



Rhode Island Airport Corporation

GENERAL AVIATION AIRPORT HANGAR TENANT WAITING LIST PROCESS & POLICY

Scope: This Policy set forth the procedures required for a general aviation aircraft owner, or prospective owner or operator to be placed on the waiting list for hangar space. The Aircraft Registration Administrator shall maintain, update as necessary and post the most current waiting lists on RIAC's website.

Purpose: It is the intent of the Rhode Island Airport Corporation to ensure that active listings are available to individuals who would like to lease aircraft hangar space.

Procedure: An individual who completes a General Aviation Airport Waiting List Application, shall be placed on the appropriate waiting list. The Application must be submitted to the Aircraft Registration Administrator and must be accompanied with a deposit of \$500.00 to be credited to the hangar rent once space has been offered and accepted.

At the time a General Aviation Airport Waiting List Application is submitted, the Applicant must submit proof that he/she is the registered aircraft owner, co-owner or operator. An aircraft operator must produce an original letter from the registered aircraft owner indicating that the operator has the owner's permission/authority to enter into a long term agreement.

The person whose name appears at the top of the waiting list will be offered the first available preferred space, based on aircraft type and size that becomes available. The Aircraft Registration Administrator shall notify the Applicant of the available space by mail or e-mail using the addresses provided on the General Aviation Airport Waiting List Application.

The Applicant must respond within ten (10) business days of the mailing of the notification. In the event an individual either fails to respond or declines an offered space, the individual's name will be placed at the bottom of the appropriate waiting list, unless the Aircraft Registration Administrator is notified by a written request to remove the Applicant's name from the waiting list. Applicants who voluntarily remove their name from the waiting list shall receive a refund of their deposit minus a \$25 process administration fee.

All aircraft based in Rhode Island must be registered with the State of R.I., as referenced in R.I. General Laws §1-4-6.

Hangar Lease Agreements: Once an aircraft owner, aircraft co-owner or aircraft operator has accepted the space offered, the individual must enter into an Airport Hangar Monthly Agreement.