

New Private Hangar Lease Transition Guide



October 2022



COUNTY of VENTURA
Department of Airports

vcairports.org

The Process

Phased over the coming months, all month-to-month leases will be canceled and owners will enter into a new term lease using the new approved template.

This document provides private hangar owners with a concise guide for how the process will unfold.

There are just three steps to complete to complete the transition to the new private hangar ground lease. For the process to go smoothly, It's important to ensure that the proper insurance is in place along with the updated security deposit.

STEP ONE: Conduct Hangar Inspection / Documents Review

The inspection will be to ensure that all hangar storage facilities are functionally safe. In addition, the inspection will confirm that all hangar storage facilities are primarily being used for aviation-related purposes as defined by the County of Ventura and the Federal Aviation Administration (FAA) so that the airports remain in compliance with its FAA grant assurances.

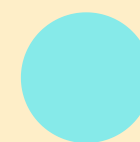
STEP TWO: Corrections and Documents

Staff will also review documentation regarding hangar/aircraft ownership, additional aircraft intended to be stored, and other documents/conditions that will be referenced in the new lease.

STEP THREE: Sign the Lease Documents

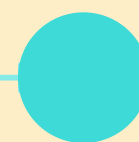
Once the inspection is completed and a plan is in place to make any corrections, the Department of Airports will contact owners to sign the lease documents. Evidence of insurance and the appropriate security deposit will be required at the lease signing.

AUGUST
2022



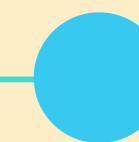
Finalize Process
and Coordination
with COHOTA

OCTOBER
2022



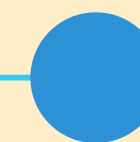
Early Birds and
Volunteers

NOVEMBER -
MAY 2023



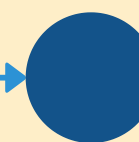
Regular Lease
Transition
By Hangar
Area

JUNE 2023



All Remaining
Owners

END OF
JUNE 2023



Process
Complete



Inspection Checklists

On the day of your inspection, Department of Airports staff will be looking at the following items. References to the pertinent paragraphs of the new lease are noted. Ahead of the inspection, please examine your hangar to ensure these items are addressed. Anything that requires documentation, such as permits for major improvements, should be available as well.

Permitted Use Inspection Checklist

To ensure compliance consistent with Sections 4, 5, 9, and 10 of the Private Hangar Ground Lease Agreement

- Hangar is being used for storing of aircraft; sheltering aircraft for maintenance, repair or refurbishment, but not indefinitely storing non-operational aircraft; constructing amateur-built or kit-built aircraft, and activities are being conducted safely. There is always room in the aircraft hangar for the based aircraft, even when the aircraft is temporarily not located in the hangar. Note: Storage of model, radio-controlled aircraft is not a permitted use.
- Materials stored in the hangar are related to an aeronautical activity.
- Spare aircraft tires, batteries and trickle type chargers with an automatic shutoff are stored and maintained in accordance with fire, City, and County regulations and codes.
- Passenger vehicle(s) stored in the hangar does not impede aircraft storage and access. Boats, RVs, trailers, watercraft are not stored in hangar.
- There is a reasonable amount of furniture for use in the hangar (i.e. table and chairs, small refrigerators, workbenches); however, the hangar is not being used as a residence, nor is the hangar being used for the operation of a business office, whether the business is aeronautical or non-aeronautical in nature.

Safety Inspection Checklist

To ensure compliance consistent with Sections 32 and 33 of the Private Hangar Ground Lease Agreement:

- There is a 5 lb AB type fire extinguisher with evidence of a current inspection.
- The electrical systems appear safe.
- Aviation oxygen or compressed gas cylinders are properly stored, and safety equipped.
- The hangar is free of firearms and/or ammunition.
- The hangar is free of combustible materials other than those appropriately stored.
- Oily rags, oil waste, rags and other potentially flammable waste (contaminated with oil, solvents or fuel) are being stored in metal containers with self-closing, tight fitting lids.

Maintenance Checklist

To ensure compliance consistent with Section 25 of the Private Hangar Ground Lease Agreement

- The exterior of the hangar does not show evidence of excessive rust and damage and exterior paint does not show evidence of excessive peeling or unpainted areas.
- The area (square feet) of the hangar matches lease record.
- There is nothing stored outside or between hangars.