

**CHATHAM AIRPORT COMMISSION
H2 HANGAR WAITING LIST PROTOCOL**

Periodically vacancies arise as a result of an H2 Hangar Unit tenant needing to terminate their lease. This document lays out the Airport Commission's protocol for maintaining the Waiting List, including a breakdown by separate size categories (42, 42E, 48 & 48E) and the assignment of subsequent tenants to a vacant unit.

Assignment of Hangars

- When an H2 Hangar Unit becomes available for leasing, the Airport Commission will offer such unit to the first person/entity on the Waiting List for that hangar size.

- If a person on the Waiting List chooses not to accept the available H2 Hangar Unit, the Airport Commission, through the Airport Manager, will document declination of such offer and will contact the next person/entity on the Waiting List and so forth until said person/entity accepts the offer of the available unit.

- Upon the acceptance of an offer for a vacant unit, the Chair of the Airport Commission will approve the assignment and notify the Commission at its next regular public meeting.

Maintenance of Waiting List

- Requests by persons/entities to be placed on the H2 Hangar Units Waiting List can be submitted on a rolling basis throughout the year to the Airport Commission.

- It is the responsibility of person/entity on the Waiting List to ensure that the Airport Commission has a current email address, failure to provide/maintain a current email address with the Airport Commission will not be grounds to maintain priority.

Adopted 02/10/21