



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, wait lists will be established, prioritized by date of application.
- 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 fifty-dollar (\$50) non-refundable deposit are required to be included on the list. Applicants are placed on the appropriate list in the order that the Request was received.

- 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.
- 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.
- If an applicant appears on only one wait list and plans to change the type of hangar space requested, they must notify the Supervisor 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, 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 or overnight courier. If the applicant fails to submit a signed agreement and payment of any applicable security deposit and the first month's rent within seven (7) 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 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. 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 applicant's aircraft, the applicant shall remain on the list in his/her original relative position.
- Upgrade lists are maintained for existing hangar tenants who wish to change hangar type, size, or location. 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, i.e., appropriate-sized aircraft for the hangar requested, 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 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 until suitable hangar space becomes available. Tenants on the upgrade list take precedence over applicants on the standard wait list.
- 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.

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.