

CITY OF FULLERTON

WAITING LIST POLICY

Hangars and tie-downs are rented on a first-come, first-serve basis according to the Applicant's position as determined on the respective hangar/tiedown waiting list ("Waiting List"). An applicant's priority ID number is determined by the date and time the application is received by the Airport office. For applications sent through U.S. mail, priority will be assigned by the postmark date. Only applications provided by the Airport office or from the City website will be accepted.

An applicant need not own an aircraft while waiting for storage space but must have it upon occupancy. Co-owners of aircraft must apply under one owner's name only, or complete separate applications.

A non-refundable \$100 fee is required to be placed on the Waiting List. Should the applicant be removed from the list voluntarily or involuntary, they will forfeit this fee. Should the applicant rent a hangar or tiedown, the \$100 administrative fee due to begin a new lease will be waived.

The Waiting List shall be divided in to four (4) separate categories. This includes box hangars, t-hangars, executive hangars and tiedowns. Applicants may appear on all categories of the list at the same time. An applicant may change their category preference at any time.

As a hangar or tie-down becomes available, the next waiting Applicant whose name appears on the Waiting List in the appropriate category will be offered the space. Once the Applicant accepts the space, their name will be removed from the list completely.

Current Airport tenants can request to be placed on the * "Switch List" and will have priority over all Waiting List applicants.

An Applicant cannot transfer or assign their position on the Waiting List to any other Applicant or party.

A non-exclusive list of factors which may be taken into account when the Airport Manager considers whether there is good cause to deny an applicant's request for an airport lease are:

- ◆ Past or present violations of airport policy, rules, or regulations;
- ◆ Past or present unsatisfactory business relationship, including delinquencies and nonpayment of rent for the use of City facilities;
- ◆ Complaints received by the Fullerton Airport, City of Fullerton, any law enforcement agency, or FAA regarding the applicant;
- ◆ Threats made to the Fullerton Airport, City of Fullerton, or FAA staff;
- ◆ Whether the applicant, based on past and present behavior, represents a security threat;
- ◆ Whether the applicant, based on past and present behavior, represents a nuisance to the other airport tenants or airport operations in general;
- ◆ Any acts of terrorism or attempted acts of terrorism; and
- ◆ Any other factors that the Airport Manager deems relevant in his/her sole discretion.
- ◆ An applicant removed from the Waiting List due to a determination that he or she is unfit for an airport lease shall not later be added to the list.

The applicant may be dropped from the Waiting List under the following conditions:

- ◆ Failure to respond to notification of a space availability after 7 calendar days;
- ◆ Failure to respond to repeated notifications of any kind
- ◆ Failure to provide current address, email and phone number; and/or
- ◆ At applicant's request

If a hangar or tie-down is offered to an Applicant and the applicant does not accept the space within seven (7) calendar days from the time notified, the next applicant on the Waiting List will be notified. The Applicant will be permitted to remain at the top of the Waiting List in the event of two (2) refusals or "passes". Upon three (3) passes, the Applicant's name will be removed from the list completely. If the Applicant wishes to be reinstated, a new application must be completed, repayment of the application fee will be required, and the Applicant will be placed at the bottom of the list.

If an applicant is notified that a space is available and they do not yet have an airworthy and registered aircraft, the applicant will be determined ineligible and will be required to pass. Exceptions may be made for project aircraft with a valid registration number at the Airport Manager's discretion.

If a hangar or tie-down is offered to an applicant and the Applicant accepts the space, the Applicant will have five (5) calendar days to furnish all required paperwork and complete the rental process or will be required to pass. The space will then be offered to the next person on the list.

Only aircraft owned or co-owned by the applicant, verified by a valid FAA Registration Certificate, will be authorized to occupy the space.

The name of the person(s), company, corporation, unincorporated association or a partnership of the applicant shall be the only name(s) considered as the applicant for a tie-down or hangar. In the case of a company, corporation, unincorporated association or a partnership, the person applying may be a representative and/or officer authorized to sign a lease agreement on behalf of the entity. Legal paperwork providing proof of such entities is required to obtain a space.

*** INTER HANGAR & INTER TIEDOWN MOVES, aka "SWITCH LIST"**

The Switch List is not intended for current tenants wishing to obtain an additional hangar or tiedown. Tenants wishing to obtain an additional hangar or tiedown must apply to be on the standard Waiting List and will not receive priority.

No request for an inter-hangar or inter-tiedown move will become valid until the Applicant first submits a Switch List application to Airport Administration and pays the \$100 application fee. Upon submitting their application, the applicant will then be placed on the Switch List until the requested hangar or tiedown becomes available. Applicants on the Switch List will not receive priority over individuals on the Waiting List unless their application was delivered, fee paid and accepted by Airport Administration prior to the space becoming available.

Once a hangar or tiedown in the appropriate category becomes available, applicants on the Switch List shall be offered the newly available space in order of the date of their application, or postmarked date if sent via U.S. mail. If they accept the offer to move to the new space, their old space will then be offered to the next person on the Switch List. Once there is no one left on the Switch List, the space will then be offered to the next eligible applicant on the Waiting List.

The Switch List is intended for inter hangar or inter tiedown moves only. The Switch List cannot be used to move from a tiedown to a hangar, nor can it be used to move from a hangar to a tiedown. Executive hangars are not eligible for Switch List moves. Applicants looking to move to executive hangars will not receive priority.