



COUNTY HANGAR WAITLIST POLICY

March 2021

The following policy governs the administration of the County hangar Waitlist:

- 1. Joining Waitlists** Applicants must complete the County Hangar Waitlist Application (Waitlist) and sign this policy (Policy) acknowledging the terms provided herein. Payment of a deposit equivalent to one month's rent is required for each Hangar space in which an applicant seeks consideration. The deposit will be applied to amounts due upon execution of a lease agreement (Agreement). No Administrative Fee is required to join the Waitlist, except as noted in section 7 below "Trading or Upgrading Hangars").
- 2. Separate Waitlists by Compatible Size Aircraft and Airport** Separate Waitlists will be maintained according to the different sizes of hangars with compatible aircraft sizes being preferred. Separate Waitlists will also be maintained for Camarillo and Oxnard Airports and separate deposits will be required for each Waitlist for which an applicant is eligible and requests consideration. Once an applicant is at the top of the Waitlist and enters into a lease at one airport, that applicant automatically then moves to the bottom of the Waitlist at the other airport but does not need to reapply.

Positions on hangar Waitlists cannot be transferred, traded or sold.

- 3. Proof of Eligibility and Aircraft Ownership** County-owned and operated hangars are intended for the storage of a current airworthy aircraft by the registered applicant. At the time of application, applicant shall provide proof of ownership of the aircraft for which they are seeking to lease a hangar. Additional aircraft owned by the lessee may be stored in a County-owned hangar only with prior approval of the County Dept of Airports.

Subleasing is expressly prohibited for all County-owned hangars.

- 4. Maintaining Current Aircraft Information** Aircraft identified in the Waitlist application must be the same aircraft to be stored in the hangar once a hangar becomes available. It is the responsibility of the applicant to update information with the Department of Airports any time the applicant changes aircraft while on the Waitlist. Presenting a different aircraft for storage upon notice of hangar availability will be cause for automatic removal from the Waitlist. If the applicant upgrades aircraft requiring a different category of hangar, applicant must also update their application to change to the appropriate Waitlist. The deposit will be transferred accordingly but may require settling a deposit to the new amount according to the new category to which applicant is being transferred.

- 5. Notification and Pass-Overs** When a hangar becomes available, the County will attempt to contact the applicant at the top of the Waitlist via Certified Mail along with specified alternate contact methods as provided for in their application, if any. The applicant will have (14) calendar days from the date the certified mail is sent out to then provide written notice of their desire to accept the hangar. Failure to respond or any communication declining to accept the hangar, will be interpreted by the Airport as no longer having interest and shall be considered a “pass-over” thereby allowing the next individual on the Waitlist to be contacted. Contact attempt status will be documented on the Waitlist. A pass-over results in being removed from that Waitlist and forfeit of the deposit. Applicants will then be required to wait three months before being allowed to be included on the Waitlist again. Following a three-month waiting period, a new application and new deposit will be required to rejoin the list.
- 6. Waitlist Deposit – Refundable Condition.** A Waitlist deposit will be refundable only in the event that the waitlist applicant provides written notice of the request to be removed from the waitlist to the County, which must be in advance of any instance where the applicant is offered an available County hangar. The Waitlist deposit will be refunded less the Administration Fee of \$150.
- 7. Trading or Upgrading Hangars** Existing hangar tenants who request to trade hangars within the same category must complete a new Waitlist application and pay a nonrefundable Administrative Fee of \$150.00. No deposit is required. The application will be considered a new application and placed at the bottom of the Waitlist for the next available hangar in the same category.
- Existing hangar tenants who request to move to a hangar in a different category must complete a Waitlist application and pay a nonrefundable Administrative Fee of \$150.00. A deposit will be required for the new category. Qualification for the different hangar category will be determined by the aircraft documented in the application.
- 8. Good Standing** Prospective Waitlist candidates will only be considered if in “good standing”* with the Airport.

* “Good Standing” means that the applicant: (1) has no outstanding debts, judgments or other obligations to the Airport, and/or has not been evicted from the Airport, and (2) has not violated : (a) a lease agreement with the Airport, (b) the Airports’ Rules and Regulations, (c) the Airport’s Minimum Standards, or (d) the Ventura County Code.

APPLICATION CONTINUED NEXT PAGE

