

## **Livermore Airport Hangar Waitlist Policy**

### **I. PURPOSE & RESPONSIBILITY**

The Hangar Waitlist Policy establishes procedures for managing hangar waitlists at the Livermore Municipal Airport.

The policy is approved by the Airport Commission and may be amended from time to time. The policy is available on the City's website or at the Airport office.

The policy and future amendments are incorporated into the Livermore Municipal Code: 11.08.080: Hangar waiting lists.

### **II. DEFINITIONS**

**Affiliate:** any company that controls, or is controlled by, or is under common control with another company.

**Essential Services:** Those services that owners and operators of non-turbojet powered aircraft less than 12,500 lbs. maximum takeoff weight need to maintain airworthiness of such aircraft. At a minimum, these services shall include Avionics, Airframe and Powerplant Major Repair and Alteration performed by Federal Aviation Administration (FAA) certificated Repair Station(s).

**Unmet Essential Services:** A condition that exists whenever aircraft owners and operators are not able to obtain Essential Services at the Livermore Airport.

### **III. PROCEDURES**

The airport maintains three waiting lists, one for T-hangars and one each for small and large box hangars (e.g., rectangular, executive and corporate hangars). These lists are derived from a hangar application form which is available at the airport office or from the City's website. The application must be completed by the applicant and submitted to the airport office along with a required deposit. The applicants' names will be listed by date in chronological order with the earlier dates at the top of the list.

A. When a T-hangar becomes available, the person on the top of that list will be contacted and offered that unit. After being contacted by staff, the person will have five (5) business days to accept the unit for lease. If the person declines the unit because he or she does not currently own an aircraft or is a tenant with one or more hangars and/or tie-downs not currently in compliance with lease terms or this chapter, he/she will remain on the top of the list as having “passed” until such time the tenant obtains an aircraft or is fully in compliance with the lease terms. Upon the second refusal, the applicant will be moved to the bottom of the appropriate list. Subsequent refusals will result in removal from the waiting list. Anyone removed from the waiting list may restore their name to the bottom of the list by contacting the Airport.

B. The policy for administering the box hangar waiting list for rectangular, executive and corporate hangars reflects the City’s intention to use these hangars to store corporate or business-type aircraft and/or to accommodate entities seeking to conduct commercial aeronautical activities pursuant to the airport minimum standards and/or a Commercial Aviation Permit (CAP). Entities on the waiting list for box hangars will be first ordered on the intended use of hangar space with aeronautical use listed before those entities with intended non-aeronautical use of the hangar. When box hangars become available, if the Livermore Airport is in a condition of Unmet Essential Services, priority shall be first given to applicants that will provide Essential Services. Second priority will be given to applicants that either own an airworthy aircraft of a size that is too large to fit into a smaller hangar or who hold a current CAP that justifies the need for a box hangar to engage in the commercial activity. Third, priority will be given to other aeronautical use, with leases only available month-to-month until a higher priority application is submitted. Finally, non-aeronautical users can be listed for month-to-month lease of a box hangar until a higher priority application is submitted. Failure to obtain FAA approval and provide the needed Essential Services within a reasonable amount of time will result in lease termination, and reinstatement of Unmet Essential Services condition. Otherwise, in normal times, box hangars will be offered to applicants with aircraft too large to fit in smaller hangars. The applicants’ names will be listed by date in chronological order with the earlier dates at the top of the list. If the person declines the unit because he or she does not currently own an aircraft or is a tenant with one or more hangars and/or tie-downs not currently in compliance with lease terms or this chapter, he/she will remain on the top of the list as having “passed” until such time the tenant obtains an aircraft or is fully in compliance with the lease terms. Upon the second refusal, the applicant will be moved to the bottom of the appropriate list. Subsequent refusals will result in removal from the waiting list. Anyone removed from the waiting list may restore their name to the bottom of the list by contacting the Airport. If at any time should hangar availability exceed demand and a vacant hangar become available, non-aeronautical use may be permitted under limited terms, including month to month terms at fair market commercial rates.

C. The number of corporate and executive hangars that an entity and its affiliates may lease at the airport is limited to three units in order to allow others the opportunity to use hangar space for aeronautical storage or service on the airport.

D. 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 deposit forfeited.