

## **T-Hangar Waiting List and Acceptance Policy**

All parties wanting to be placed on the T-Hangar waiting list must provide a \$100 deposit to secure a position on the list. This deposit will be credited towards the security deposit when a T-Hangar lease is executed, or it will be refunded if the party desires to be removed from the waiting list.

To sign up for the waiting list at either New Century AirCenter (IXD) or Executive Airport (OJC) a complete name, mailing address, email address and contact phone numbers must be provided via the Waitlist Request Form. The date this information and deposit are received will be used to establish the waiting list date. It is the responsibility of the party to keep the Johnson County Airport Commission (JCAC) staff advised of any changes to contact information by providing the updated information in writing. JCAC staff will not be responsible for tracking down parties on the waiting list that have changed contact information without notifying staff in writing of the change.

When being placed on the list, parties must select the type of hangar (small, large or either) and location (IXD, OJC or either). Once moved to the head of the list, JCAC staff will contact the party with an option to execute a lease agreement for the vacant hangar. Parties may pass on a hangar one time and still maintain their place on the list. Should a party pass on an offered T-Hangar a second time, the party will be moved to the bottom of the waiting list.

When contacting parties on the waiting list about an available T-Hangar, JCAC staff will provide up to three business days for the party to decide whether to accept the hangar. While every effort will be made to contact a party when their position 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 the party. If JCAC staff is unsuccessful in contacting the party by all reasonable means, staff will count any non-response as a pass on the hangar.

If a party cannot be contacted after three failed offer attempts, the party will be removed from the list and their deposit will be returned to the last known address. If a party has been removed, a new request form and deposit will be required to rejoin the waiting list as a new addition.

If a vacant hangar is accepted, the party will have 20 calendar days to provide all required paperwork and initial payments in order to fully execute the lease agreement. Hangar access will not be granted until all paperwork and initial payments have been satisfied. If paperwork and initial payments are not turned in by the 20<sup>th</sup> calendar day, a pass on the hangar is recorded and the hangar will be offered to the next party on the waiting list.

If the party is not currently in possession of an aircraft at the time of acceptance, the party will be given 120 days to provide proof of purchase, proof of lease, or proof of scheduled pre-purchase inspection for an aircraft. Once an aircraft is acquired, an additional 60 days will be given to hangar the leaseholder's aircraft onsite. Without aircraft liability insurance, the party will need to provide general liability insurance in order to satisfy the lease terms. Those entering a lease agreement with no aircraft will be required to pay on a month to month basis until the leaseholder's aircraft is hangered onsite. Failure to produce proof of an aircraft after the full 180 days will result in a termination of the lease. Any extension may be subject to approval by the Airport Commission. Rent payments made while holding occupancy of the hangar are nonrefundable.

Waiting list parties may ask to have their position removed from the waiting list at any time and receive the \$100 deposit back. Waiting list position information may also be obtained by contacting JCAC staff.

This policy was approved by the Johnson County Airport Commission on August 26, 2020. Any exceptions to this policy must be approved by the Airport Commission and should be limited to exceptional circumstances.