



Ernest A. Love Field  
**Prescott Municipal Airport**  
**City of Prescott**

6546 Crystal Lane  
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## **Public Notice (revised)**

The City of Prescott owns and operates Prescott Municipal Airport (Ernest A. Love Field) for the benefit of the local communities and the state and national air transportation system. The City has established the Airport Department, under the supervision of the Airport Manager, to meet the air transportation needs of the public and ensure the safe and efficient operation of the airport. The City of Prescott owns and operates various storage facilities at the airport, and desires to rent these facilities in the safest and most efficient manner possible in accordance with federal, state and local guidelines.

In furtherance of these desires and ensuring a continuing benefit to the public, the City is proposing changes to the following documents and policies for the Airport:

**Aircraft Storage Waiting List Policy for City Operated Shade Hangars (New)**

**Aircraft Storage Waiting List Policy for City Operated T-Hangars (Revision)**

**Aircraft Storage Waiting List Policy for City Operated Large Hangars (Revision)**

**Aircraft Storage T-Hangar Relocation List Policy for City Operated T-Hangars (Revision)**

**Aircraft Storage Facility Rental Agreement (Revision)**

These documents may be viewed starting August 1, 2008 via the City website at <http://www.cityofprescott.net/services/airport/admin.php> or are available for review at the Airport Administration office during regular business hours.

On Wednesday, August 20, 2008 at 2:00 p.m., an informational meeting will be held at the City of Prescott Airport Administration Building upstairs conference room, 6546 Crystal Lane, Prescott.

Public comment relating to this document may be submitted in writing prior to September 5, 2008 to the City of Prescott, Airport Administration, 6546 Crystal Lane, Prescott, AZ 86301.

**PRESCOTT MUNICIPAL AIRPORT**  
**Aircraft Storage T-Hangar RELOCATION List Policy**  
**For City Operated T-Hangars**

**Effective:** \_\_\_\_\_

1. The Airport Manager has established an Aircraft Storage T-Hangar Relocation List for City operated t-hangars that are rented by the public on a month-to-month basis. No additions will be made to this list as of the effective date of this policy. Positions on the list shall not be traded, sold, assigned or transferred in any manner. This list shall be kept current and an updated copy kept on file at City Hall and posted at the Airport.
2. Those individuals on the t-hangar relocation list have the responsibility to keep airport management informed of changes to contact information, both permanent and temporary. Failure to do so will result in removal of their name from this list. No application deposit is required from those on the Relocation list, nor will any deposit be refunded.
3. When a t-hangar becomes available, contact may be attempted by telephone or email to announce the opening. If no response is received within five (5) calendar days, the next name on the t-hangar relocation list will be offered the hangar space.
4. Once a t-hangar is accepted, the applicant's name will be removed from the T-Hangar relocation list.
5. In the event that a person's name is next on the list and that person does not wish to rent the available t-hangar, it will be offered to the next person, and so on, until the space is rented. If a person refuses a t-hangar for his/her aircraft, his/her name will be removed from the list. If a person decides to remove his/her name from the relocation list, written notification must be submitted to the Airport Manager.
6. A regular mailing will be conducted occasionally to all on the list to establish their intention to remain on the list. The applicant will have thirty (30) calendar days in which to respond. A second mailing will then be sent to any non-respondents via certified mail with return receipt. The certified letter will inform the applicant that they have fifteen (15) calendar days in which to respond. If no response is received, the applicant will be removed from the t-hangar relocation list.
7. Once all offers, as identified above, have been made, and all names removed from the t-hangar relocation list, this list will cease to exist, and this policy will end.
8. This policy is subject to interpretation and/or modification with or without notice by the Airport Manager. Those applicants who are assigned hangars will still be responsible to abide by the terms and conditions of the hangar rental agreement.