



## **T-HANGAR WAITING LIST POLICY**

This T-Hangar Waiting List Policy (“Policy”) is designed to provide a simple and fair process for aircraft owners to be placed on a waiting list for T-hangars (“Hangars”) at Brownwood Regional Airport (“Airport”).

The Airport currently owns and leases approximately forty-two Hangars. We have additional spots available in our two corporate hangars on a first-come, first-served basis. Demand for Hangars is typically greater than availability, so it is mandatory to be on the waiting list in order to receive a Hangar.

The waiting list is processed first by the date the Hangar application was received by the Airport Manager. Hangars are then assigned based on the following priority:

1. Priority 1: Current Airport hangar tenant or Corporate/Shared Hangar Tenant
2. Priority 2: A resident/business of Brown County with an aircraft not currently hangared at the Airport
3. Priority 3: A resident/business located outside of Brown County with an aircraft not currently hangared at the Airport.

The transfer of ownership of an aircraft (“Transfer”) currently hangared at the Airport will cause the immediate termination of the tenant’s lease unless the tenant notifies the Airport Manager of the Transfer within 10 days of the Transfer date and advises the Airport Manager of the tenant’s intent to replace the transferred aircraft within one-hundred and eighty (180) days after the date of the Transfer. Should the aircraft replacement not occur within the one-hundred and eighty-day period, the tenant’s Hangar lease will be immediately terminated unless an extension of time has been granted by the Airport Manager.

The sale of an aircraft currently hangared at the Airport to an individual who plans to keep the aircraft at the Airport will allow the individual to sign a new hangar lease and maintain the aircraft in its current hangar.

When a Hangar becomes available, two attempts will be made within 7 calendar days to contact the selected applicant by phone and/or email. If the applicant has not contacted the Airport Manager with their intent to lease the Hangar by the end of that period, the applicant’s information will be moved to the bottom of the appropriate waiting list, and the next appropriate applicant on the list will be contacted.

The T-hangar Waiting List will be available for review in the Airport Manager's office in the terminal during normal business hours (Monday–Friday: 8:00 AM – 5:00 PM) or online at the City of Brownwood's website.

All parties interested in leasing a Hangar must complete the Waiting List Application (“Application”) on the City of Brownwood's website, including their 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 by calling 325-643-1482 or emailing [kwhitley@brownwoodtexas.gov](mailto:kwhitley@brownwoodtexas.gov). If the applicant for hangar space doesn't presently own or lease an aircraft but expresses his/her intent to the Airport Manager to do so as soon as possible, the applicant can lease a Hangar for a maximum of 90 days while the purchase of the aircraft is completed. This period can be extended for one additional 90-day period at the Airport Manager's discretion.

NOTES:

1. There are no assignments or sublet privileges with T-Hangar leases.
2. Airport hangar records must accurately describe the aircraft stored in the hangar. Tenants must notify the Airport Manager within ten (10) days of any replacement of the aircraft stored in their hangar or risk possible termination of their lease.