

Hangar Waiting List Guidelines

The Airport Manager/Village Staff reserves the right to do what is best for the airport with regards to empty hangars. The following guidelines will be utilized when offering empty hangars to current Airport tenants or individuals on the Hangar Waiting List. These guidelines will be effective immediately. Individuals may request to add their name to the waiting list for multiple types of hangars.

For further information contact the Airport Manager at (847) 923-3778 or visit: www.villageofschaumburg.com

1. Order of an individual on the Hangar waiting List is based on the receipt of the Hangar Waiting List Application by staff and its completeness.
2. All applications must be submitted to the Airport Manager and contain a current address, phone number and email. Failure to maintain current information may result in removal from the Hangar Waiting List.
3. Hangars will only be under one aircraft owner or one business name (in case of multiple aircraft owners). All hangar rights will be relinquished when contract with the said owner or business is terminated.
4. Current tie down tenants will have first priority to move to an open hangar. Once a tie down tenant leaves the airfield they lose priority on the waitlist and will be moved to the non-tenant list based on the date of their original application.
5. Hangar tenants will have second priority to move to a different hangar (i.e. from one B-Hangar to another B-Hangar), or to a better hangar. (i.e. from D/E Hangar to a A-Hangar or A-Hangar to a B-Hangar) Staff must receive a request in writing, and priority will be given based on the date of the request.
6. Tenants wishing to downgrade hangars (i.e. from A-Hangar to D/E Hangar) must submit a Hangar Waiting List Application for the hangar type requested. Tenants requesting to downgrade will be placed on the tenant Hangar Waiting List after current tie down tenants.
7. The Hangar Waiting List individuals will be contacted starting with the earliest on the list and will have 7 days to respond. If an individual passes on an available hangar, they will be moved to the bottom of the list.
8. If an individual on the Hangar Waiting List has been contacted three (3) times with no response within 7 days, they may be removed from the waiting list altogether.