Stafford Regional Airport

Hangar Wait List Procedures

Pilots who wish to base their aircraft in a T-Hangar or a Jet Pod at Stafford Regional Airport may request to have their name placed on a wait list maintained by the airport.

- A pilot may reserve a spot on the wait list by contacting the Executive Assistant (EA) at Stafford Regional Airport and providing contact information and a $100.00 deposit in the form of cash, check or credit card. The EA will place the pilot's name on the wait list effective on the date the deposit and when all relevant contact information is received. It is incumbent on the pilot to ensure their contact information is kept current.

- Pilots may request a status of where they are on the list by contacting the EA by phone or email at exa@staffordairport.com or in person.

- When a hangar becomes available, the EA will contact the pilot by one of the means provided by the pilot.

- **Please be advised, from the time the EA contact the pilot, the pilot has 7 days to respond.**
    - If a response is received and the pilot desires to accept the hangar, the pilot has an additional 7 days to sign a lease. If the pilot is not reasonable available, the pilot must contact the EA to make other, reasonable arrangements.

    - The pilot is charged for one full month's rent minus the $100.00 deposit

    - If the lease Is signed after the 1st day of the month, the first month hangar rent will be prorated.

    - When contacted by the EA, if the pilot no longer wants the hangar then the pilot forfeits the $100.00 deposit and is removed from the wait list.

    - If the pilot would like to be placed back on the wait list, the pilot will then place an additional $100 on deposit and be placed as a new entry on the list.

    - If the pilot wants the hangar but does not own an aircraft, the pilot may sign a lease for the hangar for a period of up to 90 days (3 months) to secure an aircraft. After 90 days the lease may be cancelled.