

Terre Haute Regional Airport T-Hangar Waiting List Policy and Procedure

Updated: June 9, 2017

Policy

The T-Hangar waiting list policy is designed to provide a simple and fair process for aircraft owners to be placed on a waiting list for hangars at Terre Haute Regional Airport. All hangar storage is available on a first-come first-serve basis, and because demand is often greater than availability, it is mandatory to be on a waiting list in order to be assigned a hangar to lease. Presently, there is no charge for placing a name on the list, but we do encourage that only those actually interested in having a hangar at THRA for aeronautical use as defined by the FAA submit names to the list.

Procedure

There are two lists maintained by Airport Authority administration. One list is for a general T-Hangar and the other is for specifically a South Facing T-Hangar. Parties interested in reserving a spot on the waiting list must complete an application that will be kept on file with the current master waiting list. The South Facing T-Hangar list is only for current THRA T-Hangar tenants who occupy a north facing hangar.

Applications are available at the THRAA Administration Offices which are open Monday-Friday 8am-4:30. The office can be reached by phone at 812-877-2524. Completed applications will reserve the next spot on the waiting list. The master waiting list will be available for the public to review during the THRAA Administration business hours.

When a T-Hangar becomes available, the first determination made will be whether it is a north or south facing hangar. If it is a south facing hangar and there are currently people on the south facing hangar waiting list, the Airport will offer the hangar to that list following the hangar offering procedures. If no one on the list takes the hangar it will then be offered to the general T-Hangar list. If the hangar available is a north facing hangar, Airport administrative personnel will offer the hangar to the general T-Hangar waiting list.

When a hangar becomes available, the airport administrative office will attempt to contact the first person on the corresponding list. The airport will attempt to contact the person at least four (4) times via telephone during normal business hours over a 72 hour period. If the Airport receives no response within 24 hours of the fourth attempt, the hangar will be offered to the next person on the list. They will continue with these procedures down the list until the hangar lease is accepted.

An individual on either list may opt out of an offered T-Hangar and remain in the same list position. A second opt out will place the applicant on the bottom of the list. A third opt out will remove the applicant from the list. In order to voluntarily be removed from list it requires a written request to the Airport. It is the applicant's responsibility to keep their applications in the Airport office up to date with their current information.

A hangar is accepted by entering into a Hangar Rental Agreement. When an applicant accepts a hangar assignment, they will be required to show proof of ownership or lease of the aircraft that will occupy the hangar. If the applicant does not own an aircraft at the time of the assignment, they will be given ninety (90) days to provide satisfactory documentation of ownership or will forfeit the hangar assignment.

Hangar Changes

If a current T-Hangar tenant would like to move to another hangar they must fill out an application stating their desired location. Administration will place you on the waitlist will attempt to meet your request at the first opportunity. The Airport will give our long time customers priority over new lessees.