



AGENDA REPORT

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| PROPOSED ACTION: Ordinance: Amend Appendix C-3 of the Port of Oakland Administrative Code to Include New Fees Related to the General Aviation T-Hangar Waiting List Under an Airport Directive Issued by the Director of Aviation, and Find that the Proposed Action is Exempt Under the California Environmental Quality Act. (Aviation) | |
| <u>Submitted By:</u> Craig Simon, Director of Aviation; Kristi McKenney, Executive Director | |
| <u>Parties Involved:</u> Current and Prospective General Aviation Tenants, Various Port Tenants | <u>Amount:</u> \$11,375 for FY2027 (Operating Budget) |
| EXECUTIVE SUMMARY: Port of Oakland (Port) Staff would like to issue a new Airport Directive (Directive) for General Aviation (GA) T-Hangar Waiting Lists (Waiting Lists), effective July 1, 2026. This Directive would enhance transparency by transitioning the Waiting Lists to a digital, online system. Under the new process, prospective tenants will pay an initial fee to join the list, along with a separate annual fee to maintain their position, ensuring the lists remain current and accurate. Approval of this action will establish new fees in Appendix C-3 of the Port of Oakland Administrative Code (POAC). | |

BACKGROUND

Port Staff are developing a Directive to formalize the GA Waiting Lists process and ensure these lists are publicly accessible through the Oakland San Francisco Bay Airport’s (OAK) website. The Directive will establish nine distinct Waiting Lists corresponding to the different GA spaces available for rent at OAK. Furthermore, it will outline the procedural framework for the prospective tenants, outlining the informational, financial, and legal requirements for Waiting List eligibility. The Directive will also specify the associated fees required to be placed on the Waiting Lists and maintain position on the Waiting Lists. Finally, the Directive will codify the standard operating procedures for Port Staff to offer space to an individual and the required responses from the individual receiving those offers.

Currently, Port Staff receive and tracks paper applications for the Waiting Lists and fields inquiries regarding an individual’s placement and movement on a specific list. The establishment of this Directive will allow the process to become streamlined through the OAK website, including housing and managing the application online, collecting the non-refundable Application Fee and Maintenance Fee online, and allow for potential applications to review their status online.

Each of the nine Waiting Lists are shown in **Table 1: Waiting Lists**. This table includes the Space Type, the dimensions of the hangar, and the number of applicants currently on

each Waiting Lists as of March 27, 2026. There are currently 65 unique applicants across all nine of the Waiting Lists, representing 299 total applicants.

Table 1: Waiting Lists

| Space Name | SF | Door Opening | Door Height | Number of Applicants on List |
|---------------------------------|-----------|---------------------|--------------------|-------------------------------------|
| Port-Owned Port-A-Port – Type A | 760 | 39', 5" | 10', 0" | 19 |
| Port-Owned Port-A-Port – Type B | 1,000 | 43', 0" | 11', 0" | 37 |
| Port-Owned Port-A-Port – Type C | 1,060 | 40', 6" | 10', 0" | 0 |
| Port-Owned Port-A-Port – Type D | 1,340 | 40', 0" | 11' 10" | 0 |
| Port-Owned T-Hangar – Type A | 1,596 | 56', 0" | 14', 8" | 51 |
| Port-Owned T-Hangar – Type B | 840 | 42', 0" | 10', 8" | 46 |
| Port-Owned T-Hangar – Type C | 1,110 | 44', 0" | 10', 8" | 45 |
| Port-Owned T-Hangar – Type D | 960 | 42', 0" | 11', 4" | 49 |
| Port-Owned T-Hangar – Type E | 1,152 | 42', 0" | 11', 4" | 52 |

The Directive will be issued by the Director of Aviation in accordance with Section 8.01.080.G (Airport-Wide Directives) of the POAC. The requested action will approve and authorize the establishment of the Application Fee and the Maintenance Fee, as described below, into the Appendix C-3 of the POAC.

1. The "Application Fee", which means the one-time, non-refundable fee of \$100.00 per list, due at the time the application is submitted.
2. The "Maintenance Fee", which means the annual, non-refundable fee of \$75.00 per list, due by January 1st of each year, or another date determined by the Directive, for applicants who wish to remain on the Waiting List.

OTHER FINDINGS AND PROVISIONS

ENVIRONMENTAL REVIEW

The proposed action was analyzed under the California Environmental Quality Act (CEQA) and was found to be:

Categorically exempt under the following CEQA Guidelines Section:

Choose an item.

"Common Sense" exemption under CEQA Guidelines Section 15061(b)(3).

Other/Notes:

BUDGET

Administrative (No Impact to Operating, Non-Operating, or Capital Budgets); OR

Operating

Non-Operating

Capital

Analysis: The Application and Maintenance Fees were not contemplated during the drafting of the FY 2027 Operating Revenue Budget. It is anticipated that this action would result in additional Aviation Division revenues of \$11,375.

STAFFING

No Anticipated Staffing Impact.

Anticipated Change to Budgeted Headcount.

Reason:

Other Anticipated Staffing Impact (e.g., Temp Help).

Reason:

MARITIME AND AVIATION PROJECT LABOR AGREEMENT (MAPLA):

Applies? No (Not Aviation or Maritime CIP Project) – proposed action is not covered work on Port’s Capital Improvement Program in Aviation or Maritime areas above the threshold cost.

Additional Notes:

LIVING WAGE (City Charter § 728):

Applies?

No (Not Covered Entity) – proposed action involves entity not covered by Living Wage requirements because it is not a covered service provider or tenant, does not employ at least 21 employees, or receive from or pay to Port at least \$50,000.

Additional Notes:

SUSTAINABLE OPPORTUNITIES:

Applies? **No.**

GENERAL PLAN (City Charter § 727):

Conformity Determination:

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| <p><u>Reason:</u> There are no sustainability opportunities related to this proposed action because it does not involve a development project, purchasing of equipment, or operations that presents sustainability opportunities.</p> | <p>Not Required – conformity determination not required because proposed action does not change use of or make alterations to an existing facility, or create a new facility.</p> |
| <p><u>STRATEGIC PLAN.</u> The proposed action would help the Port achieve the following goal(s) in the Port’s Strategic Plan:</p> <ul style="list-style-type: none"><input type="checkbox"/> Capture Our Market and Grow the Economic Base<input checked="" type="checkbox"/> Modernize and Upgrade Infrastructure<input type="checkbox"/> Transition to Zero-Emissions and Build Climate Resilience<input checked="" type="checkbox"/> Maximize Land Use Value and Revenues<input type="checkbox"/> Workforce Training and Jobs Development<input type="checkbox"/> Create Opportunities for Local Businesses and Community Economic Development | |