



Meeting Agenda  
City of Mora Airport Board  
Tuesday, October 11, 2022  
5:00 PM Mora City Hall

Mora City Hall  
101 Lake Street S  
Mora, MN 55051  
Kanabec County,  
Minnesota

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*City of Mora Code of Ordinances, Chapter 32: The role of the Airport Board is to be a recommending advisory body to the City Council regarding all aspects of airport land use, airport operations, and airport capital improvements.*

1. Call to Order
2. Roll Call:
  - Jody Anderson
  - Dave Gunderson
  - Karla Kastenbauer
  - Stefan Salmonson
  - Nick Stafford
3. Adopt Agenda
4. Minutes
  - a. Approve Minutes from September 13, 2022
5. Old Business
  - a. Update on Airport Lease Agreement
6. New Business
  - a. none
7. Reports
  - a. Staff
  - b. Committee Members
8. Adjournment

The next regular meeting of the Airport Board is scheduled for:  
**5 p.m. Tuesday Nov. 1**  
*(Note: This is earlier in the month than usual due to elections)*

City of Mora, Minnesota  
Airport Board Meeting Minutes  
**September 13, 2022**

Pursuant to due call and notice thereof Board Chair Nick Stafford called to order the regular meeting of the Airport Board at 5:04 p.m., on Tuesday, September 13, 2022, in the Mora City Hall council chambers.

**2. Roll Call:** Present: Chair Nick Stafford, Jody Anderson, Karla Kastenbauer, Stefan Salmonson, Dave Gunderson

Absent: None

Staff Present: City Administrator Glenn Anderson, Airport Manager Joe Kohlgraf, and Community Development Director Kirsten Faurie

**3. Adopt Agenda:** MOTION made by Kastenbauer, seconded by J. Anderson, and unanimously carried to adopt the agenda as presented.

**4. Minutes:**

- a. Approve minutes from Aug. 2, 2022: MOTION made by Kastenbauer, seconded by Salmonson and unanimously carried to approve Aug. 2 minutes as presented.
- b. Approve Minutes from Aug. 16, 2022: MOTION made by J. Anderson, seconded by Gunderson and unanimously carried to approve Aug. 16 minutes as presented.

**5. Old Business:**

- a. Fly In: Kohlgraf provided updates on the fly-in and was hoping for good weather. Discussion continued regarding set up on the day of the event, plane parking, prizes and giveaways.
- b. Airport Lease Agreement: The Board reviewed suggested changes to the Hangar Land Lease Agreement from the city council and city attorney. The board consensus was to accept suggested changes made by the council except on page 9, *18. Right of Entry*. Discussion continued among the board members regarding what would be a reasonable amount of time to provide tenants with notice for the purpose of compliance inspections, especially considering when many of the lease holders are “snowbirds” and are not living in the area during much of the year. Discussion included possibly consulting with the city attorney, as well as Stafford’s private attorney regarding rights of the lease holders and rights of the city to enter the hangars. Kohlgraf suggested a wording change that shifted the focus from an amount of notice given to tenants to an annual window of time for compliance inspections to take place.

MOTION made by Kastenbauer on Page 9, *18. Right of Entry*. to remove the amount of time and notice given to tenants and re-write this paragraph to read:

*18. Right of Entry. The city reserves the right to enter upon the Premises and any building on the Premises for the purpose of compliance inspection annually during the months of June, July and August with reasonable accommodations arranged with airport staff.*

Salmonson seconded and motion carried unanimously.

The changes will be presented to the City Council for approval at their Sept. 20 meeting; if the Council proposes significant changes, those changes would be brought back to the Airport Board before final approval.

**6. New Business:**

- a. No new business

**7. Reports**

- a. Staff: Kohlgraf reported working on the Airport Capital Improvement Plan with SEH, the FAA, and MnDOT. The plan includes projects such as taxi lane repaving, runway rehab, snow equipment, etc. Kohlgraf reported some issues with fuel line repair and the project is on the list for MnDOT funding. G. Anderson reported trying to set prices for fuel consistent with neighboring municipal airports. G Anderson said a company interested in hosting drag racing at the airport has contacted the city and he is waiting on more information from them before bringing a proposal in front of the Airport Board. Preliminary advice from SEH has been cautionary and that the FAA should be consulted.
- b. Committee members: J. Anderson made the suggestion to contact members of the City Council and Public Utilities Commission inviting them to the fly in on Sept. 17.

**8. Adjournment:** MOTION made by J. Anderson, seconded by Kastenbauer and unanimously carried to adjourn the Airport Board meeting at 5:39 p.m.

The next regular meeting of the Airport Board is scheduled for 5 p.m. Tuesday, Oct. 11, 2022.

\_\_\_\_\_  
Commission Chair

Attest: \_\_\_\_\_  
Kirsten Faurie, Community  
Development Director



# MEMORANDUM

TO: Airport Board  
FROM: Kirsten Faurie, Community Development Director  
SUBJECT: Airport Hangar Lease Agreement  
DATE: October 11, 2022

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## SUMMARY

The Mora City Council has adopted the Airport Hangar Land Lease Agreement without the changes suggested at the Airport Board's Sept. 13 meeting.

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## TIMELINE

An Airport Hangar Land Lease Agreement for Privately Owned Hangars was adopted by the Mora City Council on Oct. 10, 2021. After hearing feedback from leaseholders the Airport Board revisited the agreement and proposed several changes.

On Aug. 16 the Airport Board approved sending a draft of the proposed changes to the city attorney for review; and recommended approval by the city council with the condition that should there be any significant changes suggested by either the attorney or council, that those changes be presented to the Airport Board for review.

On Sept. 6, the City Council recommend several changes and returned those proposed changes to the Airport Board.

On Sept. 13 the Airport Board approved many of the changes made by the council and recommended one revision to page 9, **18. Right of Entry**. The Airport Board recommends re-writing 18. Right of Entry to read:

**18. Right of Entry.** *The city reserves the right to enter upon the Premises and any building on the Premises for the purpose of compliance inspection annually during the months of June, July and August with reasonable accommodations arranged with airport staff.*

When presented to the Mora City Council at its Sept. 20, 2022 meeting, the council declined to make the suggested change to page 9, **18. Right of Entry**, leaving the amount of time for notice of compliance inspection at 72 hours.

The Council then adopted the new Hangar Land Lease Agreement.

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## ACTION REQUESTED

None

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## ATTACHMENTS

1. Airport Hangar Land Lease Agreement as was adopted by the City Council 09/20/2022

**CITY OF MORA  
MORA MUNICIPAL AIRPORT  
HANGAR LAND LEASE AGREEMENT FOR PRIVATELY OWNED HANGARS**

This Agreement ("Lease"), made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, is made between the City of Mora, a public corporation of the State of Minnesota, at 101 Lake Street South, Mora, Minnesota 55051 ("City") and \_\_\_\_\_ ("Tenant") for the purpose of outlining the rights and responsibilities of the parties to this Lease. The parties agree as follows:

1. **Lease of Airport Property.** The Tenant leases from the City a private hangar lot, as described on a map located at Mora City Hall. The lot is situated upon the Mora Municipal Airport, located at 2085 Mahogany St., Mora, MN 55051, an airport owned by the City ("Airport"). This Lease is for lot # \_\_\_\_ (hereinafter referred to as "Premises"). The Premises is leased together with land and any improvements that may have been placed on it.
2. **Use of the Airport.**
  - a. The Tenant has the privilege of using the public portions of the airport in common with other users. Tenant shall have the right to conduct all operations authorized pursuant to the terms of this Lease, provided, however, that this Lease shall not be deemed to grant to Tenant, or those claiming under Tenant, the exclusive right to use any part or portion of the airport other than the premises. Use of the airport is subject to the rules and conditions as now exist or may be enacted in the future by the City, the State of Minnesota, or the United States government. The Tenant is subject to customary charges for such use as may be established from time to time by the City.
  - b. Nothing in this Lease shall be constructed as obliging the City to maintain and operate the public portions of the airport during the entire term of this lease. It is specifically understood and agreed between Tenant and City that the City has the right and power to discontinue and terminate all public airport activities at the airport at any time it deems advisable and upon such discontinuance and termination, would not be liable to Tenant in damages and would have no obligations to Tenant, except as otherwise provided by law. In the event City discontinues and terminates all public airport activities on the airport, Tenant shall have the right to terminate this lease effective on the date of such discontinuance and termination as effective on the first day of any month thereafter by giving Lessor sixty (60) days written notice of such termination.
3. **Proof of Aircraft Ownership.** Tenant shall maintain appropriate registration and certifications on all airworthy aircraft that are stored on Premises. This Lease does not prohibit an individual who does not own or operate aircraft from owning a hangar or entering into this Lease. Further, this Lease does not require that the aircraft stored on the Premises be owned by the Tenant.
4. **Aircraft Registration.** Tenant agrees that any aircraft that is based at, stored at, or utilizes the facility under the Lease, shall be currently in compliance with the airport registration requirements set forth in Minnesota Statutes Chapter 360.
5. **Use of the Hangar.** The Premises shall be used for the majority purpose of storing aircraft and related aviation items. This Lease does not prohibit the storage of aircraft which are unregistered or not considered airworthy.
6. **Term of this Lease.**

- a. **Initial Term.** The term of this Lease shall be twenty (20) years ("Term"), commencing on \_\_\_\_\_, 20\_\_\_\_ ("Commencement Date") and expiring, unless earlier terminated, on \_\_\_\_\_, 20\_\_\_\_.
7. **Lease Payments.** Tenant agrees to pay the City:
  - a. **Hangar Land Lease Rent.** The Tenant shall pay the City rent for the Premises in the amount of \$\_.10\_\_\_\_\_ per square foot per year, as determined by outside dimensions of the building or continue with the current rate for an existing tenant. Rent is due for the calendar year in advance to be paid annually by the 31st day of January, beginning January 31, 20\_\_\_\_. Rent shall be paid to City at the address specified in this Lease. Rent shall be pro-rate for any portion of a calendar year.
  - b. **Adjustment of Rent.** The City reserves the right to adjust rent each five-year anniversary date of this Lease by an amount not to exceed ten percent (10%) of the rent preceding the anniversary date of the Lease. Tenant shall pay in full on or before the five year anniversary date of the lease the pro-rated amount of the increased rent for the months remaining in the calendar year.
  - c. **Late Fee.** If Tenant fails to pay any fees when due to City, Tenant shall pay a late fee which is the lesser of ten percent (10%) on any past due balance.
8. **Construction of Private Buildings on Premises.**
  - a. Any structure built upon the Premises shall be constructed in compliance with applicable building codes and any building requirements established by the City Council. The building and any attachments and appurtenances, other than ramps or driveways, must be located entirely upon the Premises. Any building constructed shall be used for the majority purpose of aviation.
  - b. The Tenant agrees that any building shall be constructed at no cost to the City. In the event the Tenant has not completed construction of the building on the Premises within twelve (12) months from the date of this Lease, the City may terminate the Lease without further obligation to the Tenant.
  - c. Prior to construction of any building located on Premises, the Tenant shall furnish to the City, for the Airport Advisory Board's review and the City Council's approval, the plans for the building, and provide the estimated cost of completing the building. The Tenant shall provide the City with a letter of credit, bond, or other security with a surety satisfactory to the City conditioned upon the commencement, completion of and payment for the construction of the building; and against loss or damage by reason of mechanics lien. City staff may specify the acceptable form of surety.
  - d. The Tenant shall obtain the necessary regulatory authority and permits from the City. All construction shall be completed in a professional like manner and shall be in conformity with building codes, ordinances, and other regulations applicable to the City and Mora Municipal Airport.
  - e. Tenant shall construct aircraft storage facilities that conform to the City approved plans and design standards approved by the City Council. These design standards may include color, style, size, and other aesthetic requirements. Construction and significant improvement may not begin before receiving written authority from the City. Hangars and exterior improvements shall be painted with white walls, white roof and brown trim. The

roof shall be pitched and made of galvanized steel. These requirements shall only apply to new construction; existing hangars will not be required to comply with these requirements unless the Tenant is replacing entire exterior components (i.e. roof, trim, or walls).

- f. Tenant shall pay the entire cost of such construction, and shall pay the entire cost of utility services and other required buildings systems. The Tenant shall pay all site improvement costs, including but not limited to grading, gravel, bituminous, concrete, utility installations, and any other improvements required on the leased property. Tenant shall not permit filing of any mechanic liens against the premises.
- g. Other than the hangar described in Paragraph 7 of this Lease, Tenant shall not construct or place on the Premises any structure or improvement without the written consent of the City, both as to the location and type of structure to be constructed or placed on the Premises. Tenant must submit to City a formal application describing the improvement to be made.
- h. Tenant shall not erect or permit to be erected on the Premises or on the exterior of any building any sign or any type without the prior written consent of the City.

**9. Maintenance of Leased Property.**

- a. Tenant, at its own cost and expense, shall take good care of the Premises and any buildings or structures placed thereon. Tenant shall keep and maintain the Premises in good order and repair and in a clean and neat condition. Tenant shall not be allowed to store items outside of the building located on the Premises.
- b. Tenant shall not permit any waste or nuisance on the Premises nor permit anything on the Premises to interfere with the rights of other tenants of the City or uses of the airport. In the event the Premises is not properly maintained, the City may, after notifying the Tenant, cause the property to be maintained. The costs of maintenance and an administrative fee will be billed to the Tenant and become Tenant's responsibility. Unpaid billings shall be certified to property taxes in the manner provided by law.
- c. The cost of customary maintenance routinely performed by the City, related to areas affecting the value or use of Premises, are included in the annual lease costs charged for the Premises, and except as otherwise provided herein, includes snow removal, grounds maintenance and maintenance of apron areas. Snow removal is performed by City employees on a priority basis. The City of Mora reserves the right to perform snow removal functions in whatever manner it deems necessary. In any case, snow removal in front of buildings is the Tenant's responsibility. The City is not required to perform any snow removal function on Premises, but may plow on or adjacent to leased properties to expedite other snow removal operations at the airport. Mowing and weed control are the Tenant's responsibility; however, the City may mow or perform weed control adjacent to leased properties to expedite other maintenance operations. The City shall establish the standards by which ramp areas and other paved surfaces are maintained.

**10. Hazardous Materials.** Tenant shall not store hazardous materials on the Premises except those such materials normal to and reasonably necessary for aircraft operation and such maintenance operations reasonably conducted on the Premises. All hazardous materials shall be stored, handled, and disposed of properly in accordance with all local, state and federal rules and regulations, and any spill or discharge shall be immediately reported to the City.

Improper storage, use, handling, or disposal of hazardous materials shall be grounds for termination of this Lease.

#### **11. Taxes, Assessments and Other Charges.**

- a. In addition to other charges identified in this Lease, the Tenant shall pay all taxes, assessments, licenses, fees, or other charges that may be imposed by any other governmental authority during the Term of this Lease upon the Premises, buildings, improvements or property located thereon, or upon Tenant's use or occupancy, for whatever term deemed applicable to Tenant by that governmental authority. Tenant shall pay these amounts without deduction or set-off against Rent to be paid under this Lease.
- b. Tenant shall pay for all water, sanitary sewer, gas, electricity, telephone, refuse collection, charges or other similar charges used on or attributable to the Premises, together with any connection fees, taxes, penalties, interest or surcharge associated with such utilities and charges.

#### **12. Default.**

- a. **Events of Default.** Any of the following shall constitute a default under this Lease:
  - (1) Tenant fails to pay money owed to City under this Lease when due, and such failure continues for ten (10) days after written notice from City to Tenant.
  - (2) Tenant uses the Premises for any purpose not expressly authorized by this Lease and such default continues for ten (10) days following written notice from City to Tenant.
  - (3) Tenant fails to allow an inspection in accordance with the terms and conditions of this Lease and such default continues for ten (10) days following written notice from City to Tenant.
  - (4) Tenant assigns, sublets or transfers this Lease except as otherwise permitted, and such default continues for ten (10) days following written notice from City to Tenant.
  - (5) Tenant vacates or abandons the Premises, and such default continues for ten (10) days following written notice from City to Tenant.
  - (6) Tenant fails to discharge, by payment or bond, any lien, or encumbrance placed upon the Premises or improvements in violation of this Lease within thirty (30) days following written notice from City to Tenant that any such lien or encumbrance is filed against the Premises and/or improvements.
  - (7) Tenant (a) makes a general assignment for the benefit of creditors; (b) commences any case, proceeding or other action seeking to have an order for relief entered or to adjudicate Tenant bankrupt or insolvent, or seeking reorganization, arrangement, adjustment, liquidation, dissolution or composition of it or its debts or seeking appointment of a receiver, trustee, custodian or other similar official for it or for all or any substantial part of its property; or (c) involuntarily becomes the subject of any proceeding for relief which is not dismissed within sixty (60) days of its filing or entry.
  - (8) Tenant fails to comply with any other term or condition of this Lease and such default continues for more than thirty (30) days after written notice from City to Tenant, or for a longer period of time as may be reasonably necessary to cure the default, but only



if: (i) Tenant is reasonably capable of curing the default, and (ii) is working diligently as determined by City to cure the default.

- d. **City Remedies.** If a default occurs, City, at its option and in its sole discretion, may at any time thereafter do one or more of the following to the extent permitted by applicable law:

- (1) With legal process, but without further notice to Tenant, re-enter the Premises or any part thereof and take possession of it fully and absolutely, without such re-entry working a forfeiture of the money to be paid and the terms and conditions to be performed by Tenant for the full Term of this Lease. City's re-entry of the Premises is not a termination of this Lease. In the event of such re-entry, City may proceed for the collection of money to be paid under this Lease or for properly measured damages;
- (2) Terminate this Lease upon written notice to Tenant and re-enter the Premises and Tenant covenants in the case of such termination to indemnify City against all loss of rents and expenses during the remainder of the term; and
- (3) Exercise all other rights and remedies including injunctive relief, ejectment, or summary proceedings such as an eviction action and any other lawful remedies, actions or proceedings.

In the event of any default and for any type of remedy chosen by City, Tenant shall reimburse City for all reasonable fees and costs incurred by City, including reasonable attorneys' fees, relating to such default and/or the enforcement of City's rights hereunder, and costs incurred attempting to cure a default. Any and all legal remedies, actions, and proceedings shall be cumulative.

- e. **Cumulative Default.** Except as specifically set forth herein, the remedies provided under this Lease shall be deemed to be cumulative and non-exclusive and the election of one remedy shall not be deemed to be the waiver of any other remedy with regard to any occasion of default hereunder.
- f. **Default of Other Agreements.** A default by Tenant of any other agreement between Tenant and City shall constitute of default of this Lease. Notice of a default in another agreement shall be deemed notice of default under this Lease.

### 13. Termination Provisions.

- a. At the termination of this Lease the Tenant has the right to removing all buildings and property placed upon the Premises. The Tenant shall have a period of ninety (90) days from the termination date to remove property. In the event the Tenant cannot complete the removal within ninety (90) days, the City may grant an extension of time in its sole discretion, for up to six (6) months, if the Tenant can demonstrate the reasons for failure to remove property within the ninety (90) day period are beyond the control of the Tenant. If the Tenant does not remove the property within the period granted by the City, the City may retain ownership of the building and property for any municipal purpose.
- b. If the Premises becomes deserted, abandoned or vacated for a continuous period of twelve (12) months, the City may terminate the Lease. For the purpose of this Agreement, desertion, abandonment, or vacation shall be defined as the Tenant's relinquishment of his/her interest, claim, or right to the premises with the intent of never again resuming or reasserting it. If the Tenant's interest in the property is taken by process of law, the City

may terminate the Lease. If the buildings or properties on the Premises are destroyed, the City or Tenant shall have the right to terminate this Agreement upon giving written notice to the other party.

- c. Should the Premises be declared condemned by the City, either because the airport is closed to the public or the property is needed for another municipal purpose, the City shall provide the Tenant with ninety (90) days' notice of such action. In the event the Tenant cannot complete the removal within ninety (90) days, the City may grant an extension of time, in its sole discretion, for up to six (6) months, if the Tenant can demonstrate the reasons for failure to remove property are beyond the control of the Tenant.
- d. Tenant may cancel this agreement and all or any of his obligations hereunder at any time by giving thirty (30) days written notice to the Lessor. Tenant shall not be entitled to any refund of rent paid in the event of such cancellation.

**14. Surrender of Premises.** At the expiration of the term of this Lease and any renewal or extension, or sooner termination, Tenant shall surrender the leased Premises in as good condition as it was at the date of the commencement of this Lease. Tenant shall, at Tenant's own expense, remove the building described in Paragraph 7 of this Lease, as well as any other improvements placed on the Premises by Tenant, unless the parties otherwise agree. Tenant must repair any damage to the Premises caused by the removal within thirty (30) days.

**15. Liability and Indemnification.** Tenant agrees to indemnify and hold City harmless from any and all loss, damage, claims, judgments, litigation expenses and costs for any injury to persons or damage to property from any act or omission of Tenant, its employees, agents, subsidiaries, licensees, guests, invitees, successors or assigns while on or about the Airport or the Leased Premises, and the City shall not be liable to any extent for, nor will Tenant make any claim against the City for or on account of any injury, loss or damage to the Premises, the buildings or structures thereon, the personal property and facilities located therein, or to any person or property at any time on the Premises whether occasioned by fire, water, smoke, steam, gas, electricity or other agency or instrumentality which may come or be on the Leased Premises or occasioned by any other cause.

Nothing in this Lease shall cause the City in any way to be construed as partner, joint venturer or associated in any way with Tenant in the operation of the Premises, or subject the City to any obligation, loss, charge or expense connected with or arising from the operation or use of the Premises or any part thereof.

Nothing in this Lease shall constitute a waiver or limitation of any immunity or limitation on liability to which the City is entitled under Minnesota Statutes, Chapter 466 or otherwise. The provisions of this section shall survive expiration or earlier termination of this lease. The furnishing of the required insurance shall not be deemed to limit Tenant's obligations under this Section.

**16. Insurance.**

a. Tenant shall maintain the following insurance policies during the term of the Lease:

(1) Aircraft liability insurance with limits of coverage not less than as required pursuant to the Minnesota Statute Section 360.59 Subdivision 10, and may be amended.

(2) Tenant shall provide City with certificate of insurance.

General Liability Insurance on an “occurrence” rather than on a “claims made” basis, with a total combined policy limit of not less than \$500,000, which policy shall include, but not be limited to, coverage for Bodily Injury, Property Damage, Personal Injury and Contractual Liability (applying to this Lease), or an equivalent form (or forms), so long as such equivalent form (or forms) affords coverage which is at least as broad as the above. Such policy shall name City as an additional insured. Tenant agrees to increases in the minimum insurance requirements to the extent that the liability limits provided in Minnesota Statute Section 466.04 are increased.

The insurance policy shall also insure damage related to the operations conducted in and on the Premises and the Airport and shall include contractual liability. Policies for such liability coverage shall be in a form and issued by an insurer reasonably acceptable to City and shall require at least thirty (30) days prior written notice to City of material alteration and at least ten (10) days prior written notice in the event of cancellation. Tenant’s liability insurance shall be primary with respect to City and its agents and not participating with any other available insurance. Tenant shall deliver to City on the Commencement Date of this Lease and annually during each month of January thereafter insurer certified copies of such policies, certificates or other evidence reasonably satisfactory to City confirming the terms of such insurance, confirming that premiums thereon have been paid and confirming that the policies are in full force and effect.

- (3) In addition to the general liability provided under Paragraph 15, it is specifically agreed between the parties that the Tenant shall be responsible in all respects for the Tenant’s use of or Tenant’s general of or release or threatened release of any petroleum based substance or product, or any volatile organic compound, or any substance classified as a pollutant, contaminant, toxic substance, solid waste or “hazardous waste” by either the Environmental Protection Agency or the Minnesota Pollution Control Agency. Tenant shall specifically be responsible for the disposition of all such waste or substances and for the environmental response activities and costs, monitoring or cleanup of any environmental condition deemed by those agencies or either of them to require environmental response, monitoring or cleanup activities of any kind which arises out of Tenant’s use of or Tenant’s generation of such substances in its operations at the Airport or use of the Premises, and Tenant agrees that the obligations under this Paragraph 16 shall apply specifically to any costs or obligations of the City arising out of any such disposition or cleanup.
- b. It is understood that the specified amounts of insurance stated herein shall in no way limit the liability of the Tenant.
- c. For any building construction on the Premise, Tenant shall require all contractors and sub-contractors to maintain insurance in accordance with this Paragraph 16. Contractors and subcontractors shall provide the City with a certificate of insurance.
- d. In accordance with the subrogation provisions of the standard property insurance contract, it is hereby understood and agreed by and between the undersigned parties that they do jointly and separately waive any or all right of recovery against the other for insured loss occurring to the real property owned by City and personal property owned by the Tenant all while located at the Premises.

- e. Tenant shall not use or permit the Premises to be used in any manner that would void Tenant's or the City's insurance or increase the insurance risk. Tenant shall comply with all requirements imposed by the insurers for the City and Tenant.

**17. Transferring, Selling and Subletting.**

- a. If Tenant assigns, transfers, sells, or mortgages any interest in this Lease, the Premises, or in the improvements located on the property, both Tenant and new owner must notify the City of the transaction and the new owner shall enter into a lease agreement with the City. Failure to notify the City of the transaction and/or failure of the new owner to enter into a lease agreement with the City within 60 days shall be sufficient grounds for terminating this Lease without obligation of the City to the Tenant or new owner.
- b. If Tenant has excess space in the Premises, Tenant may sublet a portion of the Premises for part or all of the remainder of the Term. For the purpose of this Agreement, subletting shall be defined as renting a portion of the Premises to a third party (Subtenant) for a duration of time lasting more than six (6) days subject to (1) – (6) below.
  - (1) Subtenant is subject to all of the terms and conditions of this Lease, including the provisions of this Lease which permit City to terminate this Lease (which would result in a termination of the sublease) if Tenant defaults in its performance of one or more of Tenant's obligations under this Lease (whether or not the subtenant is in default under the terms of the sublease).
  - (2) Tenant must include in any sublease a provision whereby the Subtenant agrees, for the benefit of the City, to indemnify the City in a manner consistent with the indemnification provisions set forth in this Lease and agrees to maintain, in the Subtenant's own name, liability insurance as described in this Lease.
  - (3) Any Subtenant occupying a portion of the Premises may only use the Premises for the strict purpose of storing aircraft and related aviation items.
  - (4) If Tenant has a Subtenant, Tenant and Subtenant must enter into a Sublease Agreement with the City. The Sublease Agreement will provide the City with the name, address and telephone number of each Subtenant; the aircraft make, model and registration number of each aircraft stored at the Premises; and, the terms of the Sublease Agreement.

**18. Right of Entry.** The City reserves the right to enter upon the Premises and any building on the Premises for the purpose of compliance inspection, providing reasonable efforts made to provide the tenant with notice (up to 72 hours or with reasonable accommodations arranged with airport staff).

**19. Discrimination Provision.** The Tenant, in the use of the Mora Municipal Airport, shall not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, or national origin or in any manner prohibited by Part 21 of the Regulations of the Office of the United States Secretary of Transportation, and the Tenant further agrees to comply with any requirement made to enforce such regulation which may be demanded of the City by the United States Government under authority of said Part 21.

**20. Civil Rights.** Tenant agrees that it will comply with applicable laws, statutes and rules that are promulgated to assure that no person shall, on the grounds of race, creed, color, national

origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from federal assistance. This provision obligates Tenant or its transferee for the period during which federal assistance is extended to the airport, except where federal assistance is to provide, or is in form of personal property or real property or interest therein or structures or improvements thereon. In these cases, the provision obligates the party or any transferee for the longer of the following periods: (1) the period during which the property is used by the sponsor or any transferee for a purpose for which federal assistance is extended, or for another purpose involving the provision of similar services or benefits; or (2) the period during which the airport sponsor or any transferee retains ownership or possession of the property.

**21. Laws, Rules and Regulations.**

- a. The Tenant shall abide by and conform with all laws, rules, and regulations, including future amendments thereto, controlling or in any manner affecting the Tenant relative to the use or occupancy of the Tenant. Tenant shall comply with all rules, minimum standards, and field regulations with respect to control of ground and air traffic and use of the airport as established by City from time to time and Tenant shall abide by all rules, regulations, and orders of the Minnesota Department of Transportation and the Federal Aviation Administration and other lawful authorities with respect to aircraft operations and use of the leased premises.
- b. Tenant agrees that any aircraft which is based from, stored at or using the Premises shall be in compliance with all applicable aircraft registration requirements, including, but not limited to, those set forth in Minnesota Statutes Chapter 360. The Tenant shall provide aircraft make, model and tail number for all aircrafts based from, stored at or used at the Premises annually to the City.

**22. Commercial Use.** Tenant must indicate to City at time of signing that the leased property will be used to conduct commercial activities and obtain written permission from the City to conduct such activities, which the City may grant or deny in its sole discretion. Any wish to alter the use of the property to include commercial activity during the term of this Lease requires prior written consent of the City. Failure to notify the City and obtain written consent as described above shall be grounds for immediate termination of this Lease. Commercial activities include repair, restoration, maintenance or rental of aircraft for any fare, fee, rate, charge or other consideration, or directly or indirectly in connection with any business, or other undertaking intended for profit. No commercial activity which is not directly related to aeronautics is permitted. No outdoor storage of planes or equipment is permitted in the hangar area. Any hangar constructed or used to conduct commercial activities shall comply with any and all applicable City building code requirements for commercial buildings.

**23. Verification.** Tenant shall meet verification of all licensure requirements of the City of Mora, State of Minnesota and / or the United States Government to legally comply with this Lease, prior to use of the Premises and upon reasonable request by the City.

**24. Subordination.** This Lease shall be subordinate to the provisions of any existing or future agreement between the City and the United States of America or the State of Minnesota relative to the operation or maintenance of the Airport, execution of which has been or may be required as a written precedent to the expenditure of Federal or State funds for the development or maintenance of the Airport and to orders of the State or Local Government concerning Airport Operations or Government response to safety or military needs.

## 25. General Provisions.

- a. **Airport Access.** Tenant has the privilege of using the public portions of the Airport, such as runways and other public facilities, under such terms, ordinances, rules and regulations as now exist or may be enacted by the City, and subject to charges for such use as may be established by the City, by ordinance or agreement with Tenant.
- b. **Waiver.** The waiver by the City or the Tenant of any breach of any term of this Lease shall not be deemed a waiver of any prior or subsequent breach of the same term or any other term of this Lease.
- c. **Headings.** The headings in this Lease are for convenience in reference and are not intended to define or limit the scope of any provision of this Lease.
- d. **Entire Lease; Amendments.** This Lease represents the entire agreement between the parties and supersedes any prior agreements regarding the Premises. This Lease may only be amended or modified if done in writing and executed by all parties to this Lease.
- e. **Severability.** If any part of this Lease shall be held invalid, it shall not affect the validity of the remaining parts of this Lease, provided that such invalidity does not materially prejudice either party under the remaining parts of this Lease.
- f. **Choice of Law and Venue.** This Lease shall be governed by and construed in accordance with the laws of the State of Minnesota. Any disputes, controversies, or claims arising out of this Lease shall be heard in the state or federal courts of Minnesota, and all parties to this Lease waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.
- g. **Public Data.** City shall use reasonable care to treat matters pertaining to Tenant in a confidential manner to the extent permitted by law. This Lease, and the information related to it, are subject to the Minnesota Government Data Practices Act, which presumes that data collected by City is public data unless classified otherwise by law.
- h. **Commitments to Federal and State Agencies.** Nothing in this Lease shall be construed to prevent City from making such commitments as it desires to the Federal Government or the State of Minnesota in order to qualify for the expenditure of Federal or State funds on the Airport.
- i. **Successors.** This Lease shall extend to bring the legal representatives, successors, and assigns of the parties to this Lease.
- j. **Relationship of Parties.** Nothing contained in this Lease shall be deemed to create a partnership, association, or joint venture between the City and the Tenant, or to create any other relationship between the parties other than that of landlord and tenant.
- k. **Multiple Parties.** If more than one person or entity is named as the Tenant, the obligations of the Tenant shall be the joint and several responsibilities of all persons or entities named as Tenant.
- l. **Consent and Approvals.** Whenever in this Lease the consent or approval of the City is required, such phrase means the formal approval or consent of the City through a meeting of the Mora City Council.

- m. **Notice.** Any notice required under this Lease shall be in writing and delivered in person or by courier or mailed by certified mail, return receipt requested by United States Mail, postage prepaid addressed as follows:

If to the City:               City of Mora  
                                      Attn: Airport Manager  
                                      101 Lake Street South  
                                      Mora, MN 55051

If to the Tenant:           \_\_\_\_\_  
                                      \_\_\_\_\_  
                                      \_\_\_\_\_  
                                      \_\_\_\_\_

Notice is deemed given (i) three (3) business days after being deposited in the mail, whether or not the notice is accepted by the named recipient, or (ii) if delivered by any other means, the date such notice is actually received by the named recipient. Either party may change the party's address for notice by providing written notice to the other party.

26. **City Review:** The terms of this lease agreement will be reviewed for any needed updates or changes by the Airport Board and Mora City Council every five years.

This Lease shall not take effect until it has been approved by the City Council of the City of Mora.

**IN WITNESS WHEREOF,** City and Tenant have executed this Lease as of the dates indicated below.

CITY: CITY OF MORA

TENANT: \_\_\_\_\_

By: \_\_\_\_\_  
Title: Mayor

By: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Title: City Administrator

TENANT: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_