

## **ARLINGTON MUNICIPAL AIRPORT**

### **T-HANGAR “WAITING LIST” POLICY**

The Airport receives many more requests for hangars than it can accommodate, so a waiting list has been established. To be fair to everyone, and lessen the administrative burden, these guidelines have been established.

1. Hangars are leased only for the storage of aircraft.
2. An individual must have an airworthy aircraft, have a contract to purchase a specific aircraft or be employed on the Airport to be added to the waiting list. The registration number, model, and type of aircraft are required.
3. A request for a hangar in a specific location, or price point, may be made. However, the Airport has a separate waiting list for current tenants who wish to move to a different hangar and these requests receive priority.
4. The individual on the list is responsible for keeping their contact information current (phone number and email address). If contact can't be made, the individual will be deleted from the list.
5. When a person moves to the top of the list, and a hangar becomes available, the Airport will call the number on file, leaving a voicemail if necessary, and send an email with the hangar leasing information. If no response is received within 24 hours (excluding weekends and/or holidays), the hangar will be offered to the next person on the list, and the person who did not respond will be deleted from the waiting list.
6. If a response is received, a decision must be made within 48 hours of receipt of the leasing information (excluding weekends and/or holidays). If the individual does not respond within that period, it will be considered the first pass, and the next person on the list will be contacted.
7. An individual may decline once when offered a hangar and be moved to the bottom of the list. If an individual is offered a hangar and passes a second time, they will be removed from the list, and may not be added again for a period of six months.
8. A person on the list may not “donate” his place to another individual, or sublease. The lessee's name must match the name on the list or be held in the name of a company they control.
9. In case of a dispute, the Airport Manager's decision is final.