



# LANCASTER REGIONAL AIRPORT (LNC)

## T-HANGAR WAITING LIST APPLICATION POLICY

Lancaster Regional Airport's T-Hangar Waiting List Application Policy is designed to provide a simple and fair process for aircraft owners to apply for and be placed on a waiting list for hangars at Lancaster Regional Airport. Lancaster Regional Airport currently owns and leases approximately 100 aircraft storage hangars that are located in buildings 660 – 700. The hangar units come in varying sizes but are basically labeled and priced small, medium, and large. All hangar storage is available on a first-come first-serve basis except in the case of based tenants. Based tenants will be placed ahead of non-based tenants if the tenant is moving hangars so the Airport does not lose a current customer. The newly vacated hangar then becomes available for lease to the Hangar Waiting List. Because demand is often greater than availability, it is mandatory to be on the waiting list in order to be assigned a hangar to lease. Lancaster Regional Airport processes the waiting list by date (and time if necessary) the application was submitted. T-Hangars will be assigned in that order.

### **Hangar Sizes and Descriptions:**

The hangar units have various amenities and features. Some have been modified over the years to smaller or larger sizes and some have odd shapes compared to the normal nested T-hangar arrangement. Lease prices may vary depending upon the exact shape, size and/or restriction in use. The standard sizes are:

Small – 956 sq. ft.	\$250.00 per/month
Medium – 1,018.25 sq. ft.	\$265.00 per/month
Large – 1,624.33 sq. ft.	\$425.00 per/month

### **Application Procedure:**

All parties interested in a T-Hangar must complete the waiting list application form with a current mailing address, telephone number, email address, and aircraft information. If a partnership or corporation is intending to be the lessee, all partners' names and/or the corporate name shall be listed on the application. Waiting list applicants are also required to select the size category of hangar needed as identified on the Hangar Waiting List Application.

Lancaster Regional Airport reserves the right to give priority to applicants who have larger aircraft when larger hangars become available. It is therefore possible that someone lower on the list with a larger aircraft may be placed ahead of someone in order to maximize the hangar use.

A fee of \$25.00 is required for all waiting list applicants. All notification correspondence will be accomplished via email or phone. It is the applicant's responsibility to provide notice of email address, telephone number, and address changes.

**Application Requirements:**

Must include all of the following:

- Both first and last names of the applicant.
- The full address of the applicant.
- At least one working phone number where the applicant can be reached.
- At least one working email address where the applicant can be reached.
- The hangar size or sizes being sought.
- The aircraft's registration number (N-Number) that is to be stored in the sought hangar.
- The aircraft make and model that is to be stored in the sought hangar.
- The aircraft's dimensions. (The aircraft's ability to fit in the sought hangar is the responsibility of the applicant. Lancaster Regional Airport will provide hangar dimensions to the applicant upon request.)
- Applicant's signature and date signed.
- \$25.00 fee. (Non-refundable)

**Notices of Availability/Acceptance:**

- When a hangar becomes available, the individuals at the top of the appropriate waiting list will be provided a phone call or email notification of availability.
- After three (3) business days, with no response from the applicant, the hangar will be offered to the next applicant on the hangar waiting list.
- If the hangar has not already been assigned, the applicant must then accept the hangar by filling out the Hangar Lease Tenant Information form with Lancaster Regional Airport, or opt to remain on the waiting list in the same order. A second opt out will remove the applicant from the list.

A written or verbal request with Lancaster Regional Airport is required for all withdrawals from the waiting list. The \$25.00 fee is not refundable.

When the applicant accepts a hangar assignment, they will be required to show a current registration and airworthiness certificate of the aircraft that will occupy the hangar and sign a Non-Commercial T-Hangar Lease.