



Aircraft Hangar Leasing Guidelines

Lee County Port Authority is responsible for the property management at Page Field, which includes leasing of aircraft hangar space. This document establishes internal guidelines for the leasing of LCPA-owned T-Hangar and Bulk Hangar spaces.

Hangar Leasing Guidelines for Non-Commercial Aircraft

- When hangar space is not immediately available for assignment, wait lists will be established, prioritized by date when application and deposit are both received.
- Separate lists are maintained for hangar space requests based on the category and class of aircraft as designated on the Hangar Space Request (Request). Three lists are maintained:
 - 1) T-hangars for single & small twin aircraft
 - 2) T-hangars for cabin class aircraft
 - 3) Bulk hangar space

These lists are maintained in order to properly record those who wish to lease a hangar or hangar space. Completion of a Request and a four hundred dollar (\$400) non-refundable deposit are required to be included on the list. Applicants are placed on the appropriate list in the order that the Request and deposit are received.

Should an applicant accept a hangar space when offered, the deposit will be applied toward the first month's rent.

- Applicants on wait lists are identified by a unique customer I.D. number.
- Wait lists are available for viewing online at: www.flylcpa.com/technicaldocuments/
- If an applicant is planning an aircraft purchase but is unsure regarding the size and type of T-hangar they may need, they are encouraged to submit a separate Request for each category. A separate non-refundable deposit will be required for each application.
- Any correspondence regarding hangar leasing after the initial request will be handled by the Customer Service Supervisor (Supervisor), who may be contacted at: dabarr@flylcpa.com or 239-590-6600. The General Manager of Base Operations will serve as an alternate contact in the event the Customer Service Supervisor is unavailable.

- If an applicant appears on only one wait list and plans to change the type of hangar space requested, they must notify the Supervisor in writing and they will be moved to the bottom of the applicable list.
- It is the responsibility of the applicant to keep the Supervisor informed of any changes of address, phone number, or other pertinent contact information.
- When hangar space becomes available, the Supervisor will attempt to contact the applicant up to three (3) times by phone and/or email over the course of one week. If there is no response to the phone calls or emails, the next person on the wait list will be contacted and offered the space. The unreachable applicant will be sent a certified letter to which he/she must respond within two weeks from the date of receipt to remain on the list. If there is no response within the allotted time, he/she will be removed from the list and the deposit will be forfeited.
- Once an applicant has been offered a hangar, the applicant has forty-eight (48) hours to accept or decline the offer.
- If the applicant accepts the space, an agreement will be sent for execution by email. If the applicant fails to submit a signed agreement and payment for the first month's rent within seven (7) days, he/she shall forfeit the four hundred dollar (\$400) deposit and will be removed from the waiting list. The next person on the wait list will be offered the space.
- At the time of lease execution, the tenant must identify the make, model and registration number of the aircraft (designated aircraft) to be stored. In addition, the tenant must provide proof of ownership or demonstrate that he/she exclusively leases the aircraft. Additionally the owner must provide proof that the aircraft is in an airworthy, flyable condition with the exception of experimental aircraft that are in the final stages of assembly. The application will be denied if any of the above conditions are not met; in that event, the potential tenant shall forfeit his/her \$400 deposit and be removed from the hangar waiting list.
- Those who decline hangar space or do not qualify for any reason, or fail to respond within the allotted time, will be removed from the list and will forfeit any deposit. A follow-up letter verifying deletion from the list will be sent.
- Should an applicant wish to remove themselves from the hangar waitlist, they must do so by providing written notice to the Supervisor. Once removed from the list the applicant's deposit will be forfeited.
- If the hangar space being offered is not large enough for the applicant's aircraft, the applicant shall remain on the list in his/her original relative position (Applies to bulk hangar space only).
- Upgrade lists are maintained for existing hangar tenants who wish to change to a like size hangar. Current hangar tenants must notify the Supervisor to request a change and be placed on the upgrade list until the requested hangar type is available. Existing tenants will be given preference provided all criteria are met for the new space, and tenant is current on all payments.

- If a current T-hangar tenant purchases an aircraft that is larger than will fit in his/her current hangar and wishes to upgrade to a larger T-hangar or community/bulk storage, the tenant must submit a new application along with a deposit, and their current hangar lease will be terminated.
- The Aircraft Hangar Agreement also provides for the reallocation of assigned space to allow for maximum utilization of existing facilities, possibly giving priority to large aircraft over smaller aircraft for available storage space. The Supervisor may, as deemed appropriate, reallocate the assigned hangar space of an existing tenant to a smaller available hangar space, if the existing tenant's designated aircraft would fit into the smaller unit while the potential tenant's aircraft would not fit into the smaller space.
- Wait list positions (whether initial or upgrade) are not assignable by applicants or current tenants to third parties.
- Lee County Port Authority reserves the right to interpret, apply or revise these Guidelines as it deems appropriate for operational or other business reasons, in its sole discretion.

Special Conditions

- Should an event occur that renders a tenant's leased hangar unusable for aircraft storage, said tenant will go on the upgrade list for like space. Priority will be given to those displaced over the existing upgrade list. At the time that a hangar becomes available, the tenant must provide proof of ownership or demonstrate that he/she exclusively leases the aircraft. Additionally the owner must provide proof that the aircraft is in airworthy, flyable condition. The lease will be denied if any of the above conditions are not met and the tenant will be removed from the upgrade list.

Term and Invoicing Information

- Hangar tenants will be invoiced on a monthly basis for the established rental amount, plus applicable sales tax. As per terms of the Aircraft Hangar Agreement, payment for such space is due in advance without notice on the first day of each calendar month. Payment should be made to Lee County Port Authority, 5200 Captain Channing Page Drive, Fort Myers, FL 33907.
- Payment will be accepted only from the hangar tenant.
- The terms and conditions of the Aircraft Hangar Agreement are final.