



Santa Barbara Municipal Airport

EXHIBIT "B"

T-HANGAR WAITING LIST POLICY AND PROCEDURES



The City of Santa Barbara Airport Department intends to construct twenty four (24) T-Hangars, six (6) of which will be accessible to disabled persons. The T-Hangars will be located at the southeast corner of Gerald Cass Place and Norman Firestone Road. The T-Hangars are owned and administered by the City of Santa Barbara.

The T-Hangar Waiting List Policy and Procedures contain the policies for the establishment and administration of a waiting list to allocate the T-Hangar Licenses. T-Hangars may only be occupied under license agreements entered into with the City of Santa Barbara. This policy does not apply to T-Hangars owned or operated by the Airport's fixed base operators or others.

I. WAITING LIST FORMATION.

A. Lottery Application. A T-Hangar Waiting List will be established by selection of applications drawn by lot during a lottery conducted by the Chair of the Airport Commission.

1. **Applications.** Each applicant for a T-Hangar license shall submit one T-Hangar Waiting List Application ("Application") per Aircraft. Application forms may be obtained from the Airport Administration. Applications must be received by Airport Administration, located at 601 Firestone Road, Santa Barbara, CA 93117 within the advertised acceptance period. The Application must identify a specific aircraft that is airworthy as defined in Section II C of the T-Hangar Rules and Regulations and that the applicant intends to hangar. The aircraft identified on the Application must be owned by the applicant. Multiple applications for a specific aircraft, whether by a single individual, or multiple individuals, will not be accepted. An aircraft owner may submit a separate Application for each aircraft owned. Applicants may change the designated aircraft at any time, but the identity of the applicant may not change.

2. **Administrative Fee.** A non-refundable administrative fee in the amount of \$50 in the form of either personal check or money order shall be submitted with the Application. The non-refundable administrative fee shall not at any time be held in trust by the City of Santa Barbara, shall not bear interest and shall not be a prepayment of any monies to be paid by the Applicant under a subsequent license, if issued.

3. **Initial Lottery Deposit.** All Applications for the Initial Lottery (as defined below) shall, in addition to the non-refundable administrative fee, submit a refundable deposit of \$1,650 ("Initial Lottery Deposit"). Should the Applicant withdraw

from the Initial Lottery or the Waiting List prior to entering into a T- Hangar License with the Airport, the Initial Lottery Deposit shall be refunded in full.

Initial Lottery Deposits received from Applicants not selected for placement on the Waiting List during the Initial Lottery process will be refunded within fourteen (14) days following the Initial Lottery.

Initial Lottery Deposits received from Applicants who are selected for the T-Hangar Waiting List, but who do not receive an offer for a T-Hangar within 75 days of the Initial Lottery, will be refunded within ninety (90) days after the Initial Lottery.

Initial Lottery Deposits received from Applicants whom successfully enter a T-Hangar License may be applied towards the security deposit required by the License or refunded directly to any Applicant.

II. LOTTERY

A. Initial Lottery. An initial lottery (“Initial Lottery”) will be held to create a limited Waiting List of those interested in occupying a T-Hangar. In the Initial Lottery, a maximum of 49 Applicants will be selected for placement on the limited Waiting List. All Applications for the Initial Lottery must be submitted to the Airport Administration Offices between the dates of:

July 19, 2006 – August 18, 2006

Only those completed Applications received by 4:30 p.m. on August 18, 2006, will be eligible to participate in the Initial Lottery to establish the T-Hangar limited Waiting List.

The lottery is scheduled for November 15, 2006, at the Santa Barbara Municipal Airport Administration building.

B. Periodic Lottery. At such time as the Waiting List contains ten (10) Applicants or fewer, subsequent lotteries will be held to add Applicants to the T-Hangar Waiting List. The number of Applicants selected at the Periodic Lottery for placement on the Waiting List shall be limited to the number needed to restore the Waiting List to twenty-five (25) Applicants or until all Lottery Applications submitted have been selected for placement on the Waiting List. As Applicants are selected in the Periodic Lotteries, those Applicants selected shall be placed at the end of the Waiting List behind the Applicants selected for the Waiting List from prior lotteries.

C. General. All T-Hangar Waiting List lotteries will be conducted by the Airport Commission at a publicly noticed hearing. The Chair of the Airport Commission shall conduct all Lottery drawings. The Chair shall draw, by lot, the number of Applications needed to fill the Waiting List to the applicable number from the pool of all completed Applications received during the established acceptance period. Applicants are not required to be present at the lottery.

III. T-HANGAR WAITING LIST ADMINISTRATION.

All Applications selected in the lottery (Initial and Periodic) shall be placed on the Waiting List in the order of their selection by the Chair of the Airport Commission at the Lottery.

A. Annual Renewal Fee. Applicants assigned to the T-Hangar Waiting List shall submit an annual non-refundable renewal fee of \$50 to verify continued interest in T-Hangar occupancy and to maintain placement on the T-Hangar Waiting List.

The Airport Department will provide each Applicant on the Waiting List with a renewal notification. The notice shall be mailed by the Airport Department to the last known address of each Applicant on the T-Hangar Waiting List. Applicants who fail to submit the annual renewal fee within five (5) days following the due date established in the renewal notification will be removed from the T-Hangar Waiting List.

B. T-Hangar License Offer. An offer of an available T-Hangar license will be made by the Airport Director to the Applicant on the Waiting List whose name is first on the Waiting List. Notification of T-Hangar availability shall be mailed to the selected Applicant by the Airport Department by registered mail return receipt requested. The notification shall be mailed to the Applicant's most current address on file with the Airport Director. It is the sole responsibility of the Applicant to keep a current address on file with the Airport Director.

C. Qualifications for T-Hangar License. To qualify for issuance of a T-Hangar License, the Applicant must demonstrate, to the satisfaction of the Airport Director, the ability to comply with the terms and conditions of the T-Hangar License and T-Hangar Rules and Regulations. Qualification criterion includes demonstration that the Applicant is a Qualified Aircraft Owner (defined in Section II A of the Rules and Regulations) of an airworthy aircraft (defined in Section II B of the Rules and Regulations), financial ability to perform successfully under the terms of the License and acknowledgment and agreement to comply with the T-Hangar Rules and Regulations. The Airport Director's determination on an Applicant's qualifications is final.

D. T-Hangar Acceptance. The Applicant must accept the T-Hangar License offer and execute a T-Hangar License Agreement within fifteen (15) days of the date of the notification of T-Hangar availability is mailed.

E. Declined T-Hangar Offer.

1. Declined Offer by Airport Director. If the Applicant does not meet the qualifications for a T-Hangar License as described herein, the T-Hangar License shall be deemed declined by the Airport Director and the Applicant's name shall be removed from the Waiting List. The Initial Lottery Deposit, if paid, shall be refunded in full.

2. Declined by Applicant. If the T-Hangar License is not accepted by the Applicant or the T-Hangar License is not timely executed, the T-Hangar license shall

be deemed declined and the Applicant's name shall be removed from the Waiting List. The Initial Lottery Deposit, if paid, shall be refunded in full. The T-Hangar shall be offered to the next Applicant on the Waiting List.

F. Withdrawal From Waiting List. An Applicant may withdraw its Application from the Waiting List at any time. The Initial Lottery Deposit, if paid, shall be refunded in full.

G. Waiting List Administration. The T-Hangar Waiting List shall be administered by the Airport Director in accordance with the procedures contained in this Policy. The Waiting List Policies may be amended from time-to-time by the Airport Commission

H. Future Development. In the event that the Airport constructs, operates and administers additional hangars of a similar size and type as those identified in this Policy, the Waiting List established under this Policy will be used to assign that hangar space. In the event that the Airport constructs hangars of a substantially different size or type, an alternate system to allocate those facilities will be developed at that time.

Effective Date: June 13, 2006

Supersedes: None