport. The Airport currently owns and leases 326 hangars that are located throughout the Airport. All hangar storage is available on a first-come, first-serve basis, and because demand is often greater than availability, it is mandatory to be on the wait list in order to receive a hangar. Airport policy is to process the waiting lists by the date (and time if necessary) the application was submitted, and hangars will be assigned in that order. All wait lists are available for review in the Airport Office during normal business hours (Monday – Friday, 8:00AM – 5:00PM) or by calling (425) 388-5125.

Hangar Sizes and Descriptions:

Many of the hangar units have various amenities and features, such as specific airfield location, large size, additional electricity, and different fire code ratings. The standard sizes are:

Old Hangars – Storage, 20' L, 40' T, 45' T
New Hangars – 21' L, 42' T, 45', 50', 60'

The hangar layouts and features can be further identified and explained by viewing the Paine Field website at www.paineairport.com or by calling the Airport Office at (425)388-5125

Application Procedure:

All parties interested in a hangar must complete the attached wait list application with current mailing address (no PO Boxes), telephone numbers, email address, and aircraft information. If a partnership or corporation is intending to be the lessee, all partner's names and/or the corporate name shall be listed on the application. Waiting list applicants are also required to select the size and type of hangar needed as identified on the wait list application.

Due to the limited number of larger hangars, consideration will be given to applicants who have larger aircraft when those larger sized hangars become available. It is therefore possible that someone lower on the list with a larger aircraft may be placed ahead of someone in order to maximize the usefulness of the larger hangars with those who truly have the need for them. The Airport is not required to lease a hangar to waiting list applicants with airplanes that are significantly smaller than the size of the hangar they have requested.

A deposit is required for all waiting list applications. The deposit is \$100 and will be applied to the first month's rental payment once the applicant is placed in a hangar. A deposit is also required for each list, meaning that if a tenant wanted to be on the list for

an old T hangar and also a new T hangar, there would be a \$200 deposit required. Tenant's being placed on more than one list may apply any additional deposits to the first month's rental payment for a space that becomes available, unless they choose to maintain their position on the other list(s).

Letter of Availability/Acceptance:

When a hangar becomes available, the individuals at the top of the appropriate waiting list will be sent a "letter of availability" notifying them of hangar availability. Within seven (7) days of the postmark date of the letter, the applicant must respond in one of the following ways, or their application will be removed from the waiting list with no further rights to hangar storage under that application:

- Accept the hangar by entering into a "Hangar Rental Agreement" with Snohomish County Airport.
- If the applicant is not prepared to accept the hangar the first time that it is offered, they may opt to return to the bottom of the waiting list. The seniority date will be changed to reflect the date of reapplication. If the applicant refuses the hangar a second time, the deposit will be forfeited and the applicant must reapply to return to the waiting list.

If a response is not received within the 7-day availability period as explained below, there will be no refund and you will be removed from the list. If this is the case, the entire deposit will be forfeited to cover administrative fees. If the applicant withdraws from the list prior to being offered a hangar, the waiting list deposit will be refunded, minus a \$10 fee for administrative purposes. A written or verbal request with Airport Operations is required for all withdrawals from the waiting list.

All correspondences will be done via U.S. mail.

It is the applicant's responsibility to provide written notice of telephone number, address, or email changes.

When the applicant accepts a hangar assignment, they will be required to show proof of ownership of the aircraft that will occupy the hangar. If the applicant does not own an aircraft at the time of the assignment, they will be given sixty (60) days to provide satisfactory documentation of ownership or will forfeit the hangar assignment.



PAINE FIELD

3220 100TH St SW Everett, WA 98204
(425) 353-2110 fax (425) 355-9883

County Executive Aaron Reardon
Airport Director David Waggoner

HANGAR WAIT LIST

Please print the following information:

Name: _____ Address: _____

City _____ State _____ Zip _____

Telephone (H): _____ (W/C): _____

Email Address: _____

Aircraft Type: _____ N#: _____ WA Registration #: _____

Wingspan: _____ Aircraft Height: _____ Aircraft Length: _____

What type of hangar are you looking for? (Check all that apply)

Storage _____ L-Hangar _____ Existing T-Hangar _____ New T-Hangar _____
T+L _____ 45' Rectangle _____ 50'x 45' _____ 60'x 60' _____

If partnership, names of all partners: _____

If corporation, name of corporation: _____

I have read, understand, and agree to comply with the policy governing the waiting list for aircraft hangar rentals at Snohomish County Airport.

As required by the Hangar Wait List Policy, I have enclosed a \$100 deposit. I understand this will be applied to my first month's rental payment when I am eligible for hangar space. I further understand that I will forfeit this deposit if I am unable to be contacted during the 7-day hangar availability period. I have also read and understand the requirements and policy for the administrative fees.

Applicant's Signature Applicant's Printed Name Date

<u>Airport Use Only</u>	
Received by: _____	Date/Time: _____
Fee Paid \$: _____	Receipt #: _____