

CITY OF PETALUMA, CALIFORNIA  
PETALUMA MUNICIPAL AIRPORT



# HANGAR LIST DEPOSIT FORM

TODAY'S DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_

Type of Aircraft to be Stored: \_\_\_\_\_

Size of Hangar Requested:

(A) 39' door \_\_\_\_\_ (B) 41' door \_\_\_\_\_ (C) 50'x40' \_\_\_\_\_ (D) 65'x50' \_\_\_\_\_

**Amount Deposited: \$400.00**

The above deposit is refundable if a hangar is no longer needed. Lease rights established through this deposit are not transferable under any circumstances. Upon occupancy of the hangar, this deposit will be applied to the lease rent and security deposit requirements. If you have any questions, contact the Airport Manager at (707) 778-4404.

Signature \_\_\_\_\_

**Mail to:**

**City of Petaluma**  
**ATTENTION: ACCOUNTS RECEIVABLE**  
**PO BOX 61**  
**Petaluma, CA 94952**

*(checks are to be made payable to the "City of Petaluma")*

## Petaluma Municipal **Airport** **Hangar Allocation Policy**

An applicant's position on the waiting list shall be established by the date and time that the Airport receives a complete application and full deposit payment. To secure a position on the Waiting List, an applicant must complete all of the following requirements and meet all of the following criteria:

### **A. Authority, Purpose & Limitation**

The purpose of this policy is to guide allocation of Airport owned hangars and ensure that the procedures are used uniformly as well as to protect the rights those individuals on the waiting list. This policy also seeks to maximize the aeronautical use of the city-owned hangars as is required by the FAA Grant Assurances, inter alia Assurance 19 and also partially anticipates FAA rulemaking that is currently underway to set a unified policy on the use of airport hangars. This policy does not affect privately owned hangars.

### **B. Definitions**

"Box Hangar" is a rectangular structure of 2000 sq. ft. or larger such as those in hangar rows, 9, 10, 13, and 18.

"Complete Application" is a fully filled out application form and full payment of deposit successfully delivered to the Airport Manager.

"Current Contact Information" means applicant providing a current address contact information; i.e., phone number or email address.

"Good Standing" means the applicant: (1) has no outstanding debts, judgments, or other obligations to the Airport and (2) has not violated (a) a lease agreement with the Airport (b) the Airport Rules and Regulations, (c) Airport Minimum Standards for Commercial operation (if applicant wishes to rent an Airport owned hangar in a commercial zone) (d) other Petaluma City code or applicable laws or regulations.

"Notify" means the Airport Manager, or designee, has spoken with the lessee/applicant; or left a message, sent an email message or both.

"Renter" means an individual applicant who is offered a suitable hangar for their use and enters into a valid rental agreement with the Petaluma Airport.

"Rental Agreement" is a properly executed standard rental agreement between the City of Petaluma, as Petaluma Municipal Airport owner, and an applicant or applicants wishing to rent an Airport owned hangar.

**C. Application Process**

An applicant must submit a complete application specifying the size of hangar desired. (More than one size may be specified suitable for applicant's aircraft.) Applicant must also pay a deposit in the amount shown on the "Hangar List Deposit Form" available from the Airport Manager or the City of Petaluma Airport website. The deposit shall be fully refundable should applicant wish their name removed from the Hangar Waiting List. If and when the applicant rents a hangar, the deposit shall be applied to the lease rent and security deposit requirements. Lease rights established through this deposit are not transferable under any circumstances. An application for an Airport owned hangar will be accepted and placed on the Hangar Waiting List even though the applicant may not then currently own an aircraft.

**D. Offering Hangars**

1. An applicant shall maintain Current Contact Information with the Airport Manager and remain in Good Standing with the Airport in order to receive an offer of lease for a hangar.

2. When a hangar becomes available, the Airport Manager shall notify the next applicant on the Waiting List that has requested the hangar size. If the Airport Manager is unable to notify the applicant within three business days using the contact information provided by the applicant, the Airport Manager shall proceed to the next applicant. If the applicant has not contacted the Airport Manager within ten days of notification, the next available applicant will be notified.

3. If the applicant, at the time of contact by the Airport Manager, does not currently have an aircraft ready to move into the available hangar, the Airport Manager shall proceed to the next applicant on the Waiting List. However, the original contacted applicant will retain their position on the Hangar Waiting List.

**E. Hangar Acceptance**

An applicant must accept or decline a hangar within ten (10) business days of the date the Airport Manager makes contact notifying the applicant a suitable hangar, as they had requested, is available. If the applicant fails to accept a hangar within these ten (10) days the Airport Manager shall offer the available hangar to the next applicant on the Hangar Waiting List. It is the applicant's responsibility to submit and maintain current phone contact information with the Airport Manager.

**F. Exception for Existing Tenants**

Applicants should be aware existing hangar tenants who request to trade hangars within the same category must complete a Hangar Waiting List Deposit Form. The Airport Manager shall place tenant-applicant in the first position on the Hangar Waiting List for that size hangar. For example, a tenant-applicant who currently rents a 39' door hangar wants a different 39' or 41' door hangar will be placed at the top of the Hangar Waiting List for that size door hangar. A tenant-applicant must accept or decline such a hangar within in three (3) business days of the date that the Airport Manager notifies the tenant-applicant by phone that a hangar is available. If a tenant-applicant fails to accept the requested hangar within five (5) business days of the date the Airport Manager notifies the tenant-applicant that a hangar is available, the Airport Manager shall offer the available hangar to the next applicant on the Hangar Waiting List.

### **G. Intended Tenant for Box Hangar**

Box hangars are intended for storage of larger multi-engined or turbine powered aircraft and/or zoned for commercial operations. The net total benefit to the Petaluma Municipal Airport is derived from not only the monthly hangar rent but also fuel sales and personal property and occupancy tax collected by Sonoma County of which 1/3 is returned to the Airport to cover operating expenses. Consequently, when such a box hangar becomes available for occupancy, first priority will be given to applicants intending to store a larger aircraft that will not fit into a standard T-hangar. The following exceptions can, however, apply:

1. Should no applicant wishing to store a larger multi-engined or turbine powered aircraft be on the Hangar Waiting List, such a Box hangar can be rented to other applicants on the Hangar Waiting List.

2. When/if an applicant needing a Box Hangar to store an aircraft and/or operate a commercial aviation enterprise applies for one, the airport manager may displace a current tenant of a suitable Box Hangar. The decision as to which current tenant will be displaced to a suitable T-Hangar will be at the airport manager's discretion, but guided by length of tenancy and the best interests of the airport. The airport manager's decision is appealable to the Airport Commission

3. Multiple aircraft may occupy a Box Hangar, however, all such multiple aircraft must be registered to the tenant or tenants and be named on a single rental agreement, have a standard airworthiness certificate and/or at the discretion of the Airport Manager and may be reviewable by the Airport Commission.

### **H. FAA Registration Requirements**

Prior to entering into a hangar rental agreement, the applicant must present documentation acceptable to the airport manager showing ownership or co-ownership of the aircraft to be stored in the hangar.

### **I. Sale of Stored Aircraft**

A tenant who sells or otherwise disposes of the aircraft, for which the Airport owned hangar was rented, will be allowed 60 days to obtain a replacement aircraft. The Airport Manager, upon written request, may permit reasonable time extensions. The tenant may not sublet the hangar during this period. Should the tenant sell their interest in their aircraft to an individual whether on the Hangar Waiting List or not may not transfer their rental agreement to the new owner of their aircraft.

### **J. Subleasing or Transfer**

Subleasing or transfer of a hangar rental agreement is strictly prohibited. Should it become apparent to the Airport Manager that the person whose name appears on the executed rental agreement to have voluntarily forfeited their tenancy rights through illegal sub-lease of an Airport owned hangar, the City of Petaluma shall have the right as owner, to have unrecognized aircraft, vehicles and personal belongings removed from the Airport owned property at Renter's sole expense. Any discovery of related to illegal activity or removal action by the City of Petaluma shall constitute a breach of contract and nullify any continuation of rental agreement beyond that date.