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## TITUSVILLE-COCOA AIRPORT AUTHORITY HANGAR WAITING LIST APPLICATION POLICIES

*IT IS THE APPLICANT'S RESPONSIBILITY TO NOTIFY THE AIRPORT AUTHORITY OFFICE IF THEIR TELEPHONE NUMBER, MAILING ADDRESS, E-MAIL ADDRESS OR OTHER CONTACT INFORMATION HAS CHANGED.*

*AS OF MARCH 2017 THE AIRPORT AUTHORITY WILL CHARGE A \$200, FULLY-REFUNDABLE APPLICATION FEE PER AIRPORT SELECTED. PLEASE REMIT PAYMENT TO TITUSVILLE-COCOA AIRPORT AUTHORITY AND MAIL TO 355 GOLDEN KNIGHTS BLVD., TITUSVILLE, FL 32780. AS SOON AS THE DEPOSIT IS RECEIVED, YOUR NAME WILL BE ADDED TO THE WAIT LIST/LISTS OF YOUR CHOICE.*

### I. Notice of T-Hangar availability:

#### A. Contact:

- 1) Once a hangar becomes available, Airport Authority staff will contact the next person on the list via their **preferred method** of contact.
- 2) Whether it is by a notification letter, an email or a telephone call, the applicant has **seven (7)** calendar days from the date of contact to respond to the Airport Authority. If the applicant's preferred method of contact is via letter, the date of contact will be the postmark on that letter.
- 3) If unable to contact the applicant through their preferred method (invalid phone number or email), Staff will attempt to contact them via the remaining contact methods.
- 4) If the telephone number or email on the application is no longer valid, a notification letter will be sent to the listed address. If the letter is returned by U.S. Post Office due to incorrect address, the applicant's name will be removed from the list and their application fee will be refunded.
- 5) If no response is received by **seven (7)** calendar 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.
- 6) **Two (2)** failures to respond will result in the applicant's name being removed from the waiting list and their application fee will be refunded.

#### B. Refusing Hangars –

- 1) The applicant must advise the Airport Authority if they do not wish to accept a hangar, as failure to respond once will result in the applicant's name being moved to the bottom

of the waiting list and twice the applicant's name will be removed from the list and their application fee will be refunded.

- 2) If the applicant refuses a hangar offer their name will be moved to the bottom of the list. This will allow the Airport Authority to move through the list much more quickly, thus the applicant's name will move back up more quickly.
- 3) If the applicant refuses a hangar a total of **three (3)** times their name will be removed from the waiting list and their application fee will be refunded.

## **II) Airport and Hangar Choice:**

### **A. Choosing an Airport –**

- 1) The applicant should choose their preferred location (X21, COI, or TIX) for their hangar at the time of submitting the application. Our waiting lists are kept in chronological order. If, at a later date, the applicant wishes to be placed on one of the other airport waiting lists, they must fill out a new application and submit it with the current date, along with a separate refundable application fee of \$200.00 per airport list.
- 2) The applicant should choose only the airport/airports that they would truly be willing to take a hangar at, as **three (3)** refusals will result in their name being removed from the list anyway. At that time their deposit will be refunded.

### **B. Hangar Specifications –**

- 1) The waiting list application will provide a section for the applicant to specify exactly what type of hangar they will accept according to size, type, location, etc. The applicant should be specific about what they will and will not accept. If a hangar becomes available that does not meet the applicant's specifications, Staff will not contact them for that hangar.