



BOULDER MUNICIPAL AIRPORT

3327 Airport Road Boulder CO 80301

BMA@Bouldercolorado.gov

T-HANGAR WAITING LIST POLICY AND PROCEDURES

1. **Purpose:** The hangar wait list policy is designed to provide a simple and fair process for aircraft owners to be placed on a waitlist for t-hangars at Boulder Municipal 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 t-hangar lease.
2. **Applicability:**
 - 2.1. The airport's consolidated waiting list applies to all t-hangars on the airport that are leased, whether they are owned directly by the City of Boulder or managed by a private entity under lease with the City. Currently the t-hangar waiting list includes the following addresses: 3316, 3317, and 3351-3356.
 - 2.2. If a new t-hangar is constructed for leasing purposes, tenants will be selected by random drawing of names from those current t-hangar tenants that wish to be included. If space remains after the lottery is conducted, names will be pulled off of the waiting list based on normal seniority.
 - 2.3. This policy does not apply to t-hangars that are developed for resale.
3. **Hangar Sizes, Amenities, and Costs:**
 - 3.1. Type One (3316 and 3317 Airport Rd): 40' 3" Wide x 32' Deep; Electricity Included; Sliding style hangar doors on wheel track. \$270.03/mo. Larger End Hangars \$313.23/mo.
 - 3.2. Type Two (3351, 3353, 3354, and 3355 Airport Rd): 40' 6" door opening; Electricity Included; Hangar doors are bi-fold that are raised via a manual pulley system. \$324.03/mo. Larger End Hangars \$378.04/mo.
 - 3.3. Type Three (3352 and 3356 Airport Rd): 40' 3" door opening; No Electricity; Sliding style hangar doors on wheel track. \$378.04/mo. Larger End Hangars \$432.04/mo.
4. **Application Procedure:**
 - 4.1. Parties interested in a t-hangar can submit their application online to be added to the waitlist by visiting: www.bouldercolorado.gov/boulder-municipal-airport-hangar-waitlist-application to fill out an application.
 - 4.2. The following information must be provided by all applicants:
 - 4.2.1. First and last name

- 4.2.2. Mailing address
- 4.2.3. Primary telephone number to contact you
- 4.2.4. Permanent e-mail address
- 4.2.5. Selection of hangar type (see Section 3), special requests (i.e. corner unit only), or any first available t-hangar.
- 4.2.6. Aircraft Type and N-Number
- 4.2.7. If applicant requests a particular hangar type (see Section 3) or only wants a corner unit, they will not be bumped to the top of the list if that type hangar becomes vacant. Additionally, such applicants will be skipped over if another type of hangar becomes available.
- 4.2.8. Current tenants that wish to request a particular hangar Type or a corner unit upgrade may also request to be on the waiting list. When such t-hangar becomes available, they have the option of canceling their current lease with no default penalty or entering into a second lease for a total of two hangars.
- 4.2.9. Applicants may change their hangar type or special request at any time prior to being notified of availability. Once the notification procedure has begun, applicants may not change their special request without losing their seniority on the list and being placed at the bottom again.

5. Notification and Acceptance Procedure:

- 5.1. Airport administration or its designated appointee will notify the next eligible person on the list once a t-hangar becomes available or is known to become available within the next 30 days. Primary means of notification will be via e-mail or telephone. If neither the telephone or e-mail address is current, then the airport will send a notification letter by U.S. Mail but has the option of contacting the next person on the list via telephone/e-mail due to the added delay.
- 5.2. Applicant has ten (10) calendar days from date of notification to reply to airport administration or its designated appointee of its intentions before being removed from the waiting list.
- 5.3. Applicants must be available to enter into a t-hangar lease upon notification of availability. If applicant is not prepared to enter into a lease, they are permitted one opportunity to be skipped over and enter into "hold status". Applicants can remain in hold status for a maximum of six (6) months from date of notification. Applicants will continue to be skipped over until they notify airport administration that they would like to be re-activated. If airport administration does not receive such notice, then applicant will be removed from the t-hangar waitlist upon reaching the six-month expiration date. Applicants on hold status are not guaranteed a hangar upon reactivation but will be returned to their previous seniority on the waiting list and will be notified when another t-hangar becomes available.

6. **Qualifications for T-Hangar Lease:** To qualify for issuance of a t-hangar lease, the applicant must demonstrate, to the satisfaction of the Airport Manager or designee, the ability to comply with the terms and conditions of the t-hangar lease. Qualification criterion includes, but is not limited to:
 - 6.1. Proof that the applicant is an owner or part-owner of an aircraft or show proof of purchase of an aircraft within thirty (30) days of lease approval. Failure to submit proof of ownership (in the form of an FAA Aircraft Certificate) shall result in the termination of lease and forfeiture of any rents already paid.
 - 6.2. Demonstration of the ability to perform successfully under the terms of the lease, to include financial responsibility.
 - 6.3. Proof of Insurance and the ability to maintain insurance policy during the duration of lease. Failure to submit proof of insurance shall result in the termination of lease and forfeiture of any rents already paid.
7. **Transfers:** Tenants are permitted to swap t-hangars as long as both parties continue to meet the requirements of the lease and notify airport administration or its designated appointee (Hangar swapping does require a new lease agreement by both parties). Tenants are prohibited from transferring their interest, subleasing, or allowing the storage of aircraft not listed on their lease. Tenants storing aircraft not listed on their lease will be notified of their default and subject to the loss of their t-hangar. In addition, applicants on the waiting list will lose their seniority and either be removed or placed at the bottom of the list.
8. **Responsibility of Applicant:** If applicants fail to keep their contact information current and airport administration is unable to contact them, their name will be removed from the waiting list. It is the applicant's responsibility to inform airport management of any changes to their contact information. All changes should be sent to bma@bouldercolorado.gov
9. **Removal from Waiting List:** Applicants that no longer wish to remain on the t-hangar waiting list are requested to contact airport administration at bma@bouldercolorado.gov.