

LONG-TERM HANGAR RENTAL

INSTRUCTIONS FOR RENTER

First you should verify availability of a hangar, and if one is not available, get on the waiting list. Contact Chris Cook at 989-344-4300 or email him at chris.cook4@us.army.mil . For the waiting list, provide your name, contact information (including phone number and email), type of aircraft, and aircraft tail number. If you have trouble with that email address, try info@crawcoair.com or sprevost@knology.net.

The hangar waiting list is a nonbinding application for hangar space, and all hangar assignments are made to persons on that list. No payment is required to get on the list. The waitlist establishes your priority for hangar assignment in order of date received and entitles you to prioritized first right of refusal for assignment to a hangar. You will not be assigned a hangar if you do not own an airplane. If you are in the process of purchasing an airplane, you may get on the waitlist to establish your priority for assignment of a hangar, but one will not be reserved for you and one will not be assigned to you until you can produce proof of purchase of the airplane to be hangared.

Download the hangar [Rental Agreement](#) and read it.

Download the [Rules and Regulations of the Crawford County Air Terminal](#) and read it.

Fill in the blanks in the Agreement, except for those to be executed by the Lessor.

Collect the required documents and make copies as required:

1. Copy of FAA aircraft registration certificate
2. Copy of the airframe logbook pages showing proof of a currently-effective annual inspection.
3. Proof of insurance (copy of aircraft insurance declarations pages)
4. If the person signing the lease agreement is not the registered aircraft owner, proof of Authority to Execute per Paragraph 21 of the Lease Agreement.
5. Government-issued photo ID (drivers license, passport, etc.)

At least 24 hours prior to when you would like to meet with a representative of the Crawford County Airport Board (CCAB) to execute the Lease, contact one of the following Board members (in the order given) to coordinate the meeting:

Chris Cook	989-344-4300 or 517-614-4354
Rick Anderson	989-348-4809
Paul Compo	989-344-3202
Jim Robson	989-344-6183
Stan Prevost	256-603-7143

Be prepared to make payment by cash or check to the Board Member for prorated rent for the current month.

The Board Member will issue you the hangar key once the complete document package and payment have been received.

If you need to execute the rental remotely, you can mail in a completed and signed copy of the Rental Agreement along with all the other documents listed above. For the photo ID, you can include a notarized copy of the ID. The hangar key and fully executed agreement will be mailed back to you. Include payment prorated for the rest of the month. For example, if the current month has 31 days, and the date you mail the papers is the 14th, the number of remaining days will be $31-14=17$, so you would include $17/31$ of the monthly rate.

If you are on the waitlist but anticipate that you might be unavailable when an attempt is made to contact you when a hangar becomes available, you can submit the required document package (undated) as described above and send a refundable deposit of one months rent. Then the hangar rental will be executed and a copy and key mailed to you if the hangar becomes available in your absence. Otherwise, if we cannot contact you, the hangar will be offered to the next person on the priority list and you will have to wait for the next one.