



PAULDING
NORTHWEST ATLANTA
AIRPORT

**Paulding Northwest Atlanta Airport
Airport T-Hangar Waiting List
Policy and Application**

**Paulding Northwest Atlanta Airport
Hangar Waiting List Application**

Aircraft Registered Owner(s) Submitting this Application:

Name(s): _____

Street/Mailing Address: _____

City: _____

Telephone: _____ home/work/mobile

Email Address: _____

Aircraft Information:

FAA N-Number: _____

Aircraft Year, Make & Model: _____

Aircraft is:

_____ Currently based at the airport in a _____ T-Hangar or _____ on Tie Down

_____ Awaiting purchase and/or delivery

_____ A homebuilt, hangar will be used to complete construction

_____ Based at another airport, please list location _____

Aircraft has a current FAA annual inspection _____ Yes _____ No

Hangar Size Preference:

_____ Standard T-Hangar (1,050 sqft; 42' W by 12' H Bi-Fold Door; Wing Area 18' x 42'; Tail Area 14' x 21')

_____ End-Unit T-Hangar (1,575 sqft; 42' W by 12' H Bi-Fold Door; Wing Area 18' x 42'; Tail Area 14' x 31.5';
Additional Storage Space of 18' x 21'; Overhead Door on Backside of 12' W x 11' H)

Please return this form to:

Paulding Northwest Atlanta
Airport
730 Airport Pkwy
Dallas, GA 30157
770-505-7700

The applicant acknowledges receipt of a copy of the Paulding Northwest Atlanta Airport's Hangar Waiting List Policy. I understand this policy applies to my application for hangar space and that a non-refundable administrative fee of **\$50.00** and a refundable deposit of **\$100.00** accompanies this application, which shall be credited to the first month's rental fee upon assignment of a hangar.

I understand that in addition to the initial administrative fee and deposit, an annual fee of **\$ 50.00** will be charged on the anniversary date of this application in order to retain my space on the waiting list. The initial administrative fee and recurring annual fee will not be credited towards the hangar rental fee. If payment of the annual fee is not paid within **60 days**, I understand I will be removed from the waitlist and forfeit my deposit.

Name of Applicant: _____

Signature of Applicant: _____

Date of Application: _____

To Be Completed By Airport Management:

Date Application & Deposit Received: _____

Amount of Deposit Received _____

By: _____ Title: _____

Airport Hangar Waiting List Policy Paulding Northwest Atlanta Airport

GENERAL

Hangars owned by the airport are intended for storage of registered and airworthy aircraft by the registered owner(s). This policy governs the waiting list for access and rental of airport-owned t-hangars.

Hangars will only be offered to persons on the Hangar Waiting List. In order for a person to be placed on this list, the individual shall complete and file a hangar waiting list application with the Airport Director and submit an initial non-refundable administrative fee of \$50.00 and a refundable \$100.00 deposit at the time of application. This deposit shall be applied to the first month's rental fee when hangar space is assigned.

Applicants are allowed to submit multiple waiting list applications if multiple units are desired for storage of aircraft at the airport. Applicants are solely responsible for maintaining a current email, physical address and telephone number with airport staff.

Applicants who are building their own aircraft are eligible only for a hangar for final assembly of the aircraft. Home built aircraft must be airworthy within one (1) year of taking possession of a hangar.

The airport reserves the right to deviate from the waiting list priority in emergency or special circumstances and only with the approval of the Paulding County Airport Authority. The airport shall incur no liability for such assignment to any party.

POSITION ON THE WAITING LIST

Position on the waiting list shall be determined first by whether the applicant is a current tenant in good standing at the Paulding Northwest Atlanta Airport, and then chronologically in the order the application was received. If there are no eligible current tenants in good standing remaining, the offer shall be made chronologically by oldest date/time to an applicant who is not based at the Airport.

To be considered a current tenant in good standing, the tenant must:

- Be compliant with all Airport Rules, Regulations, Policies, and Minimum Standards
- Be current on all monies due to the Paulding County Airport Authority
- Be current on all tax monies due to and registered with the Paulding County Tax Commissioner's Office
- Aircraft must currently be based at the Paulding Northwest Atlanta Airport
- Aircraft must be in an airworthy condition

All applicants, both existing and future, will be assessed a non-refundable annual administrative fee of \$(50.00) established by the airport to remain on the waiting list. Applicants who fail to submit the annual renewal fee by January 31st will be removed from the Hangar Waitlist.

Applicants removed from the waiting list are eligible to reapply by submitting a new application, administrative fee, and deposit.

Positions on the waiting list shall not be transferred, traded, or sold. Persons removed from the waiting list may restore their names to the bottom of the waiting list by making a new application.

Applicants may request removal from the hangar waiting list at any time. Requests for reinstatement will be treated as a new application.

HANGAR LEASE OFFERS

Hangar lease offers shall be made chronologically by oldest date/time to the most recent applicant who is a current tenant in good standing. If there are no eligible current tenants in good standing remaining, the offer shall be made chronologically by oldest date/time to an applicant who is not based at the Airport.

The offer of a vacant hangar shall be made by phone and via email from airport management.

The applicant will have 7 business days following the date that the call and email was transmitted to respond to the offer. The applicant must have an aircraft registered to the applicant or corporate entity under ownership or management of the applicant in the hangar within **60** days from the commencement of the hangar rental agreement. Failure to place a registered aircraft in the hangar within **60** days may result in termination of the hangar rental agreement at the sole discretion of the Airport Director.

Once the **7** business days have expired without a response, the Paulding Northwest Atlanta Airport will offer the hangar to the next responsive individual that has the highest priority on the waitlist. Notifications shall be made by telephone or electronically through email.

When the top position on the list has been vacated, by acceptance of a hangar or following removal, the next individual on the list will be notified by Airport Management via email and phone of their position at the top of the list.

PASS-OVER POLICY

Every effort shall be made to contact the top position on the waiting list by email and telephone, as hangars become available. A "decline" or "not interested" response, non-contact, or failure to respond within ten business days will be considered a pass-over. Each hangar applicant is permitted one pass-over. Following a second pass-over, applicants will be moved to the bottom of the waiting list.

An applicant's rejection of a hangar offer based on insufficient space for the owned aircraft, as validated by Airport Management after review of the applicant's aircraft registration number, or for a hangar which does not match the hangar-size preference on the waiting list will not be considered a pass-over.

HANGAR UNIT ACCEPTANCE

Upon acceptance and assignment of a hangar space, applicants are required to enter into a hangar lease agreement effective on the date of the acceptance of the hangar space. Violation of the terms and conditions of the lease agreement, Airport Rules and Regulations, or Airport Minimum Standards can result in termination of the lease agreement. Additionally, applicants are required to provide a copy of the FAA issued Aircraft Registration and a certificate of insurance naming the Paulding Northwest Atlanta Airport as an additional insured on the aircraft insurance policy. For hangars that will house more than one aircraft, all aircraft must be registered in the name of the applicant.

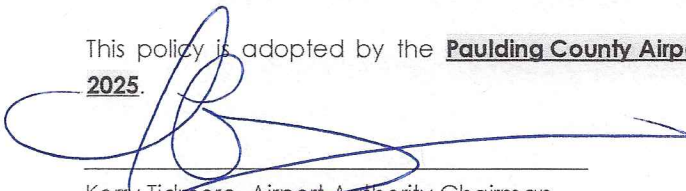
HANGAR RELOCATION/TRANSFERS

Existing hangar tenants will be provided first preference at transferring to another hangar. To identify an interest in transferring hangars, the lessee of a hangar unit must provide notice to airport management with a request to transfer to another unit in addition to the details (type/size/location) of the hangar that the individual is interested in transferring to.

SALE OF AIRCRAFT

If an existing hangar tenant sells their aircraft, the tenant will have **sixty (60) days** to acquire another aircraft before the hangar rental agreement is terminated. Hangar rental agreements are not transferable with the sale of an aircraft. The new owner will be required to submit a Hangar Waiting List Application and will be added to the bottom of the list.

This policy is adopted by the Paulding County Airport Authority at its meeting held on July 16, 2025.



Kerry Tidmore, Airport Authority Chairman



Yolanda Newell, Clerk to the Airport Authority