

# Easton Airport T-Hangar Waiting List

*Updated: April 2, 2026*

**1. Purpose** T-hangars at ESN are intended for the storage of operational aircraft by the registered owner(s). This policy ensures fair, transparent, and efficient allocation of hangar space.

- **Policy Revisions:** Easton Airport reserves the right to amend or update this policy at any time. Updates will be provided in writing via email to all current tenants and active waitlist applicants. The most recent version supersedes all previous versions.
- **Compliance:** Failure to comply with these terms or the T-Hangar Lease Agreement will result in removal from the waiting list.

**2. Joining the Waiting List** To be placed on the list, applicants must:

- **Complete this Application:** Provide and maintain accurate contact information.
- **Pay the Fee:** A non-refundable **\$100 application fee** is required. Airport Management will contact you to process payment within 3 business days of submitting this application. **Payment serves as your acceptance of this policy.**
- **Waitlist Rules:** Positions are non-transferable and cannot be traded or sold. If an applicant withdraws, the fee is forfeited. Vacating tenants who wish to return to the waiting list at a later date must re-apply and will be placed at the bottom of the list.

**3. Hangar Offers & Documentation** Offers are made on a "first-on, first-called" basis. When a unit becomes available:

- **Notification & Response:** The top applicant is contacted via phone and email and has **five (5) business days** to accept or decline.
- **Documentation:** Upon acceptance, the applicant has **10 business days** to provide:
  - FAA Aircraft Registration (showing applicant as owner/co-owner).
  - Proof of Aircraft Insurance and (if corporate) proof of legal association.
- **Move-in:** The aircraft must be moved into the hangar within **90 days** of the lease start date. Any extensions must be requested prior and are subject to Airport Management approval based on current waitlist conditions.
- **Failure to comply with the agreed upon lease will result in termination.**

**4. Pass-Over & Inactive List**

- **Two-Strike Rule:** An applicant may decline (or fail to respond to) one offer without penalty. Upon a second decline or non-response, the applicant must choose to be removed from the list or moved to the Inactive List. **Failure to respond to a second offer results in automatic placement on the Inactive List.**
- **Inactive List:** Applicants here retain their original "seniority date" but will not receive offers. To return to the Active List, you must notify Management in writing; you will then be placed back in the queue based on your original date. **If an applicant remains on**



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**the Inactive List for more than two (2) years without written contact, they will be removed from the list and all fees will be forfeited.**

- **Size Exception:** Declining a hangar that is physically too small for an aircraft does not count as a pass-over. Seniority is applied to the first available hangar that fits the applicant's specific aircraft requirements; consequently, an applicant's position in the queue is always relative to others waiting for that same hangar size and their seniority.

**5. Internal Swap List** Existing T-hangar tenants in good standing may request to move to a different hangar.

- **Joining the Swap List:** Tenants must contact the Airport Office in writing to be added to the Internal Swap List.
- **Priority:** The Internal Swap List is consulted before the general Waiting List. Swaps cannot delay or bypass a pending offer to the top of the general waiting list.
- **One-for-One:** A swap is only granted if it results in a vacant hangar for the next person on the general Waiting List.

## 6. Changes in Aircraft Ownership

- **Replacement:** If a tenant buys a different aircraft, they must provide updated registration and insurance to Management within 30 days.
- **Purchase of Aircraft in Hangar:** If a person purchases an aircraft currently stored in an Easton T-hangar, the new owner may be offered the opportunity to continue the lease, provided they meet all requirements and subject to Airport Management approval based on current waitlist conditions.
- **Vacating:** If the purchaser declines the offer to remain in the T-hangar, the current aircraft owner and T-hangar tenant must terminate the lease and vacate the premises.

**7. Subleasing Policy** Temporary subleasing is permitted for up to **six (6) months**.

- **Approval:** All subleases must be approved by Airport Management and processed through Easton Airport billing.
- **Prohibition:** Private "handshake" sublease agreements are a violation of the lease and will result in termination. Finding a sublessee is the responsibility of the tenant.

**8. Termination & Vacating** To ensure a smooth transition:

- **Notice:** Provide 30 days' written notice before the start of your next billing cycle.
- **Condition:** Hangars must be broom-clean and pass a final inspection by Management.
- **Re-entry:** Once a lease is terminated, the former tenant has no priority and must re-join the bottom of the list to return.

