

Policies and Procedures for Developing the Hangar Waiting List at San Luis Obispo County Regional Airport (SBP)

General

The San Luis Obispo County Department of General Services is currently developing a project to construct approximately 65 t-hangars at San Luis Obispo County Regional Airport. The t-hangars will be owned and operated by the County.

The exact number, type and size of hangars have not been finalized, however the conceptual design layouts include the following:

- See Figure A for proposed t-hangar building layout.
- Approximately fifty-four 42 ft door individual t-hangars with approximately 1062 sq. ft. of floor space. See Figure B for proposed dimensions.
- Approximately eleven 45.5 ft. door individual t-hangars with approximately 1331 sq. ft. of floor space. See Figure C for proposed dimensions.

Although rates have not yet been established, it is anticipated that the hangars will be offered at an initial rental rate in the range of \$490 to \$625 per month for the smaller t-hangar and \$600 to \$750 per month for the larger t-hangar.

THE FOLLOWING SETS FORTH THE POLICIES AND PROCEDURES FOR DEVELOPING THE HANGAR WAITING LIST AT SAN LUIS OBISPO COUNTY REGIONAL AIRPORT:

Initial Waiting List to be established by Lottery

The San Luis Obispo County Regional Airport waiting list will be established initially by lottery from the pool of completed applications received at the Airport Management Office at 903-5 Airport Drive, San Luis Obispo, CA 93401 during the period May 2, 2005 to June 10, 2005. Only those applications received by 4:30 p.m. on June 10, 2005 will be eligible to participate in the San Luis Obispo County Regional Airport Hangar Waiting List lottery. Lottery participants will be placed on the waiting list in the order drawn until the lottery pool is exhausted. Positions on the waiting list will be non-transferable. The lottery is tentatively scheduled for June 18, 2005 at the San Luis Obispo County Regional Airport. Confirmation of the date, time and location of the lottery will be made in writing to all waiting list applicants. Applicants are not required to be present at the lottery.

Applications Received After June 10, 2005

Hangar waiting list applications received after 4:30 p.m. on June 10, 2005 will be placed on the San Luis Obispo County Regional 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 a \$275.00 payment; \$25.00 of which is an administrative non-refundable fee and \$250.00 of which is a refundable security deposit. The County shall retain the \$250.00 refundable waiting list security deposit at least until the initial hangar assignments are made, which will be approximately 30 days prior to the completion of construction. For those applicants assigned a hangar and executing an Aircraft Storage Permit, the \$250.00 will be applied toward the required hangar security deposit. The hangar security deposit has yet to be determined but it is anticipated that it will be equal to approximately two months rent. For applicants not assigned a hangar but who wish to remain on the waiting list, the County will retain the waiting list security deposit until a hangar is assigned or the applicant requests removal from the waiting list.

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 \$250.00 security deposit. If the County fails to complete the hangars prior to December 31, 2006, any applicant may request removal from the waiting list at which time the County shall refund the full \$275.00 payment.

Hangar Selection by Applicant

Each application for the San Luis Obispo County Regional 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. Hangars will be assigned for a specific aircraft and its registered owner(s) subject to the terms and conditions of the Aircraft Storage Permit. Applicants shall be assigned the smallest available type of hangar capable of physically accommodating the applicant's aircraft in terms of wingspan, length and tail height (including sufficient clearances), regardless of the applicant's non-transferable 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 30 days prior to the completion of construction. It is the County's intent to complete the hangar assignments and execute rental agreements with the assignees during this 30-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.

Airport staff shall contact assignees to arrange a meeting to finalize the Aircraft Storage Permit. Applicants are encouraged to familiarize themselves with County Code Title 24-Airports Rules & Regulations and the requirements contained in the Aircraft Storage Permit in advance of the meeting in order to expedite the process of completing the Aircraft Storage Permit. No assignee shall be permitted to occupy a hangar until the Aircraft Storage Permit is completed and executed. Following the lottery and creation of the hangar waiting list, the list shall be administered in accordance with the procedures contained in the County Airports' Aircraft Storage Space Waiting Lists Policy.