



City Hall, 215 Sycamore St.
Muscatine, IA 52761-3840
(563) 262-4141
Fax (563) 262-4142

PLANNING, ZONING AND BUILDING SAFETY

Public Health,
Housing Inspections &
Inspection Services

MEMORANDUM

To: Mayor and City Council Members
Cc: Gregg Mandsager, City Administrator
From: Steven Boka, Director of Community Development
Date: February 14, 2011
Re: Muscatine Airport Lease and Hangar Assignment Policy

INTRODUCTION: The Muscatine Airport Advisory Commission has completed a review of existing policies and fee structures for the Muscatine Municipal Airport.

BACKGROUND: Over the last year, the Muscatine Airport Advisory Commission has undertaken a systematic review of existing policies and fees charged for hangar rentals/leases at the Muscatine Airport. Following a review of similar airport fees and policies, it was determined that a new policy should be recommended to the City Council that provides a fair structure for assigning existing hangar space. The Commission further determined that the policy should include the priority for assigning the spaces from the existing waiting list, a means to match the aircraft size to the appropriate hangar, and a provision to insure that flyable aircraft receive the priority over those that may be grounded for any one of a number of reasons.

RECOMMENDATION/RATIONALE: The attached proposed policy addresses all of the above identified criteria and requires the lessee to provide information to assure that the leased space is (and remains) used for a flyable airplane. It is therefore recommended that the City Council adopt the Muscatine Airport Lease and Hangar Assignment Policy as attached hereto.

BACKUP INFORMATION:

1. Policy

MUSCATINE MUNICIPAL AIRPORT LEASE AND HANGAR ASSIGNMENT POLICY

It shall be the policy of the City of Muscatine and Muscatine Airport Advisory Commission as follows:

This policy recognizes that limited hangar space is available to the local aviation community and acknowledges that there is a waiting list for that available space. To accommodate the demand and obtain the highest and best use of the available hangar space(s), the City shall require that all lease holders provide the city with information concerning the make, model and other identification of aircraft that is, or will be, housed in the requested hangar space. In addition, Lessee must annually provide copies of log book entries showing the date of the last annual inspection, or other indication the aircraft is currently airworthy and flyable.

It shall be the policy of the City that the storage needs for all aircraft be matched with the minimum hangar space needed to accommodate the request. It shall be the responsibility of the Lessee to keep the information regarding their hangar needs updated monthly, including any change in aircraft airworthiness. Under this policy, the city reserves the right to reassign hangar space to meet the current demand and to terminate any lease that does not match the aircraft storage information as contained in the Lease Agreement. It shall be deemed sufficient cause to terminate any lease for failure to utilize the hangar space for storage of airworthy and flyable aircraft as stated in the Lease Agreement. Any deviation from this policy will be reviewed on a case-by-case basis. Any such termination may cause the city to reassign the hangar lease to someone else on the active waiting list for aircraft matching the size of the available hangar space. It should be clearly understood that the City reserves the right to assign hangars to its best benefit with 30 days notice to Lessee.

This policy further addresses the method by which available hangar space is assigned and is intended to provide a standard acceptable method for making those assignments. To that end, it shall be the policy of the city that the following priorities are utilized to determine the assignment of any available hangar space(s) at the Muscatine Municipal Airport:

Priority No. 1. City of Muscatine businesses and residents shall be given first consideration **and** provided the space available matches the aircraft storage needs as set out above.

Priority No. 2. All other non-resident interests by waiting list seniority **and** by the type of hangar space most closely suited to their aircraft storage needs as set out above.

Nothing in this policy is intended to prevent the temporary assignment of hangars for use(s) deemed in the best interests of the city and of mutual benefit to the flying public.