



Chicago Executive Airport T-Hangar Waiting List Policy

1. There will be a \$100 non-refundable sign up fee and an annual fee of \$50 to remain on the waiting list. The \$100 sign up fee may be applied towards the first month's rent.
2. For information concerning the hangar waiting list, please call Kim Mueller, Property Accountant, 224-279-2054, or stop by the Airport office for an application. When the application is completed, signed, and received at the Airport office, it will be stamped and the date entered. An applicant's priority number is determined by the date and time the application is received.
3. Only applications provided by the Airport office or from the Airport website will be accepted.
4. An applicant need not own an aircraft while waiting for hangar space but must have one within six (6) months upon occupancy.
5. Co-owners of aircraft must apply under one owner's name only.
6. Parties already in possession of two (2) Airport-owned hangars and wishing to rent an additional hangar will be placed on a secondary list and will not be eligible for another hangar until the primary list is exhausted.
7. The person whose name appears at the top of the list will be offered the first available space in that category of hangar only.
8. The waiting list is updated as needed.
9. Applicant will be dropped from waiting list(s) under the following conditions:
 - a. Failure to renew application when requested by the Airport office;
 - b. Failure to respond to notification of hangar availability within **5 business days**;
 - c. Failure to provide current address and phone number; and/or
 - d. At applicant's request
10. If a hangar applicant does not accept a hangar within **5 business days** from the time notified, the next applicant on the waiting list will be notified. **Following notification by the Airport, an applicant will be permitted to remain at the top of the waiting list in the event of one refusal.** In the event of **two** refusals the applicant's name will be removed from the list or, reinstated at the bottom of the list if a new application is submitted.
11. If an applicant is notified that a hangar is available, and they do not yet have an FAA Registration Certificate, the applicant will be determined ineligible and will be passed over **once**, without penalty. However, if an applicant is determined to be ineligible **twice**, the Airport will automatically move the applicant's name to the bottom of the hangar waiting list.
12. An applicant may be denied hangar space if the applicant is in default of any other lease, agreement, or permit, or in violation of any Airport rules and regulations, unless the violation or default is cured within 5 days of hangar availability.