

Smith Field Airport Operations Manual	Waiting List Procedures - Hangar and Tie Down	TAB : 5
		Date Issued : 3/28/2007
		Date Revised: 3/3/2008

Applicability

This procedure is applicable to any/all hangars and tie downs owned and/or managed by the Fort Wayne – Allen County Airport Authority (Airport Authority). The Airport Authority reserves the right to change the Waiting List Procedure without notification. Any exceptions to this procedure must be approved by the Airport Authority and shall be limited to exceptional circumstances. The Airport Authority shall not discriminate or give preferential treatment based on the grounds of race, creed, color, national origin, sex, or handicap.

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Section 1 - Hangars

1.1 Eligibility

To be eligible for placement on the Waiting List, the applicant must provide the intended aircraft's registration or the ability to produce the registration within 90 days of accepting an offer. Only aircraft are authorized to be stored in hangars.

1.2 Deposit

There is a \$50 deposit required for all Waiting List applicants. This includes both new applicants and existing tenants. The deposit will be refunded at the written request of the applicant or when a hangar offer is accepted. A refund check will be sent within 5 business days following a Fort Wayne – Allen County Airport Authority Board Meeting to the address provided on the Waiting List Registration Form, unless the applicant desires to apply the deposit towards the hangar deposit. Refunds are not available on site or on demand and only the applicant may request the refund.

If any part of the deposit is uncollectible (including, but not limited to cancelled check, insufficient funds, and credit card blocks), the applicant shall be immediately removed from the Waiting List. The applicant will be notified of such an occurrence. If the same applicant submits an uncollectible deposit on its second attempt, the applicant shall be denied any further applications. All fees associated with the Airport Authority's attempt to collect the deposit shall be the responsibility of the applicant.

1.3 Waiting List

The Smith Field Airport Waiting List is a public document that is available on-line and posted on the Airport Supervisor's Bulletin Board in the Terminal Building. If an applicant would like to remain anonymous, the entity must request so in writing. The Waiting List will show the anonymous applicant as "Applicant 1, 2, 3, etc" in order to reflect their position on the list while protecting their identity.

The applicant shall not be added to the Waiting List until the Waiting List Registration Form is completed in its entirety and the deposit is received. It is the responsibility of the applicant to update their contact information with the Airport Authority, should any changes occur. Applicants will be added to the Waiting List based on the order that the Waiting List Registration Form and Deposit are received by the Airport Authority with the following exception:

Current tenants that are in good financial standing, have completed the Waiting List Registration Form, and have submitted the required deposit shall move to the top of the Waiting List provided that the tenant will transfer hangars. Current tenants interested in leasing an additional hangar are not given preferential treatment.

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1.4 Offer procedures

An applicant shall have 5 business days to accept or reject an offer on an open hangar. The Airport Authority will move to the next person on the list after the 5 day period. The 5 day period begins when the Airport Authority makes its first attempt to contact the applicant. Therefore, it is the responsibility of every applicant to update their contact information with the Airport Authority. It is in the Airport Authority's and Smith Field Airport's best interest to keep the hangars occupied as much as possible.

If an applicant declines two consecutive offers for open hangars or is unable to be contacted, the applicant will move to the bottom of the list. When an applicant is moved to the bottom of the list, their new priority date shall reflect the date of rejection or the date the 5 day contact period expires. If an applicant accepts an offer, the applicant is removed from the list until another application is filed.

Once an offer has been accepted, the applicant will have 5 business days to sign the appropriate lease agreement. Once a lease agreement is signed, the new tenant shall be bound by the provisions of the lease agreement.

When a lease agreement is signed, the tenant is accepting the hangar in its current condition. Any maintenance requests shall be identified immediately by the tenant. It is the responsibility of the Airport Authority to ensure that all hangars are operational upon the lease signing. It is the responsibility of the new tenant to identify any damage, defects, or maintenance issues and communicate these concerns to the Airport Supervisor as soon as practical.

1.5 Trades, Assignments, Transfers

No entity may trade, assign, or transfer their position on the Waiting List.

1.6 Hangar Dimensions

The following are the approximate dimensions of the hangars at Smith Field Airport. It is the responsibility of the applicant to ensure that these dimensions are adequate for their aircraft. The Monthly Hangar Rent may change without notice. For current prices, contact the Smith Field Airport Supervisor at 260-489-8020.

Common Use Hangars:

Hangar 2 (Main Hangar, Hangar A) – Common use hangar with two 50' door openings on the North and South side. The West side door is not functional and only used for special circumstances. Total hangar square footage is approximately 10,000 sq ft. Special attention: Due to the larger volume of aircraft stored, each aircraft may be moved

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in order to maximize the space. Tenant may need to call the FBO to make the aircraft accessible. Cost: \$108 per month.

Hangar C (Carousel Hangar, Round Hangar) – Common use hangar with one 32’ door opening. The hangar accommodates up to 4 aircraft which are stored on a rotating platform. Hangar is listed on the National Historical Register. Special attention: There are guide wires that may interfere with some aircraft’s potential for being stored. It is recommended that potential tenants visit this hangar before accepting an offer. Winter operations may require each tenant to ensure that every aircraft’s tanis heater is unplugged prior to rotating the platform. Cost: \$76 per month.

Individual T-Hangars:

Hangar Name	Hangar Depth	Hangar Door Height	Hangar Door Width	Total Square Footage	Monthly Hangar Rent
Hangar B	27’	11’	41’	715	\$106
Hangar D	33’	14’	62’	1500	\$162
Hangar E	28’	12’	39’	858	\$106
Hangar F	30’	12’	40’	816	\$74
Hangar G	28’	10’	40’	820	\$74
Hangar H	26’	10’	25’	624	\$74
Hangar I	26’	10’	25’	624	\$74

Hangars with additional space:

Hangar Name	Hangar Depth	Hangar Door Height	Hangar Door Width	Total Square Footage	Monthly Hangar Rent
Hangar D1	33’	14’	62’	2025	\$177
Hangar D8	33’	14’	62’	2025	\$177
Hangar F1	30’	12’	40’	966	\$89
Hangar F6	30’	12’	40’	966	\$89
Hangar G1	28’	10’	40’	970	\$89
Hangar G6	28’	10’	40’	970	\$89

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Section 2 – Tie Downs

Currently, Smith Field does not have a Waiting List for Tie Downs, nor does the Airport Authority expect to have a significant demand for Tie Downs. Tie Downs are generally used for transient and non-airworthy aircraft. Please contact the Airport Supervisor if you are interested in a Tie Down lease. Any aircraft using a Tie Down for more than 30 days shall be required to enter into a lease agreement. Only aircraft may be stored on a Tie Down. The Airport Authority reserves the right to develop a more comprehensive Tie Down procedure in order to meet the necessary demand.

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Section 3 – Hangar Closets (End units)

3.1 Eligibility

Only Smith Field Airport tenants are eligible to lease a Hangar Closet.

3.2 Deposit

There is a \$10 deposit required for all Waiting List applicants. This includes both new applicants and existing tenants. The deposit will be refunded at the written request of the applicant or when a hangar offer is accepted. A refund check will be sent within 5 business days to the address provided on the Waiting List Registration Form, unless the applicant desires to apply the deposit towards the hangar deposit. Refunds are not available on site or on demand and only the applicant may request the refund.

If any part of the deposit is uncollectible (including, but not limited to cancelled check, insufficient funds, and credit card blocks), the applicant shall be immediately removed from the Waiting List. The applicant will be notified of such an occurrence. If the same applicant submits an uncollectible deposit on its second attempt, the applicant shall be denied any further applications. All fees associated with the Airport Authority’s attempt to collect the deposit shall be the responsibility of the applicant.

3.3 Waiting List

The Smith Field Airport Waiting List is a public document that is available on-line and posted on the Airport Supervisor’s Bulletin Board in the Terminal Building. If an applicant would like to remain anonymous, the entity must request so in writing. The Waiting List will show the anonymous applicant as “Applicant 1, 2, 3, etc” in order to reflect their position on the list while protecting their identity.

The applicant shall not be added to the Waiting List until the Waiting List Registration Form is completed in its entirety and the deposit is received. It is the responsibility of the applicant to update their contact information with the Airport Authority, should any changes occur. Applicants will be added to the Waiting List based on the order that the Waiting List Registration Form and Deposit are received by the Airport Authority.

3.4 Offer procedures

An applicant shall have 5 business days to accept or reject an offer on an open Hangar Closet. The Airport Authority will move to the next person on the list after the 5 day

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period. The 5 day period begins when the Airport Authority makes its first attempt to contact the applicant. Therefore, it is the responsibility of every applicant to update their contact information with the Airport Authority.

If an applicant declines two consecutive offers for open hangar closets or is unable to be contacted, the applicant will move to the bottom of the list. When an applicant is moved to the bottom of the list, their new priority date shall reflect the date of rejection or the date the 5 day contact period expires. If an applicant accepts an offer, the applicant is removed from the list until another application is filed.

Once an offer has been accepted, the applicant will have 5 business days to sign the appropriate lease agreement. Once a lease agreement is signed, the new tenant shall be bound by the provisions of the lease agreement.

When a lease agreement is signed, the tenant is accepting the Hangar Closet in its current condition. Any maintenance requests shall be identified immediately by the tenant. It is the responsibility of the Airport Authority to ensure that all Hangar Closets are operational upon the lease signing. It is the responsibility of the new tenant to identify any damage, defects, or maintenance issues and communicate these concerns to the Airport Supervisor as soon as practical.

3.5 Trades, Assignments, Transfers

No entity may trade, assign, or transfer their position on the Waiting List. The name on the lease agreement shall match the name on the


3.6 Hangar Dimensions

The following are the approximate dimensions of the Hangar Closets at Smith Field Airport. It is the responsibility of the applicant to ensure that these dimensions are adequate for their purposes. The Monthly Hangar Closet Rent may change without notice. For current prices, contact the Smith Field Airport Supervisor at 260-489-8020.

Hangar Closet Name	Hangar Closet Length	Hangar Closet Width	Hangar Closet Square Footage	Monthly Hangar Closet Rent
B - North	13	14	182	\$15
B - South	13	14	182	\$15
E - East	12	16	192	\$15
E - West	12	16	192	\$15
H - North	12	13	156	\$15
H - South	12	13	156	\$15
I - North	12	13	156	\$15
I - South	12	13	156	\$15

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Exhibit A - Waiting List Registration Form



FORT WAYNE-ALLEN COUNTY AIRPORT AUTHORITY

SMITH FIELD AIRPORT

Waiting List Registration Form

Date of Application: _____

Applicant Name (Please Print)*: _____
**The name on this application must match the name on the lease.*

Home Address: _____

City/State/Zip _____

Email Address: _____ Daytime Phone #: _____

Aircraft that you intend to store:

Type/Model: _____ N #: _____

Hangar Requested (Check all that apply):

Common Use Hangars: Hangar 2 _____ Carousel Hangar _____

T-Hangars: B Row _____ E Row _____ G Row _____ I Row _____
D Row _____ F Row _____ H Row _____

If new T-hangars are constructed, would you be willing to make a commitment towards a lease agreement: Yes _____ No _____ Unsure _____

Are you currently the registered owner of this aircraft? Yes _____ No _____

I have reviewed the SMD Waiting List Policy, the Airport Rules and Regulations, and the sample Lease Agreements and understand that I will be required to comply with the requirements of these documents.

Signature: _____ Date: _____

Comments: _____

Remit Registration Form to: Smith Field Airport c/o Airport Supervisor
426 West Ludwig Road
Fort Wayne, IN 46825

For Airport Staff Use Only Staff Initials: _____

Date application received: _____ Date deposit received: _____

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Exhibit B – Airport Rules and Regulations