

CITY-OWNED HANGAR & STORAGE WAITING LIST POLICY

Effective 7-1-2026

OBJECTIVE

To provide all individuals who desire to store their aircraft at Prescott Regional Airport with an opportunity to compete for aircraft storage space in a fair, appropriate, and easy to understand manner.

DEFINITION OF APPLICANT

For purposes of this Policy, an applicant is defined as an individual, a non-profit organization, a partnership, a corporation, or any other legally constituted entity that presents the appropriate waiting list application paperwork and pays the appropriate application fee.

- **For Individuals:** The aircraft must be registered with the FAA in the name of the individual(s) as listed on the waiting list application.
- **For Non-Profits, LLC, Partnerships, and Corporations:** All aircraft must be registered with the FAA in the name of the Non-Profit, LLC, Partnership, or Corporation. If the Non-Profit, LLC, Partnership, or Corporation listed on the FAA registration differs from that listed on the waiting list application, the permit will be revoked.

APPLICATION FEE

A non-refundable application fee must accompany each waiting list application, in accordance with the approved Airport Rates & Fees in effect at the time of the application. If an existing aircraft storage hangar tenant desires to change hangars, for any reason, they may apply for the category and specific hangar rows they are interested in moving to, with a new application and application fee in the amount published in the approved Airport Rates & Charges in effect at the time of the application.

WAITING LIST CATEGORIES

Hangar and storage waiting lists will be maintained for the following categories:

- Sub-Standard T-Hangars
- Standard T-Hangars
- Premium Hangars and T-Hangars
- Premium Deluxe Hangars and T-Hangars
- Corporate / Executive Hangars
- Aircraft Sunshades
- Aircraft Tie-Downs

The waiting lists maintained at Prescott Regional Airport are for each hangar row or individual hangar type within the categories described above, established by the Airport Director.

Additionally, commercial operators operating under a commercial lease or an aeronautical airport use license may compete for aircraft storage hangars and pay an increased rate due to the intensity of use. An applicant must separately apply for and pay appropriate fees for each category they wish to be considered for, but may join multiple lists within the same category, under the same application and application fee. An applicant's priority number shall be determined by the date and time a completed application and application fee payment are presented to the Airport Administrative Office, and, in the case of box hangars, prioritized by size of aircraft to be hangared. Applicants applying for box hangars with aircraft that require greater width and/or tail height will move ahead of applicants on the waiting list with smaller aircraft and lesser requirements for hangar width and height. (See attached exhibit for scenarios)

WAITING LISTS

An applicant may join as many waiting lists for specific hangar rows within a given category they desire and can submit up to two applications for different or the same category at a time. No individual (nor the total applications from the same household) may ultimately occupy more than two permitted spaces. Neither applications nor application fees will be accepted from applicants who intend to sublet their PRC storage hangar(s) to others. Neither applications nor application fees may be transferred to another applicant.

WAITING LIST PROCESS

1. Waiting list applications will be accepted in person, through the mail, or electronically; and must be accompanied by the application fee. Applications will be accepted on a first-come, first-served basis, and then prioritized by aircraft with the greatest wingspan that will fit in that hangar category.
2. The Application shall include current mailing address, telephone number(s), email address, and aircraft information (if available). Individuals on the waiting list are responsible for keeping their mailing address and contact information current at all times. This information can be updated at www.airport.prescott-az/hangars-and-tiedowns/.
3. An application fee payment will be required for each application, as per the approved Airport Rates & Fees, and each applicant can join as many waiting lists as they are interested in, under one application, but only within that specific category. Once an applicant accepts a hangar, their name will be removed from all other waiting lists under that individual application and application fee.

An applicant may voluntarily initiate termination of a position on a waiting list within a category. However, an applicant may not join new waiting lists after making choices without terminating their application.

An applicant that already occupies an aircraft storage hangar, but wishes to move to another aircraft storage hangar, must pay the application fee to be listed on as many waiting lists as

they desire within a given category under that application, and will be prioritized by the same Waiting List Process outlined above.

UPDATING THE WAITING LISTS

Airport staff will verify each waiting list at least once annually, via electronic mail and/or phone, to ensure the accuracy of the contact information and documentation for each applicant. If an applicant fails to respond to the Airport Administration Office within forty-five (45) days of the notice being sent, they will be removed from the applicable waiting list(s), and all active applications shall be terminated. Failure of the applicant to receive this notification shall not be considered justification for reinstatement. An applicant that is removed from a waiting list(s) for reason of non-response may reapply should they wish to do so.

POSTING THE LISTS

The updated waiting lists will be posted in the Airport Administration Building lobby at 6630 Airport Avenue, Prescott, AZ at the beginning of each month.

NOTIFICATION OF SPACE AVAILABILITY

1. Applicant must have an aircraft meeting the “Proof of Ownership” requirements in this policy within ninety (90) calendar days from the date of permit issuance. Failure to have an aircraft meeting these criteria within ninety (90) days of acquiring the space, reasonable accommodation excepted, will result in revocation of the use permit and removal from the space. Applicants with revoked use permits that have been removed from spaces may reapply by submitting a new application and application fee.
2. Once a permitted space becomes available, an applicant will be contacted by telephone and/or email only. The Airport Administration Office will attempt three times over ten (10) business days to contact an applicant or designee. If no contact is made, and if it is the first time the Airport Administration Office attempted to offer an available hangar, then the applicant will remain at the same position of the waiting list for that specific hangar type. If a second hangar becomes available and no contact is made when the Airport Administration Office attempts to offer an available hangar, the application will be terminated.
3. Once contacted, applicants will have five (5) business days, reasonable accommodation excepted, following the date of contact to pursue a permit with the Prescott Regional Airport. If an applicant refuses an available unit or fails to pursue and secure a permit with Airport Administration within this time frame, and if it is the first time the Airport Administration Office attempted to offer an available hangar on that particular list, the applicant will be placed at the mid-point of that specific waiting list.

REFUSAL TO ACCEPT AVAILABLE UNIT

An applicant that has dropped to the mid-point of one waiting list (as a result of items listed in the prior section) will still maintain their ranking on other waiting lists. The exception to this will

be a non-responsive applicant, who may be dropped completely from all lists after forty-five (45) calendar days of no contact. An individual who refuses a hangar, sunshade, or tie-down, or does not contact the Airport Administrative Office in regard to an available hangar, can be moved to the mid-point of the waiting list one (1) time. On the second unsuccessful attempt for placement, the individual will be removed from all lists under that specific application.

CONTINUATION ON A WAITING LIST AFTER ACCEPTANCE OF A HANGAR

An applicant will be removed from all waiting lists within a category for that specific application upon accommodation. Acceptance of a permitted space under one application does not eliminate other list positions under a separate application, unless the maximum of two permitted spaces per individual and/or household is achieved.

AIRCRAFT SIZE REQUIREMENTS

Hangars are specifically reserved to continuously store at least one aircraft with a wingspan greater than 12'.

PROOF OF OWNERSHIP

Applications will be accepted from individuals who do not own an aircraft, provided that, at the time a hangar is available for occupancy, the applicant demonstrates, within ninety (90) days, proof of ownership or long-term (12 months+) lease for the subject aircraft. The following items must be presented to the Airport within ninety (90) days of signing a hangar agreement and must be kept current in City records:

1. Current International Civil Aviation Organization (ICAO) or Federal Aviation Administration (FAA)-registered AIRCRAFT; or a completed FAA registration application Form 8050-1 (valid proof) for up to 120 calendar days; or written documentation of purchase of AIRCRAFT within ninety (90) calendar days of PERMIT issuance, unless the aircraft is an experimental or kit aircraft under construction.
2. Proof of Liability Insurance for coverage of \$1,000,000 with City of Prescott/Prescott Regional Airport (6630 Airport Ave, Prescott, AZ 86301) named as an additional insured. Insurance certificates and endorsements shall be sent to airport.administration@prescott-az.gov.
3. State Aircraft Registration, unless the aircraft is an experimental or kit aircraft under construction.
4. Entity Articles of Organization/Incorporation, if applicable.
5. Except for experimental, kit aircraft, or pre-approved restorations, a Maintenance logbook Entry showing current, identifiable, and readable Airworthiness Condition. Additional documentation may be required if an aircraft appears inoperable. Non-airworthy aircraft, for reasons of experimental, kit or restoration will need to achieve airworthiness condition within 3 years unless an extension is approved.

FALSIFICATION, OMISSIONS, RULES AND POLICIES

Any falsification, misstatement, or omission of material facts related to the applicant and/or the application will be grounds for removal from all waiting lists. Applicants must comply with Federal Aviation Regulations, Airport Rules and Regulations, the Non-Commercial Hangar & Storage Room Policy, and other published Airport rules/policies. Failure to do so will be grounds for removal from all waiting list(s) and/or denial of tenancy.

POLICY EFFECTIVE DATE

This policy is effective from 7-1-2026, and until modified or rescinded by the Airport Director.



Airport Director

July 1, 2026

Date

Exhibit

Scenario 1:

Irene is new to the community, owns a Piper PA-28 Warrior and desires a hangar for her aircraft. Irene fills out a waiting list application for a Standard T-Hangar and pays her non-refundable application fee. Irene asks the Airport to place her on the waiting lists for Rows F, G, H, I, J, L, M, N and O. An opening comes up in Row G and Irene is first on the list, so Airport staff offers this hangar to Irene. Irene accepts the hangar, and is taken off the waiting lists for Rows F, H, I, J, L, M, N and O.

Scenario 2

Christina is new to the community and owns two aircraft, an Embraer Phenom 100 and a Cessna 182, desiring hangar space for both aircraft. Christina fills out two waiting list applications and pays two non-refundable application fees, one for a Sub-Standard T-Hangar Category hangar that the Cessna 182 will fit in (indifferent to the fact that the Sub-Standard hangars may be torn down in the next few years because she plans to sell the Cessna in the next few years once her husband has more flight time and is able to fly the Phenom), and one for a Premium Box Hangar Category. Christina asks the Airport to place her on the waiting lists for Rows C and D for the Sub-Standard T-Hangar Category, and Row K and P for the Premium Box Hangar waiting list. Christina is fifth on the waiting list for Row P when a hangar becomes available; because the Phenom is larger than the four aircraft above her on the list, Airport staff offers her the hangar. The P Row hangar is marginally large enough for both the Phenom and the 182, but she prefers to have a Sub-Standard T-Hangar as well because the Phenom flies more often for business purposes, and the 182 must be moved out first and then put back in the hangar each time the Phenom is flown. Christina takes the hangar in Row P when offered and is removed from the waiting list for Row K, thus satisfying her application for a Premium Box Hangar. She keeps her waiting list application for a Sub-Standard T-Hangar active, and remains on the waiting lists for Row C and Row D.

Scenario 3

John owns a vintage Cessna 152 that has been in his family for two generations of pilots, and has a permit for a Sub-Standard T-Hangar in Row C. Because John understands that eventually those hangars will be torn down, he has filled out a waiting list application and paid his non-refundable application fee for a Standard T-Hangar. John would like to have more predictable longevity for storing this family heirloom that he flies each weekend. John asks the Airport to place him on the waiting lists for Rows F and G because they are proximate to a Sunshade that his son has a permit for, and keeps his own aircraft in. An opening comes up in Row G and John is first on the list, so Airport staff offers this hangar to John. John accepts the hangar, thereby satisfying his application for a Standard T-Hangar, and is taken off the waiting list for Row F.