

MERCED MUNICIPAL AIRPORT HANGAR WAITING LIST POLICY

Effective April 2008

Purpose

The purpose of this Policy is to establish the Airport's waiting list guidelines regarding aircraft tie-down and hangar rental agreements. It is the intent of the City of Merced to ensure that an active list is available to individuals serious in renting aircraft storage space, and assist the Airport Management staff in planning for additional hangars. Definitions of assignment are described below.

Policy

It is the policy of the City of Merced to provide safe and adequate facilities for aircraft storage at the Merced Municipal Airport and to administer the use of these facilities in a fair, transparent, equitable and cost-effective manner.

A. Eligibility

1. Hangars and tie-downs are intended for use by individuals, partnerships or corporations that own, or have under exclusive lease, of one (1) or more aircraft. Since the Federal Aviation Acts of 1958, Section 501, requires that aircraft be registered in the name of its owner, the FAA Aircraft Registration Certificate is recognized as the single document giving the best indication of ownership and is required to establish eligibility before an aircraft storage space is occupied. A copy of an Aircraft Bill of Sale and an application for Aircraft Registration, which have been submitted, to the FAA, will satisfy this requirement for a period of sixty (60) days after purchase of the aircraft. If the aircraft is leased, a copy of the lease reflecting exclusive possession by the lessee shall be submitted for review to the Airport Superintendent or his designee.
2. Fixed base operators may not acquire tie-down or T-hangar space by placing their name on a waiting list.

B. Waiting List

1. Requests for placement on waiting lists for Hangars and Tie-Downs shall be submitted, in the form of an application, to the Airport Superintendent or his designee.
2. There will be separate waiting lists for each type of hangar aircraft storage space. Waiting lists will be maintained for Tie-Down space, T-Hangars, Executive T-Hangars, Building 21, and Buildings 22/23.
3. Current tenants, with a valid hangar lease, who are displaced or will be displaced due to existing or future demolition, will have priority on the hangar list of their choice.
4. An applicant will be required to deposit earnest money in the amount of one (1) month's rent for the type of aircraft storage space sought and for each time his/her name appears on a particular list. Applicants will be placed on a waiting list only when the required earnest money is deposited with the Airport Administrative Staff. Interest will not be earned or paid by the City on deposit(s).

5. Earnest money will be equal to one month's rent at the current rate for the type of aircraft storage space requested. Once a deposit has been received, it will not be adjusted to accommodate future increases or decreases in the rental rate.
6. A refund of the earnest money will be made only when applicant requests, in writing, to be removed from the waiting list prior to being offered an aircraft storage space. If an applicant cannot be located by certified mail or telephone within fifteen (15) days, the available hangar will be offered to the next person on the list. The person who could not be located within 15 days will remain on the waiting list in their current position. If the applicant cannot be located within 30 days the applicant will be removed from the list and their deposit forfeited. It shall be the responsibility of each applicant to advise the Airport Administration Office of any change to his/her mailing address and/or telephone number.
7. Airport Administrative Staff will be responsible for the following;
 - a. Keeping an up-to-date record of deposits for each applicant.
 - b. Collection of monies for deposit. (Deposits will be recorded as revenue).
8. Waiting lists for each type of Hangar and Tie-Down aircraft storage space at the airport will be maintained and available for viewing by the public in the Airport Administration office. The lists will show type of aircraft storage space; name of applicant and the date the request for aircraft storage space was received.

C. City Assignment of Airport Aircraft Storage Space

1. As aircraft storage spaces become available, they will be offered to the first name on the appropriate waiting list. This list advances as applicants accept or decline aircraft storage spaces, In the interest of time offers may be made by telephone or in person. If staff is unable to contact an applicant by telephone with three (3) business days, offers will be sent by certified mail, return receipt requested.
2. Applicants will be given three (3) business days after receipt of notification to accept and pay for the aircraft storage space and sign a Rental Agreement. Should an applicant elect not to rent the space, it will be offered to the second name on the list and the one declining will remain on the list in that same position.
3. Before putting an aircraft in an assigned aircraft storage space, the applicant must furnish the Airport Administration office a copy of the FAA Aircraft Registration Certificate, or provide other evidence of ownership deemed suitable by the Airport Superintendent or his designee. Additional time may be given to complete the paperwork required.
4. In the event an applicant is offered an aircraft storage space and does not own an aircraft at that time, he/she may rent the space, but the hangar Rental Agreement will be terminated if the applicant has not acquired an aircraft within sixty (60) days after the execution date of the agreement.
5. In the event a tenant sells his/her aircraft, he/she will be allowed sixty (60) days to acquire another aircraft before the hangar rental agreement is cancelled.
6. If a plane that is hangared at the Merced Airport is sold and the tenant chooses not to maintain his/her tenancy of the hangar, the new owner of the aircraft will not be allowed to continue tenancy in that hangar.