

Airport Hangar Rental Process

Airport Manager

•760-344-4581

The Airport Manager will:

- Determine if an appropriate hangar is available for rent
- Provide the applicant with a signed Permission Form
- Verify the aircraft registration

Public Works

•Alan Chan or Bertha Diaz
•760-344-5800

The Public Works department will:

- Provide the applicant with a Rental Agreement which should be returned to Public Works with the following:
 - Aircraft registration
 - Insurance certificate as described below

Risk Management

•Shirley Bonillas
•760-351-3057
•sbonillas@brawley-ca.gov

The Risk Manager will review the following information:

- Proof of General Liability insurance in the amount of \$1 million naming the City of Brawley, its employees, elected, officers, and officials as additional insured. Usually in the form of a Certificate of Insurance and an Additional Insured Endorsement, (two separate documents).

The City Clerk will execute the final agreement.

City Clerk

•Thomas Garcia
•760-351-3048
•tgarcia@brawley-ca.gov

- Submit one original signed Hangar Agreement
 - With proof of insurance and aircraft verification
 - Once fully signed, a copy is returned to the applicant, Finance for billing, Public Works, and the Airport Manager to occupy the hangar.

FREQUENTLY ASKED QUESTIONS

- **Have a question or concern about a hangar or the airport**
 - Contact the City's Airport Manager at 760-344-4581
- **Have a question about a bill**
 - Contact the Finance Department at 760-344-8941
- **Want to move to a new hangar**
 - Check availability by contacting City's Airport Manager at 760-344-4581 (Rental Process is restarted)
- **How is my airport hangar secured?**
 - Section #9.1 of the Hangar Lease Agreement states "**Tenant** is required to utilize a lock provided by the City. The City will provide the Tenant with one (1) key and (1) padlock, to be placed on the hangar door for a deposit of \$50.00. If the padlock and key are not returned when this agreement is terminated, the Tenant will forfeit the deposit. If the padlock and key are, returned deposit will be refunded.
- **Need to vacate a hangar**
 - Section #15 of the Hangar Lease Agreement states "**TERMINATION**: Either party may terminate this Agreement at any time by giving written notice to the other specifying the date of termination. Any such notice must be given not less than thirty (30) days prior to the date specified thereafter." A written letter or an email to the City of Brawley Public Works Department.