

HANGAR WAITLIST POLICY AND PROCEDURE

Madera Jet Center maintains a waiting list for those who wish to lease hangar space at the Madera Municipal Airport, the gateway to Yosemite. Vacant space is offered on a first come first serve basis to applicants on the waiting list.

This policy is designed to provide a simple and fair process for aircraft owners to be placed on the waiting list. It is mandatory to be on the waiting list in order to lease hangar space. Madera Jet Center's policy is to process the waiting lists by the date the request was submitted, and hangar space will be assigned in that order.

Hangar Space Request Procedure:

All parties interested in hangar space submit the online waiting list application form, providing Madera Jet Center administration with current telephone numbers and an e-mail address. It is the responsibility of the applicant to keep this information current. Position on the waiting list will be determined by the date and time of the request. Positions on the waiting list may not be sold, gifted, or transferred. Current tenants who wish to lease additional hangar space must be in good financial standing with Madera Jet Center and all affiliations before signing a new lease. Madera Jet Center reserves the right to give priority to current tenants, or make changes according to the discretion of the board.

Notices of Availability/Acceptance:

All individuals on the waiting list will receive notification of availability. Offers shall be made chronologically (oldest to newest). The offer will be made by e-mail and by phone. Individuals must respond to the offer made within three (3) business days.

A "pass" response or failure to respond in 3 business days will be considered a decline. If the individual is interested in leasing the hangar space offered, Madera Jet Center will begin contract negotiations upon receipt of a valid credit check.

Declination/Pass Procedure:

A Madera Jet Center representative will attempt to contact individuals on the waiting list by direct phone call and email. No response will be considered a declination.

Each applicant is permitted one (1) refusal or pass-over.

Upon the second refusal the applicant will be moved to the bottom of the list. Subsequent refusals will result in removal from the waiting list. Individuals will be contacted prior to removal from the waiting list.

Anybody removed from the waiting list may restore their name to the bottom of the list by contacting Madera Jet Center directly.