

RESOLUTION NO. _____

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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**RESOLUTION AUTHORIZING AN AMENDMENT TO THE SAN MATEO COUNTY
AIRPORTS POLICIES AND PROCEDURES FOR HANGARS, T-SHADES,
TIEDOWNS AND WAITING LISTS, DATED FEBRUARY 13, 2008, TO ALLOW
AIRPORT BUSINESSES WITH PERMITS OR CONCESSION AGREEMENTS TO
RENT HANGARS AT THE AIRPORTS**

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, there has been presented to this Board a proposed amendment to the “San Mateo County Airports Policies and Procedures for Hangars, T-Shades, Tie-downs and Waiting Lists”, dated February 13, 2008 to allow airport businesses with permits or concession agreements to rent hangar space at the Airports; and

WHEREAS, the Director of Public Works has reviewed and is recommending the proposed amendment to the “San Mateo County Airports Policies and Procedures for Hangars, T-Shades, Tie-downs and Waiting Lists.”

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that:

1. Effective November 15, 2013, the San Mateo County Airports Policies and Procedures for Hangars and Waiting Lists for Business Tenants, as attached to this Resolution, is hereby adopted and is incorporated into the policies to be followed by the Director of Public Works related to the management of hangars, t-shades, tiedowns, and waiting lists at the San Carlos and Half Moon Bay Airports; and

2. The Director of Public Works is hereby authorized to implement said Policies and Procedures beginning November 15, 2013; and
3. Fees and policies established by this resolution shall remain in full force and effect until changed or modified by an action of the Board of Supervisors.

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San Mateo County Airports Policies and Procedures for Hangars and Waiting Lists for Business Tenants

I. GENERAL

A. Purpose

The County of San Mateo (County) is updating our hangar waiting list policy in response to our business tenant's needs for hangar space. The ability for business tenants to rent hangars and offer additional aeronautical services to the airport's tenants and customers is vital for the long term success of the Airport.

B. Applicability

The County Airports Policies and Procedures for Hangars and Waiting Lists for Business Tenants (Policies) shall only apply to Airport Businesses holding Permit or Concession Agreements with the County.

C. Hangar Permit Eligibility

An Airport Business (Business) is eligible to rent a hangar if the Business has a permit or concession agreement with the County. Businesses must be current permit or concession holders at the time of application and assignment of the hangar. Those Businesses must be in in good standing, current on all rent and permit/concession payments and in compliance with Airport Regulations and other Airport policies.

After completing their application and paying the non-refundable fee, the Business will be added to the County's existing Standard or Executive hangar waiting lists.

D. Qualifying for a Hangar

The Business, after being notified of an offer of a hangar is required to complete the following within thirty (30) days:

- Provide a copy of the Certificate of Insurance which includes the hangar being rented as part of their Premises Liability Insurance
- Complete the required permit & forms

Businesses who do not respond or who are unable to complete the required documentation within the thirty (30) day period will be removed from the list and their waiting list fee forfeited. Businesses are encouraged to monitor their position on the list so as to be ready to provide the required documentation and accept the available space at the time it is offered.

Businesses who are or have been in default on any lease, concession, permit or agreement with County or in violation of airport rules, regulations, or requirements

herein will be disqualified and be ineligible for a hangar. Their names will be removed from any existing hangar waiting lists and their fee forfeited. A Business will be notified when this occurs.

E. Declining a Hangar

A Business at the top of a list, who is offered a hangar but prefers a different size hangar from within the same respective list may decline the offered hangar and remain on the top of the list until the desired hangar is available. Businesses who decline an offered hangar in preference to another size space from within that respective list must state which size space they prefer and will be required to accept the first like-space that is offered or be deleted from the list and their waiting list fee forfeited. Businesses who decline an offered hangar in preference for a different size space from within that respective list will not be offered any size space other than the Business' stated preferred size.

F. Eligibility for Hangar Lists

All Businesses must complete the required form and pay the applicable fee.

G. Maximum Number of Times a Business may be a Permittee or Appear on a Hangar Waiting List

A Business may be a permittee on a maximum of (2) hangars at each airport. A Business may not appear more than twice on any one waiting list.

H. Adding a Name to an Existing Hangar Permit

Businesses who have reached the top of a waiting list and who otherwise qualify for the space being offered may alternatively choose to add their name to an existing hangar of the same category as the applicable list rather than accept the offered hangar. Only those Businesses who have gone through the waiting list (if a list exists) and are offered a space may add their name to an existing hangar permit. Businesses must have written authorization from the existing hangar Permittee(s) in order to add their name to an existing permit. The waiting list fee (less \$100 for administrative costs) will be applied towards the account the Business is adding its name to. Businesses wishing to add their name to an existing permit must do so within thirty (30) days of reaching the top of the waiting list or be removed from the list and their waiting list fee forfeited.

No more than four (4) entities may be Permittees on a single hangar permit. Existing permits with more than four (4) Permittees shall continue until terminated or until other changes in policies affecting the number Permittees allowed on a single permit are adopted by the Board of Supervisors. A business wishing to add its name to an existing permit which would result in the total number of Permittees exceeding four (4), must first have existing Permittees drop off the permit so that the final number of Permittees does not exceed four (4).

I. Merging and Eliminating Lists

If the County merges two or more existing waiting lists together into one list, placement of Businesses on the new list shall be based on the Businesses and individuals original signup dates from the existing list. The placement of Businesses and individuals with the same original signup date will be determined by lottery.

If the County should eliminate a particular type of hangar for which there is an active waiting list, and does not merge that list into another existing list, that list shall be eliminated and Businesses and individuals on that list will not be able to transfer their position onto another existing list other than as a new applicant. The Businesses' original waiting list fee will be transferred to their new position on the list.

J. Contact Information

Businesses on the waiting list are responsible for keeping their mailing address current at all times. If at any time a waiting list applicant fails to provide a timely response to a communication from the County, that Businesses' name will be removed from the list and their waiting list fee forfeited. Businesses updating their waiting list address and contact information shall do so in writing.

The Permittee for the hangar, T-shade and tiedown account shall be the point of contact for all billing, notification and correspondence associated with their account. Change of address requests shall be made in writing by the Permittee. When more than one Permittee is on a single hangar, those Permittees shall designate a single Permittee as the sole contact and responsible individual for their account. If a Permittee of a hangar fails to respond to a written communication from the County within sixty (60), days of the date such County communication is mailed, that account and permit shall be terminated.

K. Updating the Waiting Lists

The County will periodically update the waiting lists to ensure the accuracy of the contact information and documentation for each applicant. Businesses who fail to respond or who do not provide the required documentation to the airport office within forty-five (45) days of the notice being sent will be removed from the applicable list, their waiting list fee forfeited and shall have no right to be reinstated in the same point on the list. Notifications will be sent via first class mail and failure of the applicant to receive this notification shall not be considered justification for reinstatement.

L. Posting the Lists

The waiting lists will be posted in the airport terminal lobby and updated periodically.

M. Exchanges of Hangars Between Permittees

Permittees may voluntarily choose to exchange like spaces with another Permittee with the same category of hangar (i.e., exchanging one Standard Hangar for another Standard Hangar) provided both permittees agree to the exchange and have the prior written approval of the Airport Manager. Exchanges of hangars or

other spaces from different categories (i.e. Standard Hangars, Executive Hangars, T-Shades, etc.) are not permitted.

N. Cancellation

Permittees of hangar accounts shall provide the County written thirty (30) day notice of cancellation. Permittees are responsible for ensuring the space they are vacating is clean and free of all materials, equipment and debris. Hangars shall be rented for a minimum period of ninety (90) days. Permittees wishing to cancel their agreement prior to the end of the initial ninety (90) day period are responsible for the applicable rental fee through the end of the ninety (90) day period or thirty (30) day notice of cancellation, whichever is later.

O. Termination

Businesses whose permit or concession agreement with the County have either been cancelled (by either the Business or the County) or terminated will forfeit their hangar. The hangar permit will be cancelled within thirty (30) days of the cancellation or termination of the Business' concession agreement.

II. WAITING LISTS

A. Hangar Waiting Lists:

1. San Carlos Airport:

a) Executive Hangar Waiting Lists

Executive Hangars are currently hangars T-01 through T-09, G-09 and G-10, M-52 through M-59, M-72 through M-79, M-80 through M-85, and M-90 through M-95. Position on the updated Executive Hangar Waiting List is determined by the applicant's position from the 2002 Executive Hangar Waiting List, and from the sign-up date of subsequent qualifying applicants.

b) Standard Hangar Waiting List

Standard Hangars are currently hangars A-20, A-22 through A-29, A-30, A-32 through A-39, A-40 through A-51, M-61 through M-67, M-86 through M-89, and all hangars in the C, D, E, F and G hangar rows excluding G-09 and G-10. Standard Hangars are smaller than hangars from the Executive Hangar category. Position on the updated Standard Hangar Waiting List is determined by the Business' position from the 2002 Standard Hangar Waiting List, and from the sign-up date of subsequent qualifying applicants.

c) Half-Hangar Waiting List

Half-hangars are currently hangars A-21h, A-31h, M-51h and M-71h. Half-hangars are located in the "end-cap" section of selected nested-hangar bays. Half-hangars are equipped with a full sliding door and are approximately one-half (1/2) the width of the typical hangar in that bay.

Assignment of Half-hangars will be determined by the Business' position on the Half-hangar waiting list.

2. Half Moon Bay Airport:

a) Standard Hangar Waiting List

Standard Hangars are currently hangars HA-OOA, HA-OOB, HA-01 through HA-12, and HB-01 through HB-14. Position on the Standard Hangar Waiting is determined by the signup date of the Business.

b) Port-a-Port Hangar Waiting List

Port-a-Port Hangars are currently hangars HH-02 through HH-17, HHE-18, and HH-19 through HH-21. There is currently no active Port-a-Port Hangar Waiting List. The County will create a waiting list for Port-a-Port Hangars if the demand for these hangars exceeds their supply. Position on the Port-a-Port Hangar Waiting list will be determined by the signup date of the Business.

B. Fees Required for Waiting Lists

A non-refundable fee will be charged and collected at the time a Business applies or reapplies to have its name placed on a hangar waiting list. The fee (less \$100 to cover costs associated with administering the list) will be applied towards the Business' account upon qualifying for a hangar. Businesses who are unable to qualify or choose not to accept the offered hangar upon reaching the top of a list, or who are otherwise removed from a waiting list will forfeit their entire waiting list fee. Fees associated with the hangar waiting lists may be adjusted in the future as approved by the Board of Supervisors. Fees for the respective waiting lists are currently as follows:

- San Carlos Hangar Waiting Lists: \$500
- San Carlos Half-Hangar Waiting List: \$500
- Half Moon Bay Hangar Waiting Lists: \$300

III. INSURANCE & FIRE REQUIREMENTS

A. Aircraft Insurance Requirements

Permittees are required to provide a copy of the Certificate of Insurance for their hangar with the following amounts and coverages required by the County or as may be amended in the future by the County Risk Manager:

- \$1,000,000 Premises Liability Coverage
- Additional Coverage may be required by County Risk Manager. This will be evaluated on a case-by-case basis.
- An inspection and authorization from the Fire Marshal may be required for certain aeronautical activities.