

GENERAL AVIATION WAITING LIST PROCEDURES

4.2.3.1

PURPOSE

To establish guidelines for General Aviation Waiting Lists. This policy replaces Operations Division Policy 4.2.3.1 "General Aviation Waiting List Procedures" that was approved on July 13, 2011.

AUTHORITIES

City of San Jose Resolution
Director of Aviation
Deputy Director of Aviation (Operations)

SCOPE OF APPLICATION

Maintenance of a Hangar and Tie-Down waiting list will allow the Airport to effectively manage City GA vacancies.

POLICY

Maintenance of a Hangar and Tie-Down waiting list.

DEFINITIONS

Hangar Waiting List – A list utilized for filling vacant Hangar spaces.

Tie-Down Waiting List – A list utilized for filling vacant Tie-Down spaces.

RESPONSIBILITIES

General Aviation Business Office

PROCEDURES

Two waiting lists have been established, one for Hangars and the other for Tie-Downs. Each list will remain separate and if an applicant wishes to remain on either list, an annual maintenance fee will be required.

New individuals can be added to the lists at any time, by submitting an application and appropriate fees to the General Aviation Business office. An initial sign-up fee along with an annual maintenance fee will be charged to cover the administrative costs of keeping the lists updated.

- A. Vacant spaces will be offered to the next person on the waiting list. In order for a person to appear on the Hangar Waiting List and/or Tie-Down Waiting List they shall:

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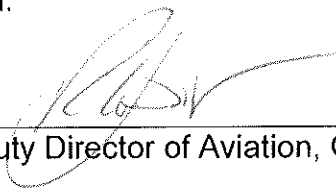
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1. Complete and file an application with the General Aviation Business office. Applicants are solely responsible for maintaining a current mailing address, email address and telephone number with the General Aviation Business office.
2. Pay an administrative fee and annual maintenance fee:
 - I. Applicants for the Waiting Lists shall pay a \$75.00 non-refundable administrative fee.
 - II. A maintenance fee of \$50.00 per reserved slot will be due annually by January 1st, failure to pay the annual maintenance fee on or before January 1st each year will result in removal from the waiting list. If the applicant wishes to remain on the list, but has failed to pay the maintenance fee by January 1st, they will be required to reapply; resulting in moving to the bottom of the list along with paying the administrative fee. The Airport will notify each applicant in November of each year advising the applicant to update contact information and submit payment for the annual fee no later than January 1st.
- B. Position on the waiting list will be determined by the time and date the application and payment was submitted to the General Aviation Business office.
- C. Positions on the waiting list may not be sold, gifted or otherwise transferred.
- D. Offers shall be made chronologically (oldest to newest). The offer will be made by email from the General Aviation Business office. Once an offer is made, the applicant must:
 1. Reply to the General Aviation Business office within 5 business days to acknowledge acceptance of the offer.
 2. Upon acceptance the applicant must begin paying monthly rent and provide aircraft registration certification along with proper insurance documents prior to occupying the space. If applicant is unable to provide proper documentation within 30 days the after acceptance, the license agreement will be terminated.
- E. Applicants offered a hangar or tie-down but decline:
 1. A “pass” response or failure to respond within 5 business days from the Airport’s offer will be considered a decline.
 2. Each applicant is permitted one decline, however after the second decline the applicant will be removed from the hangar/tie-down waiting list.
- F. Persons removed from the waiting list may restore their name to the bottom of the waiting list by submitting a new application and administrative fee.

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- F. Persons removed from the waiting list may restore their name to the bottom of the waiting list by submitting a new application and administrative fee.
- G. The waiting list shall be available online on the airport website. Identification of persons on the lists shall be by the applicant's last name and first initial.
- H. Applicants must submit separate applications and all required fees if they wish to be on both the Hangar and Tie-Down waiting lists.

Approved:



Deputy Director of Aviation, Operations Division1/14/2020

Date