

## City of Marshall – Brook Field

### Hangar and Apron Policy

#### 1. PURPOSE

The purpose of this policy is to ensure proper use of main hangar, maintenance bays, and apron at Brooks Field (RMY). This policy also identifies the responsibilities of the airport Board, airport manager, and the city finance department.

#### 2. SCOPE

- A. This policy applies to the use of the main hangar, maintenance bays, paved apron, and any other open space available for use at RMY.
- B. This policy attempts to consolidate information on aircraft to ensure safety.

#### 3. REFERENCES

- A. Chapter 98 Airport and Aircrafts; City of Marshall – Code of Ordinance
- B. Fee schedule

#### 4. RESPONSIBILITIES

- A. Airport Board
  - I. Establish fee schedule
  - II. Approval of rent free situations
- B. Airport Manager
  - I. Collect necessary information.
  - II. Present annual report to airport board.
  - III. Communicate agreements to Finance department.
  - IV. Track use of space.
- C. Finance
  - I. Collect fees
  - II. Track delinquent accounts and notify airport manager

#### 5. AGREEMENTS

- A. Required Information shall be received prior to occupancy and shall include:
  - I. Name
  - II. SSN
  - III. Address
  - IV. Tail number of aircraft
  - V. Emergency contact phone number
- B. Utilities
  - I. The cost of utilities will be included in the rental fee.
  - II. Abuse of the use of utilities will lead to the lessee to additional fees.

#### 6. RULES

- A. Payment
  - I. Payment must be made in advance.
  - II. Tenets must select a payment frequency.
  - III. Payment will be due on the first of the month for the upcoming month
  - IV. Payments will not be prorated.

- B. Agreements must be made in advance.
- C. The City of Marshall will not allow any sub-leasing to occur.
- D. Aircrafts that are hangar or tied down for longer then 90 days must be registered with the Michigan Aeronautics commission.
- E. The City of Marshall's employees, officers, and contractors are not responsible for the aircraft or its contents.
- F. The tenants are responsible for locking the hangar after each use.
- G. Tenants that violate the rules will be forced to remove their aircraft.
- H. This policy shall contain all rules and regulation contained in:
  - I. City of Marshall Code of Ordinance
  - II. City of Marshall Charter
  - III. State and Federal law