

CITY OF SALINAS  
Airport Administrative Office  
342 Airport Blvd.,  
Salinas, CA 93905  
(831)758-7214

## AIRPORT RESERVED SPACE – HANGAR WAIT LIST APPLICATION

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

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Telephone No. \_\_\_\_\_ Work No. \_\_\_\_\_ Cellular No. \_\_\_\_\_

Email address \_\_\_\_\_

Aircraft Make & Model \_\_\_\_\_ Year \_\_\_\_\_ FAA Aircraft Registration # \_\_\_\_\_

Is Aircraft Airworthy? Yes \_\_\_\_\_ No \_\_\_\_\_ Are you currently in a City hangar? Yes \_\_\_\_\_ No \_\_\_\_\_

Aircraft Wingspan: \_\_\_\_\_ Length: \_\_\_\_\_ Tail Height: \_\_\_\_\_

Space Desired: *Please note there is a charge per group and if more than one option is selected the fee changes.  
For Example: Group 1 & Group 2 are selected the price is \$51.25 x 2 = \$104.24, etc.*

\_\_\_\_\_ GROUP 1: Hangars A, B, and C (old hangars).  
(Approx. width of door opening, 39'0" ; depth, 31'9"; door height, 8'6" )

\_\_\_\_\_ GROUP 2: Hangars K, L, M, O, Q, S & T (mostly Southside T-hangars).  
(Approx. width of door opening, 40'4" ; depth, 31'8" ; door height, 12'2" )

\_\_\_\_\_ GROUP 3: Hangars N (row of large hangars next to golf course).  
(Approx. width of door opening, 42'0" ; depth, 39'6" ; door height, 14'3" )

\_\_\_\_\_ GROUP 4: Hangars D, E & P (old hangars anticipated to be relocated and/or demolished in the future)  
(Approx. width of door opening, 39'0" ; depth, 31'9" ; door height, 8.6" )

\_\_\_\_\_ EXECUTIVE: Hangars R-1 to R-10 (large hangars on south side of Airport).  
R-01 (Approx. width of door opening, 70'0" ; depth, 60'0" ; door height, 17'1/2" )  
R-02 through R-05 (Approx. width of door opening, 60'0" ; depth, 60'0" ; door height, 17'0" );  
R-06 (Approx. width of door opening, 43'11" ; depth, 42'5" ; door height, 15'2" );  
R-07 through R-10 (Approx. width of door opening, 44'0" ; depth, 34'0" ; door height, 16'0" )

\_\_\_\_\_ T-SHELTER/ Shelters G1 to G15 and miscellaneous end-rooms and 1 or 2 storage bldgs.  
ENDROOMS/  
STORAGE:

Some groups have more than one size of dimensions. In these cases, the smallest approximate dimension is listed (e.g., smallest door opening). If any dimension is less than that of your aircraft, choose the next largest type of space.

Applications for Hangar Waitlist Applications are accepted at the Airport Administration Office during normal business hours, Monday through Friday. Office hours are from 0830-1130 and 1300-1630. Applications can be made via DocuSign, in person or through the mail. Telephone or facsimile (fax) applications are not accepted. Applicants must select the group or groups of hangars (space) for which a reservation(s) is requested. If two or more new applications are received on any given business day for the same hangar groups, their numerical standing on any of the group waiting lists will be established by a random lottery conducted by the Airport Manager at the end of the business day.

#### **RESERVATION FEE:**

The reservation fee is a one-time \$51.75 Administrative fee for each grouping of hangars for which occupancy is sought. This is a non-refundable fee. It is not applied to a hangar once one becomes available.

Applicants can reserve a maximum of one position in each group, unless applicant demonstrates multiple aircraft ownership. Acceptance of a hangar in one group does not eliminate positions reserved in other hangar groupings.

#### **NOTIFICATION OF HANGAR AVAILABILITY:**

Hangar offers shall be made chronologically (oldest date/time to the most recent). To accept the offer, the applicant must:

1. Reply in the affirmative within **5 business days** of the date that the offer was made through the applicant contact information on file with the airport (weekends and holidays excepted).
2. On and before **5 business days** window referencing the previous sentence, return the signed lease, proof of insurance, registration, and hangar rental payments within **72 hours after**.
3. Have an aircraft registered to the applicant with **30 days from the date Airport Administration approving the Rental Agreement makes contact. Failure to have an airworthy aircraft registered without proof (e.g. previous annual inspection logbook entry) will result with the removal from the list.** Exceptions to this rule may be approved on a case-by-case basis by the Airport Manager.

Example of Notification of Hangar Availability to Applicant on Waitlist- Applicant receives notification that a hangar is available on July 1<sup>st</sup>. Applicant has until July 9<sup>th</sup> to reply in the affirmative (July 4<sup>th</sup> and Saturday do not count as they are non-business days). By July 12<sup>th</sup>, Applicant must return the signed lease, proof of insurance, registration, and 1 proof of aircraft being in airworthy condition. Exceptions to this rule may be approved on a case-by-case basis by Airport Manager.

#### **CONTINUATION ON A WAITING LIST AFTER ACCEPTANCE OF A HANGAR(S):**

Every effort shall be made to contact the top position of the list by the email and telephone from information on file provided by the applicant, as hangars become available.

A “not interested,” non-contact, or failure to respond or reply within **5 business days** will be considered a Decline. Each Hangar applicant is permitted to decline **three times**. After the third Decline, the applicant will be removed from the Hangar Wait List.

To reapply to the Hangar Waiting List, a new Application and Administrative Fee is required.

#### **LARGE HANGARS:**

Executive hangars and N Row hangars are specifically designed to store twin engine aircraft, cabin class, or large single engine aircraft. The acceptance of Hangar Waitlist for these groupings will be limited to the aforementioned large aircraft. If the tenant is not able to obtain an aircraft appropriate to the size of the hangar within 30 days of the day Airport administration approving the Rental Agreement, the Rental Agreement will become null and void. Exceptions to this rule may be approved on a case-by-case basis by the Airport Manager.

#### **SIZE REQUIREMENT:**

Applicants can only apply for hangar groups in which their aircraft will fit fully assembled. It is the responsibility of the applicant to ensure that his/her aircraft will so fit. No trades or swaps of position on reservation lists will be allowed.

## **SHARING HANGARS**

Sharing of hangars (Groups 1, 2, and 4) by more than one aircraft is authorized subject to the review and approval of the Airport Manager. Unless the hangar is allocated to primary co-tenants at the initial occupancy, the hangar is assigned to the tenant of record who is free to invite a secondary tenant provided that the second aircraft is registered with the Airport Office and meets all conditions for occupancy. In the event the tenant of record vacates the hangar, the secondary tenant must also vacate the hangar. A primary co-tenant of record, established at the date of hangar allocation, can remain in the hangar if and when the other co-tenant of record vacates the hangar. Disputes between primary co-tenants shall be mediated by the Airport Manager and if not resolved to the satisfaction of the City, both co-tenants shall vacate the hangar.

## **PROOF OF OWNERSHIP/INSURANCE:**

Applications will be accepted from individuals who do not own an aircraft provided that at the time a hangar is available for occupancy, the applicant must demonstrate proof of ownership/insurance of a registered aircraft. Current insurance requirements are: BODILY INJURY/PROPERTY DAMAGE (COMBINED SINGLE LIMIT PER OCCURRENCE), \$1,000,000.00; HANGARKEEPERS LIABILITY (COMBINED SINGLE LIMIT PER OCCURRENCE), \$1,000,000.00, naming the City of Salinas as an additional insured.

## **FALSIFICATION OR OMISSIONS:**

Any falsification, misstatement, or omission of material facts, related to the applicant and/or the application will be grounds for removal from all waiting lists.

## **FULL UNDERSTANDING OF AIRPORT RULES, REGULATIONS, REQUIREMENTS AND CONDITIONS:**

By my signature below, I agree that I have received, read, and understand the foregoing. I further agree to comply with all Airport rules, regulations, requirements, and conditions.

Date:\_\_\_\_\_ Applicant:\_\_\_\_\_ City of Salinas: \_\_\_\_\_