



# CAPITAL CITY AIRPORT

## HANGAR WAITING LIST POLICY

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### **Introduction**

The hangar waiting list policy is designed to provide a simple and fair process for aircraft owners to be placed on a waiting list for hangars at Frankfort's Capital City Airport. The airport currently owns and leases 41 T-hangars that are located on the southwest side of the airport, and two community hangars that are located on the west side of the main apron. 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 waiting list in order to receive a hangar.

Airport policy is to process the waiting lists by the date the application was submitted, and hangars will be assigned in that order. Two contact attempts within seven calendar days will be made to contact applicants via phone and/or email at which time the applicant will be deleted from the list and the next applicant will be contacted. All waiting lists are available for review in the Airport Office during normal business hours (Monday thru Friday, 7:30AM to 3:30PM) or by calling 502.564.0339.

### **Hangar Sizes and Descriptions:**

The hangar units have similar amenities and features, such as electricity, basic lighting, fire extinguishers and meet fire code ratings. The typical T hangar sizes are:

Building #1 - 1156 sf

Building #2 - 1341 sf

Building #3 - 1381 sf

Hangar layouts and features can be further identified and explained by visiting the airport manager during regular office hours or by viewing them on the Capital City Airport website.

### **Application Procedure:**

All parties interested in a hangar must complete the attached waiting list application with current mailing address, telephone numbers, email address, and aircraft information. It is the responsibility of the applicant(s) to keep this information current with the Airport Manager at 502.564.0339 or [drew.underwood@ky.gov](mailto:drew.underwood@ky.gov).

If a partnership or corporation is intending to be the lessee, all partner's names and/or the corporate name shall be listed on the application. Waiting list applicants are also required to select the type of hangar needed as identified on the waiting list application. If the applicant for hangar space doesn't presently own or lease an aircraft, the applicant can lease the empty space for 90 days maximum while the purchase of an aircraft is completed and insurance is secured. The period can be extended for one additional 90 day period at the discretion of the airport manager. There are no assignment or sublet privileges with hangar leases.



# HANGAR WAITING LIST REQUEST

Please print the following information:

Name

\_\_\_\_\_

Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone:

\_\_\_\_\_

Alternate Phone:

\_\_\_\_\_

Email Address:

\_\_\_\_\_

Aircraft Type:

\_\_\_\_\_

N# \_\_\_\_\_

Wingspan

\_\_\_\_\_

Request Type (select one or both):

Length

\_\_\_\_\_

T-Hangar  Community Hangar

Height

\_\_\_\_\_

If partnership, please provide names of all partners:

If corporation, please provide the name of the corporation:

I have read, understand, and agree to comply with the policy governing the waiting list for aircraft hangar rental at Capital City Airport.

Applicant Name (Printed):

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date: \_\_\_\_\_

Flight Line Branch Initials: \_\_\_\_\_