LAWRENCE REGIONAL AIRPORT

Hangar Waiting List Policy

Policy No.

Effective Date:	October 7, 2026
Review Cycle:	Annually, or as required
Supersedes:	All prior hangar assignment and waiting list procedures
Contact:	Airport General Manager at | (785) 832-3126

1. Purpose and Scope

This policy establishes the procedures and criteria governing the placement of applicants on the Lawrence Regional Airport (hereinafter "KLWC") Hangar Waiting List. KLWC is committed to the fair, transparent, and consistent administration of hangar space in accordance with applicable federal, state, and local regulations.

This policy applies to all individuals, businesses, and entities seeking hangar space at KLWC and governs all phases of the wait list process, from initial application through hangar assignment or removal.

2. Application and Eligibility Requirements

2.1 Eligibility

To be eligible for placement on the Hangar Waiting List, an applicant must meet all the following criteria at the time of application and maintain such eligibility throughout their tenure on the waiting list:

- Be the registered owner or lessee of an aircraft or provide written documentation of intent to acquire an aircraft within thirty (30) days of hangar availability.
- Be in good financial standing with the City of Lawrence, with no outstanding unpaid fees, fines, or obligations.
- Comply with all applicable Federal Aviation Administration (FAA) regulations and KLWC rules and regulations and related Primary Guiding Documents.
- If a business entity, be duly registered and in good standing under applicable state law.

2.2 Application Procedure

Applicants must submit a completed Hangar Wait List Application form to the Airport General Manager. The application shall include, at minimum:

1. Applicant's full legal name, address, telephone number, and email address.

2. Aircraft registration number(s) (N-number), type, make, model, and year for all aircraft to be stored. (Not required for waiting list but required at time of lease acceptance.)
3. Desired hangar type and size (T-hangar A or B/C and box hangar).
4. A non-refundable waiting list administrative fee.

Applications shall be date- and time-stamped upon receipt. Incomplete applications will not be accepted and will be returned to the applicant with notice identifying the deficiency. The application processing fee is non-refundable regardless of outcome.

2.3 Annual Confirmation

All applicants on the waiting list must confirm their continued interest and eligibility annually. KLWC will issue an electronic notice to waiting list applicants each year requiring confirmation within thirty (30) calendar days. Failure to respond within the required period will result in removal from the wait list without further notice.

3. Notification and Acceptance Procedures

3.1 Vacancy Notification

Upon the occurrence of a hangar vacancy, the KLWC will notify the highest-ranked eligible applicant on the waiting list by phone and electronic mail to the address(es) on file. Ranking is based on a first-come, first-serve basis, establishing the highest-ranked applicants in this manner. It is the responsibility of each applicant to maintain current contact information with KLWC. KLWC assumes no liability for notifications not received due to outdated contact information.

3.2 Acceptance Deadline

The notified applicant must respond in writing to the KLWC within three (3) business days of the date of notification to accept or decline the offered hangar. Failure to respond within the required timeframe shall be deemed a declination.

3.3 Declination and Continued Wait List Placement

An applicant who declines an offered hangar will retain their position on the waiting list subject to the following conditions:

- A first declination and second declination are permitted without penalty. The applicant retains their original application date and rank.
- A third declination within any twenty-four (24) month period will result in the applicant being moved to the bottom of their respective priority tier.
- A fourth declination within any thirty-six (36) month period will result in removal from the wait list.

An applicant may decline an offered hangar without penalty if the offered unit does not match the hangar type or size specified on their original application. Such a declination shall not count toward the limits set forth above.

3.4 Execution of Lease

Upon written acceptance of an offered hangar, the applicant must execute a Hangar Lease Agreement with KLWC within thirty (30) calendar days. Failure to execute the Lease Agreement

within this period will be treated as a declination subject to the provisions of Section 3.3. Execution of the Lease Agreement is contingent upon the applicant's satisfaction of all financial and eligibility requirements at the time of assignment.

4. Fees

4.1 Waiting List Application Fee

A non-refundable application processing fee shall be collected at the time of application submission. The current fee schedule of rates and charges is established by KLWC and is subject to periodic revision. Applicants must apply for each type of hangar to be considered. Therefore, if an applicant is willing to accept a non-electric hangar if it becomes available first but desire an electric hangar, they must apply twice and pay annual application fees for both applications.

4.2 Annual Waiting List Maintenance Fee

Applicants remaining on the wait list beyond twelve (12) months from their initial application date shall be assessed an annual waiting list maintenance fee. The fee is administered on December 31, each year and due no later than January 15. Non-payment of this fee within the required period will result in removal from the wait list. Those on the waiting list will be notified of any fee changes at least thirty (30) days in advance of their effective date.

5. Reasons for Removal from the Waiting List

5.1 Grounds for Removal

KLWC reserves the right to remove an applicant from the waiting list for any of the following reasons:

- Submission of false, misleading, or fraudulent information on the application or any subsequent communication with the Authority.
- Failure to maintain eligibility requirements as set forth in Section 2.1.
- Failure to confirm continued interest as required under Section 2.3.
- Non-payment of required fees as set forth in Section 4.
- Conduct that the KLWC, in its reasonable discretion, determines to be threatening, harassing, or otherwise disruptive to Airport operations or personnel.
- Revocation or suspension of any required FAA certificate or other required authorization.

5.2 Notice of Removal

Prior to removal for reasons other than failure to confirm continued interest (Section 2.3), KLWC shall provide written notice to the applicant stating the grounds for the proposed removal and affording the applicant fourteen (14) calendar days to respond in writing. The Airport General Manager or designee shall review any written response and issue a final determination within fourteen (14) calendar days of receipt of the applicant's response.

5.3 Appeals

An applicant aggrieved by a final removal determination may appeal in writing to the Airport Advisory Board within thirty (30) calendar days of the date of the final determination. The appeal must state

the specific grounds for the appeal and include any supporting documentation. The Board shall hear and decide the appeal at its next regularly scheduled meeting for which adequate notice can be provided, or at a special meeting convened for such purpose. The decision of the Board shall be final and binding.

5.4 No Refund of Waiting List Fees

Removal from the wait list for any reason, including declination or voluntary withdrawal, does not entitle the applicant to a refund of the Waiting List application fee or any annual waiting list maintenance fees previously paid.

6. General Provisions

6.1 Non-Transferability

Waiting list positions are non-transferable and may not be assigned, sold, or otherwise conveyed to any other person or entity.

6.2 Policy Amendments

KLWC reserves the right to amend this policy at any time with concurrence of the Airport Advisory Board. Applicants on the waiting list will be notified of material amendments by mail or electronic communication.

6.3 Conflict of Interest

KLWC employees and Aviation Advisory Board members, and their immediate family members, are subject to all applicable conflict-of-interest laws and KLWC policies. No preferential treatment in wait list rankings will be afforded to any such individual.

6.4 Interpretation

Questions of interpretation regarding this policy shall be referred to the Airport General Manager, whose determination shall be final subject only to appeal to the Authority Board of Directors as provided herein.

7. Certification and Adoption

This policy was duly adopted by the Lawrence Regional Airport Advisory Board and is effective as of the date indicated on the cover page.

Chair, Aviation Advisory Board, Date	Director of Municipal Services and Operations, Date

END OF POLICY