



Minden-Tahoe Airport

1146 Airport Road, Minden, NV 89423
Office (775) 782-9871 * Fax (775) 782-9872
www.mindentahoeairport.com



DRAFT

County-Owned Hangar Waitlist Policy

1. **Hangar Leasing Policy.** The leasing, assignment, transfer, and use of non-commercial T-hangars, [and] stand-alone box hangars, and daily hangars at Minden-Tahoe Airport ("Airport") must comply with the provisions laid out in this Policy, as well as FAA Policy on the Use of Hangars at Obligated Airports and FAA Order 5190.6B, Airport Compliance Handbook.
 - a. Circumstances may arise in the standard management of hangar assignments that are not addressed herein. In these circumstances, the Airport Manager shall decide how to proceed using his/her best judgment. The Airport Manager can set policies to best maximize hangar use on a long-term, temporary, or nightly basis.
2. **Hangar Categories.** This policy applies to these County-owned hangars: T-hangars, box hangars, and daily hangars.
3. **Hangar Waiting List.** When the demand for hangars exceeds the supply, the Airport may maintain waiting lists for T-hangars, box hangars, daily hangar rentals, and hangar transfer requests.
 - a. The Applicant shall notify the Airport in writing to be removed from a hangar waiting list.
 - b. Once removed, an Applicant may re-apply per this policy.
4. **Application.** Applicants seeking to lease an airport hangar (or transfer hangars within the Airport) must complete and submit a Hangar Lessee Application to the Airport. The application must specify which category of hangar the Applicant wishes to lease.
 - a. The application will not be considered complete until the Applicant has paid all applicable fees and provided a non-interest-bearing, non-refundable hangar lease fee in the amount stated in the airport rate resolution adopted by the Board of County Commissioners (BOCC).
 - b. Upon the Airport's receipt of the finalized application and the applicable fees, the Applicant will be placed at the end of the requested hangar waiting list. However, an Applicant on a waiting list is not guaranteed a hangar, and wait times may exceed 10 years.
5. **Hangar Transfer Request Waiting List.** A current airport hangar tenant may request a transfer to a different hangar. Transfer requests are intended to accommodate different aircraft requirements (e.g., if the tenant now needs a larger or smaller hangar based on their aircraft size) or tenant preferences (e.g., the tenant prefers a south-facing hangar to a north-facing one). Consideration

will not be given to transfer requests intended for non-aeronautical activities (e.g., storage of non-aeronautical items). To be eligible for a transfer, the current tenant must complete an application as set forth in **Paragraph 4** above; they must also remain “current” on the list as set forth in **Paragraph 6** below.

6. **Annual Waiting List Maintenance Procedure.** The Airport will implement an annual waiting list maintenance program to ensure the integrity of the waiting lists. Beginning in July 2026, Applicants are required to complete and submit a yearly waiting list maintenance form. This completed form must be submitted each July to remain active on the waiting list. The form will not be considered complete unless it is accompanied by the administrative fee specified in the rate resolution fee schedule. Applicants are responsible for ensuring that the Airport receives the form and fee on time. Applicants who do not return the form on time will be removed from the waiting list without further notice. Applicants will NOT be entitled to a refund of any fees or deposits upon removal.
7. **Notification of hangar availability.** If an Airport hangar becomes available, the Airport will attempt to contact the individual in the first position on the corresponding hangar waiting list.
 - a. When filling a hangar, the Airport will first consider the Hangar Transfer Request Waiting List. If the hangar is still available, the Airport will then consider the waiting list for the specific type of hangar (e.g., T-hangar versus box hangar).
 - b. Applicants must maintain a current address, phone number, and email on file with the Airport. The Applicant may be contacted via phone or email.
 - c. Applicants will have two calendar days to accept or decline the available hangar. Failure to respond within that time frame will be considered a declination.
 - d. If an Applicant declines two consecutive offers, they will be placed at the end of the waiting list.
 - e. Once an Applicant declines a hangar, the Airport will contact the next Applicant on the waiting list.
 - f. To confirm acceptance, the Applicant must return a signed lease, in the form provided by the Airport, within 5 calendar days of acceptance. Failure to return the signed lease on time will be deemed a declination.
8. **Hangar Lease Award Procedure.** The Airport Manager will award hangar leases subject to the following criteria:
 - a. After the Applicant confirms acceptance, the Airport Manager will review the Applicant’s eligibility to lease or occupy an aircraft hangar.
 - b. To be eligible, the Applicant must:
 - i. Demonstrate that it owns or operates an aircraft intended to be housed within the hangar.
 - ii. Satisfy the requirements set forth in the Airport Leasing Policy.
 - c. An Applicant may ultimately be deemed ineligible as outlined in the Airport Leasing Policy. It is important to note that it is always the Applicant’s responsibility to ensure

and demonstrate compliance with this Policy, the Airport Leasing Policy, and any other applicable documents. The Airport may not determine that an Applicant is ineligible until after the Applicant has confirmed acceptance of a hangar. In other words, an Applicant's presence on a waiting list does not mean that the Applicant is eligible. The Applicant will not be entitled to a refund of any fees or to the payment of any damages if the Airport determines that the Applicant is ineligible. The Applicant may appeal the Airport Manager's determination of ineligibility to the Board of County Commissioners as detailed in Douglas County Code.

- d. Fraudulent, incorrect, or misleading ownership or application information shall be deemed a default or grounds to consider an Applicant ineligible for a lease.

9. **General Hangar Leasing Policy.** Prior to occupancy, the Applicant must enter into a hangar lease agreement with the County on the County's standard form. The Applicant must also provide all required proof of insurance documentation. Lessee must fully comply with the provisions of the hangar lease agreement.

- a. Lessee **shall not** assign, sublet, or permit occupancy or use of a hangar by any entity unless authorized in writing by the Airport Manager.
 - i. A transfer will not be authorized except to Lessee's relatives within two degrees of consanguinity, spouses, or registered domestic partners.
- b. Compensation received by Lessee from unauthorized hangar occupancy or use shall be forfeited to the Airport.
- c. Airport reserves the right to use hangars in short-term occupancy programs.
- d. The Airport may review and amend the hangar agreement to ensure it is consistent with its rules, regulations, and legal requirements.

10. **Loss of Hangar Assignment.** The hangar agreement shall automatically terminate in the event of the following circumstances:

- a. Failure to comply with the terms of the hangar agreement.
- b. Lessee is no longer the owner of a permitted aircraft, and this condition persists for more than 90 days.
- c. The permitted aircraft is no longer flyable for a period exceeding 90 days, with the exception of aircraft under active repair or aircraft under active construction which may be exempt from criteria c. at the sole discretion of the Airport Manager.
- d. Lessee's aircraft is incompatible with the assigned hangar (e.g. it doesn't fit).
- e. The Airport Manager deems that the hangar is not adequately utilized for aeronautical purposes.

11. **Non-Aeronautical Use of Hangars.** During times of high aeronautical hangar vacancy, the Airport may lease hangars for non-aeronautical purposes.