



# CITY OF HOLLISTER

## OFFICE OF AIRPORT OPERATIONS AND DEVELOPMENT

Office Location: 60 Airport Dr. • Phone (831) 636-4365 • Fax: (831) 636-4366

### Hollister Municipal Airport Hangar Waiting List Application

**Please complete this form and mail it along with a check for \$25.00 to:**

Hollister Municipal Airport  
City of Hollister  
60 Airport Drive  
Hollister CA 95023.

In January of each year you need to send in \$25.00, regardless of the date you placed your name on the list in order to remain in your current position on the list. If payment is received by January 30<sup>th</sup> of any given year, your name will remain on the waiting list. If not, your name will be dropped from the list. It is your responsibility to notify the City of any change of contact information.

Please contact the Airport Manager if you have questions regarding hangar rental policy. This policy is currently under review and your application will be bound by the revised policy.

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone (day)** \_\_\_\_\_ **Phone (Cell)** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Aircraft Information:** (must be filled in)

**Make** \_\_\_\_\_ **Model** \_\_\_\_\_ **N Number** \_\_\_\_\_

**Type of hangar needed:**

- T-hangar-Standard – approximately 1000 square feet. Please state any special door opening, height or depth necessary to store your aircraft.
- Large T-hangar (door opening 50', height 13'3", depth 40', approximately 1400 square feet)
- Box Hangar (door opening 50', height 13'3", depth 40', approximately 1656 square feet)
- Storage space only (end hangar spaces)
- Gabe Hangar

\*\*\*\*\*Office Use Only\*\*\*\*\*

Waiting List Fee: Received Date \_\_\_\_\_ Check or CC# \_\_\_\_\_ Cash Receipt# \_\_\_\_\_

## **HOLLISTER MUNICIPAL AIRPORT HANGAR WAITING LIST POLICY**

An applicant's position on a waiting list is established by the date and time that the Airport receives a completed application and full payment of all applicable fees. In order to secure a position on a Waiting List, an applicant must complete all of the following requirements and meet all of the following criteria:

### **GUIDELINES**

#### **APPLICANT PROCESS:**

An applicant must submit a completed application form (blank forms available in the Airport Office) specifying the category of hangar list desired and pay a non-refundable fee for that list.

#### **HANGAR LISTS:**

There are six hangar waiting lists maintained at HOLLISTER Airport:

List 1: Standard "T" Hangars- 1000 sq. ft.

List 2: Larger "T" Hangars- door opening 50', height 13'3", depth 40", approximately 1400sq.ft.

List 3: Storage Space (end of hangars)

List 4: Gabe & Weatherly Hangar (community hangar space)

List 5: Box Hangar 60x60

List 6: Move

#### **MULTIPLE WAITING LISTS AND RESERVATIONS:**

Any person interested in reserving a position on a waiting lists can do so for one or more listings.

#### **WAITING LIST PROCESS:**

1. Waiting list applications will be accepted electronically, in person or through the mail. Telephone or fax applications will not be accepted. The applicant will select the list or lists of hangars for which a reservation(s) is (are) requested. Applications are accepted on a first come, first serve basis.
2. The Application must include current mailing address, telephone numbers, email address, and aircraft information. Waiting list applicants are also required to select the size and type of hangar needed as identified on the wait list application. Individuals on a waiting list are responsible for keeping their mailing address and other contact information current with Airport staff at all times.
3. A deposit is required for each list application and again on each list January 31<sup>st</sup>.
4. POSITIONS ON THE HANGAR WAITING LIST CAN NOT BE TRANSFERRED TRADED OR SOLD

#### **UPDATING THE WAITING LISTS**

The Airport staff will periodically review 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 thirty (30) days of notice being sent by US mail will be removed from the applicable list. Their waiting list deposit shall be forfeited and they shall have no right to be reinstated in the same position on the list. Notification also will be sent via email.

### **POSTING THE LISTS**

The waiting lists will be posted in the Airport Administration bulletin board and updated monthly.

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

1. Once a hangar becomes available, the applicant at the top of the list will be contacted by telephone and/or email only. The Airport Office will attempt three times over five (5) business days to contact the applicant. If no contact is made, then the applicant will be moved to in the last position on the waiting for that specific hangar list.
2. Once contacted, applicants will have five (5) business days following the date of contact to execute a rental agreement with the Hollister Municipal Airport. Failure to submit the executed rental agreement with rental payment and deposit within this time frame will forfeit the available occupancy and the applicant will be moved to the last position on that specific waiting.
3. Applicant must have an aircraft registered with the FAA within 90 days from the date of the execution of the hangar rental agreement with the aircraft hangered within the rented hangar. Failure to comply within 90 days of acquiring the hangar will result in:
  - a. Termination of the rental agreement and removal from the hangar.
  - b. Persons removed from the hangar waiting list may restore their names to the bottom of the waiting List by making a new application and deposit.

### **REFUSAL TO ACCEPT AVAILABLE HANGAR**

In the event an applicant refuses a hangar when it becomes available, that applicant's position on the hangar list will be moved to the bottom position. An Applicant that has been dropped to the last position on one waiting list as a result of refusing occupancy/lack of contact of an available hangar can still maintain their position on the waiting lists of other hangar lists. An individual who refuses a hangar or does not contact the administrative office in regards to an available hangar can be moved to the bottom of list two (2) times. On the third unsuccessful attempt for placement, the individual will be removed from the list and their deposit forfeited.

### **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.

### **Note:**

Your position on the hangar waiting list can be checked on the Airport bulletin board located in between Hollister Jet Center and Hollister Soaring Center LLC: