

April 1, 2002

San Mateo County Airports Hangar/Tiedown Waiting List Policies and Procedures

1. Hangar Waiting Lists

San Carlos Airport:

Executive Hangar Waiting List

The existing *Executive Hangar* waiting list and the *Executive Power-Door Hangar* waiting list shall be consolidated into a single *Executive Hangar* waiting list. The original signup date from the existing lists will determine the placement of the names of individuals on the updated list who pay the applicable fees and meet the other eligibility requirements within the time specified. Executive Hangars are currently hangars T-01 through T-09, G-09 and G-10, M-80 through M-85 and M-90 through M-95.

Applicants who are offered an Executive Hangar must have an aircraft that is too large for a Standard Hangar in order to take occupancy of the Executive Hangar. An aircraft will be determined to be too large for a standard hangar if there is less than six inches of clearance in any critical aircraft dimension in relation to the largest standard hangars. As an example, an aircraft with a wingspan greater than 40 feet, or a length greater than 31 feet is currently considered too large for a standard hangar.

Applicants that do not have an aircraft that is too large for a standard hangar at the time an executive hangar is offered to them will have their name removed from the executive hangar waiting list, their fee forfeited and they will not be entitled to have a standard hangar as a result of their not having an aircraft that is too large for a standard hangar.

Standard Hangar Waiting List

Standard Hangars are currently hangars A-40 through A-51, M-86 through M-89, and all hangars in the C, D, E, F and G hangar rows excluding G-09 and G-10. The original signup date from the existing lists will determine the placement of individuals on the updated list who pay the applicable fees and meet the other eligibility requirements within the time specified.

Applicants that do not have an aircraft that will fit in a standard hangar at the time a hangar is offered to them will have their name removed from the hangar waiting list and their fee forfeited.

Half Moon Bay Airport:

Port-a-Port Hangar Waiting List

The existing *Standard Port-a-Port Hangar* waiting list and the *Executive Port-a-Port Hangar* waiting list shall be consolidated into a single *Port-a-Port Hangar* waiting list. The original signup date from the existing lists will determine the placement of the names

of individuals on the updated list who pay the applicable fees and meet the other eligibility requirements within the time specified. Port-a-Port Hangars are currently hangars HH-02 through HH-17, HHE-18, and HH-19 through HH-21.

Standard Hangar Waiting List

Standard Hangars are currently hangars HA-00A, HA-00B, HH-01 through HA-12, and HB-01 through HB-14.

2. Tiedown Waiting Lists

There are currently no active tiedown waiting lists. The County will create a waiting list for the particular type of tiedown if the demand for that type of County owned tiedown (i.e. regular, taxi-in, large aircraft, etc.) exceeds the supply of said tiedowns.

3. Eligibility to be Placed on a Waiting List

All applicants, including applicants from previous hangar waiting lists, must be at least 18 years of age, pay the required fee and show proof of a pilot's license or student pilot's certificate to be eligible to remain on a waiting list or to be added to a hangar or tiedown waiting list. Applicants who are or have been in default on any permit or agreement, or where an applicant has been in default of payment on previous accounts for more than three months, or who have been found in violation of any airport rule or regulation are ineligible for the waiting lists.

4. Fees Required for Hangar Waiting Lists

A non-refundable fee will be charged and collected at the time an applicant applies or reapplies to have his/her name placed on a hangar or tiedown waiting list. The fee (less \$100 to cover costs associated with administering the list) will be applied towards the applicant's hangar or tiedown account upon qualifying for a hangar or tiedown. Applicants who do not qualify for a hangar or tiedown upon reaching the top of a list or who are otherwise removed from a waiting list will forfeit their entire waiting list fee. Fees for the respective waiting lists are as follows:

- San Carlos Hangar Waiting Lists: \$500
- Half Moon Bay Hangar Waiting Lists: \$300
- Tiedown Waiting Lists: \$200

5. Establishing New Hangar Waiting Lists

a. Individuals from Existing Hangar Waiting Lists (Tier 1 Applicants)

Individuals from existing hangar waiting lists at Half Moon Bay and San Carlos Airports will be notified of the requirements to remain on the list and given an opportunity to submit the required information and fee. Applicants who do not respond within 45-days or who do not provide the required fee and documentation will have their names removed from the list(s). Those qualifying individuals from the

will have their names removed from the list(s). Those qualifying individuals from the existing hangar waiting list that submit the required information and fee within the 45-day time specified will retain their position ahead of all new applicants. Requests to be placed on a waiting list received after the 45-day period (i.e. late submittals) will be considered new applications as described under Section 5.e. (Tier 5 applicants), below.

Notifications of the requirements to remain on the lists will be sent via first class mail and failure of the applicant to receive this notification shall not be considered justification for reinstatement.

b. Opening the San Carlos Hangar Waiting Lists to Existing Tiedown Tenants at San Carlos and Half Moon Bay Airports and Hangar Tenants at Half Moon Bay Airport (Tier 2 Applicants)

For the first 45-day period following the opening of the lists as approved by the Board of Supervisors, one registered owner from each aircraft meeting the requirements in this section will be given an opportunity to add their name to the hangar waiting lists as a Tier 2 applicant and will be listed above all other applicants in subsequent tiers. To qualify for Tier 2, individuals must provide documentation that as of February 1, 2002, they are listed on the FAA registration as owner or part-owner of an aircraft parked on a tiedown at San Carlos or Half Moon Bay Airport, or in a hangar at Half Moon Bay Airport. A maximum of one person per aircraft will be allowed as a Tier 2 applicant. The County will place all applications from the owners of an aircraft that qualifies the owners for a Tier 2 application into Tier 4, if more than one Tier 2 application is received from said owners.

Qualifying applicants must pay the required fee and provide documentation of their pilot's license or student pilot's certificate. Applicants who are currently listed on one or more of the existing hangar waiting lists for San Carlos Airport are not eligible to be a Tier 2 applicant. Placement on the hangar waiting lists among the qualifying tenants who signup during the 45-day period will be determined by random lottery selection held at the end of the 45-day period. Tier 2 applicants will have their names added to the waiting lists below Tier 1 applicants and above all other applicants in subsequent tiers.

Tier 2 applicants who are unable or choose not to rent a hangar upon reaching the top of the list will be deleted from the list and will forfeit their waiting list fee.

c. Opening the San Carlos Hangar Waiting Lists to Registered Owners or Co-Owners of Aircraft in San Carlos Hangars Who are Not Listed on the Hangar Permit Agreement (Tier 3 Applicants)

For the first 45-day period following the opening of the lists as approved by the Board of Supervisors, one registered owner from each aircraft meeting the requirements in this section will be given an opportunity to add their name to the hangar waiting lists as a Tier 3 applicant. The County will place all applications from the owners of an aircraft that qualifies the owners for a Tier 3 application into Tier 4, if more than one Tier 3 application is received from said owners. Tier 3 applicants must provide documentation that as of February 1, 2002, they are listed on the FAA

registration as owner or part-owner of an aircraft parked in a hangar at San Carlos Airport and are not listed on the permit for that hangar. A maximum of one owner per aircraft will be allowed as a Tier 3 applicant. Co-owner applicants from San Carlos hangars who qualify as a Tier 3 applicant will be allowed to add their names to an existing hangar permit, as described in Section 9., upon reaching the top of the waiting list but will *not* be offered a new hangar. Co-owner applicants from San Carlos hangars who want to be offered their own hangar upon reaching the top of the list must apply as a Tier 4 or Tier 5 applicant as described in Section 5.d. and 5.e., below.

Placement on the hangar waiting lists among the qualifying tenants who sign up during the 45-day period will be determined by random lottery selection held at the end of the 45-day period. Tier 3 applicants will have their names added to the waiting lists below Tier 2 applicants. Tier 3 applicants who are unable or choose not to add their name to an existing hangar permit upon reaching the top of the list will be deleted from the list and will forfeit their entire waiting list fee. Applicants must have written authorization from the existing hangar Permittee(s) at the time they make application to qualify for Tier 3 status. Once authorization is given by the Permittee(s), it cannot be revoked.

d. Opening the San Carlos Hangar Waiting Lists to All Other Individuals (Tier 4 Applicants)

For the first 45-day period, all other qualifying new applicants will have their names added to the respective hangar waiting lists as determined by random lottery selection held at the end of the 45-day period.

e. Placement on the Half Moon Bay Hangar Waiting Lists, or on the San Carlos Hangar Waiting Lists After the Initial 45-Day Period (Tier 5 Applicants)

Individuals qualifying for placement on the Half Moon Bay hangar waiting lists, or on the San Carlos hangar waiting lists after the initial 45-day period, will have their names placed on the respective hangar waiting list based on the date of application to the respective list.

6. Maximum Number of Times an Individual's Name May Appear on a Hangar or Tiedown Waiting List.

An individual may apply for and rent a combination of four spaces at each airport with not more than 2 spaces being hangars at each airport. Each application will be considered a separate application. A hangar waiting list applicant who already has two hangars and who reaches the top of the waiting list for a particular hangar group will have to surrender an existing hangar in order to accept another hangar. An individual's name may not appear more than twice on the combined hangar waiting lists or the tiedown waiting lists if tiedown lists exist, for each airport.

7. Proof of Ownership of an Airworthy Aircraft

It is not required that an applicant own an airworthy aircraft at the time he or she applies to have their name placed on a waiting list, except as provided under "*Opening the San Carlos Hangar Waiting List to Existing Tenants (Tier 2 and 3 applicants)*" as described in Section

5.b and 5c., above. The applicants must, however, meet all of the criteria required in order to qualify for a hangar or tiedown when they reach the top of the list.

8. Qualifying for a Hangar or Tiedown

The applicant, after being notified of an offer of a hangar or tiedown must provide the following within 30 days of said notification:

- A Certificate of Insurance in the amounts and coverages as are required at that time for the aircraft to be stored.
- A copy of the registration for the aircraft to be stored listing the applicant as the registered owner or a part owner of the aircraft. Hangars or tiedowns will be offered only to the person whose name appears on the waiting list.
- A pilot's certificate or student pilot's certificate.
- Proof that they are at least 18 years of age.

Applicants who do not respond or provide the required documentation within 30 days will be removed from the list and their waiting list fee forfeited.

In addition, hangar applicants must provide copies of logbook entries showing proof that the aircraft to be hangared has completed the required FAA annual airworthiness inspection.

Applicants who do not provide the required airworthiness documentation can still qualify for a hangar but will be charged the Non-Airworthy monthly rate.

Applicants who are or have been in default on any permit or agreement, or in violation of any airport rule or regulation will be disqualified and be ineligible for a hangar or tiedown. Their names will be removed from any existing hangar or tiedown waiting lists and their fee forfeited. An applicant will be notified when this occurs.

9. Adding a Name to an Existing Hangar Permit

Tier 1, 2, 4 and 5 applicants who have reached the top of a hangar waiting list and otherwise qualify for a hangar may alternatively choose, similar to Tier 3 applicants, to add their name to an existing hangar permit covered by the applicable list rather than accept the offered hangar. Only those individuals who have gone through the waiting list and are offered a hangar may add their name to an existing hangar permit. The waiting list fee (less \$100 for administrative costs) will be applied towards the hangar account the applicant is adding his or her name to. Applicants must have written authorization from the existing hangar Permittee(s) in order to add their name to a permit. Applicants wishing to add their name to an existing hangar permit must do so within 30 days of reaching the top of the waiting list or be removed from the list and their waiting list fee forfeited.

10. Declining a Hangar or Tiedown

An individual at the top of a list, who is offered a hangar or tiedown but prefers a different size hangar from within the respective list that they are on, may decline the offered hangar and remain on the top of the list until the desired hangar or tiedown is available. Applicant's who decline a hangar or tiedown in preference to another size space from within that respective list must state which size space they prefer and will be required to accept the first

like-space that is offered or be deleted from the list and their waiting list fee forfeited. No other size space other than the applicant's stated preferred size will be offered.

11. Merging and Eliminating Lists

If the County merges two or more existing waiting lists together into one list, placement of applicants on the new list shall be based on the applicant's original signup date from the existing list. The placement of applicants with the same original signup date will be determined by lottery.

If the County should eliminate a particular type of hangar or tiedown for which there is an active waiting list, and does not merge that list into another existing list, that list shall be eliminated and applicants on that list will not be able to transfer their position onto another existing list other than as a new applicant as described in Section 5.e., above. The applicant's original waiting list fee will be transferred to their new position on the list.

12. Contact Information

Individuals on the list are responsible for keeping their contact information current at all times. If at any time an individual cannot be contacted at the address provided, that individual's name will be removed from the list and their waiting list fee forfeited.

13. Updating the Information on Waiting Lists

Applicants will be required to confirm information every two years (i.e. pilot's license, contact information, etc.). Applicants who fail to respond or who do not provide the required documentation to the airport office within 30 days of the notice being sent will be removed from the applicable list, their waiting list fee forfeited and shall have no right to be reinstated in the same point on the list. Notifications will be sent via first class mail and failure of the applicant to receive this notification shall not be considered justification for reinstatement.

14. Posting the Lists

The waiting lists will be posted in the airport terminal lobby and be updated annually.

15. Adjustment of Fees

Fees associated with the hangar and tiedown waiting lists may be adjusted in the future as approved by the Board of Supervisors.

Comments Received From Airport Users to Draft Hangar/Tiedown Waiting List Policies - and Changes Made to Draft

Feedback and Requested Changes to Draft	Changes Made	SCAPA*	HAF Experimental Aircraft Association	Written Comments**	In-Person Comments***
Policy OK as Drafted	N/A			1	5
Sect. 1: Large/Small Hangars					
Further Define Large/Small Hangars	x			1	
Sect. 3: Eligibility for Waiting Lists					
Allow Student Pilots on Lists	x			3	3
Drop Medical Certificate Requirement for List	x	x	x	2	3
Drop Pilot's License Requirement for List		x	x	1	
Allow Small Children on Lists (Under 10)				1	
At Least 18 Years of Age (Legal Age)	x	x			1
Sect. 4: Fee Requirement for List					
Apply as Security Dep or 1st month Rent	x	x		2	2
Raise Fee to ~\$500+	x	x		3	8
Raise Fee to ~\$250				1	2
Charge Administrative Fee for List	x	x		1	1
Make Fee Fully/Partially Refundable		x		1	2
Sect. 5.b: Priority for Existing Tenants					
Priority for San Mateo Co. Residents				1	
Allow Non-Permittee Hangar Partner on List	x	x		3	5
Limit to One Applicant per Aircraft	x	x		2	4
Priority Based on Length of Tiedown History				1	3
Priority for Evicted Hangar Tenants				1	
Priority for Past Tenants				2	
No Priority for Individuals Already on SQL Lists	x				2
Sect. 8: Accepting a Hangar					
Allow One Chance to Pass on Hangar				1	1
Allow 45 Days to Qualify for Hangar				1	
Allow To Pass on Hangar for 12 Months		x			

Permit and Hgr Issues to be Addressed in Future					
Build More Hangars	N/A		x	2	7
Allow Corporations to Lease Hangars	N/A			1	2
Eliminate Requirement for Medical Certificate	N/A			1	3
Allow Flight Clubs to Lease Hangars	N/A		x	2	
Allow Non-Pilots and Leased Aircraft	N/A		x	2	2
Eliminate all Non-Airworthy Aircraft	N/A			1	1
Allow LLC-Type Aircraft Ownership	N/A			2	3
Inspect Hangars to Ensure Compliance	N/A			2	1
Allow Husband or Wife to add Name to Permit	N/A			1	
Require Security Deposit for Existing Leases	N/A	x			
Create List for Hangar/Tiedown Changes	N/A				

* San Carlos Pilots' Association

** Number of written comments from airport users including fax and E-mail

*** Number of verbal comments from airport users to staff in Airport Office