

**CHANDLER MUNICIPAL AIRPORT
T-HANGAR & T-SHADE WAIT LIST POLICIES AND PROCEDURES**

Effective Date: January 1, 2013

<p>Vacant City owned T-Hangars and T-Shades will be offered to persons on the appropriate wait list (T-Hangar Wait List or the T-Shade Wait List) according to these policies and procedures for the T-Hangar and T-Shade Wait List.</p>
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In order for a person to appear on the T-Hangar or T-Shade Wait List they shall:

1. APPLICATION PROCEDURE

- A. COMPLETE AND FILE A T-HANGAR OR T-SHADE APPLICATION with Chandler Airport Administration. Applicants are solely responsible for maintaining a current address and telephone number on the Application.
- B. PAY AN ADMINISTRATIVE FEE AND DEPOSIT:
 - 1. Applicants shall pay a \$50.00 non-refundable Administrative Fee and make either a \$150.00 deposit to be on the T-Hangar Wait List, or \$100 deposit to be on the T-Shade Wait List.
 - 2. The Administrative Fee may only be refunded if the applicant withdraws their Application in writing within 30 calendar days of filing the Application with Chandler Airport Administration (the date-stamp on the Application shall determine the official application date).
 - 3. Deposit will be refunded if an applicant removes their name from the T-Hangar or T-Shade Wait List prior to being notified of a vacancy.
- C. STIPULATE THE SIZE T-HANGAR DESIRED. T-Hangar size preference can be changed by filing a written request with Chandler Airport Administration before being notified of a vacancy. (Not applicable to the T-Shade Application).
- D. POSITION ON THE WAIT LIST. Wait List position for new applications shall be determined by the date stamped on the T-Hangar Application when received at the Chandler Airport Office. Applicants on the Wait List prior to implementation of these policies and procedures will be listed according to existing records.
- E. DATE STAMP. A copy of the official date-stamped Application will be provided together with a receipt.
- F. WAIT LIST POSITIONS. Wait list position shall not be transferred, traded or sold.
- G. GRANDFATHERING: All applicants already on either the T-Hangar or T-Shade Wait List are not required to re-apply.

When a hangar becomes available, the following procedures will be utilized

2. HANGAR OFFERS FROM WAIT LIST

- A. HANGAR OFFERS SHALL BE MADE CHRONOLOGICALLY (oldest date/time to the most recent).
- B. OFFERS. An initial offer shall be made via telephone and email (if provided). The official offer shall be made and a copy of these policies provided through a "Delivery Confirmed" letter to the applicant from the Airport Administration.
- C. TO ACCEPT THE OFFER, the applicant must:
 - 1. Response: Reply in the affirmative within 14 calendar days of the postmark date on the letter. Reply may be made in person at the Airport Administrative offices, by telephone, email or letter. The lease must be completed through signature on the lease agreement, and payment of any appropriate rent due within 7 calendar days of the applicant's reply.

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2. Aircraft: Within 30 days of completing a lease, the applicant must be able to provide evidence of control of an aircraft to be stored on the leased premises. This requirement shall be conducted in accordance with the terms and conditions of the lease and/or applicable segments of the Airport Rules and Regulations and shall be:
 - a. an aircraft registered to the applicant, or
 - b. an aircraft kit or project registered with Airport Administration.
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If for some reason a Wait list candidate does not respond to a hangar offer, the following policy and procedures will be used.

3. Pass-Over Policies

- A. Every effort shall be made to contact the top position of the List by Mail and Telephone, as hangars become available.
 - B. A "not interested at this time" response, non-contact, or failure to respond within 14 calendar days will be considered a Pass-Over.
 - C. Each Hangar or Shade applicant is permitted ONE "Pass-Over" for the storage unit listed on the application. However, should more than one storage unit become available within 60 calendar days of an allowed "Pass-Over, an applicant will be permitted additional "Pass-Over(s)" on any additional storage unit(s) only during that 60 day period.
 - D. An applicant that receives a "Pass-Over" remains in their respective position on the appropriate Wait List.
 - E. A "Delivery Confirmed" letter will be sent advising the applicant of the "Pass-Over".
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The following policies and procedures will be used in managing the wait list.

4. WAIT LIST MANAGEMENT

- A. PUBLIC DISPLAY. The hangar waiting list shall be on prominent public display in the lobby of the Chandler Airport Terminal Building.
- B. WAIT LIST REINSTATEMENT. Persons removed from the Hangar or T-Shade Wait Lists may restore their names to the bottom of the Wait List by again making a new Application and paying the appropriate Administrative Fee. If the previous deposit has been returned to the applicant, a new deposit will also be required.
- C. NOTICE OF LIST POSITION. Whenever the top position on the Hangar or T-Shade Wait List is vacated through assignment of a hangar or T-Shade unit, a letter will be sent to the next three people on the appropriate wait list notifying them of their position on the list.
- D. CURRENT CONTACT INFORMATION. It is the responsibility of the applicant to keep their contact information current with the Airport Administrative Offices. Contact information needs to assure of the ability for Airport Administration to contact the applicant on a year-round basis.
- E. LIST UPDATES. Chandler Airport Administration shall validate the wait lists on an annual basis through letter to the applicant. Applicants not responding to the validation request letter may be removed from the wait list and Airport Administration will make efforts to return their deposit. If the contact information on file for the applicant is not current, the deposit will be forfeited.