



COLUMBIA GORGE REGIONAL AIRPORT **HANGAR WAITING LIST POLICY**

The Columbia Gorge Regional Airport (“CGRA” or “Airport”) **Hangar Waiting List Policy** becomes effective April 1, 2021, as follows:

- a. All applicants shall submit an Aircraft Hangar Waiting List Application (“Application”) to the Airport Manager.
- b. All Applications must be submitted with a non-refundable Waiting List Fee of fifty dollars (\$50.00) payable via check addressed to “City of The Dalles Finance Department, 313 Court Street, The Dalles, OR 97058”.
- c. Applicants will be contacted first via telephone then by email. If CGRA is unable to contact an Applicant through either method (i.e., invalid phone number or email address), management will attempt to reach an Applicant via the remaining contact methods. Applicants have five (5) business days from the date of contact to respond to the Airport. If no response is received by CGRA within five (5) business days after the date of contact, the Applicant’s name will be moved to the bottom of the waiting list and the next person will be contacted.
- d. Applicants are responsible for checking their ranking on the list. If an Applicant is near the top of the list and will be out of the area for an extended period, it is also the Applicant’s responsibility to notify the Airport Manager, in writing, and so state whether the Applicant would accept a hangar during their absence if their name reaches the top of the List.
- e. Applicants are responsible for keeping information on their Application current.
- f. Any Applicant who declines a hangar solicitation will be removed from the list upon the third refusal.
- g. The Airport may deviate from the waiting list in emergency or special circumstances and only with the approval of the CGRA Board. The Airport shall incur no liability for such assignment to any party.
- h. A person purchasing an aircraft based at the Columbia Gorge Regional Airport does not acquire the assigned hangar space.
- i. Upon acceptance and assignment of hangar space, Applicants are required to enter into a Rental Agreement with the Airport effective on the date of acceptance of hangar space. Violation of the terms and conditions of the Rental Agreement or of CGRA’s Rules and Regulations may be cause for termination of the agreement.
- j. If two aircraft occupy a hangar space, both aircraft must be registered in the name of the person who executed the Rental Agreement. The Airport Manager must approve occupancy of more than one aircraft in a hangar prior to occupancy of the second aircraft.

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