

CITY OF SALINAS  
Airport Office  
30 Mortensen Avenue  
Salinas, CA 93905  
(831)758-7214

## AIRPORT RESERVED SPACE APPLICATION

Date: \_\_\_\_\_

Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Telephone No. \_\_\_\_\_ Work No. \_\_\_\_\_ Cellular No. \_\_\_\_\_

Email address \_\_\_\_\_

Social Security No. \_\_\_\_\_ Birth date: \_\_\_\_\_ Driver's Lic# \_\_\_\_\_

Aircraft Make & Model \_\_\_\_\_ Year \_\_\_\_\_ FAA Aircraft Registration # \_\_\_\_\_

Is Aircraft Airworthy? Yes \_\_\_\_\_ No \_\_\_\_\_ Are you currently in a City hangar? Yes \_\_\_\_\_ No \_\_\_\_\_

Aircraft Wingspan: \_\_\_\_\_ Length: \_\_\_\_\_ Tail Height: \_\_\_\_\_

### Space Desired:

\_\_\_\_ GROUP 1: Hangars A, B, and C (old hangars).  
(Approx. width of door opening, 39'0" ; depth, 31'9"; door height, 8'6" )

\_\_\_\_ GROUP 2: Hangars K, L, M, O, Q, S & T (mostly Southside T-hangars).  
(Approx. width of door opening, 40'4" ; depth, 31'8" ; door height, 12'2" )

\_\_\_\_ GROUP 3: Hangars N (row of large hangars next to golf course).  
(Approx. width of door opening, 52'0" ; depth, 45'9" ; door height, 14'3" )

\_\_\_\_ GROUP 4: Hangars D, E & P (old hangars anticipated to be relocated and/or demolished in the future)  
(Approx. width of door opening, 39'0" ; depth, 31'9" ; door height, 8.6" )

\_\_\_\_ EXECUTIVE: Hangars R-1 to R-10 (large hangars on south side of Airport).  
(Approx. width of door opening, 42'0" ; depth, 35'0" ; door height, 17'0" )

\_\_\_\_ T-SHELTER/  
ENDROOMS/  
STORAGE: Shelters G1 to G15 and miscellaneous endrooms and 1 or 2 storage bldgs.

Some groups of space have more than one size of dimensions. In these cases, the smallest approximate dimension is listed (e.g., smallest door opening). If any dimension is less than that of your aircraft, choose the next largest type of space.

Applications for reservations on space waiting lists are accepted by the Airport Office during normal business hours, Monday through Friday. Applications can be made in person or through the mail. Telephone or facsimile (fax) applications are not accepted. Applicants must select the group or groups of hangars (space) 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.

A 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, 2000, then that reservation is effective through December 31, 2000. An extension for calendar year 2001 and subsequent calendar years would be renewed subject to the payment of an annual renewal fee. A new application for 2001 will not be accepted prior to January 1, 2001.

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

The annual reservation and renewal fee is \$50.00 for each grouping of hangars for which occupancy is sought. This is a non-refundable fee. Credit for the fee will be applied to the first month's rental for the category of hangar requested in the calendar year in which the fee is paid and the hangar became available.

Example: An applicant has maintained positions on the waiting lists of three separate hangar groupings in the current and prior calendar years. The annual renewal fee is \$150 (\$50 each). The applicant has paid a total of \$300 over the last two years to keep a position on the waiting lists. A hangar becomes available in one of the three groupings. The applicant is first on the waiting list. The hangar is accepted and the Airport Office credits the \$50 renewal fee for that hangar group towards the first month's rent.

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

Applicants can reserve a maximum of one position in each group of space. 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:**

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. It is the applicant's responsibility to keep the Airport Office informed of any change in address/telephone number.

Once a hangar becomes available, an applicant will be contacted by telephone only. The Airport Office will attempt three telephone calls 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.

Once contacted, applicants will have three business days following the date of contact to execute a permit with the City. Failure to submit the executed permit 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.

#### **LARGE HANGARS:**

Executive hangars and N Row 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.

**TIMEPERIOD FOR ANNUAL RENEWALS:**

Annual application renewal fees will be accepted in person or by mail from January 1, through January 31, at the Airport Office. If an application renewal fee is not received within this timeframe, the reservation will be dropped from the applicable list. Postmarked renewals will be accepted.

**SIZE REQUIREMENT:**

Applicants can only apply for hangar groups in which their aircraft will fit fully assembled. It is the responsibility of the applicant to ensure that his/her aircraft will so fit. No trades or swaps of position on reservation lists will be allowed.

**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.

**SHARING 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 City, both co-tenants shall vacate the hangar.

**PROOF OF OWNERSHIP/INSURANCE:**

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/insurance of a registered aircraft. Current insurance requirements are: BODILY INJURY/PROPERTY DAMAGE (COMBINED SINGLE LIMIT PER OCCURRENCE), \$1,000,000; HANGARKEEPERS LIABILITY (COMBINED SINGLE LIMIT PER OCCURRENCE), \$1,000,000.

**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.

**FULL UNDERSTANDING OF AIRPORT RULES, REGULATIONS, REQUIREMENTS AND CONDITIONS:**

By my signature below, I agree that I have received, read and understand the foregoing. I further agree to comply with all Airport rules, regulations, requirements and conditions.

Date: \_\_\_\_\_ Applicant: \_\_\_\_\_ City of Salinas \_\_\_\_\_