

San Mateo County Airports Policies and Procedures for Hangars, T-Shades, Tiedowns and Waiting Lists

February 13, 2008

I. GENERAL

A. Hangar, T-Shade, and Tiedown Permit Eligibility

Only individuals may become hangar/T-shade/tiedown permittees. Existing permits held by an entity other than an individual(s) shall continue until terminated or until other changes in policies affecting permits held by entities other than individuals are adopted by the Board of Supervisors. Qualifying individuals must be a minimum of eighteen (18) years of age and provide documentation of pilot's license or student pilot's certificate.

B. Qualifying for a Hangar, T-Shade or Tiedown

The applicant, after being notified of an offer of a hangar, T-shade or tiedown is required to complete the following within thirty (30) days:

- Provide a copy of the Certificate of Insurance for the aircraft to be stored with amounts and coverages required by the County as described in Section VI
- Provide a copy of the FAA registration for the aircraft to be stored listing the applicant as the owner or co-owner of the aircraft or otherwise complying with the County's requirement for aircraft ownership documentation as described in Section IV
- Provide a copy of the applicant's pilot or student pilot certificate
- Complete the permit forms and present a valid driver's license or government photo identification indicating they are at least eighteen (18) years of age
- Hangar applicants must also provide copies of logbook entries indicating that the aircraft to be hangared has completed the required FAA airworthiness inspection within the preceding twelve (12) months in order to qualify for the airworthy rate as described in Section V

Applicants who do not respond or who are unable to complete the required documentation within the thirty (30) day period will be removed from the list and their waiting list fee forfeited. Applicants are encouraged to monitor their position on the list so as to be ready to provide the required documentation and accept the available space at the time it is offered.

Applicants who are or have been in default on any permit or agreement with San Mateo County regarding airport hangars, T-shades or tiedowns, or in violation of any airport rule, regulation, or requirement herein will be disqualified and be ineligible for a hangar or tiedown. Their names will be removed from any existing hangar, T-shade or tiedown waiting lists and their fee forfeited. An applicant will be notified when this occurs.

C. Declining a Hangar, or Tiedown

An individual at the top of a list, who is offered a hangar or tiedown but prefers a different size hangar or tiedown from within the same respective list may decline the offered hangar or tiedown and remain on the top of the list until the desired hangar or tiedown size is available. Applicants who decline an offered hangar or tiedown in preference to another size space from within that respective list must state which size space they prefer and will be required to accept the first like-space that is offered or be deleted from the list and their waiting list fee forfeited. Applicants who decline an offered hangar or tiedown in preference for a different size space from within that respective list will not be offered any size space other than the applicant's stated preferred size.

D. Eligibility for Hangar, T-Shade, or Tiedown Waiting Lists

All applicants must be at least eighteen (18) years of age, pay the applicable fee and show proof of a pilot's license or student pilot's certificate to be eligible to be added to a hangar, T-shade or tiedown waiting list. Applicants are not required to own an aircraft at the time they apply to have their name placed on a waiting list, however, they must meet all of the eligibility requirements in order to qualify for a hangar, T-shade or tiedown upon reaching the top of the list.

E. Maximum Number of Times an Individual may be a Permittee or Appear on a Hangar, T-Shade or Tiedown Waiting List

An individual may be a permittee on a maximum of four (4) spaces at each airport with not more than two (2) spaces being hangars at each airport. An individual may not appear more than twice on any one waiting list. A hangar waiting list applicant who is already a permittee for two hangars at an airport and who reaches the top of the waiting list for a particular hangar category shall be required to surrender an existing hangar in order to accept the new hangar.

F. Adding a Name to an Existing Hangar, T-Shade or Tiedown Permit

Applicants who have reached the top of a waiting list and who otherwise qualify for the space being offered may alternatively choose to add their name to an existing hangar, T-shade or tiedown permit of the same category as the applicable list rather than accept the offered hangar, T-shade or tiedown. Only those individuals who have gone through the waiting list (if a list exists) and are offered a space may add their name to an existing hangar, T-shade or tiedown permit. Applicants must have written authorization from the existing hangar, T-shade or tiedown Permittee(s) in order to add their name to an existing permit. The waiting list fee (less \$100 for administrative costs) will be applied towards the account the applicant is adding his or her name to. Applicants wishing to add their name to an existing permit must do so within thirty (30) days of reaching the top of the waiting list or be removed from the list and their waiting list fee forfeited.

No more than four (4) individuals may be Permittees on a single hangar, T-shade or tiedown permit. Existing permits with more than four (4) Permittees shall continue until terminated or until other changes in policies affecting the number Permittees allowed on a single permit are adopted by the Board of Supervisors. An individual wishing to add his or her name to an existing permit which would result in the total number of

Permittees exceeding four (4), must first have existing Permittees drop off the permit so that the final number of Permittees does not exceed four (4).

G. More than One Individual on the Same Waiting List Application

Up to four individuals may share the same waiting list application provided all applicants provide copies of their pilot's license or student pilot's certificate and identification showing they are at least eighteen (18) years of age. The applicants must designate a single applicant as the sole contact person for the application.

Each individual listed on the application form must meet the aircraft registration and insurance documentation required by the County for the aircraft to be stored at the time their application has reached the top of the list and they are offered a hangar, T-shade or tiedown. Any of the individual applicants who do not or cannot meet all of the requirements to qualify for the hangar, T-shade or tiedown offered will not be allowed to place their name on the permit and will be dropped from the waiting list.

Multiple applicants who sign up on a single waiting list form will only be offered a single hangar, T-shade or tiedown as a group upon reaching the top of the respective waiting list and are not entitled to a hangar, T-shade or tiedown for each applicant.

H. Merging and Eliminating Lists

If the County merges two or more existing waiting lists together into one list, placement of applicants on the new list shall be based on the applicant's original signup date from the existing list. The placement of applicants with the same original signup date will be determined by lottery.

If the County should eliminate a particular type of hangar, T-shade or tiedown for which there is an active waiting list, and does not merge that list into another existing list, that list shall be eliminated and applicants on that list will not be able to transfer their position onto another existing list other than as a new applicant. The applicant's original waiting list fee will be transferred to their new position on the list.

I. Contact Information

Individuals on the waiting list are responsible for keeping their mailing address current at all times. If at any time a waiting list applicant fails to provide a timely response to a communication from the County, that individual's name will be removed from the list and their waiting list fee forfeited. Applicants updating their waiting list address and contact information shall do so in writing.

The Permittee for the hangar, T-shade and tiedown account shall be the point of contact for all billing, notification and correspondence associated with their account. Change of address requests shall be made in writing by the Permittee. When more than one Permittees are on a single hangar, T-shade or tiedown permit, those Permittees shall designate an individual Permittee as the sole contact and responsible individual for their account. If a Permittee of a hangar, T-shade or tiedown fails to respond to a written communication from the County within sixty (60), days of the date such County communication is mailed, that account and permit shall be terminated.

J. Updating the Waiting Lists

The County will periodically update the waiting lists to ensure the accuracy of the contact information and documentation for each applicant. Applicants who fail to respond or who do not provide the required documentation to the airport office within forty-five (45) days of the notice being sent will be removed from the applicable list, their waiting list fee forfeited and shall have no right to be reinstated in the same point on the list. Notifications will be sent via first class mail and failure of the applicant to receive this notification shall not be considered justification for reinstatement.

K. Posting the Lists

The waiting lists will be posted in the airport terminal lobby and updated periodically.

L. Exchanges of Hangars Between Permittees

Hangar Permittees may voluntarily choose to exchange like spaces with another Permittee with the same category of hangar (i.e., exchanging one Standard Hangar for another Standard Hangar) provided both permittees agree to the exchange and have the prior written approval of the Airport Manager. Exchanges of hangars or other spaces from different categories (i.e. Standard Hangars, Executive Hangars, T-Shades, etc.) are not permitted.

M. Subletting

Subletting of hangar, T-shade and tiedown spaces except as provided for below is prohibited.

Permittees may request authorization to temporary sublet their hangar, T-shade or tiedown for up to ninety (90) days by submitting a completed "*Request for Temporary Sub-Lease Agreement*" form to the Airport Manager. Temporary sublets will not be approved more than once in any one-year period or within nine (9) months following the end of any previous temporary sublet.

Hangar Permittees may request authorization to store a secondary aircraft in their hangar by submitting a completed "*Storage Information for Secondary Aircraft in Hangar*" form to the Airport Manager. The Permittee's primary aircraft of record must continue to be stored in the hangar.

Secondary hangared aircraft and aircraft in temporary sublets as described above are not required to list the Permittee as Named Insured on the aircraft's Certificate of Insurance. All other insurance requirements listed in Section VI, shall apply.

N. Airport Fixed Based Operators and Concessionaires

Fixed Base Operators (FBOs) and Concessionaires at San Carlos and Half Moon Bay Airports shall be required to comply with the terms and conditions of their lease and concession agreements with the County as they relate to any hangar, T-shade or tiedown assignments.

O. Cancellation

Permittees of hangar, T-shade and tiedown accounts shall provide the County written thirty (30) day notice of cancellation. Tenants are responsible for ensuring the space they are vacating is clean and free of all materials, equipment and debris.

Hangar, T-shade and tiedown agreements shall be for a minimum period of ninety (90) days. Permittees wishing to cancel their agreement prior to the end of the initial ninety (90) day period are responsible for the applicable rental fee through the end of the ninety (90) day period or thirty (30) day notice of cancellation, whichever is later.

P. Survivorship

Hangar, T-shade and tiedown permits shall have no right of survivorship.

Q. Termination

Hangar, T-shade and tiedown permits may be terminated for non-compliance with any of the requirements herein.

II. WAITING LISTS

A. Hangar Waiting Lists:

1. San Carlos Airport:

a) Executive Hangar Waiting Lists

Executive Hangars are currently hangars T-01 through T-09, G-09 and G-10, M-52 through M-59, M-72 through M-79, M-80 through M-85, and M-90 through M-95. Position on the updated Executive Hangar Waiting List is determined by the applicant's position from the 2002 Executive Hangar Waiting List, and from the sign-up date of subsequent qualifying applicants.

Tier 3 applicants from the 2002 Executive Hangar Waiting List will be eligible to add their name to an existing executive hangar permit upon reaching the top of the waiting list but will not be offered a new executive hangar. Tier 3 applicants who are unable or choose not to add their name to an existing executive hangar permit upon reaching the top of the list will be deleted from the list and will forfeit their waiting list fee.

Applicants who are offered an Executive Hangar must have an aircraft that is too large for a Standard Hangar in order to take occupancy of the Executive Hangar. An aircraft will be determined to be too large for a standard hangar if there is less than six inches of clearance in any critical aircraft dimension in relation to the largest standard hangars.

Applicants that do not have an aircraft that is too large for a standard hangar at the time an executive hangar is offered to them will have their name removed from the executive hangar waiting list, their fee forfeited and they will not be offered a new standard hangar as a result of their not having an aircraft that is too large for a standard hangar.

b) Standard Hangar Waiting List

Standard Hangars are currently hangars A-20, A-22 through A-29, A-30, A-32 through A-39, A-40 through A-51, M-61 through M-67, M-86 through M-89, and all hangars in the C, D, E, F and G hangar rows excluding G-09 and G-10.

Standard Hangars are smaller than hangars from the Executive Hangar category. Position on the updated Standard Hangar Waiting List is determined by the applicant's position from the 2002 Standard Hangar Waiting List, and from the sign-up date of subsequent qualifying applicants.

Tier 3 applicants from the 2002 Standard Hangar Waiting List will be eligible to add their name to an existing standard hangar permit upon reaching the top of the waiting list but will not be offered a new standard hangar. Tier 3 applicants who are unable or choose not to add their name to an existing standard hangar permit upon reaching the top of the list will be deleted from the list and will forfeit their waiting list fee.

Applicants that do not have an aircraft that will fit in a standard hangar at the time a hangar is offered to them will have their name removed from the hangar waiting list and their fee forfeited.

c) Half-Hangar Waiting List

Half-hangars are currently hangars A-21h, A-31h, M-51h and M-71h. Half-hangars are located in the "end-cap" section of selected nested-hangar bays. Half-hangars are equipped with a full sliding door and are approximately one-half (1/2) the width of the typical hangar in that bay. Assignment of Half-hangars will be determined by the applicant's position on the Half-hangar waiting list. A qualifying applicant's position on the Half-hangar waiting list will be determined as described in Section II, E.

Applicants that do not have an aircraft that will fit in any of the Half-hangars at the time a Half-hangar is offered to them will have their name removed from the waiting list and their fee forfeited.

2. Half Moon Bay Airport:

a) Standard Hangar Waiting List

Standard Hangars are currently hangars HA-OOA, HA-OOB, HA-0I through HA-12, and HB-0I through HB-14. Position on the Standard Hangar Waiting is determined by the signup date of the applicant.

b) Port-a-Port Hangar Waiting List

Port-a-Port Hangars are currently hangars HH-02 through HH-17, HHE-18, and HH-19 through HH-21. There is currently no active Port-a-Port Hangar Waiting List. The County will create a waiting list for Port-a-Port Hangars if the demand for these hangars exceeds their supply. Position on the Port-a-Port Hangar Waiting list will be determined by the signup date of the applicant.

B. San Carlos Airport T-Shade Waiting List

T-Shades are currently spaces PT-18 through PT-31, and PT-33 through PT-47. Assignment of T-shades will be determined by the applicant's position on the T-shade waiting list. A qualifying applicant's position on the T-shade waiting list will be determined as described in Section II, E.

Aircraft determined to be too large, unsafe, or for other reasons unsuitable for the T-shade by the Airport Manager shall not be permitted. Applicants who do not have an aircraft that will properly fit in a T-shade at the time one is offered to them will have their name removed from the T-shade waiting list and their fee forfeited.

C. Tiedown Waiting Lists

There are currently no active tiedown waiting lists. The County will create a waiting list for a particular type of tiedown if the demand for that type of County owned tiedown (i.e. regular, taxi-in, large aircraft, etc.) exceeds the supply of said tiedowns. An applicant's position on a tiedown list will be determined by the signup date.

D. Fees Required for Waiting Lists

A non-refundable fee will be charged and collected at the time an applicant applies or reapplies to have his/her name placed on a hangar, T-shade or tiedown waiting list. The fee (less \$100 to cover costs associated with administering the list) will be applied towards the applicant's account upon qualifying for a hangar, T-shade or tiedown. Applicants who are unable to qualify or choose not to accept the offered hangar, T-shade or tiedown upon reaching the top of a list, or who are otherwise removed from a waiting list will forfeit their entire waiting list fee. Fees associated with hangar, T-shade and tiedown waiting lists may be adjusted in the future as approved by the Board of Supervisors. Fees for the respective waiting lists are currently as follows:

- San Carlos Hangar Waiting Lists: \$500
- San Carlos Half-Hangar Waiting List: \$500
- Half Moon Bay Hangar Waiting Lists: \$300
- San Carlos T-Shade Waiting List: \$300
- Tiedown Waiting Lists: \$200

E. Establishing the New T-Shade and Half-Hangar Waiting Lists

1. Existing Hangar Permittees Willing to Exchange Their Hangar for a New T-Shade or Half-Hangar - (Tier 1 Applicants)

For the initial forty-five (45) day period following the opening of the T-shade and Half-hangar Lists as approved by the Board of Supervisors, existing Standard and Executive Hangar Permittees who submit a completed application form provided by the County notifying the Airport that they are willing to surrender their hangar in exchange for a new T-shade or Half-hangar will be given priority as Tier 1 applicants for a new T-shade or Half-hangars above all other applicants in subsequent tiers. Position on a T-shade or Half-hangar waiting list among qualifying Tier 1 applicants will be determined by random lottery selection held at the end of the forty-five (45) day period. No waiting list fee will be required for Tier 1 applicants.

2. Existing San Carlos Executive and Standard Waiting List Applicants Willing to Exchange Their Place on the Waiting List for a New T-Shade or Half-Hangar - (Tier 2 Applicants)

For the initial forty-five (45) day period following the opening of the T-shade and Half-hangar Lists as approved by the Board of Supervisors, individuals who were

current San Carlos Standard and Executive Hangar Waiting List applicants as of January 1, 2008, and who submit a completed application form provided by the County notifying the Airport that they are willing to surrender their position on the current hangar waiting list in return for a new T-shade or Half-hangar will be given an opportunity to add their name to the T-shade or Half-hangar waiting list as a Tier 2 applicant. Tier 2 applicants will be added to the T-shade or Half-hangar waiting lists below Tier 1 applicants and above all other applicants in subsequent tiers. Placement on the waiting list among the qualifying Tier 2 applicants will be determined by their position on the existing hangar waiting lists with placements alternating between applicants on the existing Executive Hangar waiting list and the Standard Hangar Waiting list. Qualifying Tier 2 applicants will have their original \$500 Hangar Waiting list fee fully transferred to the T-shade or Half-hangar waiting list.

3. Existing Tiedown Tenants at San Carlos and Half Moon Bay Airports and Hangar Tenants at Half Moon Bay Airport - (Tier 3 Applicants)

For the initial forty-five (45) day period following the opening of the lists as approved by the Board of Supervisors, registered owners from each aircraft meeting the requirements in this section will be given an opportunity to add their names to the T-shade and/or Half-hangar waiting list as a Tier 3 applicant by completing an application form provided by the County. To qualify for Tier 3, individuals must provide documentation that as of January 1, 2008, they were the owner or co-owner of an aircraft parked on a tiedown at San Carlos or Half Moon Bay Airport, or in a hangar at Half Moon Bay Airport. A maximum of one application per qualifying aircraft will be allowed as a Tier 3 applicant. If more than one Tier 3 application is received from the owners of an aircraft that qualifies for a Tier 3 application, the County will place all applications from the owners of that qualifying aircraft into Tier 4. Position on the T-shade or Half-hangar waiting lists among qualifying Tier 3 applicants will be determined by random lottery selection held at the end of the forty-five (45) day period. Tier 3 applicants will be added to the T-shade or Half-hangar waiting lists below Tier 2 applicants and above all other applicants in subsequent tiers.

4. All Other Individuals Within the Initial Forty-Five (45) Day Period (Tier 4 Applicants)

For the initial forty-five (45) day period following the opening of the lists as approved by the Board of Supervisors, all other qualifying new applicants will have their names added to the respective T-shade or Half-hangar waiting lists as a Tier 4 applicant in the order determined by random lottery selection held at the end of the forty-five (45) day period. Tier 4 applicants will be added to the T-shade or Half-hangar waiting lists below Tier 3 applicants and above all other applicants in subsequent tiers.

5. Placement on the T-Shade or Half-Hangar Waiting Lists After the Initial Forty-Five (45) Day Period (Tier 5 Applicants)

Individuals qualifying for placement on the T-shade or Half-hangar waiting list after the initial forty-five (45) day period will be considered Tier 5 applicants and have their names placed on the respective hangar waiting list after all Tier 1 through Tier 4 applicants based on the date of application to the respective list.

III. ASSIGNMENT OF THE NEW STANDARD AND EXECUTIVE HANGARS BEING CONSTRUCTED

A. San Carlos Hangar Permittees Wishing to Exchange Their Existing Hangar for One of the New Hangars of the Same Category

Existing Standard and Executive Hangar Permittees will be given an opportunity via lottery to exchange their existing hangar for one of the new hangars of the same category prior to the new hangars being made available to waiting list applicants. Hangar Permittees who elect to exchange their existing hangar for one of the new hangars will be required to submit a completed application form provided by the County ranking their preference among all of the available new hangars of the same category within the initial forty-five (45) day period, following the adoption of these policies by the Board of Supervisors. The application forms shall be completed and submitted by the designated sole contact for the account as described in Section I, I, and the hangar account must be in compliance with all County requirements in order to qualify. Priority for the assignment of the new hangars among existing hangar Permittees will be determined by random lottery selection held at the end of the forty-five (45) day period. The number of lottery selections will not exceed the number of new hangars of the same category available.

Existing hangar Permittees who have qualified through the lottery for a new hangar will have ten (10) days in which to relocate to their new hangar following notification of its availability prior to the new rental rate being assessed on their account. The new hangar rental rate will begin ten (10) days after notification that the new hangar is available, and the existing rental fee will terminate when the Permittee's existing hangar is surrendered to the County in a clean and empty condition. Permittees who have not relocated within the ten (10) day period will pay both fees until they have surrendered their existing hangar to the County in a clean and empty condition. Failure to relocate to the new hangar and surrender the existing hangar within thirty (30) days will result in the termination of the hangar permit for both the existing and the new hangar.

B. Assignment of the New Hangars to Waiting List Applicants

In order to ensure the timely assignment of hangars to waiting list applicants following the lottery described above in Section III, A., the top Standard and Executive Hangar Waiting List applicants will be notified of an opportunity to pre-qualify for one of the remaining new hangars or the existing hangars being surrendered. Applicants will have the opportunity to pre-qualify for a hangar in the order of their position on the waiting list by providing the documentation required in Section I, B. Once an applicant has met the pre-qualification requirements, he or she will be allowed to select a hangar for pre-assignment from among the remaining new hangars and surrendered hangars which are to become available. Selection of the new and surrendered hangars for pre-assignment will be based on a first-come-first-serve basis among the pre-qualified applicants.

Waiting list applicants who are unable or elect not to pre-qualify will not be eligible for one of the new or surrendered hangars but will retain their position on the list and will have a future opportunity to qualify for a hangar once they have been notified that a hangar is available as described in Section I, B.

Waiting list applicants who have pre-qualified for one of the new or surrendered hangars will be notified when their pre-assigned hangar is available and will be required to confirm that their pre-qualification information remains current. The new hangar rental rate will be assessed to the pre-qualified applicant/permittee beginning ten (10) days after notification that their pre-assigned hangar is available.

Applicants on the Standard or Executive Hangar Waiting List who have previously elected to decline an offered hangar and hold for a specific size hangar from within the same respective category will have their choice of available hangars limited to hangars of their stated preferred size as described in Section I, C..

IV. AIRCRAFT OWNERSHIP DOCUMENTATION REQUIREMENTS FOR THE STORAGE OF AIRCRAFT WHERE THE PERMITTEE IS NOT LISTED ON THE FAA REGISTRATION

A. Aircraft Registered to LLCs, Corporations, Partnerships or other Entities

Aircraft registered with the FAA to an entity such as a limited liability company (LLC), corporation or partnership may be stored in a hangar, T-shade or tiedown provided the following additional conditions are met:

1. The Permittee must submit a copy of the entity's articles of organization, articles of incorporation, operating agreement or other legal agreement by which the parties are organized.
2. *Hangar* Permittees shall also submit a completed "Affidavit of Compliance with San Mateo County's Aircraft Ownership Requirements" form provided by the County affirming:
 - that the aircraft to be hangared is owned by the entity
 - that the Permittee owns an equal pro rata share (minimum 20%) or greater interest in the entity
 - that the entity's submitted agreement is current and accurate and that no other agreements exist other than those submitted to the County
3. *Hangar* Permittees shall submit their agreement and affidavit to the County upon initial hangar rental and yearly thereafter.
4. The permittee shall notify the County of any change in the entity's structure or ownership within thirty (30) days of the change and provide the County with an updated copy of the agreement and affidavit as required.

B. Insurance Requirements for Aircraft where the Permittee is Not Listed on the FAA Registration

A Permittee who has an aircraft stored in a hangar, T-shade or tiedown and registered to an entity other than an individual, may elect to list the partnership or corporate entity as the Named Insured on the aircraft's Certificate of Insurance. All other insurance requirements listed in Section VI, shall apply.

V. HANGAR STORAGE OF AIRWORTHY, NON-AIRWORTHY AND AIRCRAFT UNDER CONSTRUCTION

A. Hangar Storage of Airworthy Aircraft

1. Hangar Rates for Airworthy Aircraft

Hangars shall be rented to owners of airworthy aircraft at the rate set by the Board of Supervisors, as that rate may be adjusted from time to time. An aircraft shall be determined to be airworthy at the time of the initial hangar rental and at a specific time once a year thereafter, where the Permittee provides documentation that the aircraft has been inspected and meets the FAA's airworthiness criteria.

2. Documentation Required to Receive the Airworthy Aircraft Hangar Rate

Hangar Permittees with airworthy aircraft shall provide copies of their aircraft's maintenance logbook entries documenting that the aircraft has successfully completed the required FAA airworthiness inspection within the preceding twelve (12) months, or otherwise document that the inspections required by the FAA have been performed.

Hangar Permittees shall also provide insurance coverage for "flight" and "passengers" as described in Section VI, before an aircraft may be considered as airworthy and the rental rate adjusted for airworthy aircraft.

B. Hangar Storage of Non-Airworthy Aircraft and Aircraft Under Construction

1. Hangar Rates for Non-Airworthy Aircraft and Aircraft Under Construction

An aircraft that does not meet the criteria for airworthiness as described above shall be considered non-airworthy, and the Permittee's monthly hangar rate shall be adjusted to the non-airworthy rate which is double the regular airworthy rate for that type and size of hangar. No reduction in rent shall be considered by the Airport Manager until such time as the hangar Permittee provides the required information to determine that the aircraft is airworthy. No rebate or reduction in rent will be given for fractions of months or for those months when the information was not provided.

2. Aircraft Under Construction

Hangar Permittees who are in the process of building an aircraft shall be required to show proof that they own the aircraft that will be stored in the hangar or that they are in possession of the major components including the engine, for that aircraft.

3. Insurance Requirements for Non-Airworthy Aircraft and Aircraft Under Construction

Permittees with non-airworthy aircraft or aircraft under construction are not required to provide insurance coverage for "flight" or "passengers" on the aircraft's Certificate of Insurance. All other insurance requirements listed in Section VI, shall apply.

C. Extensions of Airworthy Aircraft Hangar Rates for Non-Airworthy Aircraft

1. Request for Six (6) Month Extension of Airworthy Aircraft Rate

Hangar Permittee's who are actively working towards bringing their aircraft into an airworthy condition can request a one-time extension of the regular airworthy aircraft hangar rate for up to six (6) months by submitting a completed "Request for One-Time Six-Month Extension of Airworthy Aircraft Hangar Rate for Non-Airworthy Aircraft" form to the Airport Manager. This request will be granted provided the hangar Permittee shows documentation that they are making significant progress in bringing their non-airworthy aircraft into an airworthy condition.

2. Request for Special Extension of Airworthy Aircraft Rate

Hangar Permittee's may also request a special extension of the regular airworthy aircraft hangar rate by submitting a completed "Special Request for Extension of Airworthy Aircraft Hangar Rate for Non-Airworthy Aircraft" form to the Director of Public Works. An extension will be granted only in cases where the hangar Permittee can document that he/she has made every effort to complete the annual inspection, and that its completion, at no fault of their own, is delayed due to circumstances outside of their control such as an FAA Airworthiness Directive, backorder of parts, etc.

D. Hangar Rates for Half Moon Bay Port-a-Port Hangars

Permittees with non-airworthy aircraft or aircraft under construction hangared in the Port-a-Port Hangars at Half Moon Bay Airport are *not* subject to the airworthy aircraft documentation requirements and doubled non-airworthy hangar rate described above.

E. Temporary Suspension of Airworthy Requirements for a Specific Hangar Category

The airworthy aircraft documentation requirements and doubled non-airworthy hangar rate described above may be temporarily suspended for a specific hangar category if the number of individuals on the waiting list for that hangar category is reduced to zero (0). The airworthy aircraft documentation requirements and doubled non-airworthy hangar rate will not be reinstated until twelve (12) months after the waiting list for that hangar category is reactivated and a minimum of ten (10) individuals have added their name to the waiting list. Existing hangar permittees from within that hangar category will be notified when this occurs.

VI. INSURANCE REQUIREMENTS

A. Aircraft Insurance Requirements

Permittees are required to provide a copy of the Certificate of Insurance for their aircraft with the following amounts and coverages required by the County or as may be amended in the future by the County Risk Manager:

- Aircraft liability coverage in the minimum amount of \$1,000,000 Combined Single Limit Bodily Injury and Property Damage with a minimum sub-limit of \$100,000 each person

- Coverage for both Ground and Flight operations
- Coverage for all passengers
- List the Permittee as *Named Insured*
- List the County as Additional Insured
- Include a thirty (30) day advance notice of cancellation

B. Insurance Requirements for Secondary Hangared Aircraft and Temporary Sublets

Secondary hangared aircraft and aircraft in temporary sublets in accordance with Section I, M, are not required to list the Permittee as Named Insured. All other insurance requirements listed above in Section VI, A, shall apply.

C. Insurance Requirements for Aircraft Where the Permittee is Not Listed on the FAA Registration

A Permittee with an aircraft stored in a hangar, T-shade or tiedown and registered to an entity other than an individual in accordance with Section IV, may elect to list the partnership or corporate entity as the Named Insured on the aircraft's Certificate of Insurance. All other insurance requirements listed above in Section VI, A, shall apply.

D. Insurance Requirements for Non-Airworthy Aircraft and Aircraft Under Construction

Permittees with non-airworthy aircraft or aircraft under construction in accordance with Section V, are not required to provide insurance coverage for "flight" and "passengers". All other insurance requirements listed above in Section VI, A, shall apply.