



**Renton Airport**  
**Clayton Scott Field, Will Rogers-Wiley Post Seaplane Base**  
**616 West Perimeter Rd – Unit A**  
**Renton, WA 98057-5327**  
**425-430-7471**

**Policy Topic: T- Hangar Leasing and Hangar Waiting List Policy**  
**Date of Adoption: December 1, 2005**

### **Policies**

#### **1. T-Hangar Leasing**

- 1.1 No subletting allowed, including the transfer of aircraft ownership due to the sale of the hangared aircraft.
- 1.2 The hangar tenant, whose name appears on the signed Hangar Permit form, **MUST** be a registered/insured owner of the hangared aircraft.
- 1.3 Dual occupancy is allowed in the City-owned T-hangars. One registered owner of each of the hangared aircraft must sign a Dual Occupancy Hangar Permit.
- 1.4 Adequate insurance coverage must be provided to the Airport Manager's office at the time of occupancy, and a renewal certificate must be provided on an annual basis.
- 1.5 Hangar tenants must provide emergency contact names and phone numbers, along with aircraft registration information on an annual basis when requested.
- 1.6 Hangar tenants must accommodate the Renton Fire Department during their annual fire inspection of the hangar facility.
- 1.7 During the annual fire inspection, Airport management staff will record all aircraft registration numbers stored in each City-owned hangar to verify that aircraft stored in each hangar are registered to the individual(s) renting each hangar.



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**Date of Adoption: December 1, 2005**  
**Amended: July 1, 2008**

## **Policies**

### **2. Hangar Waiting List**

- 2.1 The Airport Office will maintain the official hangar waiting list.
- 2.2 The City does not guarantee that an individual will be approved to rent a City T-hangar unit.
- 2.3 A one-time, non-refundable fee of \$100 will be collected by the Airport Office, from individuals placing their names on the hangar waiting list.
- 2.4 The one-time, non-refundable fee will not be applied to any rents on the Airport.
- 2.5 Individuals on the hangar waiting list will provide the Airport Office with current address and phone numbers as needed.
- 2.6 Individuals will only be removed from the hangar waiting list when they receive approval to rent a hangar, or when the Airport Manager's office receives a written request to be removed from that individual (will also be verbally verified).
- 2.7 The Airport will not lease a hangar to an individual on the hangar waiting list if they do not own an aircraft at the time they are contacted regarding a hangar vacancy. That person will keep their place on the hangar waiting list.
- 2.8 The hangar waiting list will differentiate between an individuals' preference between the City T-Hangars facility on the west side of the Airport and The River hangar facility on the east side of the Airport.
- 2.9 The City reserves the right to substitute comparable hangar facilities as needed to manage all 39 City-owned T- hangars. For the purpose of this Policy, the T-hangars on the east side and west side of the Airport are comparable facilities.
- 3.0 Individuals on the hangar waiting list who are offered an available hangar, but choose not to take it will be placed at the end of the hangar waiting list.
- 3.1 Once an individual is approved to rent a city hangar, their name will be removed from the list.