



CITY OF HOUSTON

Bill White

Mayor



HOUSTON AIRPORT SYSTEM

George Bush Intercontinental ~ William P. Hobby ~ Ellington Airport

Eric R. Potts
Interim Director
Aviation Department

June 19, 2009

TO ALL T-HANGAR TENANTS

IMPORTANT HANGAR REPAIR INFORMATION

This notice is being sent to all T-Hangar Tenants at Ellington Airport to advise you of the upcoming roof replacement of the T-Hangar buildings. The roofs sustained substantial damage from Hurricane Ike and we are now coordinating the work with the contractor. We want to give leaseholders as much advanced notice and information as possible so you can plan accordingly.

Specific dates have not been determined but work will be accomplished two buildings at a time and should take place over a four month period from September 2009 to February 2010. Buildings will be done in the following order: A&B, C&D, E&F.

Due to the nature of the repairs, and to provide adequate floor space for roof access, **ALL AIRCRAFT MUST BE REMOVED.** Any items left in the hangar could be exposed to weather and/or falling debris, therefore, it is recommend that all contents be removed as well. The choice is yours. **HOWEVER, THE CITY WILL NOT ASSUME ANY LIABILITY FOR ANY DAMAGE OR DESTRUCTION OF YOUR PROPERTY THAT REMAINS IN YOUR HAGAR DURING THE ROOF REPAIRS.** Your cooperation is critical to ensure the efficient completion of the project and minimize the impact on all hangar tenants.

If you choose to leave property in the hangar, other than an aircraft, you will be required to sign a release and indemnification agreement (Copy attached). If you leave property in the hangar we reserve the right to contact you to move any property that might be in the way of construction.

Your hangar lease will not be terminated because of the roof repairs nor will hangars be reassigned during construction. Leaseholders will return to their original hangars.

To manage this process and to minimize the impact the project will have on you, two options are available:

Council Members: Wanda Adams Peter Brown Anne Clutterbuck District H - Vacant Ronald Green Pam Holm Jarvis Johnson Jolanda "Jo" Jones
M.J.Khan, P.E. Toni Lawrence Sue Lovell Melissa Noriega James Rodriguez Michael Sullivan Controller: Annise D. Parker

Ellington Airport: 510 Ellington Field, Houston, Texas 77034-5507 ~ 713-847-4200 Fax 281 922-2309
www.Fly2Houston.com. ~ www.houstontx.gov

OPTION 1:

LEASEHOLDER IS CREDITED FOR TIME HANGAR IS UNAVAILABLE

Leaseholder will be credited for the time the hangar is unusable beginning from the day construction begins on the leaseholder's building to the day of substantial completion. This rent relief shall be taken as a credit in the next succeeding month's rental payment and will be reflected in your invoice.

ALL aircraft and property must be removed from the hangar for the duration of the construction on the leaseholder's hangar. No property whatsoever is to remain in the hangar or rent will continue to be charged and no credit will be given. The release and indemnification agreement does not apply to this option since no property is allowed to remain in the hangar.

In this option, the leaseholder is responsible for all costs associated with relocation of aircraft and hangar contents and the return of same upon completion of construction.

OPTION 2:

LEASEHOLDER CONTINUES TO PAY RENT

The airport will pay to relocate and park leaseholder's aircraft on the ramp at Southwest Services or Volo Aviation during construction. **HANGAR PARKING WILL NOT BE PROVIDED.** Leaseholder's can choose which FBO they prefer and must coordinate with that FBO to relocate the aircraft at the scheduled time. Any additional arrangements made with the FBO will be paid by the leaseholder.

The airport will only pay to park aircraft owned by T-Hangar leaseholders. You are considered a leaseholder if you have a signed Hangar Lease Agreement with the City of Houston. Aircraft owners SHARING a hangar and whose name does not appear on a City Council approved Hangar Lease Agreement must provide and pay for their own aircraft parking.

Leaseholders are required to show legal proof of aircraft ownership and must pre-register their aircraft using the attached form. The airport will only pay to park approved aircraft. If you have questions regarding approved aircraft please contact Airport Operations at 713-847-4217 or thangar@cityofhouston.net.

OPTION 2 (continued)

The airport will provide storage containers for hangar contents. The containers will be approximately 350 square feet and placed adjacent to the hangar. They will remain in place and accessible during construction however, the leaseholder will need to provide a lock. Property can remain in the hangar however; it could be exposed to weather or debris from construction so a Release and Indemnification Agreement **MUST** be signed.

Storage containers will be in place ten (10) days prior to beginning construction to give leaseholder time to relocate hangar contents. When construction is complete the container will remain for ten (10) days to move contents back into the hangar. If your container has not been emptied by day 10, you will be charged \$100 per day commencing on the 11th day and continue until the container is empty.

What do you need to do now?

1. Decide which option works best for you.
2. Complete the attached forms:
 - Hangar Option Selection Form
 - Release and Indemnification Agreement

Delays in the construction schedule will occur if aircraft or other materials are not moved and/or a release and indemnification agreement is not signed and on file with airport operations. Each hangar tenant must comply with this request prior to the start of construction. FAILURE TO COMPLY WILL RESULT IN THE TERMINATION OF YOUR LEASE AND MATERIALS IN THE WAY OF CONSTRUCTION WILL BE MOVED AT THE LESSEE'S EXPENSE.

Many factors can cause changes in the construction schedule. To keep you informed we have created a web page and it can be viewed at www.fly2houston.com/thangarconstruction. If you would rather be contacted by email, please include the email address on your Hangar Option Form. As always if you have any questions, please contact Airport Operations at 713-847-4217 or thangar@cityofhouston.net.

Sincerely,



Brian Rinehart
Airport Manager
Ellington Airport

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Enclosures