Ernest A. Love Field
Prescott Municipal Airport
City of Prescott

6546 Crystal Lane Prescott, AZ 86301
Phone: (928) 777-1114 Fax: (928) 771-5861 TDD: (928) 778-5680

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 Waiting List Policy
For City Operated T-Hangars

Effective: _____

1. The Airport Manager shall establish and maintain a first-come, first-served list for City operated t-hangars that are rented by the public on a month-to-month basis. 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. An application form shall be completed and submitted to the Airport Manager. It is the responsibility of the applicant to keep airport management informed of changes on the application including, but not limited to contact information, both permanent and temporary. Failure to do so will result in removal of their name from this waiting list and the refundable portion of the deposit will be mailed to the address listed on the application.

3. A one-time per application deposit, as identified in the Airport Rates and Fees Schedule B, as adopted and periodically amended by Resolution of the Prescott City Council, shall be required from all parties upon initial application to be placed on the waiting list. A separate application and deposit is required for each t-hangar. An applicant's name shall appear not more than twice on the list.

4. 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 this hangar waiting list will be offered the hangar space.

5. Once a t-hangar is accepted, the refundable portion of the deposit shall be applied to the first month rent due to the City and the applicant's name will be removed from the T-Hangar waiting list.

6. 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, and wants to remain on the list for a different t-hangar, his/her name will remain in its original position and the deposit will not be refunded unless a written notice is received to remove the applicant's name from the list. If a person refuses a t-hangar three times, his/her name will be removed from the list and the refundable portion of the deposit will be mailed to the address listed on the application.

7. 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 waiting list and the refundable portion of the deposit will be mailed to the address listed on the application.

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.