



EXHIBIT C T-Hangar Operations & Procedures

General

- The location of the northeast t-hangar site is listed as 4301 Falcon Road (no mail delivery).
- The buildings are lettered A, B, C consecutively from north to south.
- Individual hangars are located by building letter and number (A-1, A-2 or B-1, B-2 etc.)
- **The hangars are intended for aircraft storage only.** No other storage use will be permitted.
- Each Permittee will be responsible for their separate hangar utility charges (electric or heat).
- Only portable electric heaters approved by the Airport Authority (GRAA) and by the City of Rockford Fire Department will be permissible. All temporary heaters must not be left unattended during operation. Lessees in the "C" building may contact the Airport Authority concerning the potential for gas heat.
- Permittee will be responsible for removal of all personal rubbish from the site. There is no contract rubbish removal provided to the t-hangar buildings.

Renting Procedures

- The first month of rent plus a security deposit equal to one month of rent will be required upon execution of the lease.
- The Permittee, as required by the TSA, must successfully complete a background check before an AOA access badge can be authorized. Permittees should call the airport badging office at (815) 969-4019 or email badging@flyrfd.com to start the badging process. See the current Rates & Charges for badging fees.
- One key per tenant will be issued upon receiving your badge. There is a fee for a lost or replacement key, see the current Rates & Charges.
- **It will be the responsibility of each Permittee to have the electric service turned on and billed in their name to a home or business address.**

Special Requirements

- Please notify the GRAA and pertinent utility companies if a contact address change is made. For emergency and security reasons, no post office box numbers will be acceptable. Whenever possible, Permittee should provide an emergency or alternate contact number and/or email address.
- Current make, model, year and color description along with the tail number of the aircraft to be stored in a hangar must be provided with the permit.
- Permittee must notify the Properties Manager in writing of temporary aircraft substitutions.
- A Commercial Operating Agreement (COA) is required to be on file with the Airport Authority for any business operating on or within the Airport.

This information will remain confidential to airport staff for emergency and security purposes.

Security

- All vehicles must be stored in hangar when aircraft is out. No trailers, debris or unattended automobiles will be stored outside hangar. **Unattended vehicles are subject to towing at the expense of the owner.**
- Only authorized GRAA vehicles and badged persons are allowed to enter the Air Operations Area (AOA- everything within the airport perimeter fence). Unauthorized/unbadged persons and vehicles are subject to fines and/or arrest.
- The AOA badge must be worn at all times while inside the airport perimeter fence.
- Lost badges must be reported to Airport Operations immediately. Failure to report a lost badge may incur fines. See current Rates & Charges for lost badge fees.
- Badges may not be used by anyone other than to whom the badge was issued.
- The Permittee with a badge must escort all unbadged visitors, at all times. The unbadged individual must be within visual and verbal control at all times.
- Report any unbadged individuals found within the AOA to Airport Operations immediately.
- Bicycles and unlicensed motor vehicles shall not be operated within the AOA.

- Permittee vehicles must be operated in a safe manner; speeding and reckless driving will not be permitted.
- Permittee vehicles are only authorized in the immediate vicinity of the T-hangars.
- Alcoholic beverages, firearms and explosives are not permitted within the AOA.
- In an emergency, call 9-1-1. In the event of an accident or injury, it should also be reported immediately to Airport Operations for a follow-up incident report.

AIRPORT OPERATIONS DEPARTMENT (815) 969-4011 (24-Hours)

Hangar Maintenance

- Please read and follow manufacturers hangar door operating instructions posted in each hangar.
- The Permittee will be responsible for the costs of repairs caused by improper operations of GRAA-owned equipment.
- GRAA will be responsible for electrical, plumbing and general facilities structural maintenance, provided that the maintenance is not the result of abuse, neglect or an accident of any Permittee.
- Snow removal will be the responsibility of GRAA to within approximately 18” of the hangar door. Permittees will be responsible for touch-up cleaning of additional drifts or nuisance ice within their immediate hangar door area.
- All maintenance requests should go to Airport Operations at (815) 969-4011 or operations@flyrfd.com. These requests are prioritized and completed accordingly.
- Storage of ANY flammable liquid within the hangar will require the use of a NFPA/EPA-approved metal containment system and be labeled accordingly. Permanent storage in excess of 20 gallons total of flammable liquids within the hangar will not be permitted. It is understood that individual aircraft may contain considerable amounts of fuel and volatile liquids; these quantities are not included in the 20-gallon total.
- ***No aircraft refueling will be allowed in any hangar at any time.***
- ***No hangar door shall be left in the open position when the hangar is unattended.***

Termination

A timely completion of the items listed below will expedite any refund of deposit due.

- Permittee will notify GRAA in writing at least 30 days prior to lease termination.
- Permittee shall be responsible for contacting the utility company (companies for those with gas heat) for a ***final meter reading and payment of all outstanding utility balances. Please do not call for a disconnect but a final reading, as the utility meters remain in place at all times.***
- Permittee should provide sufficient time for this process so that verification of ‘final reading’ date of the utility final payment can be confirmed.
- A final inspection of premise should be scheduled with the Properties Manager to verify condition of the hangar. Hangar must be clean at that time.
- Lessee must turn in all keys and AOA access badge during final inspection or to the badging office.
- Based on information gathered, all or a portion of the Permittee security deposit will be mailed within 60 days after the notice of termination has been issued.
- ***Violation of the Permit, T-Hangar Operations & Procedures or other GRAA ordinances would constitute a breach of the Permit and could ultimately result in t-hangar eviction and loss of the security deposit.***