

## YUBA COUNTY AIRPORT

# HANGAR WAITING LIST GUIDELINES

**OBJECTIVE:** To provide all individuals who desire to hangar their aircraft at the Yuba County Airport with a reservation process that is fair, appropriate to their needs, open to public scrutiny, easy to understand, and easy to administer.

### GUIDELINES

#### DEFINITION OF APPLICANT:

For purposes of these guidelines, an applicant is defined as an individual, a partnership, a corporation, or any other legally constituted entity.

#### HANGAR GROUPS:

The hangar waiting list maintained at Yuba County Airport is comprised of five (5) groups. An applicant's priority number is determined by the date and time a completed application is presented to the Airport Manager's Office.

Group 1:	Hangars 1 - 24
Group 2:	Hangars 25 – 27, 29, 30
Group 3:	Hangars 32 – 36, 38 - 42
Group 4:	Hangars 44 – 52, 60 - 67
Group 5:	Hangars 53, 54, 57

#### MULTIPLE WAITING LISTS AND RESERVATIONS:

Any person interested in reserving a position on the waiting lists can do so for one or more groupings.

#### WAITING LIST AND RESERVATION PROCESS:

1. Waiting list reservations will be accepted electronically in person or through the mail. Telephone or facsimile (fax) applications will not be accepted. The applicant will select the group or groups of hangars for which a reservation(s) is requested. If two or more new applications are received on any given business day for the same hangar groups, their numerical standing on any of the group waiting lists will be established by a random lottery conducted by the Airport Manager at the end of the business day.
2. The reservation is effective only for the calendar year in which it was filed and the reservation fee paid. An application can be continued for subsequent calendar years subject to the payment of an annual renewal fee. The annual fee payment is good for all or any portion of a calendar year from January 1 through December 31. Applications for a reservation will only be accepted for the current calendar year.

Example: If an application is filed and the fee paid on November 1, 2005, then that reservation is effective through December 31, 2005. An extension for calendar year 2005 and subsequent calendar years would be renewed subject to the payment of an annual renewal fee. A new application for 2006 will not be accepted prior to January 1, 2006.

#### APPLICATION AND ANNUAL (RENEWAL) FEE:

Complete the online application. Once submitted, the application fee must be received within ten (10) business days in order to maintain placement on the lists. An initial (one-time) application fee of \$15 is due and shall include two (2) categories of applicant's choice. Each additional category fee is \$5. The annual renewal fee is \$5.00 for each group of hangars for which occupancy is sought. A one-time credit for the application fee of \$15 will be provided when a hangar becomes available and is accepted by the applicant. The renewal fees are not eligible for credit.

Example: An applicant has maintained positions on the waiting lists of three separate hangar groups in the current and prior calendar years. The annual renewal fee is \$15 (\$5 each group). The applicant has paid a total of \$30 over the last two years in renewal fees to keep a position on the waiting lists. A hangar becomes available in one of the three groups. The applicant is first on the waiting list. The hangar is accepted and the Airport Office credits the \$15 application fee towards the first month's rent. No credit is given for the two years of renewal fees paid.

#### CONTINUATION ON A WAITING LIST AFTER ACCEPTANCE OF A HANGAR:

Applicants can reserve up to one position in each of the groups. Acceptance of a hangar in one group does not eliminate positions reserved in other hangar groupings. Those positions can be maintained subject to the payment of the annual renewal fee.

#### NOTIFICATION OF HANGAR AVAILABILITY:

1. The Airport Office will contact the first three applicants in each of the groupings via first class mail to advise them of their position on the list; and to clarify the contact information and procedures to be used for notification purposes.
2. Once a hangar becomes available, an applicant will be contacted by telephone and/or email only. The Airport Office will attempt three times over five (5) business days to contact an applicant or designee. If no contact is made, then the applicant will be moved to the last position on the list.
3. Once contacted, applicants will have five (5) business days following the date of contact to execute a rental agreement with the Airport Manager. Failure to submit the executed rental agreement within this timeframe will forfeit the available occupancy and the applicant will be placed in the last position on the waiting list for that specific hangar group.

#### REFUSAL TO ACCEPT AVAILABLE HANGAR:

In the event an applicant refuses a hangar when it becomes available, that applicant's position in that hangar group will be moved to the last available position. An applicant that has been dropped to the last position on one waiting list as a result of refusing occupancy of an available hangar can still maintain their ranking on the waiting lists of other hangar groups.

#### TIME PERIOD FOR ANNUAL RENEWALS:

Annual fee renewals will be accepted in person or by mail from January 1 through January 31 at the Airport Office. Postmarked renewals will be accepted

#### SIZE REQUIREMENT:

Applicants can only apply for hangar groups in which their aircraft will fit fully assembled.

#### LARGE HANGARS:

Executive hangars are specifically designed to store twin engine aircraft, cabin class, or large single engine aircraft. Reservations for these groupings will be limited to these large aircraft.

#### SHARING OF HANGARS:

Sharing of hangars by more than one aircraft is authorized subject to the review and approval of the Airport Manager. Unless the hangar is allocated to primary co-tenants at the initial occupancy, the hangar is assigned to the tenant of record who is free to invite a secondary tenant provided that the second aircraft is registered with the Airport Office and meets all conditions for occupancy. In the event the tenant of record vacates the hangar, the secondary tenant must also vacate the hangar. A primary co-tenant of record, established at the date of hangar allocation, can remain in the hangar if and when the other co-tenant of record vacates the hangar. Disputes between primary co-tenants shall be mediated by the Airport Manager and if not resolved to the satisfaction of the County, both co-tenants shall vacate the hangar.

#### HANGAR TRADES:

Hangar trades or swaps can take place subject to the review and approval of the Airport Manager and only for hangars within the same group or category.

#### PROOF OF OWNERSHIP:

Applications will be accepted from individuals who do not own an aircraft provided that at the time a hangar is available for occupancy, the applicant must demonstrate proof of ownership in a registered aircraft.

#### FALSIFICATION OR OMISSIONS:

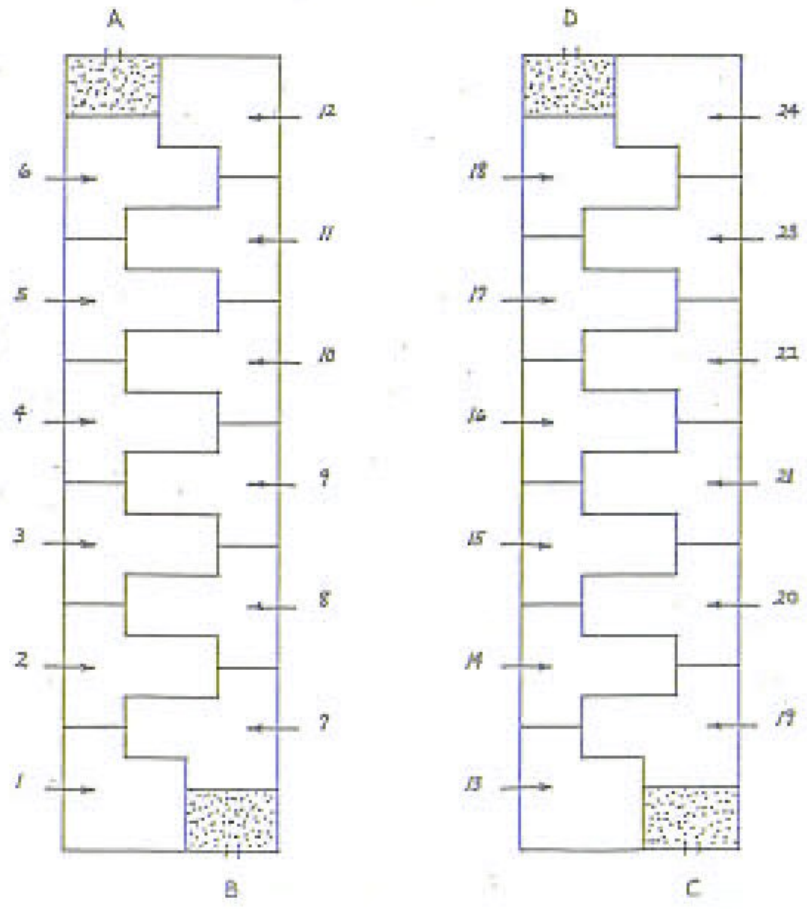
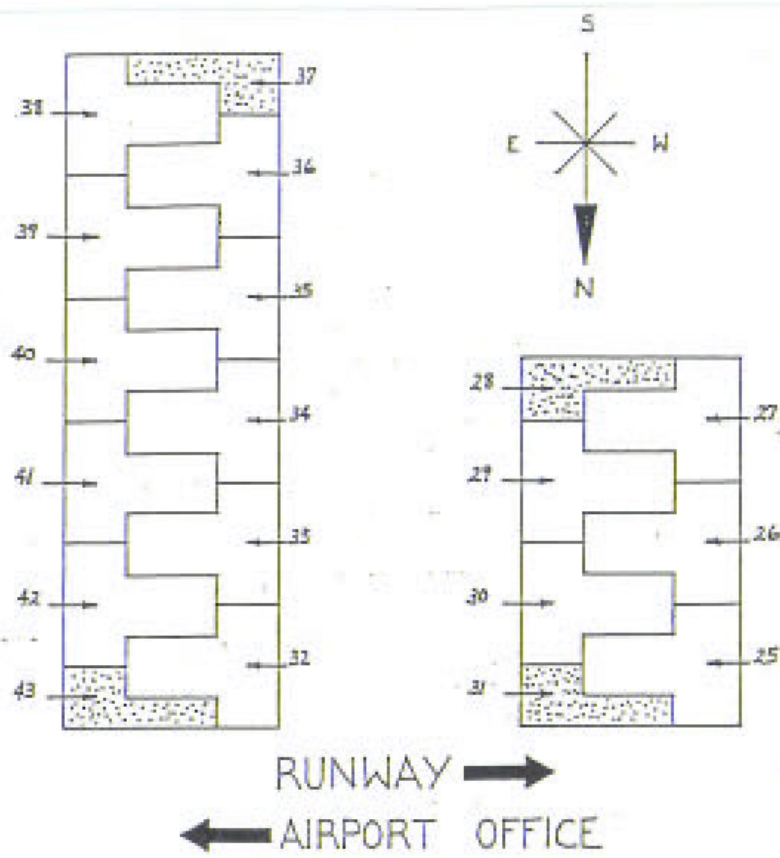
Any falsification, misstatement, or omission of material facts, related to the applicant and/or the application will be grounds for removal from all waiting lists.

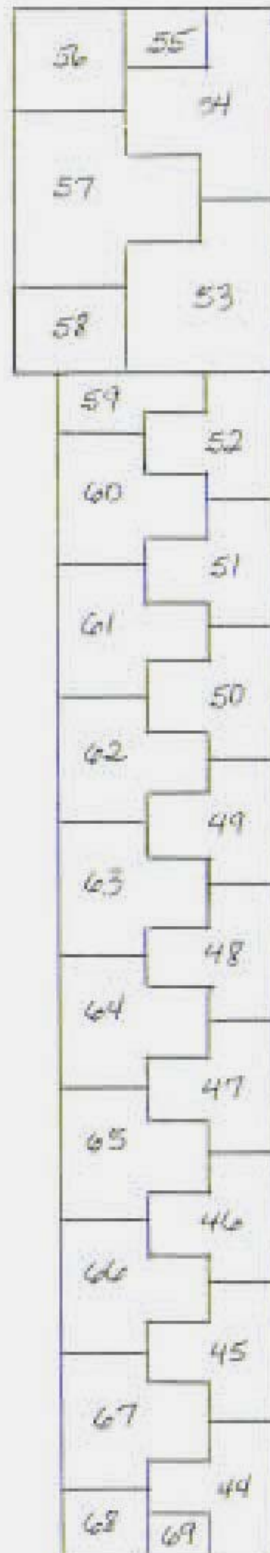
Your position on the hangar  
waiting list can be checked  
by visiting our website at

[www.yubacoairport.com](http://www.yubacoairport.com)

CATEGORY	RENT*	#UNITS	DOOR HEIGHT	DOOR OPENING	TAIL BAY	DEPTH
Single, fully enclosed, wood, asphalt floor Hangars 1-24	\$98	24	9'9"	42'7"	13'	28'8"
Single, fully enclosed, aluminum, asphalt floor Hangars 32-36 and 38-42	\$143	10	12'5"	39'6"	19'	31'6"
Twin, fully enclosed, aluminum, asphalt floor Hangars 25-27 and 29-30	\$183	5	14'5"	45'6"	21'	40'6"
Single, fully enclosed, aluminum, concrete floor Hangars 44-52 and 60-67	\$212	17	12'0"	41'2"	20'3"	33'
Executive, fully enclosed, aluminum, concrete floor Hangars 53-54 and 57	\$235	3	14'5"	45'6"	21'	40'6"

\*effective 7/1/2005 – next increase 7/1/2006





RUNWAY →

HANGARS  
30-43

HANGARS  
25-31