

# GENERAL AVIATION WAITING LIST PROCEDURES

4.2.3.1

## PURPOSE

To establish guidelines for General Aviation Waiting Lists

## AUTHORITIES

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

## SCOPE OF APPLICATION

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

## POLICY

Establish and maintain 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 the filling of vacant Tie-Down spaces.

## RESPONSIBILITIES

General Aviation Business Office

## PROCEDURES

Two waiting lists will be 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 initial administrative fee and an annual maintenance fee will be required.

*The hangar waiting list will be established using the current hangar waiting list then it will be opened to current tie-down tenants. Individuals on the current list will be given two weeks to respond to the General Aviation Business office advising of their intention to remain on the list, individuals on the current list will remain in their present location on the list. The interested tie down tenants will advise the General Aviation Business office in writing of their intentions to enter the hangar waiting list. The list will be open for two weeks for existing tenants and the order of the list will be determined by a lottery drawing. Once the initial list is established the hangar waiting list will then be opened to the public for two weeks; those*

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*individuals will be added to initial list and will be placed into a lottery to determine order.*

*Tie-Down waiting list will be open to the public for the same two week period allowed for the Hangar waiting list. A lottery drawing will be utilized to determine the initial rank of the waiting list.*

*Note: The Sections in italics will be removed from this policy after 09/01/2011.*

Once the initial lists are established, new individuals can be added at anytime, 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 fee of keeping the list updated.

When both lists are established the following guidelines will be utilized as a guideline for the waiting lists:

- 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:
  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 shall pay a \$75.00 non-refundable administrative fee.
    - II. A maintenance fee of \$50.00 will be due annually by July 1<sup>st</sup>, failure to pay the annual maintenance fee on or before July 1<sup>st</sup> 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 July 1<sup>st</sup>, they will be required to reapply; resulting in moving to the bottom of the list along with paying the administrative fee. The Airport will send each applicant a letter in June of each year advising the applicant to update contact information and submit annual fee no later than July 1<sup>st</sup>.
- 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:

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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 Airports 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, administrative fee.
- G. The waiting list shall be available online on the airport website. Identification of persons on the list 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:

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Deputy Director of Aviation, Operations Division

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Date