

## HANGAR WAITING LIST POLICY

Adopted: March 15, 2024

Revised: \_\_\_\_\_

### GENERAL

Hangars owned by the Chippewa Valley Regional Airport are intended for storage of registered and airworthy aircraft by the registered owner(s). This policy governs access and rental of CVRA owned hangars and the maintenance of the hangar waiting list. The hangar waiting list is the sole means by which the airport will fill upcoming vacancies.

Vacating hangars will only be offered to persons on any of the Hangar Waiting Lists, unless the available hangar doesn't have a waiting list or the current Lessee sells their aircraft and the new aircraft owner wishes to remain in the hangar. To be included on the hangar waiting list, a formal application must be completed and a non-refundable waiting list application fee must be received for each hangar option. The date of application will not be approved until the application fee has been received by the airport.

Upon signing a lease for any hangar, applicants must provide verification that they own or will own and will occupy the facility with a registered aircraft in airworthy condition within 60 days of hangar offer/acceptance. Applicants are solely responsible for maintaining current contact information with the airport to include address, phone number and email. There are no exceptions.

### HANGAR WAITING LIST

1. Vacant hangars will be offered only to individuals on the hangar waiting list. There are eleven (11) types of hangars for which this policy applies to: Option 1 – C-row North; Option 2 – D/E-row North; Option 3 – G-row North; Option 4 – C-row South; Option 5 – D/E-row South; Option 6 – G-row South; Option 7 – N-row East; Option 8 – N-row West; Option 9 – K-row; Option 10 – F3; Option 11 – F4
2. Position on list: waiting list position rank is determined by date when application and fee were received by the airport.
  - a. Application: Prospective hangar applicants must complete the online hangar waiting list application form.
  - b. Application Fee: Hangar waiting list applicants must submit a \$25.00 non-refundable application fee for each hangar option selected on the application. The application fee will be applied to the first month hangar rent. Existing aircraft hangar tenants do not need to pay the application fee if they wish to move to a different hangar, unless they are removed from the list because they have passed on multiple waitlist hangar offers, in which the existing tenant will be required to pay the non-refundable application fee to put their name back on the waiting list. If an existing hanger tenant is removed from the waiting list, then subsequently pays the application fee, they will be placed in accordance with section 7 of this policy.

- c. Select Hangar Preference: **Prior to selecting a hangar type, please review the hangar dimensions included as Attachment A to ensure the hangar will accommodate the aircraft to your satisfaction.** Hangar preference can be changed at any time by filing a written request with the airport via mail or e-mail. A request to add a hangar type will place the applicant at the bottom of the list for the new hangar type requested. The applicant will stay in the same place on the list for any previously requested hangar types.
3. Positions on the hangar waiting list may not be transferred, traded, subletted, or sold.
4. Hangar offers shall be made chronologically (oldest date/time to the most recent). The airport will not enter into a hangar lease agreement with an applicant who is not able to meet the eligibility requirements at the time of offer, unless the applicant has indicated they will acquire and locate a registered airworthy aircraft within 60 days of signing the lease. Eligibility is determined by aircraft owner providing aircraft make/model and tail number information to the airport. The airport will verify this information through the FAA aircraft database.

When a hangar matching an applicant's preference becomes available, the airport will send notification to all applicants requesting the option matching the available hangar. The notification will be made via email and text if a cell phone number is provided. The applicant must:

- a. Reply to the airport office within 48 hours of when the notification was made affirming interest in the hangar. From the pool of applicants who affirmed their interest, the airport will provide an offer to the applicant at the top of the waiting list. A lease must be signed within 5 business days of the airport providing the offer for the vacant hangar.
  - b. Aircraft Acquisition: The applicant must have an aircraft registered to them in the hangar within sixty (60) days from the date the airport executed the lease agreement. Failure to have an airworthy aircraft registered to the applicant in the hangar within 60 days of acquiring the hangar may result in:
    - i. Termination of the lease agreement and removal from the hangar,
    - ii. Applicant's removal from the hangar waiting list.
5. Non-contact, failure to respond, or a "not interested at this time" response to the request to affirm interest or the hangar offer shall be considered a "Pass-Over". Each hangar waiting list applicant is permitted three (3) refusals, or "Pass-Overs", for the hangar they listed on their application without losing their current place on the list. After the third "pass-over", the applicant's name will be removed from the list unless there are mitigating circumstances (e.g. homebuilder has not finished their project). Note: having an aircraft that does not fit in the offered vacant hangar will not be considered a pass-over.
6. Once an applicant has accepted an offer and entered into a hangar lease agreement, they may place their name on the bottom of the list for a hangar of a different size without paying the deposit fee. If they have previously requested a larger hangar and their name is currently on the list for the larger hangar, their position will remain unchanged.
7. Persons removed from the hangar waiting list may restore their names to the bottom of the waiting list by filling out a new application and paying a new application fee.

## ATTACHMENT A

### HANGAR WAITING LIST POLICY

#### Hangar Waiting List Options

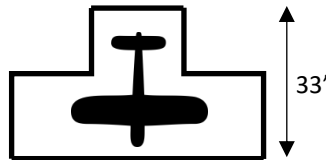
*(listings below indicate the direction hangar door faces)*

- |                  |   |
|------------------|---|
| 1. C-Row North   | (1248'-1680' square foot range, 44'x14' door opening)               |
| 2. D/E-Row North | (All 1074' square feet, 41'x12' door opening)                       |
| 3. G-Row North   | (997'-1712' square foot range, 41'x14' <u>OR</u> 52' door opening)  |
| 4. C-Row South   | (1232'-1663' square foot range, 44'x14' door opening)               |
| 5. D/E-Row South | (All 1074' square feet, 41'x12' door opening)                       |
| 6. G-Row South   | (1083'-1855' square foot range, 41'x14' <u>OR</u> 52' door opening) |
| 7. N-Row East    | (All 1170' square feet, 44'x14' door opening)                       |
| 8. N-Row West    | (All 1395' square feet, 44'x14' door opening)                       |
| 9. K-Row West    | (All 3600' square feet, 54'x14' door opening)                       |
| 10. F-3 South    | (3600' square feet, 54'x12' door opening)                           |
| 11. F-4 South    | (2149' square feet, 39'x10' door opening)                           |

Note: Options 1-8 are T-hangars. Options 9-11 are box hangars. Row C, D, E, F and G are located on the North end of the Airport. Rows K and N are located on the South end of the Airport. All CVRA owned T-hangars are unheated and all CVRA owned box hangars are heated. Utility expenses are included in T-hangar rent and utility expenses for box hangars are paid by the tenant. K-row hangars include water and a restroom.

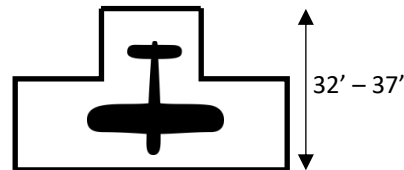
#### Options 2 & 5 - T-hangar dimensions

1074' square feet  
12' door height  
41' door opening



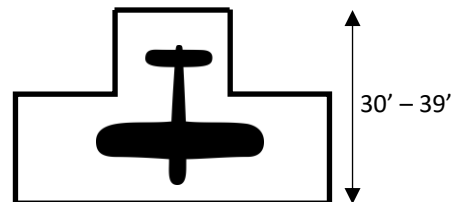
#### Options 7 & 8 - T-hangar dimensions

1170' to 1395' square feet range  
14' door height  
44' door opening

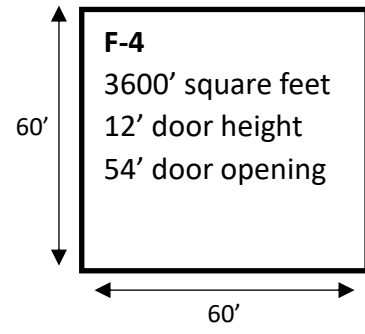
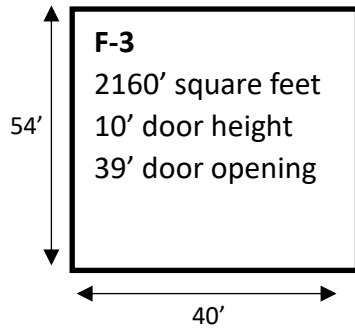
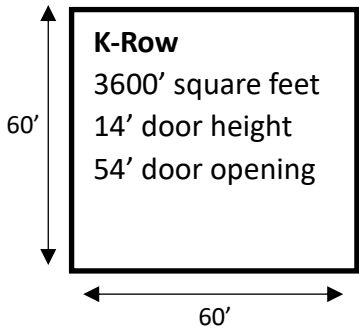


#### Options 1, 3, 4 & 6 - T-hangar dimensions

997' to 1855' square foot range  
14' door height range  
41' to 52' door opening range



**Options 9, 10 & 11 - Box hangar dimensions**



**North Area**



**South Area**

