

## **T-hangar Waiting List Policy**

All individuals wanting to be placed on the t-hangar waiting list must provide a \$100 deposit to secure their place on the list. This deposit will be credited towards the security deposit when they are assigned a t-hangar or it will be refunded if they chose to remove their name from the list.

To sign up for the waiting list at either New Century AirCenter (IXD) or Executive Airport (OJC) a complete name, mailing address and contact phone numbers must be provided. The date this information, along with receipt of the security deposit, is received will be used to establish the waiting list date. It is the responsibility of the individual to keep the Johnson County Airport Commission (JCAC) advised of any changes to that information by providing a letter addressed to JCAC containing the revised information. JCAC staff will not be responsible for tracking down individuals on the waiting list that have moved or changed phone numbers without notifying us in writing of the change.

Staff has gone through the existing list several times and there are still individuals we cannot track down by either an address or telephone number. We propose to permanently remove those individuals from our waiting list. We will make note of the date they originally got on the list as well as the date they were removed for our records. Should one of these individuals later protest that removal, we will review their protest on a case by case basis to include past history on the waiting list and any failure by the individual to keep us advised of changes in address or phone number.

When being placed on the list, individuals must make ONE selection for the type of hangar (small, large or either) and location (IXD, OJC or either). Once their name moves to the head of the respective list, JCAC staff will contact them with an option to rent the vacant hangar. Individuals may pass on a hangar one time and still maintain their place on the list based on the original date of application. Should an individual pass on an offered t-hangar a second time, the individual will be moved to the bottom of the appropriate waiting list and the date assigned will be the date of the second pass.

When contacting individuals on the waiting list about an open t-hangar, if requested JCAC staff may provide up to three business days for the individual to decide whether to take the hangar. While every effort will be made to contact an individual when their name comes up on the waiting list, JCAC staff will not hold an open t-hangar for more than three business days while trying to contact that individual.

If we are unsuccessful in contacting them by all reasonable means, staff will count a pass against that individual. If that would be their second pass, they will remain on the waiting list in their present position for one more opportunity. If they cannot be contacted a third time their name will be removed from the list and their \$100 deposit mailed to the last provided address.

Waiting list customers may ask to have their name removed from the waiting list at any time and receive their \$100 deposit back. They may also call 715-6000 and ask to speak to the receptionist concerning where they stand on the appropriate waiting list.

This policy was approved by the Johnson County Airport Commission on April 26, 2006. Any exceptions to this policy must be approved by the Airport Commission and should be limited to exceptional circumstances.