Policy ID:	**28-002**
Title:	**John C. Tune Hangar & Plane Port Wait List Procedure**
Effective Date:	1 September 2022
Purpose:	To manage the registration for the JWN hangar and plane port wait lists; to adopt a procedure for maintaining the wait lists and for assigning hangars and plane ports as such become available.
Scope:	This procedure applies to all Metropolitan Nashville Airport Authority (MNAA) owned hangars at John C. Tune Airport (JWN).
Responsibility:	The Executive Director, John C. Tune Airport will administer this procedure and maintain all records.

Approvals:

Jeff Roach — 30 Aug 2022
Jeff Roach — Date
Executive Director,
John C. Tune Airport

Robert Ramsey — 30 Aug 2022
Robert Ramsey — Date
Chief Operating Officer

I. Background:

MNAA own hangars and plane ports at JWN and maintains a waiting list for entities wishing to enter into a storage agreement with MNAA for the use of a hangar or plane port. This process has been developed to provide a fair and consistent method for managing the wait lists and the hangar or plane port assignment – based on availability.

II. Procedure:

A. **Wait List.** MNAA will maintain four wait lists, two wait list of registrants desiring a T-hangar of up to 42' door width and up to 48' door width, a box hangar wait list, and a wait list of registrants desiring a plane port at JWN. Hangars and plane port will be rented based on a first come/first served basis on the wait list and aircraft size requirements. MNAA reserves the right to assign hangars based on aircraft size and/or type.

i. Position on the wait lists will be determined by the date and time of submission of a completed application and payment of the required wait list deposit.

ii. Positions on the wait list may not be sold, gifted, or transferred.

B. **Wait List Application.** Registrants must submit a Wait List Application (Exhibit A)

i. To be eligible, Registrants must:

a. Provide proof of aircraft interest (airworthy aircraft - provide N number, proof of purchase/order, lease agreement or other proof accepted by MNAA).

b. Pay the Wait List Deposit ($1,050.00).

c. Provide current business license if aircraft is insured as a business asset and provide proof of the applicant's association with that business.

d. Notify JWN of any changes to contact information.

ii. Existing Operators occupying a MNAA hangar or plane port who wish to move to another aircraft storage option or any registrant who wishes to secure an additional hangar or plane port must submit a separate wait list application including the wait list deposit. Existing operators offered a new hangar are required to continue to meet their existing aircraft storage agreement unless another registrant on the wait list is available to assume the existing hangar storage agreement and it is approved in writing by MNAA.

C. **Wait List Review.** The lists will be reviewed monthly and posted in the JWN administrative office.

i. The wait lists will be updated to remove registrants who have:

a. Requested to be removed from the wait lists, or
b. Declined an offer for a hangar or plane port, or
c. Executed an aircraft storage agreement.

ii. The updated wait lists will be posted at the JWN administrative office by the 5th of each month.

iii. If a registrant would like to have their name removed from the list prior to a hangar offer, the deposit (minus the $50 administrative fee) will be returned.

iv. If MNAA increases the hangar wait list deposit, registrants must pay the increased deposit amount within 30 days of notification to remain on the hangar wait list.

D. **Annual Review.** Annually, JWN will contact each registrant in writing or via email to verify status and to confirm the desired hangar size.

i. If a registrant does not wish to remain on the list(s), the registrant will be removed, and the wait list deposit will be returned (minus a $50 administrative service fee).

ii. If the contact information for a registrant is no longer valid, the name will be removed from the list and the wait list deposit will be returned (minus the $50 administrative service fee). The deposit will be sent to the last known address and if returned to MNAA will be forfeited and become the property of MNAA.

E. **Offer of Hangar or Plane Port.** When a hangar or plane port becomes available, JWN will contact registrants beginning with the top of the appropriate wait list.

i. If a registrant on one of the wait lists is offered a hangar or plane port and wants to move forward, a response must be submitted to MNAA within 5 (five) business days.

ii. MNAA will send a confirmation email to the registrant upon unit selection.

iii. MNAA will send the registrant the aircraft storage agreement and the registrant must submit the following to MNAA Commercial Development within 10 (ten) business days:
   a. Signed aircraft storage agreement.
   b. Check made payable to MNAA for one month's rent and the required security deposit (the wait list deposit will be applied).
   c. Aircraft insurance, listing MNAA as additional insured.
   d. If aircraft is a business asset, an active business license is required in addition to proof of the registrant's capacity to act on behalf of that business.

iv. The storage agreement must be fully executed within 30 days of acceptance of the offer, or the registrant will be deemed non-responsive.

v. If the registrant declines or does not respond to an offer within five (5) business days, the next applicant on the appropriate wait list will be offered the hangar or plane port. The registrant failing to respond in the specified time frame or declining an offer will be removed from the wait list for a period of six months and the wait list deposit will be returned (minus the $50 administrative service fee). After six months the registrant may reapply to be added to a wait list.

Note:

MNAA box hangars may be selected by a request for proposal (RFP) process. MNAA reserves the right to perform competitive solicitations and/or invitations to bid to occupy any box hangar that becomes available.

III. Hangar and Plane Port Storage Agreements

A. Hangars and plane ports will be rented on an annual basis from 1 July to 30 June.

B. All MNAA hangars and plane ports may only be used for aircraft storage or other aeronautical use only.

C. Commercial operations are not permitted without prior written MNAA approval.

D. The JWN Hangar Storage Agreement is available at https://flynashville.com/nashville-airport-authority/john-c-tune/based-tenant-information.

References:

Hangar Diagram Exhibit

Hangar Wait List

Records & Related Forms:

Exhibit A – Wait List Application

Exhibit B – Hangar Types

Revision History: 6/1/21: Updated to reflect displaced Operators and new terms

2/22/22: Section X updated to address removal of wait list applicants

5/9/22: Removed displaced tenants from scope; added plane ports;

updated to reflect new terms

9/1/22: Incorporated four separate wait lists. Reorganized format to simplify document; revised to make terminology uniform (registrants, wait list deposit)

Exhibit A – Wait List Application

John C. Tune Airport Hangar/Plane Port Wait List Application			
Last Name		First Name	
Street Address			
City		State, Zip	
Phone #		Cell Phone #	
Email			
Aircraft N Number		Wingspan	
Tail Height		Length	
Deposit		Check #	

Please indicate hangar size preference (mark only one):

Up to 42'		Up to 48'		Box Hangar		Plane Port							

Please sign below:

I have been provided a copy of the JWN Hangar or Plane Port Wait List Procedure and

I agree to abide by the requirements of the procedure.

Signature		Date	

Please send application check as
"Wait List Deposit" to:

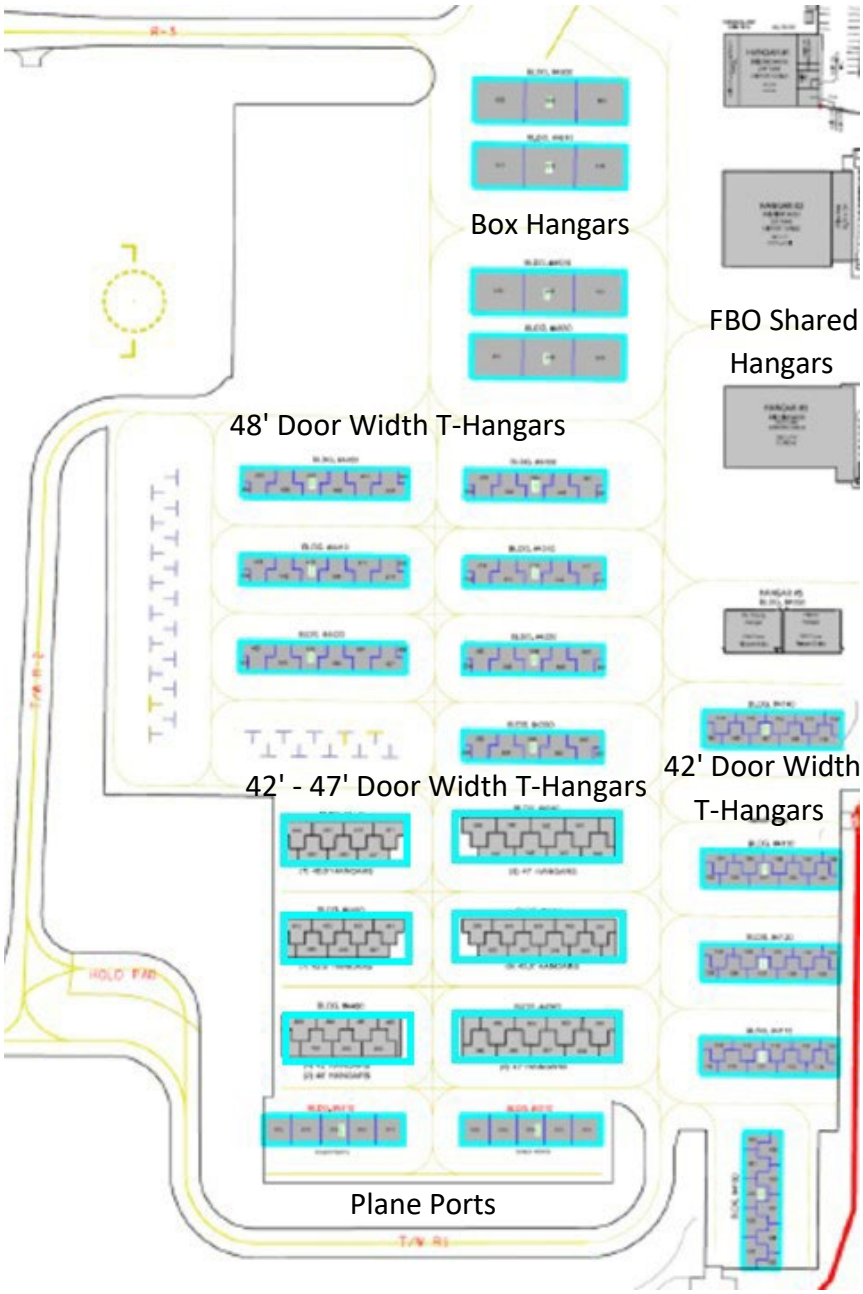
Metropolitan Nashville Airport Authority
Attn: Finance
140 BNA Park Drive, Suite 520
Nashville, TN 37214

Internal use only:

Date Application Received	
MNAA Representative Signature	

Exhibit B – Hangar Types and Sizes

Hangar type:



Note: MNAA hangars and plane ports outlined in blue.

Hangar Sizes:

- 42’ Door Width T-hangars – aircraft with a wingspan up to 39’ (41’-42’ door width, 32’ depth, 12’ door height)
- 45’ Door Width T-hangars – aircraft with a wingspan 39’- 42’ (44’-45’ door width, 38’ depth, 13’ door height)
- 47’ Door Width T-hangars – aircraft with a wingspan 42’- 45’ (46’-48’ door width, 40’ depth, 16’ door height)
- 48’ Door Width T-hangars – aircraft with a wingspan 42’- 45’ (48’ door width, 40’ depth, 16’ door height)
- Box Hangars – 60’ x 70’
- Plane Ports - aircraft with a wingspan up to 48’ (16’ entry height)

Signature: *Robert Ramsey*

Email: robert.ramsey@flynashville.com

6. JWN Hangar Waitlist Procedure 25 August 2022

Final Audit Report 2022-08-30

Created:	2022-08-30
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"6. JWN Hangar Waitlist Procedure 25 August 2022" History

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