Conway Regional
Airport Hangar
Waiting List Policy

1. Hangars shall be filled on a first come first serve basis from the waiting list, provided the applicant is in compliance with the requirements of this policy.

2. All applicants will be placed on the waiting list in the order that the completed applications is received

3. Applicant(s) will be given five business days from the date of notification from the City of an available hangar to respond stating their intent to enter into a lease agreement with the City. If the applicant's intent has not been received by the fifth business day, the applicant will be deemed to have declined the City's offer.

4. Applicant(s) will be given five business days from the date of notification from the City of Conway (City) of an available hangar to respond stating their intent. If the applicant's intent is to enter into a lease agreement with the City, the applicant must pay the months' rent and meet all of the requirements set forth in Section 13 of this document prior to the lease being executed by the city. The applicant will have 30 days from the lease agreement date to meet all of the requirements. If all of the requirements are not met within those 30 days, the lease agreement becomes null and void, and the lease payment is forfeited. The city will then move to the next person on the waiting list. At no time will the applicant assume possession of the lessor hangar prior to the lease being executed by the city. If the applicant's intent has not been received by the fifth business day, the applicant will be deemed to have declined the City's offer. The city will then move to the next person on the list. The lease application must provide a description of the aircraft, if applicable to be stored including its registered owner. The aircraft registration may be verified with the Federal Aviation Administration.

5. It is the applicants responsibility to notify the City of change of address, email address and/or telephone number. If the City attempts to notify the applicant of an available hangar, but is unable to contact the applicant due to a failure of the applicant to provide current contact information or for any other reason not the fault of the City the applicant may be moved to the bottom of the list.

6. All requests should be forwarded in writing on forms provided by the Airport to:

Conway Regional Airport
3250 Sand Gap Road
Conway, AR 72032
Attn: Airport Director

7. All completed waiting list applications shall be dated upon receipt by the Airport.
8. The waiting list shall be updated on a continual basis

9. Prior to the hangar lease being signed the applicant must have all of the following items:

   a. Current Pilots License
   b. Current Medical
   c. Current Insurance on aircraft with the applicants name and/or LLC or Corporation's name which the applicant is the president.
   d. Copy of the applicants LLC or Corporation document with applicant's name if applicable.
   e. Aircraft registration with owner's name, LLC or Corporations name.
   f. Aircraft must be in current annual and is airworthy per FAA standards.

_____ _____
Signature of Applicant Date

_____
Print Applicant's Name

_____ _____
Airport Director Date