



Virginia Tech Montgomery Executive Airport

Hangar and Tie-down Waitlist Policy

The Hangar Waitlist and Tie-down Policy is designed to provide a simple and fair process for aircraft owners to be placed on a waitlist for hangars and tie-downs at the Virginia Tech/Montgomery Executive Airport. All available spaces are leased on a first-come, first-served basis, and because demand is often greater than availability, it may be necessary to be on the waitlist to be eligible for leasing a space. The placement on the waitlist is based on the date the applicant completed information to be included on the waitlist. The waitlist is a non-exclusive list and at the discretion of the Airport Director, an individual may be removed from the list for matters such as violations of the Airport's Rules and Regulations, violations of FAA policy, current or pending litigation with the Virginia Tech/Montgomery Regional Airport Authority, or disorderly conduct by the applicant to its officers, directors, employees, representatives, or other tenants. For questions concerning the waitlist, or to be placed on the waitlist please contact the Airport Director or the Operations Director at (540) 231-4444 or mgr@vtbcb.com or do@vtbcb.com.

Waitlist Application

1. An individual or corporation may request to be added to the waitlist by calling or emailing the Airport Director, Director of Operations, or other management personnel at the airport. Contact information including full name, phone number, if any, email, if any and street address must be provided. The date the applicant's name and contact information is completed and recorded by the Airport Director will determine the applicant's position on the waitlist.
2. Separate waitlists may be kept for differing types of space, including new t-hangars, old t-hangars, box hangars, and tie-downs. An applicant is permitted to be on multiple lists for the varying types of space.
3. The applicant's position on the waitlist is not transferable to others. Offers of available space will only be made to the applicant whose name appears on the waitlist.
4. Applicants may request removal from the waitlist at any time. Requests for reinstatement will be treated as a new request.
5. Applicants who are building an aircraft are eligible for a hangar only for the final assembly of the aircraft. Homebuilt aircraft must be airworthy within one (1) year of taking possession of the hangar.

Hangar Offer

1. The applicant listed as first on the list will be notified via the contact information provided on the application once the space becomes available. The applicant will have five (5) business days after notification to accept the space and enter into the Airport's lease for the space. If the applicant fails to respond within five (5) business days, this will be treated as declining the lease offer.
2. If declined, the applicant will not forfeit the position on the waitlist, unless the applicant has declined offered space twice, then the applicant will be moved to the end of the waitlist.
3. The Airport is not responsible for the applicant's failure to keep contact information up to date. If the Airport attempts to contact an applicant and the contact information on file is not current, this will be treated as declining the offered space.
4. Once a space becomes available, the applicant will be presented with a lease and will have ten (10) days to complete the lease and pay any deposit required. All leased spaces may only be used for aeronautical purposes and if not, the lease may be terminated.
5. In the event of an aircraft sale by a tenant, the hangar is non-transferable to the new owner of the aircraft. If an aircraft is owned in a co-ownership arrangement, if one owner sells their interest to a co-owner, that sale of partial ownership will not affect the lease status provided current owner information is kept up to date per the lease agreement.

Adopted: ___April 8, 2025_____