

Franklin County / Apalachicola Regional Airport (AAF)

T-Hangar Waiting List Administration Policy

Adopted by: _____

Effective Date: _____

Applies to: County-owned T-hangars at Apalachicola Regional Airport (AAF)

1. Purpose

This policy establishes a uniform process for administering the T-Hangar Waiting List and assigning County-owned T-hangars at Apalachicola Regional Airport (AAF).

2. FAA Compliance (Economic Nondiscrimination)

This policy shall be administered in accordance with applicable FAA Grant Assurances, including the requirement for economic nondiscrimination, and the FAA Hangar Use Policy. Any provision found to conflict with FAA requirements shall be presented to the Board for revision to ensure compliance.

3. Single Official Waiting List

All County-owned T-hangars shall be assigned only through the official AAF T-Hangar Waiting List. The Waiting List shall be maintained by a person or entity authorized by the Board ("Waiting List Manager") in any County-approved format. Verbal assurances, informal reservations, political requests, or side agreements shall have no force or effect.

Applicants may request their current Waiting List position; however, positions are subject to change based on application completeness, eligibility verification, and the priority tier system adopted in this policy.

4. Waiting List Enrollment (Online Application and Non-Refundable Fee)

An applicant will be added to the AAF T-Hangar Waiting List only after completing both of the following requirements:

4.1 Online Application Required

The applicant must complete and submit the online T-Hangar Waiting List application.

4.2 \$150 Non-Refundable Fee Required (Payable to Franklin County)

The applicant must submit a \$150 non-refundable waiting list fee by check mailed to: Franklin County, Florida

33 Market St, Ste 203
Apalachicola, FL 32320
Memo line: "T-Hangar Waitlist Fee – N# _____"

4.3 Official Placement Timestamp

The applicant's official Waiting List placement (date/time) shall be established only when:
(a) the online application is submitted, and
(b) the Waiting List Manager receives an email confirmation from the County-approved representative that the fee has been received.

4.4 Confirmation of Receipt

Fee confirmation shall be provided only by the County-approved representative to the Waiting List Manager. Applicant-submitted receipts or claims of payment shall not establish placement.

4.5 No Refunds

The fee is non-refundable under all circumstances, including withdrawal, removal from the list, non-response, or failure to complete any required step.

5. Eligibility Requirements (Aircraft-Specific)

5.1 Registered Aircraft Required

To be eligible for the Waiting List, the applicant must identify one currently registered aircraft registered in the name of the applicant or the applicant's entity.

5.2 Waiting List Positions and Fees (Up to Two Aircraft)

Each Waiting List position requires a separate online application and a separate \$150 non-refundable waiting list fee. A Waiting List position shall be tied to one specific aircraft.

An applicant or entity may maintain up to two (2) Waiting List positions (for up to two aircraft), provided the applicant/entity submits the required fee for each aircraft/position.

6. Priority Tiers and Assignment Method

To the extent permitted under FAA requirements, hangars will be offered using the following hard priority tiers (Tier 1 first, then Tier 2, Tier 3, Tier 4). Within each tier, applicants are ranked strictly by the official waiting list placement date/time.

- **Tier 1 — Current AAF T-Hangar Tenants (Transfers Only):** Current County-owned T-hangar tenants at AAF requesting a transfer/upgrade to a different T-hangar.
- **Tier 2 — Based Aircraft:** Aircraft currently based at AAF and utilizing Airport tie-downs or other hangar facilities on the Airport.
- **Tier 3 — Local Registration Address:** Aircraft with an FAA registration owner address located within 100 nautical miles (straight-line distance) of AAF.
- **Tier 4 — Other Applicants:** All other eligible applicants.

Section 7 — T-Hangar Compatibility

7. T-Hangar Compatibility

T-hangars shall be offered only when the available unit is physically compatible with the applicant's identified aircraft.

7.1 Large T-Hangar Door Openings

For T-hangars with 48-foot door openings, priority shall be given to aircraft with wingspans of 37–46 feet.

If an applicant's aircraft is not compatible with an available unit, the offer shall be treated as not applicable and shall not be counted as a decline.

The Waiting List Manager may maintain sub-lists by hangar size/type as needed.

8. Offer Process

All T-hangar offers shall be made in writing by email to the applicant's email address on file and will include a response deadline.

The Waiting List Manager (or designee) will also attempt a phone call to the applicant using the phone number on file.

Applicants shall have seven (7) business days from the date the offer is sent to accept or decline.

Acceptance may be provided in writing or verbally within the response period.

Failure to respond within seven (7) business days shall be treated as a decline.

9. Declines and Removal from the Waiting List

If an applicant declines a compatible T-hangar offer or fails to respond within the required response period (treated as a decline), the applicant shall be removed from the Waiting List.

Any applicant removed under this section must reapply online and submit a new \$150 non-refundable waiting list fee to be added back to the Waiting List.

Declines shall be counted only when the offered unit is physically compatible with the applicant's identified aircraft.

10. Uniform Administration

This policy shall be administered uniformly and without exceptions.

11. Administration, Delegation, and Final Authority

The Waiting List Manager (a person or entity authorized by the Board) is authorized to administer this policy, including: maintaining the official Waiting List in a County-approved format; verifying application completeness and eligibility information; maintaining sub-lists by hangar size/type; issuing offers and notices; documenting acceptances/declines; and maintaining official records related to Waiting List administration.

The Board is the final authority on interpretation of this policy and resolution of disputes.