

T-Hangar Waiting List Policy

Effective: [Date to be inserted upon adoption]

Revised: New Policy

Purpose: To ensure the waiting list for t-hangar rentals remains viable, current, and comprised of individuals who are actively seeking aircraft storage.

Requirements: The below requirements shall apply to the allocation of t-hangars at the La Crosse Regional Airport.

1. To be placed on the t-hangar waiting list, all parties shall:
 - a. Complete and submit a t-hangar waiting list application to the airport administration office. Contents of such application shall include:
 - i. Applicant name
 - ii. Applicant phone number
 - iii. Applicant email address
 - iv. Hangar preference by building
 - v. Aircraft tail number, make, and model:
 1. Aircraft must be registered in the name of the applicant.
 - vi. Other information deemed necessary by the Airport Director.
 - b. Pay a non-refundable \$100 deposit, which may be amended by the Airport Rates and Fees Schedule, to secure a position on the list. This deposit shall be credited to the first month's rent when a t-hangar agreement is executed.
2. Applicants shall be placed at the bottom of the list and shall move up the list as parties on the t-hangar waiting list are removed.
3. Parties applying to be on the waiting list need not own an aircraft at the time of application. However, if a t-hangar offer is extended to the party and that offer is accepted, the party shall have 90 days from the start of any t-hangar agreement to provide proof of aircraft ownership in the party's name.
4. Airport staff will contact the party at the information listed on the application. It is each party's responsibility to provide the airport with up-to-date contact information.
5. Airport staff shall notify each party once by email and once by phone of the availability of a t-hangar meeting the information provided on their application.



6. Each party shall be provided two business days to respond to a t-hangar offer. After two business days, an applicant shall either accept a t-hangar or pass on a t-hangar. Failure to respond to a t-hangar offer shall be considered passing on the offer.
 - a. The two business days shall be counted from the date listed on the offer of a t-hangar made by email. The day the offer is made shall count as the first business day.
7. All parties on the t-hangar waiting list shall be allowed two passes upon an offer of a t-hangar. Upon passing the third time, the party shall be removed from the t-hangar waiting list. Any party removed from the t-hangar waiting list may reapply as a new party.
8. Parties already on the waiting list may request to be moved to the bottom of the t-hangar waiting list. Such a request shall not count as a pass unless the request is in response to an offer of a t-hangar.
9. If a t-hangar offer is accepted by a party, they shall have fourteen (14) days to sign a t-hangar agreement and provide all necessary information required by said agreement. No hangar access shall be granted until such time as all paperwork is received and complete.
10. Failure to meet the required timeline to provide a signed agreement and associated paperwork shall count as a pass on the offer of a t-hangar.
11. The position on the waiting list of all parties is not transferable and is only available to those persons or entities named on the waiting list application.
12. Parties on the t-hangar waiting list at the time this policy is adopted shall remain on the t-hangar waiting list subject to the completion of a t-hangar waiting list application. Such party shall not be subject to the payment of the deposit.
13. Variance requests must be made in writing to the Airport Director and must include all relevant information as deemed necessary and appropriate to provide sufficient context for reviewing and deciding on the matter.

