

## **Quincy Regional Airport T-Hangar Administration Policies**

Quincy Regional Airport-Baldwin Field maintains 28 T-hangars that vary in size, age and construction for general aviation aircraft storage. The airport administration office maintains the official waiting list for City owned T-hangars. All T-hangars are rented on a month-to-month basis.

### **T-Hangar General Leasing Provisions**

Hangar possession and occupancy requires that the aircraft be registered in the individual's name or that of their company (Articles of Incorporation or legal partnership agreement must be provided), or the aircraft is adequately determined to be "exclusively" leased to an individual for his/her use. Any commercial aeronautical services must comply with any applicable rules/regulations or minimum standards promulgated by the State of Illinois, FAA or the City of Quincy pertaining to the use of the Quincy Regional Airport. If the aircraft owner secures additional insurance for the storage of his/her aircraft, the City of Quincy is to be named as additional insured and a certificate holder of insurance policy as it relates to the storage of an individual's aircraft in the City owned facility. The T-hangar tenant will also be required to provide the airport office a copy of a current driver's license and obey all traffic rules to secure and maintain a gate key-card for automobile access to the T-hangar facilities.

### **T-Hangar Waiting List Protocol**

The official T-Hangar waiting list will be maintained in the airport's administrative office. 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 administration office is normally open between 8:30am to 4:30pm and is located on the second floor of the main passenger terminal building. The office can be reached via telephone at: 217-885-3285 or via fax: 217-885-3260. There is no charge to sign up for the list and file an application. Completed applications will reserve the next spot on the waiting list.

Applicants will be required to indicate what type of hangar they are requesting to occupy as the airport has six (6) different types of hangars that are available for rent. Any vacant hangar that becomes available will be offered to the first person on the waiting list, regardless of the type of hangar they requested on the application. The applicant may elect not to accept the available hangar if different from their original request, and keep their position on the list. However, if the applicant elects not to accept an available hangar that corresponds with the type of hangar the applicant requested on the application, the applicant will be moved to the bottom of the master list or removed completely from the list if the applicant so desires. This will also be the case if an applicant requests "first available hangar" in the NOTES section on the application or checks all types, which indicates that the applicant would take the first hangar offered. If the available hangar is not rented to the first applicant on the list, then the airport will continue to offer the hangar to the next person on the list until the hangar is rented or the waiting list has been exhausted. If the waiting list is exhausted and the hangar is not rented to anyone on the list, the City then reserves the right to make the hangar available to general public for rent on a first come, first serve basis. *It is the applicant's responsibility to keep their applications in the airport office up to date with their current information.*

When a hangar becomes available, the airport administrative office will attempt to contact the first person on the list. Initially, the airport will attempt to try to contact the next person on the list at least four (4)-times via telephone during normal business hours over a 48hr period. If the airport receives no response within 24hours of the fourth attempt, the hangar will be offered to the next person on the list.

If the airport is unsuccessful in contacting an applicant on the list when trying to fill a vacancy, a certified lettered will be sent asking if the applicant is still interested in maintaining their name on the waiting list. If the airport office does not receive a response within five (5) business days after the airport office received the signed certified mail card, the applicant's name will be removed from the list. The applicant's name will also be removed from the list fifteen (15) business days after mailing the certified letter if the signed return card is not returned. Positions on the waiting list cannot be transferred, traded, auctioned or sold.

The Airport Administration encourages all applicants to keep their information current on the applications in the event a vacancy becomes available.

# T-Hangar Contact Worksheet

Name of Applicant: \_\_\_\_\_

\*\*\*\*\*

Date and time of 1<sup>st</sup> telephone attempt: \_\_\_\_\_

Called by: \_\_\_\_\_

Notes, messages, etc: \_\_\_\_\_

\*\*\*\*\*

Date and time of 2<sup>nd</sup> telephone attempt: \_\_\_\_\_

Called by: \_\_\_\_\_

Notes, messages, etc: \_\_\_\_\_

\*\*\*\*\*

Date and time of 3<sup>rd</sup> telephone attempt: \_\_\_\_\_

Called by: \_\_\_\_\_

Notes, messages, etc: \_\_\_\_\_

\*\*\*\*\*

Date and time of 4<sup>th</sup> telephone attempt: \_\_\_\_\_

Called by: \_\_\_\_\_

Notes, messages, etc: \_\_\_\_\_

\*\*\*\*\*

Certified Letter Mailed on: \_\_\_\_\_

Copy of Certified Letter attached.

Receipt of signed return certified mail card: Yes No

Date and time certified mail card returned to airport office: \_\_\_\_\_

This worksheet and all corresponding documentation to attached to original T-Hangar Application Form and filed accordingly

**Quincy Regional Airport – Baldwin Field  
T-Hangar Descriptions**

Type	Total number of units available	Monthly Rent*	Year built	Doors	Electric
Type A	6 units	\$83.00	circa 1960	manual sliding	limited
Type B	4 units	\$83.00	circa 1960	manual bi-fold	limited
Type C	8 units	\$122.00	circa 1985	electric bi-fold	lights & receptacles
Type D	6 units	\$142.50	2006	electric bi-fold	lights & receptacles
**Type D2 & 3	2 units	\$157.50	2006	electric bi-fold	lights & receptacles

Notes

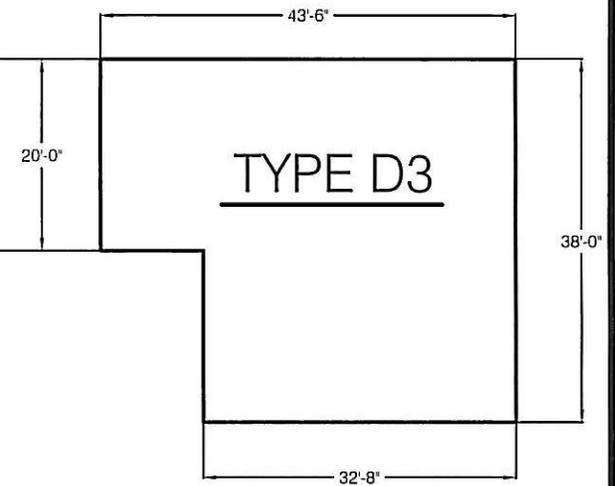
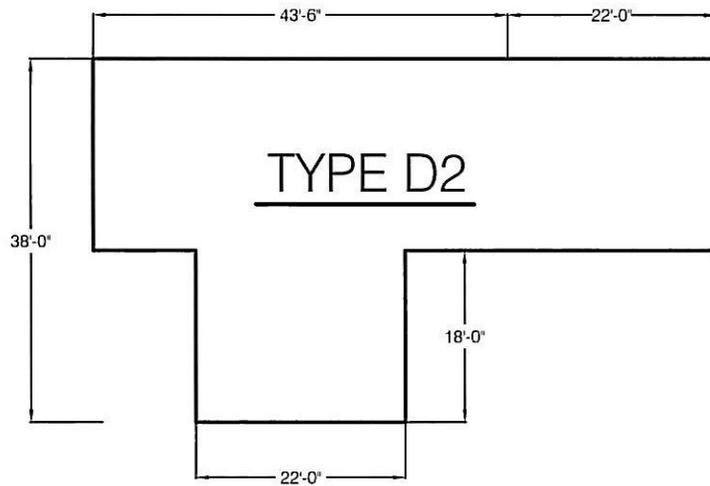
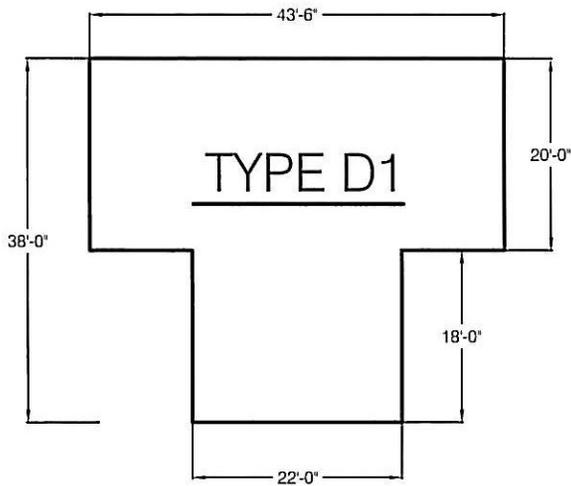
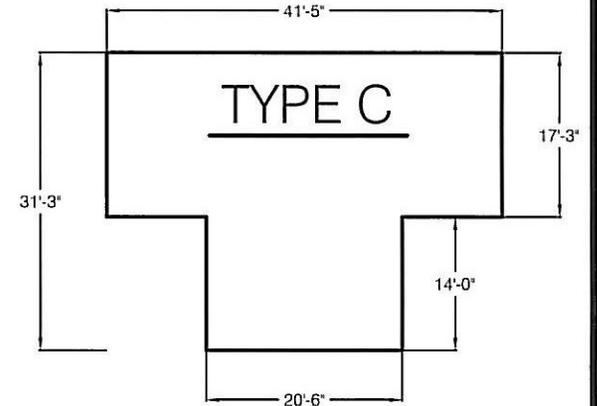
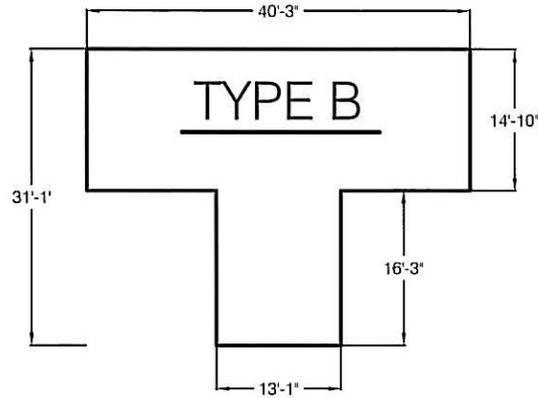
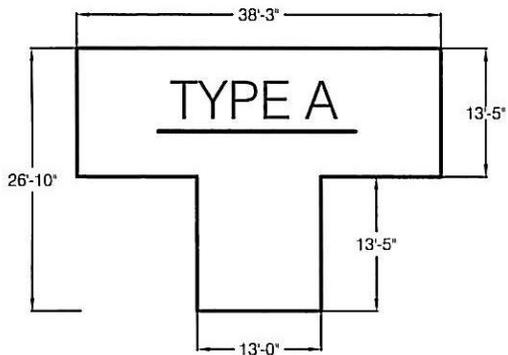
\* All monthly rental rates effective January 1, 2007.

\*\* These units are the end stalls of the new T-hangar. We elected to offer 4 hangars with more floor space rather than use the additional area for separate miscellaneous storage that is currently not needed.

All units are rented in "as is" condition with basic month to month lease with the City of Quincy.

12/11/2006 11:42

# T-HANGAR LEASE OPTIONS



ALL DIMENSIONS SHALL BE CONSIDERED APPROXIMATE



## T- Hangar Application

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: DAY: (\_\_\_\_) \_\_\_\_\_ NIGHT: (\_\_\_\_) \_\_\_\_\_

CELL PHONE: (\_\_\_\_) \_\_\_\_\_ ALT. PHONE: (\_\_\_\_) \_\_\_\_\_

AIRPLANE INFORMATION: MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

N NUMBER: \_\_\_\_\_ WING WIDTH: \_\_\_\_\_ LENGTH: \_\_\_\_\_

APPLICANT TO CHECK AND INITIAL BY REQUESTED T-HANGAR RENTAL OR PLACE A NUMERAL BY APPLICANT'S FIRST CHOICE, SECOND CHOICE, ETC. AND INITIAL BY NUMBER:

Type A & B \$83.00 \_\_\_\_\_ Type C \$122.00 \_\_\_\_\_

Type D1 \$142.50 \_\_\_\_\_ Type D2-3 \$157.50 \_\_\_\_\_

(T-hangar monthly rental rates are subject to change annually with CPI adjustments)

APPLICANT SIGNATURE: \_\_\_\_\_

NOTES: \_\_\_\_\_

APPLICATION RECEIVED: \_\_\_\_\_  
MONTH DAY YEAR TIME

RECEIVED BY: \_\_\_\_\_

AIRPORT DIRECTOR

AWARDED BY: \_\_\_\_\_

AIRPORT DIRECTOR

DATE