WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT
GENERAL AVIATION HANGAR WAITING LIST POLICY

1. **Purpose:** This General Aviation Hangar Waiting List Policy ("Policy") is designed to provide a process for aircraft owners to be placed on a wait list for space in the common use general aviation hangars at Wilkes-Barre/Scranton International Airport and for the subsequent allocation of hangar space. The Airport's current fixed-base operator, Aviation Technologies, Inc. ("ATI"), manages and operates the hangars, but the Airport assists with administration of the hangar waiting list and this Policy.

   Because demand is often greater than availability, compliance with this Policy is mandatory to receive a lease for Covered Hangar Space at the Airport.

2. **Applicability:**

   2.1. This Policy applies to all currently existing common use general aviation hangars that are operated and managed by ATI and in which space is offered to the public for monthly lease ("Covered Hangar Space").

   2.2. This Policy will also apply to any new common use hangar that is constructed and managed by ATI for monthly leasing purposes.

   2.3. This policy does not apply to ground leases to individual aircraft owners for the development of private hangars, hangars developed for resale, or t-hangars developed for lease to individual aircraft owners.

3. **Application Procedure:**

   3.1. The order of the applicants on waiting list in existence as of the effective date of this Policy shall not be modified by this Policy. All applicants who presently appear on the waiting list shall maintain their positions and priority, and the application procedures set forth in this Section 3 shall govern only (a) new applicants, or (b) modifications to the aircraft model or tail number of current applicants on the waiting list. However, the offering of Covered Hangar Space to current applicants on the waiting list will be governed by this Policy.

   3.2 Parties interested in leasing Covered Hangar Space must notify either Airport administration or ATI of their desire to be added to the hangar waiting list in any of the following ways:

      3.2.1. Visit the Airport administration office, located just outside security in the main terminal, or the ATI office located at 201 Hangar Rd. Avoca, PA 18641.

      3.2.2. Call 570-602-2000 (Airport) or 570-457-4485 (ATI).

      3.2.3. E-mail waitinglist@flyavp.com (Airport) and customerservice@aviation-technologies.com.

   3.3. The following information must be provided by all applicants:

      3.3.1. First and last name

3.3.2. Mailing address

3.3.3. Primary telephone number

3.3.4. Permanent e-mail address

3.3.5. Information on the aircraft to be placed on the list, including:

a. Tail number

b. Manufacturer name

b. Aircraft model

c. Modifications that need special consideration for size, weight, fueling, towing, etc.

d. Current dimensions, listed as length (tail to nose); width (wing to wing) and height (tail height)

NOTE: At the Airport/ATI's sole discretion, applicants may be permitted to provide this information at a later date if the applicant is not the current owner, part owner, or lessee of an aircraft. However, an applicant without a listed aircraft is not eligible for a lease of Covered Hangar Space and is subject to removal as set forth below.

3.3.6. If requested by the Airport or ATI, proof of ownership, lease, and/or insurance information for the aircraft. This information will be required prior to execution of a lease.

3.4. Subject to the conditions below, applicants will be added to the waiting list in chronological order, so that applicants who have requested Covered Hangar Space earlier will appear above those who have requested Covered Hangar Space later.

3.4.1. An applicant may be on the waiting list without a listed aircraft (i.e., as part of a limited exception to Section 3.3.5) for a maximum of ninety (90) days. After ninety (90) days, that applicant will be removed from the waiting list.

3.4.2. An applicant must have separate entries on the waiting list for each aircraft.

3.4.3. Applicants may change their contact information at any time without losing their position on the waiting list. An applicant may not modify its intended aircraft model and/or tail number. An applicant must initiate a separate waiting list entry for a new aircraft, and that entry will be added to the end of the waiting list. The applicant should then remove the prior aircraft from the waiting list.

4. Notification and Acceptance Procedure:

4.1. When Covered Hangar Space becomes available or is known to become available in the next 30 days, Airport administration or ATI will notify the next applicant on the waiting list whose aircraft is physically capable of occupying the available Covered Hangar Space. The determination of whether a particular aircraft can be physically accommodated in the Covered Hangar Space is in ATI's reasonable discretion. Primary means of notification will be via e-mail and telephone. The Airport administration or ATI may also send a notification letter by U.S. Mail, but has the option of contacting the next applicant on the list via telephone/e-mail due to the added delay.

4.2. An applicant has ten (10) calendar days from date of first notification to reply to Airport administration or ATI. If the applicant fails to respond within these ten (10) days, they will be removed from the waiting list.

4.3. Applicants must be available and qualified (as specified below) to enter into a lease for Covered Hangar Space upon notification of availability. If applicant is not prepared to enter into a lease or is otherwise unqualified, they are permitted one opportunity to be skipped over and enter into "hold status." Applicants can remain in hold status for a maximum of three (3) months from date of notification. Applicants will continue to be skipped over until they notify Airport administration or ATI that they would like to be re-activated. If Airport administration or ATI does not receive such notice, then applicant will be removed from the waiting list upon reaching the three-month expiration date. Applicants on hold status are not guaranteed Covered Hangar Space upon reactivation but will be returned to their previous seniority on the waiting list and will be notified when suitable Covered Hangar Space becomes available.

4.4 If the applicant with first priority does not respond, requests to enter hold status, is not qualified, or declines the available Covered Hangar Space, the Airport or ATI will contact the next applicant on the list whose aircraft can be physically accommodated in the available Covered Hangar Space.

5. Qualifications for Lease: To qualify for issuance of a lease for Covered Hangar Space, the applicant must demonstrate, to the satisfaction of the Airport and ATI, the ability to comply with the terms and conditions of the lease. Qualification criterion includes, but is not limited to:

5.1. Proof that the applicant is an owner, part-owner, or lessee of the aircraft.

5.2. Demonstration of the ability to perform successfully under the terms of the lease, to include financial responsibility and insurance requirements. Insurance liability limits can vary for each aircraft under each lease for Covered Hangar Space depending on the market value of each aircraft. The aircraft liability limit will be set forth as a requirement in the lease of Covered Hangar Space.

6. **Responsibility of Applicant:** If applicants fail to keep their contact information current and Airport administration or ATI is unable to contact them, their name will be removed from the waiting list. It is the applicant's responsibility to inform Airport administration or ATI of any changes to their contact information.

7. **Removal from Waiting List:** Applicants that no longer wish to remain on the waiting list are requested to contact Airport administration or ATI to remove themselves.

   In their reasonable discretion, Airport administration and ATI may remove an applicant from the waiting list if the applicant fails to comply with this Policy, the terms and conditions of any written agreement between the applicant and the Airport or ATI, or any Airport rules, regulations, or standards. If Airport administration or ATI removes an applicant from the waiting list under this Section 7, it shall provide the applicant with a written explanation of the reasons for such removal.

Dated: August 16, 2021