

OHIO UNIVERSITY, GORDON K. BUSH AIRPORT AIRCRAFT HANGAR WAITING LIST POLICY

- Scope:** This policy covers the procedures required for a general aviation aircraft owner or prospective owner to be placed on the waiting list for hangar space at Ohio University Airport.
- Purpose:** It is the intent of the Airport administration to ensure that a current and accurate list of individuals with a serious interest in leasing an aircraft hangar is maintained; and that a fair and equitable means exists for allocating hangar space.
- Application:** Application forms are available at the front desk of the Ohio University Airport Operations office. Each application shall identify the aircraft the applicant intends to hangar, however applicant may change the designation of said aircraft at any time prior to assignment of the hangar.
- Procedure:** An individual who completes an application for an aircraft storage hangar shall be placed on the waiting list. The signed application form must be submitted to the Airport Director's office. The individual's position on the waiting list is determined by the date and time a completed application is submitted. The Airport manages two sets of hangars with different lease rates. Applicants must indicate their lease preference on the request form. Current hangar lease holders in good standing that wish to switch to another hangar building will have first preference when hangar space becomes available.

The person whose name appears at the top of the list will be offered the first available hangar unit that matches their lease preference on the request form. The Airport Director, or his/her representative, shall notify the applicant of the available space. Notification will first be attempted by calling the telephone number(s) and sending an email message per the information listed on the request form. If no contact can be made after 72 hours, a letter will be sent via certified mail. The applicant shall respond within ten (10) calendar days of the mailing of the notification.

In the event the applicant fails to respond to either telephone or written notification, their name will be removed from the waiting list. If the applicant declines the space offered but still indicates a future interest, the applicant's name shall be placed at the bottom of the waiting list. At such time, the next name on the list will be contacted following the same procedure, and so on, until the hangar space is filled.

In order to be awarded a hangar unit, the applicant must be the owner or part-owner of the aircraft that will be parked in the leased unit or be able to show proof of purchase of an aircraft within 90 days of the lease approval. The applicant will be responsible for hangar rents during this 90 day period. Failure to submit proof of ownership (FAA Aircraft Certificate) shall result in the termination of lease and forfeiture of any rents already paid to the Ohio University Airport. The applicant must also complete and sign a T-Hangar Lease Agreement and certify insurance coverage in the amounts specified.