

EAA CHAPTER 105

CHAPTER HANGAR USE POLICY

General: The purpose of the chapter hangar is to provide meeting and aircraft project workspace for chapter members, for youth group activities, and for other activities that the chapter might sponsor. Further, it should be a place to conduct homebuilding, perform minor maintenance, work on group projects, and create a learning environment. To the degree possible, the cost of the hangar is to be recouped by renting space to chapter members. It is not the objective of the chapter to become a business or to make profits from rental of hangar space. Any revenues generated by income in excess of expenses are to be used to fund chapter activities in conformance with our bylaws; i.e., activities which further educate our members and the public regarding aircraft design and construction and the role of aviation in today's world. This policy is intended to promote safety, ensure fairness, maximize utility, and control expenditures.

Description of the facility: The chapter hangar is located in hangars G1 and G3 in a row of T hangars at Twin Oaks Airpark, Hillsboro, Oregon. It consists of two adjoining hangars which total 2154 square feet which are insulated, heated, lighted, and plumbed for compressed air. The chapter holds a long term lease on the two hangars, and has made improvements to them to make them more useful. G3 is a T hangar. G1 is an end hangar and therefore has an extra corner. The chapter has also constructed a windowed "popout" in the west end of G1 and a concrete patio at the west end of G1. G1 has a man door with a keyed lock. There is an insulated wall with a double man door between G3 and G1 with a keyed lock. The large hangar doors for both hangars are locked with combination locks. It is anticipated that all chapter members will have access to G1 and the tools and equipment in G1, while access to G3 will generally be limited to the chapter members who lease space in G3 for their projects and to the Chapter Facilities Managers and Toolmeister. However, it is expected that chapter members renting space in the chapter hangar will welcome visits to their projects by other chapter members. It is intended that G3 will be subleased to up to four chapter members simultaneously for construction of their own homebuilt projects or restoration projects. It is intended that G1 will be used for socializing, chapter projects, final assembly of chapter members' projects on a short term basis, maintenance of chapter members' aircraft on a very short term basis, youth activities, and chapter meetings. Chapter members may also use the power tools in G1 for fabrication of pieces for their projects being constructed or maintained off site without charge. If space is available, chapter members can use G1 to work on their finished aircraft for up to 48 hours without charge.

Intended Use: Members are encouraged to use the facility for socializing, homebuilding, testing, and educating themselves about aviation matters. It will serve as the chapter's headquarters in which are stored all assets of the chapter such as the library, records, tools, videos, fly-in equipment, etc.

Management: The Chapter President (with the Board's approval) will appoint a Chapter Facilities Manager and assistant managers whose duties are specified in a separate directive. The Manager shall report directly to the President and will be responsible for assigning space in the hangar, administering subleases, collecting rent, scheduling activities, planning improvements, and controlling the expenditures of the Chapter hangar.

Scheduling: Written leases will be required for use of the hangar for more than one day, and will be granted on a month-to-month basis or shorter, and a reasonable charge will be levied to defray the costs of the capital investment and utilities. Leases will be limited to chapter members only. The priority of leasing space in the hangar will be administered by the facilities manager who will attempt to maximize the utility of the space according to the following descending order of priority:

- a. homebuilders nearing final assembly
- b. chapter sanctioned group projects
- c. homebuilders in early stages of assembly
- d. members working on general aviation projects and hangar storage for members.

Leases: Those leasing space will sign a written sub-lease with payment due in advance. The rent shall be reasonably related to the market value of rental space at Twin Oaks Airpark and the amount of hangar space occupied by the lessee. However, the facilities manager may increase the rent periodically if the lessee is not making reasonable progress on his/her project. A security deposit of one month's rent is required for a month-to-month lease, and this will be refunded when the space is vacated, provided that the space is left in reasonably clean and undamaged condition and the rent is paid up. Rent for use of space for less than one month shall be paid in advance, with a security deposit equal to the rent. The latter shall be refunded when the space is vacated, provided that the space is left reasonably clean and undamaged condition and the rent is paid up. Additionally, the lessee must keep his/her area in a reasonably clean condition. The lease will include a "hold harmless" clause which exempts the chapter from liability in the event of damage to the project from whatever source. It is recommended that the project's owner acquire "in process" insurance. If such insurance is acquired, the chapter and Twin Oaks Airpark, Inc. shall be named as additional insureds. Completed aircraft of lessees must have hull insurance with the chapter and Twin Oaks Airpark, Inc. named as an additional insureds. Lessees shall not carry out any dangerous procedures or activities. Lessees are expected to be reasonably energy conscious and will be assigned additional cost for excessive use of furnaces or electricity. The facilities manager has the authority to terminate individual leases should a lessee prove to be uncooperative, or not making reasonable progress on his project when there are other members on the waiting list. Use of the Chapter hangar for aircraft maintenance that does not require overnight storage of the aircraft shall not require the payment of rent. Use of the power tools or Tool Crib tools on site to fabricate parts for a chapter member's offsite project shall not require the payment of rent or tool deposit. The chapter president will adjudicate in matters of dispute. The chapter president's decision may be appealed to the board of directors, whose decision will be binding on the chapter and the lessee.

Approved by the board of directors this ____ day of March, 2006.

Chapter Secretary

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CHAPTER HANGAR USE POLICY AMENDMENT

The Chapter Hangar Use Policy was amended at the September 16, 2010 board meeting to provide that any future tenants in hangar G1 would be obligated to move their aircraft or project out one night a month if requested by the Chapter for a chapter hangar event, and that the sublease form be amended to so provide.

Approved by the board of directors on the 16th day of September, 2010.

Chapter Secretary