

COUNTY AIRPORT PARKING POLICY

The San Mateo County Airports (San Carlos Airport and Half Moon Bay Airport) have established the following procedures to govern parking and traffic on airport property. Permission to park vehicles on San Mateo County Airport(s) property is governed by the following policies and procedures.

1. OBJECTIVE:

The County Airport Parking Policy (Policy) has been established to improve customer service, enhance public safety and emergency access, and increase operational efficiency. This Policy has been established for the safety of the Airport(s) community, to ensure access for Airport businesses, maintain safe vehicle parking lots, allow for adequate Airport(s) event parking, facilitate the work of Airport(s) personnel by ensuring access to Airport(s)-owned parking lots, ensure access at all times for emergency responders and equipment, and to make effective and efficient use of limited parking spaces.

2. REGULATORY GUIDELINES:

State law and local ordinances, including California Vehicle Code Sections 21113 et. al. and 22651.3, and Chapters 1.08, 7.28, and 7.32 of the San Mateo County Ordinance Code, collectively allow the Board of Supervisors to establish parking controls and issue citations for parking violations on County-controlled lots.

3. PURPOSE:

To designate all County Airport parking lots as no parking zones between the hours of 11 pm until 6 am, except by permit. Violation of any rule or regulation relating to the operation, stopping, standing, or parking of motor vehicles on the roads, driveways and grounds of County Airports, duly adopted, and as from time to time amended, by the County's Board of Supervisors, shall be cited and may be towed pursuant to the County's parking ordinance and Section 21113 et seq. and Section 22651.3, of the Vehicle Code of the State of California.

4. PROPOSED NEW AIRPORT PARKING POLICY:

A. DEFINITIONS

- (1) ***Airport Overnight Parking Permit*** shall mean a permit issued by the Director of Public Works to Airport Businesses and Tenants which authorizes vehicles to park overnight on Airport property in *Overnight Parking Spaces*.

Overnight parking, with a valid permit, is limited to seven (7) consecutive calendar days without the written permission of the Airport Manager.

- (2) **Airport Parking Lots** are defined below in Section 4.
- (3) **Overnight parking** shall mean the parking or leaving of a vehicle in in any airport parking lot between the hours of 11 pm and 6 am.
- (4) **Overnight Parking Spaces** shall mean those spaces designated for overnight parking.
- (5) **Vehicle** is a device by which any person or property may be propelled, moved, or drawn upon a highway, excepting a device moved exclusively by human power or used exclusively upon stationary rails or tracks. A Vehicle, for the purposes of this Policy, does not include oversized vehicles such as recreational vehicles, buses, trailers, semitrailers, box trucks, motor homes, mobile homes, storage containers, and tractors.

B. POSTED SIGNAGE

Signs shall be posted at the entrances to all Airport Parking Lots stating “OVERNIGHT PARKING PROHIBITED EXCEPT BY SAN MATEO COUNTY PARKING PERMIT AND IN DESIGNATED SPACES. VIOLATORS WILL BE CITED AND MAY BE TOWED AT OWNER’S EXPENSE”.

C. PARKING REGULATION

All Airport(s) parking is for day-use only and no parking is allowed between the hours of 11pm and 6am whether attended or unattended, in a space not designated as an *Overnight Parking Space* without the conspicuous and prominent display of an *Airport Overnight Parking Permit*.

Airport staff may temporarily prohibit parking in areas needed to be kept clear for maintenance, repair or construction of Airport facilities. Airport staff will provide notice of such temporary prohibition, if possible, at least 72 hours prior to the prohibition.

Buses, trailers, semitrailers, box trucks, motor homes, mobile homes, storage containers, and tractors shall never be permitted to be parked in an Airport Parking Lot regardless of the presence of an *Airport Overnight Parking Permit* or being parked in a designated *Overnight Parking Space*, unless otherwise governed by a written agreement approved by the County Board of Supervisors.

D. PARKING INFRACTIONS

Any vehicle parked or left standing, whether attended or unattended, in an unauthorized area without a permit between the hours of 11 pm and 6 am will be

cited and may be removed or cause to be removed by a regularly employed or salaried County employee.

E. EVENT/MAINTENANCE IMPACTING PARKING

Airport staff reserves the right to require overnight parking spaces to be vacated for parking lot maintenance and/or Airport Events with seventy-two (72) hours' notice (or less in case of emergency/public utility need).

F. ISSUANCE OF AIRPORT OVERNIGHT PARKING PERMITS

San Carlos Airport Vehicle Parking Lots

- Terminal Building Parking Lot 45 Overnight Parking Spaces Available
- Alpha Hangar Parking Lot 10 Overnight Parking Spaces Available
- Silicon Valley Aviation/701 Skyway Road Parking Lot 20 Overnight Parking Spaces Available
- Bel-Air/795 Skyway Road Parking Lot 20 Overnight Parking Spaces Available
- Mike Hangar Parking Lot 10 Overnight Parking Spaces Available

- ◆ *Overnight Parking Areas are shown on the attached map of San Carlos Airport Vehicle Parking Lots*

Half Moon Bay Airport Vehicle Parking Lots

- Terminal Building Parking Lot 10 Overnight Parking Spaces Available

- ◆ *Overnight Parking Areas are shown on the attached map of Half Moon Bay Airport Vehicle Parking Lots*

Airport Overnight Parking Permits shall be issued to Airport businesses as follows:

- (a) Airport Lessees: 4 Permits
- (b) Airport Concessionaires: 4 Permits
- (c) Airport Lessees and Concessionaires: 5 Permits
- (d) Airport Permittees*: 4 Permits
- *Excludes Aircraft Detailers, Aircraft Sales and Scenic Tour Operator Permits*
- (e) Airport Tenants**: 2 Permits issued per hangar or tiedown account per calendar month

****Airport Business that also have hangars and/or tiedown accounts are not eligible for an *Overnight Parking Permits* under this category.**

G. ASSIGNMENT

This Overnight Parking Permit is personal to the Permittee and shall not be transferred, or assigned. Any purported transfer or assignment of the Overnight Parking Permit, without the prior written consent of County, shall be void; and shall constitute a material breach of the Policy and may result in loss of Airport parking privileges. This provision shall not prohibit a Permittee from allowing its customers, employees or guests from using the Permittee's Parking Permit on a temporary basis so long as the Permittee remains responsible for the use of the Permit.

H. FALSE USES OF PERMITS

A person who alters, forges, counterfeits, or falsifies an overnight parking permit shall lose their overnight parking permit privileges and may be subject to loss of all parking privileges at the County Airports.

I. LOSS OF PARKING PRIVILEGES

The Airport(s) reserves the right to rescind parking privileges from any person for violation of any of the Airport parking regulations.

J. NO LIABILITY FOR LOSS OF THEFT

The Airport(s) does not warrant the security of parked vehicles and is not responsible for the loss or damage through the towing of unauthorized vehicles, theft, vandalism, and weather or otherwise.

K. TOWING OF VEHICLES

Any regularly employed and salaried employee of San Mateo County may remove or cause to be removed any vehicle pursuant to the provisions of Vehicle Code Section 22651.3.

L. AUTHORITY OF THE DIRECTOR OF PUBLIC WORKS

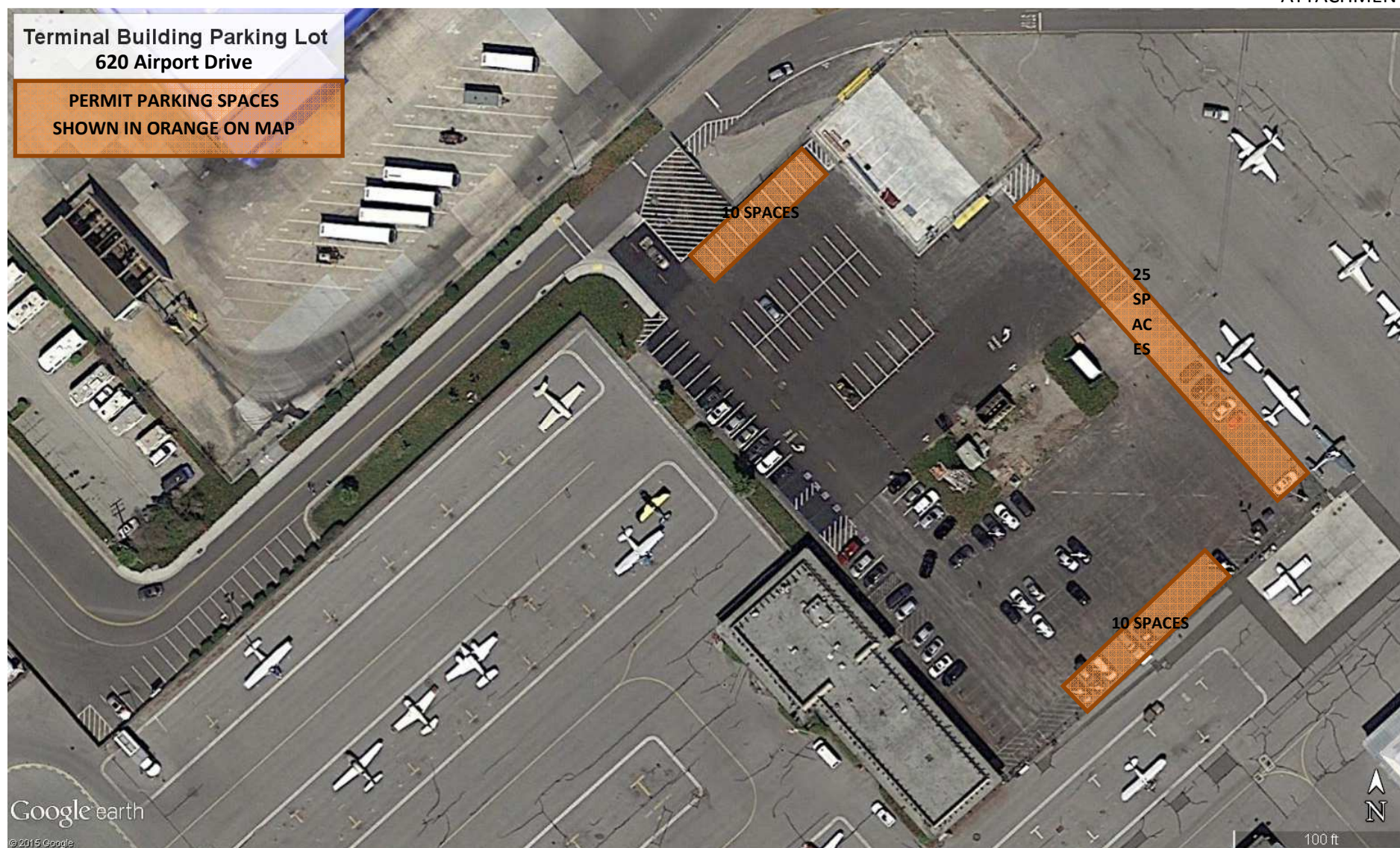
The Director of Public Works is duly appointed by the San Mateo County Board of Supervisors and has authority to enforce the County Airport Parking Policy on San Carlos Airport and Half Moon Bay Airport properties. The Director of Public Works, and/or his designees, is authorized to issue citations and impound vehicles and shall execute the powers of enforcement as granted by this Policy and the San Mateo County Board of Supervisors.

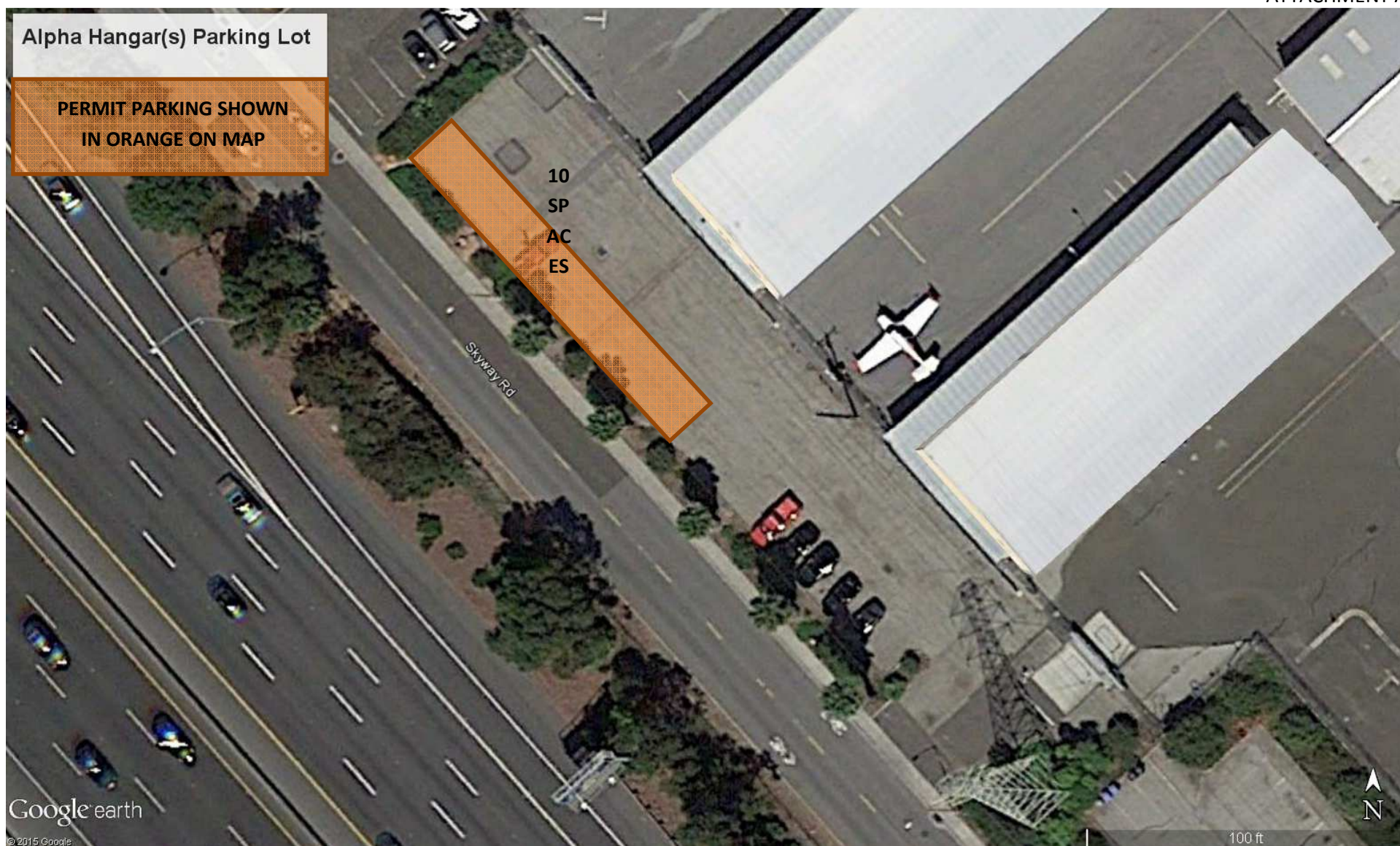
M. DELEGATION OF AUTHORITY

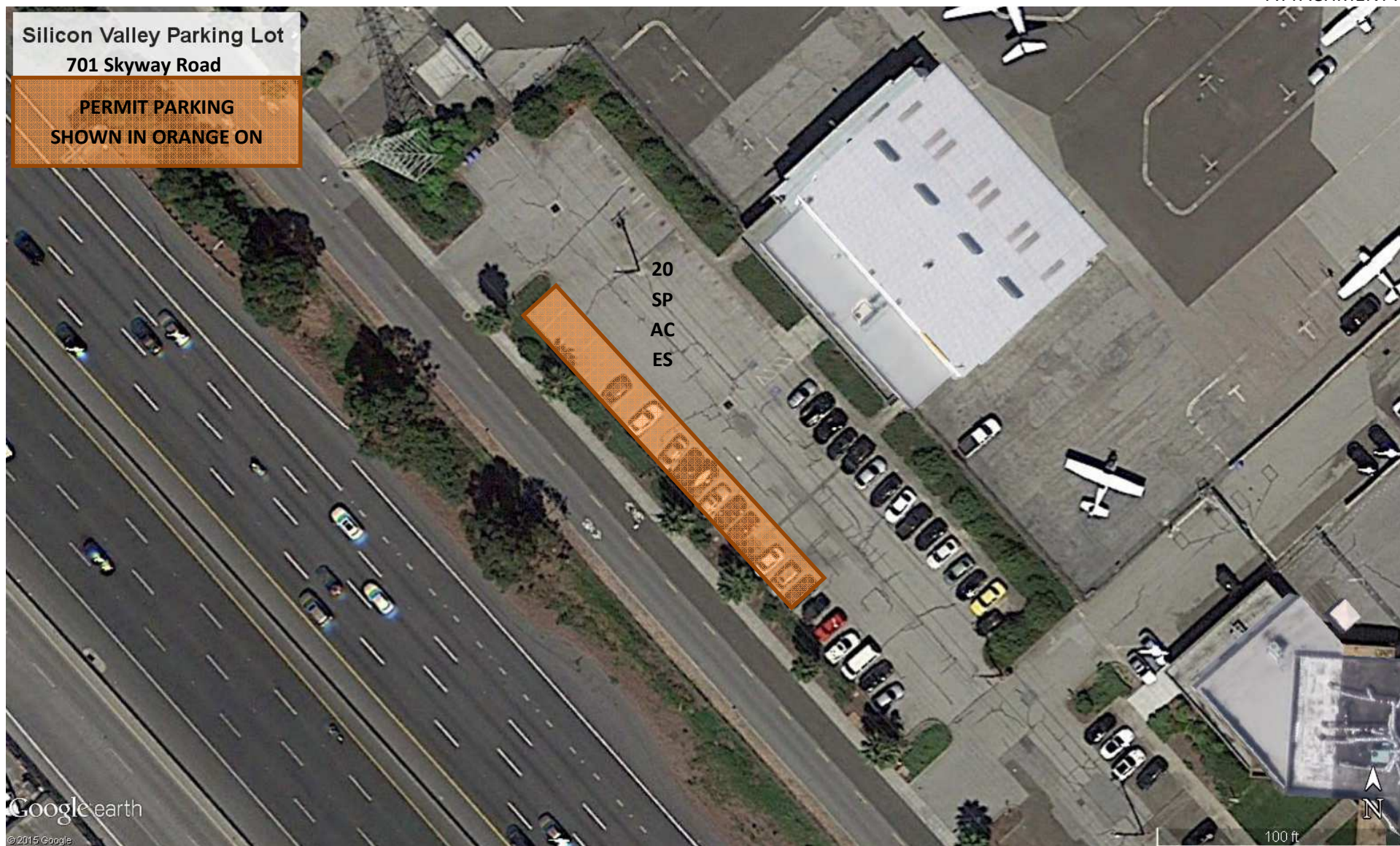
The authority conferred upon the Director of Public Works to enforce these regulations may be delegated by the Director to County employees.

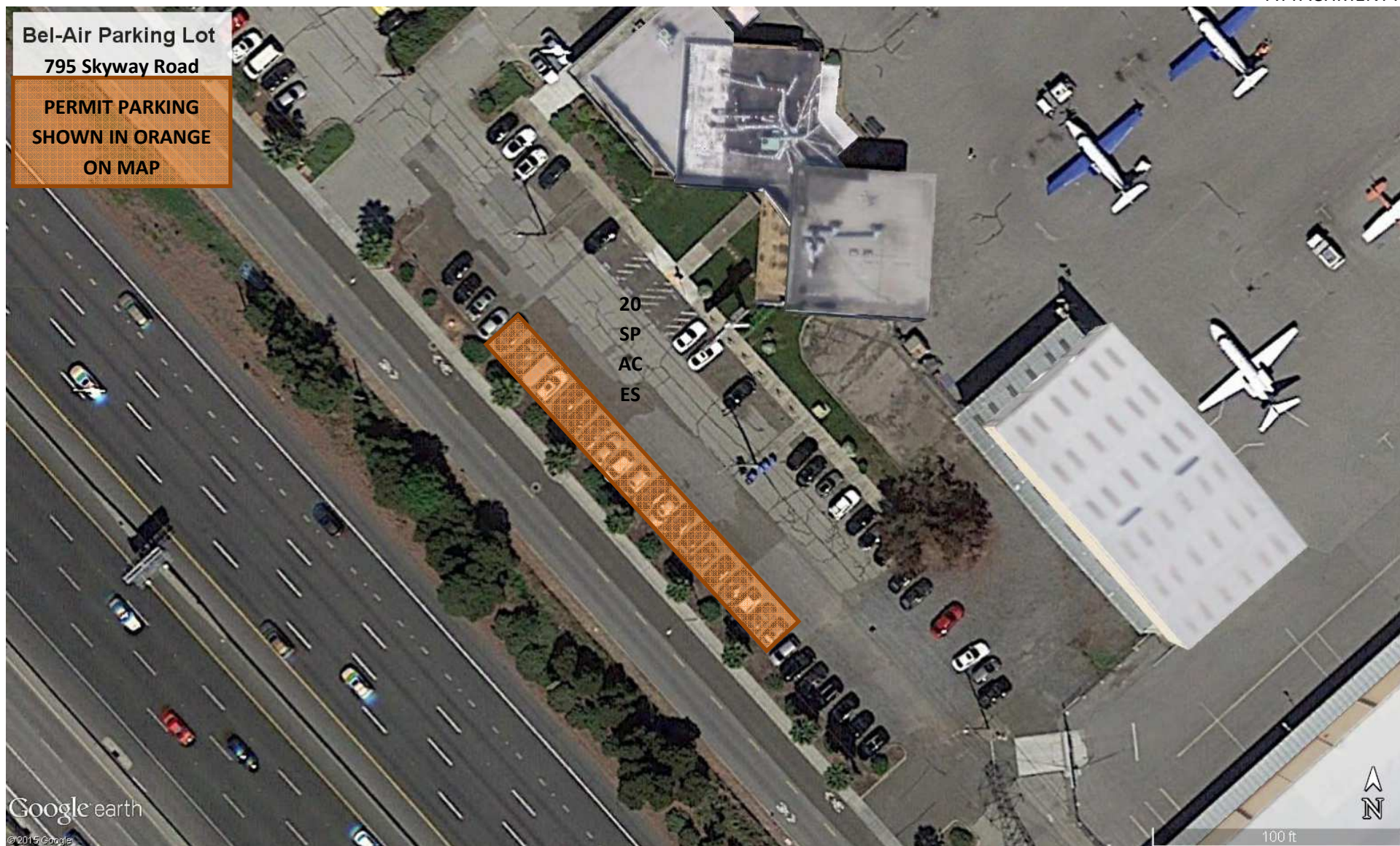
**APPENDIX 1: OVERNIGHT PARKING SPACES FOR
EACH PARKING LOT AT THE SAN CARLOS AIRPORT**

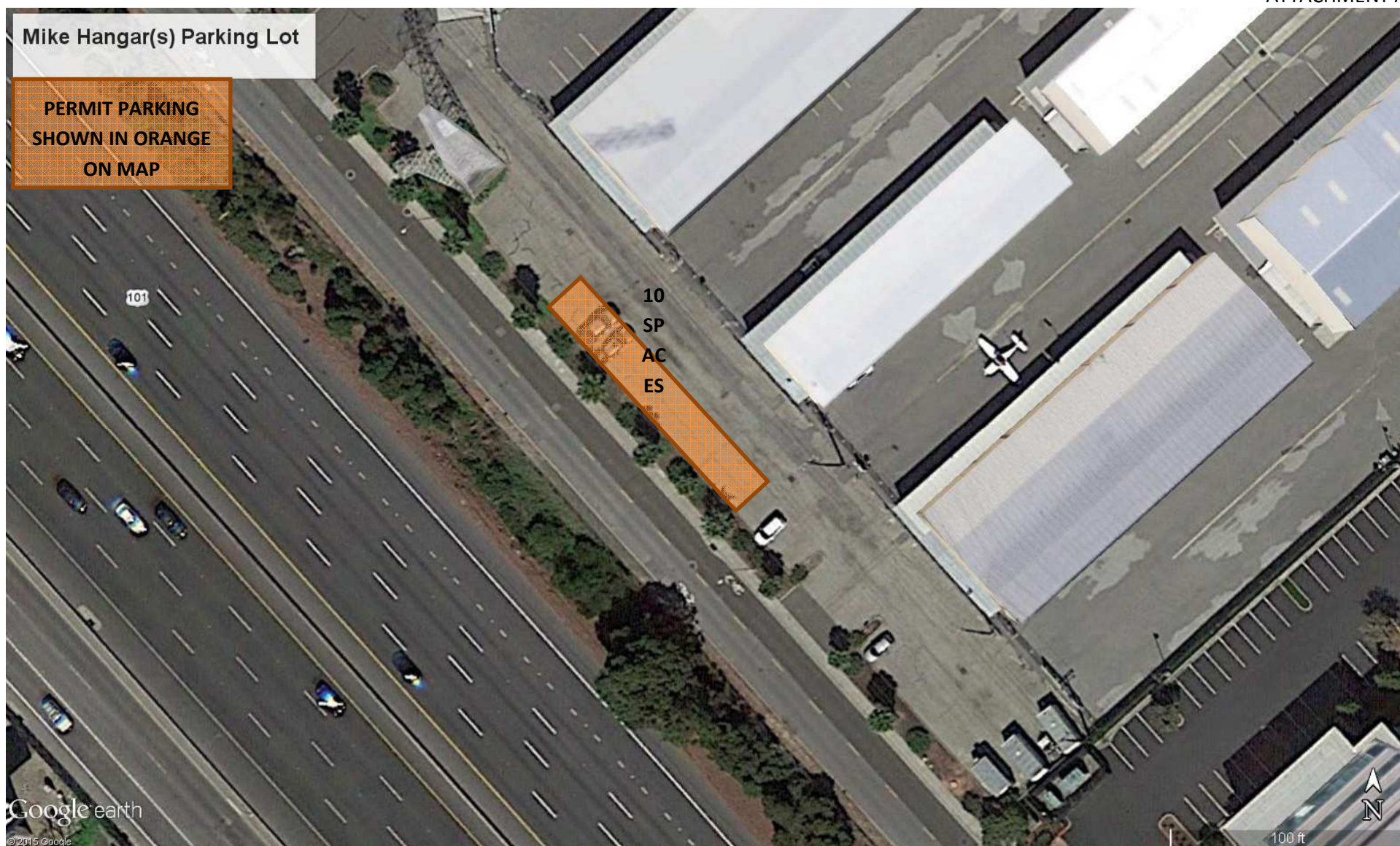
1. Terminal Building Parking Lot	45 Overnight Parking Spaces Available
2. Alpha Hangar Parking Lot	10 Overnight Parking Spaces Available
3. Silicon Valley Aviation/701 Skyway Road Parking Lot	20 Overnight Parking Spaces Available
4. Bel-Air/795 Skyway Road Parking Lot	20 Overnight Parking Spaces Available
5. Mike Hangar Parking Lot	10 Overnight Parking Spaces Available











**APPENDIX 2: AIRPORT OVERNIGHT PARKING SPACES FOR THE
PARKING LOT AT HALF MOON BAY AIRPORT**

1. Terminal Building Parking Lot 10 Overnight Parking Spaces Available

