



**POLICY STATEMENT
ON
WAITING LIST
FOR
LARGE (BOX) HANGARS**

Livermore Municipal Airport shall maintain a separate waiting list for persons wishing to lease a rectangular, 60' x 60', and 100' x 100' hangars, commonly referred to as *large hangars*¹⁾. The list shall be derived from a Hangar Application and Deposit Form, which is available at the airport office or online. A separate hangar application form must be completed for each hangar desired. Each applicant should prepare and attach to the application a brief statement of intent describing the proposed use (including type of aircraft) of the hangar. The rules for administering the waiting list for these large hangars shall reflect the airport's original intention of building these hangars to house corporate or business type aircraft and/or services which bring more revenue and business to the airport and to the community.

Policy for Administering the Large Hangar Waiting List:

The names will be listed alphabetically. The application date and seniority of the list is not a criterion except in the case of ties on the priority list based on the following prioritization point system. The Airport Commission may consider each applicant's request and review the recommended scoring by the Airport Manager based on a written application and/or interview. Preference will be given to the applicant with the highest points based on one or more of the following:

1. Those persons who have qualified for and/or have obtained a Commercial Aviation Permit (CAP). (3 points). This includes new prospective businesses desiring to establish aeronautical services at the airport and qualify for a CAP. *(CAP requirements are set forth in Section 11.08.060 of the Airport Rules and Regulations.)*
2. Those persons who will provide specialized aviation related services for the benefit of a broad range of airport users, as defined in Part 3-H of the Minimum Standards for Commercial Aeronautical Activities. More points may be assigned for services based on current need or demand. (0-3 points)
3. Those persons who currently lease a large hangar and are existing CAP holders, but larger and/or additional hangar space is needed, not to exceed a maximum of three (3) hangar units, including affiliates. More points may be assigned for a service based on current need or demand. (0-3 points)
4. Those persons who will use the hangar to house a large aircraft, most suited for the available hangar (will not fit in smaller hangar), which is airworthy and flyable. (3 points)

5. Those persons who are existing tenants in good standing. (1 bonus point)
(Means a tenant who has demonstrated regard for the Airport Rules and Regulations and/or the Minimum Standards for Commercial Aeronautical Operations and remained in full compliance with all such rules, or immediately responded with corrective action when necessary and without repeat offenses.)

Process for Administering Large Hangar Waiting List and Hangar Vacancies:

1. The Airport Manager will review all Large Hangar Waiting List Applications, including the statements of intent, and evaluate and assign a point value to each one. Applicant will receive written notification of the assigned point value within ten (10) business days of receipt of the application and statement of intent.
2. Applicants may challenge the point value determination by submitting a written appeal to the Airport Manager within ten (10) business days of receipt of the point value determination. If the Applicant and the Airport Manager do not reach a mutually satisfactory resolution within ten (10) business days, the Airport Manager will schedule the item for discussion on the next available Airport Commission meeting agenda.
3. The applicants will be listed alphabetically on the Large Hangar Waiting List. The application date and total points will be indicated in parenthesis after the name, e.g. Smith, A. (01/01/07) (5).
4. The Large Hangar Waiting List will be updated on a monthly basis and will be made available for viewing at the City of Livermore's airport website or in the airport administration lobby.
5. When a hangar unit becomes available, the person on the list with the highest point preference will be contacted and offered the unit. The person will have three days to accept the unit for lease. Upon acceptance, the person will have seven days to complete the Hangar Lease Agreement and comply therewith.
6. If the person declines the unit, he/she may remain on the list. If that person is offered another unit more than three months after the original offer and again declines the unit, he/she will be dropped from the list and his/her deposit refunded and mailed to the address shown on the application.
7. Applicant may at any time submit a written request for a deposit refund to be removed from the Large Hangar Waiting List.
8. Any deviance from this policy must be approved by the Airport Commission.

^{*)}A separate waiting list will be maintained, in chronological order by date, for the small rectangular, 45' x 40', and 48' x 40', box hangars (#154 through #162). When a small box hangar unit becomes available, the person on the list with the earliest application submittal date will be contacted and offered the unit.