

**PANGBORN MEMORIAL AIRPORT
HANGAR WAITING LIST POLICY**

It is the Applicant's responsibility to notify the Airport if their telephone number, mailing address, email address or other contact information has changed.

There is a \$50 fee to be on the waiting list. In the event the applicant rents a hangar the full \$50 will be applied to the hangar lease deposit. If the applicant is removed from the Hangar Waiting List \$25 will be refunded and a \$25 administrative fee will apply.

Notice of Availability:

1. Once a hangar becomes available, Airport staff will contact the next person on the list via their **preferred method** of contact.
2. If unable to contact the Applicant through their preferred method (invalid phone number or email), staff will attempt to contact them via remaining contact methods.
3. The Applicant has five (5) business days from the date of contact to respond to the Airport.
4. If no response is received within five (5) business days after the date of contact, the next person will be contacted.
5. Two (2) failures to respond will result in the Applicant's name being removed from the waiting list and \$25 will be refunded.

Refusing Hangars:

1. The Applicant must advise the Airport if they do not currently wish to accept a hangar.
2. If the Applicant refuses a hangar offer, the next person on the list will be contacted.
3. If the Applicant refuses a hangar a total of three (3) times, their name will be removed from the waiting list and the \$25 will be refunded.

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