

# APPLICATION

## HANGAR WAITING LIST

A **nonrefundable** application fee in the amount of one month's rent is required for each category. Make checks payable to Sonoma County Airport.  
(This amount will be applied to your first month's rent when you rent a County Hangar)

### CATEGORY

(See Attached Chart)

**A ~ B ~ C ~ D ~ E ~ F ~ G ~ BUTLER ~ OLD SHADE ~ NEW SHADE**

**EX SHADE ~ EX HGR's 200-204 & 217-221 (50x50) ~**

**EX HGR's 22-26 (60x50) ~ EX HGR's 18-21 (60X50 with office)**

PLEASE CIRCLE EACH CATEGORY YOU ARE INTERESTED IN APPLYING FOR

### APPLICANT

### AIRCRAFT

NAME: \_\_\_\_\_ REGISTRATION: N \_\_\_\_\_  
(Aircraft Owner) (A copy of the aircraft registration must be attached.)

ADDRESS: \_\_\_\_\_ MAKE/MODEL: \_\_\_\_\_  
\_\_\_\_\_ YEAR: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

It is the applicant's responsibility to keep this office advised of any change in address and/or telephone number. I have read, understand and acknowledge the Wait List Policy. I agree that the Airport Manager may remove me from the Waiting List if I fail to maintain current contact information with the Airport Manager or if I am not in good standing with the Airport.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
Aircraft Owner

1. Applicant offered Hangar # \_\_\_\_\_ on \_\_\_\_\_ Declined \_\_\_ Accepted \_\_\_ No Response \_\_\_
2. Applicant offered Hangar # \_\_\_\_\_ on \_\_\_\_\_ Declined \_\_\_ Accepted \_\_\_ No Response \_\_\_
3. Applicant offered Hangar # \_\_\_\_\_ on \_\_\_\_\_ Declined \_\_\_ Accepted \_\_\_ No Response \_\_\_

**CHARLES M. SCHULZ – SONOMA COUNTY AIRPORT  
HANGAR WAITING LIST POLICY**

An applicant's position on the waiting list shall be established by the date and time that the Airport receives a complete application and full payment of all applicable fees. In order to secure a position on the Waiting List, an applicant must complete all of the following requirements and meet all of the following criteria:

A. AUTHORITY, PURPOSE & LIMITATION

This policy is enacted pursuant to Government Code § 50474(f). The purpose of this policy is to guide Airport staff on allocation of empty hangars that do not have any commercial uses. This policy shall not be applied to commercial activities.

B. DEFINITIONS

“COMPLETE APPLICATION” is any fully-filled out application form and full payment of all applicable fees that has been successfully delivered to the Airport.

“CURRENT CONTACT INFORMATION” means providing a current address and telephone number.

“GOOD STANDING” means that the applicant: (1) has no outstanding debts, judgments, or other obligations to the Airport and (2) has not violated: (a) a lease agreement with the Airport, (b) the Airport's Rules and Regulations, (c) the Airport's Minimum Standards, (d) the Sonoma County Code or any other applicable law or regulations; or (3) has not committed any obscene, disorderly, indecent, nuisance or unlawful act at the Airport.

“HANGAR RENTAL CATEGORIES.” The Airport currently has the following categories of hangars: A, B, C, D, E, F, G, Butler, Shade, Executive Shade, and Executive Hangar.

C. APPLICATION PROCESS

An applicant must submit a complete application specifying the category of hangar desired and pay a non-refundable fee in the amount of 100% of one month's rent for each of the desired type of hangar. If and when the applicant leases a hangar, the non-refundable fee shall be applied towards the applicant's lease deposit.

D. OFFERING HANGARS

1. An applicant shall maintain current contact information with the Airport Manager.
2. When a hangar becomes available, the Airport Manager shall notify the next applicant who is in Good Standing with the Airport on the Waiting List by telephone only. If the Airport Manager is unable to reach the applicant by telephone within three business days, the Airport Manager Shall proceed to the next applicant.

E. HANGAR ACCEPTANCE

Except for tenant-applicants, an applicant must accept or decline a hangar within five (5) business days of the date that the Airport Manager notifies the applicant that a hangar is available. If an applicant fails to accept a hangar within five (5) business days of the date that the Airport Manager notifies the applicant that a hangar is available, the Airport Manager shall offer the available hangar to the next applicant on the Waiting List.

F. REMOVAL FROM OUR RELEGATION TO THE END OF THE WAITING LIST

The Airport Manager shall relegate any applicant who declines three (3) or more offers to rent a hangar to the end of the Waiting List.

Any applicant who is not in Good Standing with the Airport or fails to maintain current contact information with the Airport Manager forfeits their fee and shall be removed from the Waiting List. If applicant fails to maintain current information, applicant will be removed and forfeit the deposit after a written notice is issued and no response is received within ten (10) business days.

G. EXCEPTION FOR EXISTING TENANTS

Applicants should be aware that existing hangar tenants who request to trade hangars within the same category must complete a waiting list application. The Airport Manager shall place tenant-applicant in the first position on the waiting list for the same category. For example, a tenant-applicant who currently leases an "A" hangar, but wants a different "A" hangar, will be placed at the top of the waiting list for "A" hangars. A tenant-applicant must accept or decline a hangar within two (2) business days of the date that the Airport Manager notifies the applicant that a hangar is available. If a tenant-applicant fails to accept a hangar within two (2) business days of the date that the Airport Manager notifies the tenant-applicant that a hangar is available, the Airport Manager shall offer the available hangar to the next applicant on the Waiting List. The airport Manager shall remove any tenant-applicant from the waiting list who declines three (3) or more offers to switch hangars.

H. MISCELLANEOUS PROVISIONS

The Airport's security is paramount and this Policy is subordinate to all security laws, regulations, policies, manuals, and requirements.

The Airport Manager shall apply this policy to all applicants without regard to race, color, sex, age, religion, national origin, disability, ancestry, marital status, medical condition, and/or sexual orientation.

The applicant must be the sole owner or at least ¼ share partner of the aircraft that will occupy the hangar and provide copies of the aircraft's FAA Certificate of Registration and a certificate of insurance.

The applicant agrees that a hangar lease agreement will be between the applicant on the waiting list and the Airport. If the applicant is a business entity, then all persons with an ownership interest in the entity must be parties to and personally guarantee the hangar lease agreement.

**I have read, understand, and acknowledge the Wait List Policy. I agree that the Airport Manager may remove me from the Waiting List if I fail to maintain current contact information with the Airport Manager or if I am not in good standing with the Airport.**

PRINTED NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_