



Lancaster Regional Airport



Hangar Waiting List Application

Last Name: _____ First Name: _____

Address: _____ Preferred Phone: _____

Email: _____ Other Phone: _____

Emergency Contact: _____
Name Number

Aircraft Make/Model: _____ Aircraft N-Number: _____

Hangar Size: Small Medium Large Other: _____ Billing Method: Traditional Paper Bill Credit Card Auto Pay

I acknowledge the Lancaster Airport Rules & Regulations and Minimum Standards are available for view in the terminal building and or airport's website at www.lancasterregionalairport.com for my review Initial: _____

As required by the Hangar Waiting List Policy, I have paid the \$25.00 fee. A verbal or written request from me is required for withdrawals from the Hangar Waiting List.

Signature: _____ Date: _____

Internal Use Only

Fee Paid: _____ Date & Time: _____
Receipt/Invoice #: _____ Agent: _____

Hangar Lease Information

Internal Use Only

Date: _____
Hangar Number: _____ Combination or Key #: _____

Hangar Leasing Process

Internal Use Only

| Process | Staff | Task | Initial Complete |
|---------------------|------------|--|------------------|
| Hangar Waiting List | Operations | Add to Hangar Waiting List | |
| | Operations | File in Hangar Waiting List Folder | |
| Hangar Lease | Management | Draft Lease | |
| | Operations | Acquire Signature | |
| | Operations | Complete Credit Card Authorization Form for Auto-Pay | |
| | Operations | Complete Gate Card Form | |
| | Operations | Update Hangar Diagram | |
| | Operations | Update Atlas | |
| | Operations | Setup Auto-Pay | |
| | Management | Setup Billing with Finance if no Auto-Pay | |
| | Management | Submit to City Secretary for Signature | |
| | Management | File this Form upon Completion | |