



Santa Barbara Municipal Airport

EXHIBIT "B"

T-HANGAR WAITING LIST POLICY AND PROCEDURES



The City of Santa Barbara Airport Department constructed twenty four (24) T-Hangars, six (6) of which are accessible to disabled persons. The T-Hangars are located at the southeast corner of Gerald Cass Place and Norman Firestone Road. The T-Hangars are owned and administered by the City of Santa Barbara.

The T-Hangar Waiting List Policy and Procedures contain the policies for the establishment and administration of a waiting list to allocate the T-Hangar Licenses. T-Hangars may only be occupied under license agreements entered into with the City of Santa Barbara. This policy does not apply to T-Hangars owned or operated by the Airport's fixed base operators or others.

I. WAITING LIST FORMATION.

A. Waiting List Application. A T-Hangar Waiting List will be established by selection of applications drawn by lot during a lottery conducted by the Chair of the Airport Commission.

1. **Applications.** Each applicant for a T-Hangar license shall submit one T-Hangar Waiting List Application ("Application") per Aircraft. Application forms may be obtained from the Airport Administration. Applications must be received by Airport Administration, located at 601 Firestone Road, Santa Barbara, CA 93117 either in person or by U.S. Mail. The priority order of Applications received shall be determined by the date/time stamp of Applications delivered by the U.S. Mail.

The Application must identify a specific aircraft that is airworthy as defined in Section II C of the T-Hangar Rules and Regulations and that the applicant intends to hangar. The aircraft identified on the Application must be owned by the applicant. Multiple applications for a specific aircraft, whether by a single individual, or multiple individuals, will not be accepted. An aircraft owner may submit a separate Application for each aircraft owned. Applicants may change the designated aircraft at any time, but the identity of the applicant may not change.

2. **Administrative Fee.** A non-refundable administrative fee in the amount of \$50 in the form of either personal check or money order shall be submitted with the Application. The non-refundable administrative fee shall not at any time be held in trust by the City of Santa Barbara, shall not bear interest and shall not be a prepayment of any monies to be paid by the Applicant under a subsequent license, if issued.

II. T-HANGAR WAITING LIST ADMINISTRATION.

A. Annual Renewal Fee. Applicants assigned to the T-Hangar Waiting List shall submit an annual non-refundable renewal fee of \$50 and verification of aircraft ownership to maintain placement on the T-Hangar Waiting List. Applicants unable to verify ownership of an aircraft on the renewal date will be dropped from the waiting list and their renewal fee returned.

The Airport Department will provide each Applicant on the Waiting List with a renewal notification. The notice shall be mailed by the Airport Department to the last known address of each Applicant on the T-Hangar Waiting List. Applicants who fail to submit the annual renewal fee within five (5) days following the due date established in the renewal notification will be removed from the T-Hangar Waiting List.

B. T-Hangar License Offer. An offer of an available T-Hangar license will be made by the Airport Director to the Applicant on the Waiting List whose name is first on the Waiting List. Notification of T-Hangar availability shall be mailed to the selected Applicant by the Airport Department. The notification shall be mailed to the Applicant's most current address on file with the Airport Director. It is the sole responsibility of the Applicant to keep a current address on file with the Airport Director.

C. Qualifications for T-Hangar License. To qualify for issuance of a T-Hangar License, the Applicant must demonstrate, to the satisfaction of the Airport Director, the ability to comply with the terms and conditions of the T-Hangar License and T-Hangar Rules and Regulations. Qualification criterion includes demonstration that the Applicant is a Qualified Aircraft Owner (defined in Section II A of the Rules and Regulations) of an airworthy aircraft (defined in Section II B of the Rules and Regulations), financial ability to perform successfully under the terms of the License and acknowledgment and agreement to comply with the T-Hangar Rules and Regulations. The Airport Director's determination on an Applicant's qualifications is final.

D. T-Hangar Acceptance. The Applicant must accept the T-Hangar License offer and execute a T-Hangar License Agreement within fifteen (15) days of the date of the notification of T-Hangar availability is mailed.

E. Declined T-Hangar Offer.

1. **Declined Offer by Airport Director.** If the Applicant does not meet the qualifications for a T-Hangar License as described herein, the T-Hangar License shall be deemed declined by the Airport Director and the Applicant's name shall be removed from the Waiting List.

2. **Declined by Applicant.** If the T-Hangar License is not accepted by the Applicant or the T-Hangar License is not timely executed, the T-Hangar license shall be deemed declined and the Applicant's name shall be removed from the Waiting List. The T-Hangar shall be offered to the next Applicant on the Waiting List.

F. Withdrawal From Waiting List. An Applicant may withdraw its Application from the Waiting List at any time.

G. Waiting List Administration. The T-Hangar Waiting List shall be administered by the Airport Director in accordance with the procedures contained in this Policy. The Waiting List Policies may be amended from time-to-time by the Airport Commission

H. Future Development. In the event that the Airport constructs, operates and administers additional hangars of a similar size and type as those identified in this Policy, the Waiting List established under this Policy will be used to assign that hangar space. In the event that the Airport constructs hangars of a substantially different size or type, an alternate system to allocate those facilities may be developed at that time.

Effective Date: July 18, 2012 Approved by Airport Commission

Supersedes: November 18, 2009
June 14, 2006