

# **AHN Hangar Waiting List**

## **Policies and Procedures for List Management & Revision**

### ***Purpose***

The purpose of this policy is to provide guidance regarding how the new priority-based hangar waiting list system will function and the role of various parties in ensuring its successful implementation.

### ***Customer Service Representatives***

The role of the Customer Service Representative in this process is to provide individuals with the Hangar Waiting List Application upon request. Paper copies of the application will be available at the front desk, and a digital copy is also saved to the computer to facilitate printing or email delivery as necessary. Upon receipt of a completed application, the Customer Service Representative will deliver the document to either Davin Welter or Hannah Miller as soon as practical. Applicants must submit the required form along with the \$25 application fee in order to be added to the hangar waiting list. Payment of this application fee can be made through Atlas under “Service” and “Hangar Waiting List application Fee” or through the online payment link provided at [flyahn.com](http://flyahn.com). Any questions regarding the application should be forwarded to [davin.welter@accgov.com](mailto:davin.welter@accgov.com).

### ***Airport Manager/Business Coordinator***

The role of airport management in this process will be to update the hangar waiting list according to the priority-based system with each new application. Upon receipt of a completed application, the Hangar Waiting List Excel File (accessible to airport personnel only) will be utilized to record all relevant information. Subsequently, on the last day of each month, the public view Hangar Waiting List (Word Document) will be revised to reflect any modifications or additions to the Excel file throughout the month. A complete, updated version of this document will be saved as a PDF and uploaded to the airport’s website on the last day of each month. Furthermore, an updated paper copy should be printed for display at the airport’s front desk. In addition to these measures, a quarterly email will be dispatched to individuals on the waiting list to apprise them of their status and seek information regarding changes that may affect the list. This comprehensive approach ensures the regularity of updates and revisions, fostering fairness and transparency to all stakeholders.