

Mmmm DD, 20YY

Tenant Name (HLA 2021-2022) ([Title])  
Tenant Address  
Tenant e-mail address  
Tenant Number

Dear Mr. Tenant Name:

The Tri-County Airport Authority (TCAA) has adopted a new hangar leasing document and rental rate schedule effective October 1, 2022. Please complete the emergency contact information, and digitally sign and date the enclosed document.

We've made some changes over last year; here are the high points:

- We had to bump rates up slightly—5% on hangars, \$1 per month on tie-downs.
- You are still allowed to pay annually, but the discount has been removed.
- We reported last year that we would require that tenants must maintain a flyable aircraft in each rented hangar or tie-down effective 1 October 2022. We have modified that—tenants without a legally flyable aircraft in the hangar or tie-down space will pay a \$200 per month surcharge per hangar or space. (see Section 4.6)
- Due to Holmes County Fire Department and State of Florida statutes, you are not allowed to have a “private” lock on your hangar. **THESE WILL BE REMOVED.** (see Section 11.4)
- If you wish to have a keypad lock, contact the airport manager and we will use our best efforts to install a keypad lock and program it with a code of your choosing. (see Section 11.5)
- As per previous leases, you are required to have liability insurance and name us as a “named insured.” We will be asking you to email your insurance so that we have it on file.

By 1) signing the document, 2) ensuring that you are current on your rent and 3) providing your credit card information to the Airport Manager, you will continue to be eligible for the tenant fuel discount of \$0.20 per gallon. Credit card payments for rent will continue to incur a 3.5% convenience fee.

As you may know, the airport operated last year with a budget shortfall, which was caused primarily by our insurance rates increasing dramatically but was fortunately offset by an unexpected COVID grant. We will continue to work hard on your behalf to ensure that you receive an excellent value by locating your aircraft at Tri-County and believe that these changes will ensure we meet those goals.

Please contact me directly if you have questions or need further clarification.

Sincerely,

*Jack Locke*

Herbert J. Locke, Jr.  
Chairman

Attachments: Rental Rate Chart, Lease Document

## **Changes to the October 1, 2022 Hangar lease:**

2.2 The Lessee is subject to the published rules and regulations of the Tri-County Airport as posted on its public website and which may be modified from time to time.

4.6 Consistent with Section One hereof, Lessee acknowledges and agrees that it is leasing the Leased Premises for the purpose of storing and maintaining a working aircraft as per published **Tri-County Airport Tenant Liability Insurance and Flyable Aircraft Policy**. IF AT ANY TIME DURING THE TERM OF THIS LEASE LESSEE IS NOT MEETING THE REQUIREMENTS OF THIS POLICY, LESSEE SHALL PAY LESSOR ADDITIONAL RENT OF \$200 PER MONTH OVER AND ABOVE THE AMOUNT DESCRIBED IN SECTION 4.1 HEREOF. Upon Lessor's determination that a working aircraft is not being stored in the Leased Premises, Lessor shall provide written notice to Lessee. Lessee shall have five (5) days from the date of such written notice to produce proof of a working aircraft to the satisfaction of Lessor. The additional rent described in this paragraph shall be prorated to the day and shall continue to be due and owing to Lessor until Lessee meets the requirements of the policy, at which time Lessor shall provide Lessee with written notice providing for termination of the additional rent as of the date specified in such notice.

7.2 Lessee shall dispose of all waste and trash in an inconspicuous manner by removal from the premises or in specified Lessor provided common disposal containers, if any. All waste disposed of in Lessor provided common disposal containers must be bagged. Waste and trash shall not be stored within the Airport and Lessee shall be responsible for disposing of all waste and trash in accordance with applicable laws, codes, rules, and regulations. WASTE FROM OUTSIDE THE AIRPORT PROPERTY SHALL NOT BE DISPOSED OF USING THE AIRPORT DUMPSTER, NOR SHALL WASTE BE PLACED ADJACENT TO A FULL DUMPSTER.

10.3 Any such alterations and/or improvements to the Leased Premises shall become the property of the Tri-County Airport Authority.

11.4 ANY PRIVATE LOCKS ON ANY AIRPORT HANGAR DOOR SHALL BE REMOVED BY AIRPORT STAFF.

11.5 Lessee may opt, at any time, to contact the Airport Manager, who will make best effort to install a keypad lock that remains the property of the Tri-County Airport.

15.1 Lessee is responsible for damage caused to airport facilities to include hangars and other airport property. During the term of this Lease, Lessee shall insure its contents (in most cases, one or more aircraft) within the Leased Premises at Lessee's expense.

15.2 Lessee shall provide upon demand to the Lessor Certificate(s) of Liability Insurance demonstrating that a minimum of \$1,000,000 of liability insurance has been obtained and showing that Lessor is named as an additional insured.