

Aviation Board Meeting Date: March 20, 2023

To: Chair Richmond and Aviation Board Members

From: Ian Turner, Airport Director

Subject: 22 – 0337 – T-hangar Policy Discussion

Summary:

This item is placed before the Aviation Board to gather input on stream-lining our T-hangar waiting list procedure.

Background:

For many years, the t-hangars here at the La Crosse Regional Airport had not been full. Any t-hangar waiting list was occupied by individuals only wishing to have a specific hangar of a certain size, shape, or facing a desirable direction. Over the last year to year-and-a-half, the t-hangars have been filled or are nearly filled. This has caused the t-hangar waiting list to grow. It is currently at 15 individuals.

With this additional demand and fewer hangars, some new challenges have emerged. To name a few, not all individuals own aircraft, are eager to move, or are slow to respond. This has created a situation where individuals at the top of the list frequently are not ready to move into a hangar when one is available, the hangar is not the hangar that the individual wants, or they do not own an aircraft and are unable to sign a t-hangar agreement.

As a result, each time a hangar comes available, staff start at the top of the list and work toward the bottom where individuals are the most likely to take a t-hangar. This process can take upwards of 4-6 weeks in some cases, primarily due to individuals need for decision time or to respond to communication attempts initially. The timeliness of this process has resulted in some recent complaints to our department. I directed staff to draft a t-hangar waiting list policy, which has resulted in some input being required from the Aviation Board. These issues, in the form questions are:

1. Is a t-hangar waiting list policy desired by the Aviation Board, or should we continue in the manner we have been historically?
2. T-hangars have different sizes and amenities. Do we want to differentiate what individuals are able to choose when they are added to the waiting list?
3. Do we allow individuals to join the waiting list without owning an aircraft?



4. How many times is an applicant allowed to pass an open t-hangar before they are removed from the list?
5. Is it acceptable to allow only communication by email, or do we need to make multiple efforts to reach an applicant?
6. Do we charge to be on the waiting list?
7. If so, what is an acceptable fee?
8. Should an applicant be allowed to request their name be moved to the bottom of the list?
9. Does that request count as a pass on a t-hangar?
10. How should we treat existing waiting list individuals?

Action:

No action is required at this time. Staff will take the input and develop the policy. The final draft will be brought to the Aviation Board for approval.

