



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 space in hangars.

Leasing Guidelines for Non-Commercial Aircraft Storage Space

- When hangar space is not immediately available for assignment, a wait list will be established, prioritized by date of application.
- Separate lists for T-Hangars and bulk hangar storage will be maintained in order to properly record those who wish to lease a hangar or hangar space. Completion of a Request for Hangar Space form and a fifty-dollar (\$50) non-refundable deposit is required to be included on the list. Potential tenants will be listed in the order that the application was received.
- Any correspondence regarding hangar leasing after the initial request will be handled by the Airport Service Supervisor (Debra Barr).
- It is the responsibility of the potential tenant to keep the Airport Service Supervisor informed of any changes of address, phone number, etc.
- When hangar space becomes available, the airport supervisor will attempt to contact potential tenant up to three (3) times by phone and or email. If there is no response to the phone calls, the next person on the wait list will be contacted and offered the hangar. The unreachable potential tenant 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 a potential tenant has been offered a hangar, he/she has forty-eight (48) hours to accept or decline the offer.
- If the potential tenant accepts the space, an agreement will be sent for execution by email or overnight courier. If the potential tenant fails to submit a signed agreement and payment of any applicable security deposit and the first month's rental within three (3) days, he/she shall forfeit the fifty-dollar (\$50) deposit and will be removed from the waiting list. The next person on the wait list will be offered the hangar.

- 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. The supervisor reserves the right to withhold the processing of an agreement if ownership cannot be verified; in that event, the potential tenant shall forfeit his/her \$50 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.
- If the hangar space being offered is not large enough for the potential tenant's aircraft, the potential tenant shall remain on the list in his/her original relative position.
- Current T-hangar tenants wishing to change hangar type (shade vs enclosed) or location must notify the supervisor to request a change and be placed on the upgrade list until the requested type is available. Existing hangar tenants will be given preference over non-tenants.
- 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 notify the supervisor of the request to be placed on the upgrade list and to terminate the current lease. The tenant will remain on the upgrade list in his/her original relative position.
- 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 airport supervisor may, as it deems 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.

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 term for the Aircraft Hangar Agreement is for a period of three months from the commencement date, continuing month to month, thereafter, once the initial Aircraft Hangar Agreement has expired. Either party can terminate agreement by giving at least fifteen (15) days' prior written notice. No rent will be prorated.
- The terms and conditions of the Aircraft Hangar Agreement are final.