

EXHIBIT C

T-HANGAR OPERATIONS & PROCEDURES

General

- The location of the northeast t-hangar site is listed as 4301 Falcon Rd (no mail delivery).
- The buildings are lettered A,B,C, consecutively from north to south.
- Individual hangars are located building letter and by number (A-1,2,3 or B-1,2,3 etc.)
- ***The hangars are intended for aircraft storage only.*** No other storage or 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 Dept. will be permissible. All temporary heaters must not be left unattended during operation. Lessees in the "C" building can 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. (Example \$340 = first month of rent + \$340 security deposit = TOTAL \$680).
- The Permittee, as required by the FAA, must successfully complete a 10-year background check before an AOA access badge can be authorized. Each Additional Permittee may also be badged according to current Rates & Charges. Permittees are asked to call the 24-hour Operations phone number (815-969-4011) to schedule a badge appointment; badges are authorized at the SRE Building (5751 Falcon Rd). Badging applications are available at the Properties office (60 Airport Drive) or Operations/SRE Building.
- One (1) key per Tenant will be issued at this time. There will be a fee for replacement of lost keys or for any additional keys, one for each Additional Permittee, per the current GRAA 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 (cell phone or e-mail 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.

This information will remain confidential to airport staff for emergency and security purposes. The GRAA requests the Permittee notify the Properties Department (60 Airport Drive, Rockford, IL 61109) in writing of temporary aircraft substitutions.

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 persons will be allowed to enter the Aircraft Operation Area (AOA). Unauthorized vehicles and pedestrians are subject to arrest.
- The AOA access badge must be worn at all times while inside the GRAA perimeter security fence. Replacements are available for a fee at the SRE Building (5751 Falcon Rd.). Please make an appointment for replacements by calling 815-969-4011.
- ***AOA access badges cannot be used by anyone other than the individual to whom it is issued.*** The badge must be worn by the individual at all times upon entering the t-hangar area.
- No person shall enter the north east t-hangar area without a valid AOA access badge or unless they are escorted by a badged Permittee.
- A Permittee with a current badge must escort all unbadged visitors at all times. All visitors must remain within the line of sight of a badged Permittee at all times. Unauthorized or unescorted individuals are subject to arrest.
- Children and pets shall not be allowed to wander about. Bicycles and unlicensed motor vehicles shall not be operated within the t-hangar area.

- Permittee vehicles must be operated in a safe manner; speeding and reckless driving will not be tolerated.
- Alcoholic beverages, firearms and explosives are not permitted within the perimeter fence.
- In an emergency, call 911. In the event of an accident or injury, it should also be reported immediately to the Operations Dept. (815-969-4011) for a follow-up incident report.

Hangar Maintenance – *please read & 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 the Operations staff by phone 24-hours/day to 915-969-4011 or fax to 815-967-8411. These requests will then be prioritized and completed accordingly.
- Storage of any flammable liquid within the hangar will require the use of a UL-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 you:

- 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 a GRAA Operations staffer to verify condition of the hangar. Hangar must be clean at that time.
- Lessee must turn in all keys and AOA access badge to the staffer during the final inspection or at the SRE Building.
- Based on information gathered, all or a portion of the Permittee security deposit will be mailed within 60 days after the notice of terminal 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.***