

## KTPL T-HANGAR WAITLIST PROCEDURES

Effective March 1st, 2024, the following procedures have been implemented to ensure transparent and fair procedures in granting T-Hangar leases in an exceptionally competitive market:

1. Waitlist Submission Form must be fully completed by any individual/company interested in leasing a T-Hangar from the City of Temple. This form can be found online at [www.flytemple.com](http://www.flytemple.com).
  - a. Our active T-Hangar Waitlist will be updated with changes and posted publicly on [www.flytemple.com](http://www.flytemple.com) for Waitlist Members reference.
  - b. In preparation for a prospective lease, please review the current Airport Rules and Regulations and Chapter 3 of the City of Temple's Code of Ordinances pertaining to the Airports and Aircraft.
2. When a T-Hangar becomes available, the Airport will contact Waitlist Members via email and a phone call in the order they appear on the T-Hangar Waitlist based on the size of T-Hangar that they have requested and the size of the T-Hangar available.
3. Every Waitlist Member receives ONE right of refusal if contacted when a T-Hangar becomes available.
4. Prospective tenants will have ONE WEEK from receiving the email and phone call to respond to the Airport with a decision or the Airport will move to the next Waitlist Member and the Waitlist Member will mandatorily exercise their first right of refusal. During this time, the prospective tenant will have the opportunity to see the available T-Hangar and make a decision regarding their interest in leasing the available T-Hangar.
5. If the prospective tenant exercises their ONE right to refusal, they will remain in their current place on the waitlist and the next Waitlist Member on the list will be offered the right to lease the available T-Hangar. If a second contact is made when another T-Hangar becomes available, and the Waitlist Member exercises a SECOND refusal, then the Waitlist Member will be moved to the bottom of the T-Hangar Waitlist.
6. Once the Waitlist Member accepts the opportunity to lease a T-Hangar, they will be required to have the following prepared for the City of Temple within TWO WEEKS:
  - 1- Aircraft to be stored in T-Hangar
  - 2- Current registration in the prospective lessee's name for the aircraft to be stored at KTPL.
  - 3- Addition of the "City of Temple" as additionally insured to the aircraft's insurance policy.
  - 4- Addition of a waiver of subrogation in favor of the City of Temple to the aircraft's insurance policy.

If the above-mentioned deadlines are not met, then the Waitlist Member will mandatorily exercise right to refusal and be subject to the procedure in lines 4-6.

For questions or information regarding the updated T-Hangar Waitlist Procedures or T-Hangars in general please contact [thangars@templetx.gov](mailto:thangars@templetx.gov)