



## City of Manassas Manassas Regional Airport Hangar Waiting List Policy

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It is the policy of the Manassas Regional Airport Commission to ensure that an active list is available to those individuals serious about renting an aircraft storage space and keep the wait times reasonable for those placed on the list. The Manassas Regional Airport owns and maintains 156 hangars, located on the east and west side of the airport. The Manassas Regional Airport must maintain a reputation for consistency, openness, and transparency with the stakeholders it serves.

### **Purpose**

Hangars are intended for use by individuals, partnerships, or corporations that own, or have under exclusive lease, one (1) or more aircraft. Any individual, partnership, or corporation may apply to be on the waiting list. Applicants do not have to be in possession of an aircraft to be on the list. However, the applicant must be in possession of an aircraft within thirty (30) days of signing a lease agreement. This aircraft must be registered, be in the process of being registered by the FAA and the DOAV, or leased. A copy of the aircraft registration will be required within 30 days of executing a hangar lease agreement. If the aircraft is being leased, the tenant must provide a signed copy to the Airport for their review.

### **A. Waiting List**

1. Individuals, partnerships, or corporations will be required to submit an application in order to be placed on the waiting list. Fixed Based Operators (FBO) can only place their name on a waiting list for a commercial hangar.
  - a. NOTE: As requested, individuals currently on the waiting list will be required to submit a new application in order to provide current contact information. The individual's spot on the waiting list will not change.
2. Applicants can place their name on multiple waiting lists for each size and location of hangar. Waiting lists are maintained for East T-Hangars, West T-Hangars, and Corporate Use Box Hangars.
3. Only aircraft owned, co-owned, or leased by the applicant will be authorized to occupy the hangar. A hangar can have more than one aircraft or tenant if size permits. Both tenants will be required to sign a dual occupancy lease with the initial applicant.  
**Subleasing or transferring of a hangar is prohibited.**
4. An applicant may be denied hangar space if the applicant has been or is currently in default of any other lease with the City, or has violated the Airport's Rules and Regulations.

**A. Waiting List (Continued)**

5. Applicant will be removed from waiting list(s) under the following conditions:
  - a. Failure to respond to one (1) offer for hangar space;
  - b. Failure to provide current address and phone number; and/or
  - c. At the applicant's request.
6. Upon request, applicants will be required to update their contact information. Failure to provide this information will result removal from the waiting list.

**B. Notification of an Available Hangar Space**

1. When a hangar becomes available, Airport Staff will execute the following notifications:
  - a. The individual will be sent an email with the hangar size, time of availability, and the rental amount.
  - b. The individual will be called and should no one answer, be left a voicemail with the hangar size, time of availability, and the rental amount.
2. The individual will have **5 working days** from the initial notification to respond to the offer. Should the individual respond, the individual will be provided required paperwork and payment information.
  - a. Individuals not in possession of an aircraft or will not be in possession of an aircraft within thirty (30) days will be considered as a refusal and placed at the bottom of the list if so desired.
  - b. If the individual does not respond or refuses the offer, they will be taken off the list. Any applicant who is removed from the list will need to reapply in order to be placed back on the list.
3. After a response or no response from the initial offer, Airport Staff will move to the next person on the waiting list. The notification process will begin again until an eligible individual secures a hangar.

Units	East Side	West Side
Regular Units 42' Door	\$408.00	\$335.00
End Units 42' Door	\$505.00	\$385.00
Regular Units 40' Door	\$360.00	N/A
End Units with Office 40' Door	\$560.00	N/A
Regular Units 45' Door	\$435.00	N/A
Regular Units 48' Door	\$505.00	N/A
End Units 48' Door	\$560.00	N/A
Box Hangar 60' by 50'	\$1,500.00	N/A
Box Hangar 60' by 60'	\$2,000.00	N/A

Monthly rent includes utilities unless the unit is individually metered.



# City of Manassas Airport Director's Office

## HANGAR WAITING LIST APPLICATION

The applicant must complete the **entire** application and sign the bottom in order for the application to be valid.

### Applicant Information

Name: \_\_\_\_\_  
Last First

Phone 1: (\_\_\_\_) \_\_\_\_\_  
 Cell       Work       Home

Phone 2: (\_\_\_\_) \_\_\_\_\_  
 Cell       Work       Home

Email: \_\_\_\_\_

### Hangar Preferences

*Note: West Side Hangars only have 42 Foot Units*

1) Location:  
East Side      West Side      First Available

2) T-Hangars:  
40-Foot      42-Foot      45-Foot      48 Foot      42 Foot End Unit      48 Foot End Unit  
First Available (No Preference)

3) Box Hangars:  
60' by 50'      60' by 60'      First Available

4) Office Space:  
I require office space      I do not need office space

In signing, I agree to abide by the conditions and the Hangar Waiting List Policy. I understand that I will be required to update my contact information with Airport Administration. Failure to do so may result in me being removed from the hangar waiting list. I further understand that being placed on the hangar waiting list does not guarantee me a hangar, only providing the opportunity to be contacted for a hangar offer.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Questions? Call or email Airport Operations at 703-361-5488 or  
[hefops@manassasva.gov](mailto:hefops@manassasva.gov)

**Form must be returned to Airport Operations**