

Policies and Procedures for Developing the Hangar Waiting List at South County Airport (Q99)

General:

The County of Santa Clara Roads & Airports Department had developed and is currently building 100 County owned and operated hangars at South County Airport with the following **approximate** dimensions:

Type	Qty	Inside Hangar		Door Opening	
		Width	Depth	Width	Height
Box	5	42'0"	39'2"	49'0"	16'0"
Box	4	59'2"	48'2"	59'0"	18'0"
T-Hangar	27	42'0"	34'5"	42'0"	14'0"
T-Hangar*	34	39'0"	30'5"	39'0"	10'0"
T-Hangar*	30	45'6"	39'10"	45'6"	14'0"

* the four end units on these rows are slightly larger

Although rates have not been established, it is anticipated that the hangars will be offered in the range of the hangar rates currently in effect at Reid-Hillview Airport (\$0.470 per square foot per month).

The following sets forth the policies and procedures for developing the hangar waiting list at South County Airport.

Initial Waiting List to be Established by Lottery:

The initial South County Airport waiting list was established by **lottery** from the pool of completed applications received at the Airport Administration Office, 2500 Cunningham Ave., San Jose, CA 95148 during the period **April 1, 2002 to May 31, 2002**.

Only those applications received by 4:30 p.m. on May 31, 2002 were eligible to participate in the South County Airport Hangar Waiting List lottery.

Lottery participants were placed on the waiting list in the order drawn during a public gathering at the South County Airport.

Applications Received After May 31, 2002:

Hangar waiting list applications received after 4:30 p.m. on May 31, 2002 are placed on the South County Airport hangar waiting list in the order received behind all applicants placed on the waiting list through the aforementioned lottery.

Application Deposit:

Each hangar waiting list application shall include the refundable deposit and non-refundable admin fee as specified in the *Schedule of Fees and Charges for Santa Clara County Airports*. The refundable security deposit shall be retained by the County at least until the initial hangar assignments are made, which will be approximately 90 days prior to the completion of construction. For those applicants assigned a hangar and executing a License Agreement, as well as for those

applicants not assigned a hangar but who wish to remain on the waiting list, the security deposit will be retained until the applicant vacates the hangar or request removal from the waiting list, respectively.

Any applicant declining hangar assignment and/or wishing to be removed from the waiting list for any reason once the initial hangar assignments have been made may request removal from the waiting list at which time the County shall refund the security deposit.

If the County fails to complete the hangars prior to December 31, 2003, any applicant who placed their name on the waiting list prior to December 31, 2003 may request removal from the waiting list at which time the County shall refund the full payment.

Hangar Selection by Applicant:

Each application for the South County Airport Hangar Waiting List shall identify the aircraft the applicant intends to hangar, however applicants may change the designation of said aircraft at any time prior to assignment of a hangar.

Applicants shall be assigned the smallest available type of hangar capable of physically accommodating the applicant's aircraft in terms of wing span, length and tail height (including sufficient clearances), regardless of the applicant's position on the waiting list. Applicants shall be free to choose a specific hangar among those still available of the aforementioned type.

Project Completion and Occupancy:

The initial hangar assignments will be made approximately 90 days prior to the completion of construction. It is the County's intent to complete the hangar assignments and execute License Agreements with the assignees during this 90-day period to ensure that assignees are ready to occupy their hangar as soon as permission for occupancy is received from the County Fire Marshal.

County Airports' staff shall contact assignees to arrange a meeting to finalize the License Agreement. Assignees are encouraged to familiarize themselves with the County Airports Rules & Regulations and the requirements contained in the License Agreement in advance of the meeting in order to expedite the process of completing the License Agreement. No assignee shall be permitted to occupy a hangar until the License Agreement is completed and executed.

Following the initial hangar assignments the hangar waiting list will be administered in accordance with the procedures contained in the County Airport Rules and Regulations.