

# County of Santa Clara

Roads & Airports Department

Airports Division  
2500 Cunningham Avenue  
San Jose, California 95148  
(408) 929-1060 FAX (408) 929-8617



Reid-Hillview Airport  
(408) 929-2256

Palo Alto Airport  
(650) 856-7833

South County Airport  
(408) 683-4741

## TO: APPLICANTS FOR HANGAR, SHELTER, OR TIE-DOWN SPACE AT COUNTY AIRPORTS (PAO, RHV, or Q99)

Hangar, Shelter, and Tie-down waiting lists are administered in accordance with the Airport Rules and Regulations as adopted by the County of Santa Clara Board of Supervisors.

A hangar, shelter or tie-down space will only be assigned to the person or persons as reflected on the "Waiting List Application". Please note that once a completed application is placed on file at the Airport it may not be modified by the addition, deletion or changing of the applicant names.

The assignment of a hangar, shelter, or tie-down space will **only** be issued to the people as listed on the appropriate application.

DIRECTOR, COUNTY AIRPORTS

Applicants: \_\_\_\_\_  
Print

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

Airport Operations: \_\_\_\_\_  
Print Name Initial





# County of Santa Clara

Roads & Airports Department



Airports Division  
2500 Cunningham Avenue  
San Jose, California 95148  
(408) 929-1060 FAX (408) 929-8617

Reid-Hillview Airport  
(408) 929-2256

Palo Alto Airport  
(650) 856-7833

South County Airport  
(408) 683-4741

TO: Director of County Airports

FROM: \_\_\_\_\_

SUBJECT: **REQUEST TO BE "PLACED IN AN INACTIVE STATUS" ON A COUNTY AIRPORTS WAITING LIST**

Pursuant to the County Airport Rules and Regulation Section 7.4, I hereby request to be placed in an inactive status on the \_\_\_\_\_ Airport  
(Reid-Hillview, Palo Alto, South County)

\_\_\_\_\_ Waiting list.  
(Hangar, Shelter, Tie-Down)

I understand that while in inactive status on the above waiting list, I will not be contacted for a \_\_\_\_\_ space assignment, but I will retain my position on the  
(Hangar, Shelter, Tie-Down)  
Waiting list.

I understand this request becomes effective immediately and that I must remain in an inactive status for a minimum of six months from the date I signed this form.

I further understand that my inactive status (after the initial six months) will remain in effect until I request to be removed from inactive status, by filling out the Airport request form to be removed from inactive status.

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

Print

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

Rev. 5-01



# County of Santa Clara

Roads & Airports Department



Airports Division  
2500 Cunningham Avenue  
San Jose, California 95148  
(408) 929-1060 FAX (408) 929-8617

Reid-Hillview Airport  
(408) 929-2256

Palo Alto Airport  
(650) 856-7833

South County Airport  
(408) 683-4741

TO Director of County Airports

FROM: \_\_\_\_\_

SUBJECT: **REQUEST TO BE "REMOVED FROM AN INACTIVE STATUS" ON A COUNTY AIRPORTS WAITING LIST**

Pursuant to the County Airport Rules and Regulations Section 7.4, I hereby request to be removed from inactive status on the \_\_\_\_\_ Airport  
(Reid-Hillview, Palo Alto, South County)

\_\_\_\_\_ Waiting List.  
(Hangar, Shelter, Tie-Down)

I understand that I am now eligible for assignment of a \_\_\_\_\_  
(Hangar, Shelter, or Tie-Down)

space as indicated on my \_\_\_\_\_ Waiting List Sign-Up Sheet in  
(Hangar, Shelter, or Tie Down)

accordance with Section 7 of the Airport Rules and Regulations.

NAME: \_\_\_\_\_  
Print

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

Rev. 5-01

## Hangar, Shelter and Tie-Down Waiting Lists

---

### 7.1 General

The Airport Authority maintains waiting lists to ensure the fair and orderly assignment of the various categories of County-owned aircraft storage spaces (i.e., hangars, shelters, and tie-downs) unless the supply of a particular category of space exceeds demand. The Airport Operations Supervisor for each airport shall maintain the Master Waiting Lists for that airport and post copies of the lists in the public area(s) of the airport.

### 7.2 Application Procedures

In order to be placed on a waiting list for a particular category of space, Applicant shall submit to the Director a completed "Waiting List Sign Up Sheet" and all fees required by the County Ordinance Code sections applicable to aircraft parking and storage waiting list charges. All applicable fees shall be paid with cash, personal check, or money order. If the applicant desires a specific type of space within a category (e.g. box hangar or taxi-in tie-down), applicant shall so designate on the application, and the Director shall contact the applicant only when the type of space desired is available for assignment to the applicant. If the applicant does not designate a specific type of space on the application, the Director shall contact the applicant when any type of space in the category is available for assignment.

### 7.3 Assignment of Storage Spaces

When a space becomes available for assignment, the Airport Operations Supervisor shall attempt to contact the first eligible Applicant on the waiting list to make arrangements to examine the available space. In the event that the first eligible Applicant cannot be reached, a phone message will be left if possible. If it is not possible to leave a message, the Airport Operations Supervisor will make a minimum of three calls over a seven-day period in an effort to contact the Applicant. If contact has not been established after seven days, the Airport Operations Supervisor will attempt to contact the next eligible Applicant on the list. Therefore, applicants are highly encouraged to provide Airport Operations with a current phone number. Applicants who will not be reachable during any seven-day period are also encouraged to provide Airport Operations with an advance decision on whether they will accept a space offered during their absence or leave instructions with an individual who may be receiving messages in the Applicant's absence.

If an eligible Applicant is either unable to be contacted or declines the space offered after being contacted, Airports staff shall notate on the Applicant's Waiting List Sign Up Sheet the space offered and the date declined. The Applicant's current position on the list shall be retained after the first and second spaces offered are declined. The Applicant shall be removed from the waiting list if the third space offered is declined.

### 7.4 Optional Request To Be Placed in an Inactive Status on a Waiting List

Since available spaces must be offered to applicants in the order of the applicants' position on the waiting list (i.e. in sequence), significant time and effort is required to assign an available space if the waiting list contains applicants near the top of the list who are not ready to accept assignment. Applicants who are not ready to accept assignment of an available space but wish to avoid being removed from the waiting list under Section 7.3 may request to be placed in an inactive status. While in an inactive status the Applicant will not be offered any type of available space but will retain his or her position on the list indefinitely.

The Applicant's request to be placed in an inactive status shall be made in writing, shall specify the waiting list(s) for which the request is being made, shall be effective when received by Airports Administration, and shall remain in effect until withdrawn in writing by the Applicant. In no case shall the request be withdrawn within six months of submission. The request to be placed in an inactive status does not affect the number of times an applicant is permitted to decline spaces offered before being removed from the waiting list. For example, if an applicant declines an offered space one time prior to being placed in an inactive status, the applicant is eligible for two more offers after changing back to active status.

**7.5 Removal from the Waiting List**

An applicant shall be removed from the waiting list upon:

- Written request by the applicant to be removed; or
- Acceptance by the Applicant of an offered space unless the Applicant elects to remain on the waiting list for a future upgrade of space as discussed in Section 7.6; or
- Applicant's third decline of an offered space

Upon removal from the waiting list, the deposit less the administration fee shall be refunded or credited towards the Applicant's account as appropriate.

**7.6 Remaining on the Waiting List for Upgrade of Space**

After accepting a space and signing a License Agreement, a Licensee may retain the same position on the waiting list for a future upgrade of space. Remaining on the list requires the deposit amount to be retained by Airport Administration.

Licensees electing to remain on the waiting list for a future upgrade of space shall designate the specific type of space desired. All policies and procedures contained in this Chapter for assignment of spaces apply to Licensees remaining on the waiting list for a future upgrade of space.