

JACKSON COUNTY AIRPORT REYNOLDS FIELD

RULES AND REGULATIONS

**3606 Wildwood
Jackson, Michigan 49202**

ESTABLISHED BY

THE JACKSON COUNTY AIRPORT BOARD

Adopted:	May 13, 1976
Revisions:	October 9, 1997
	December 19, 2002
	October 1, 2005
	April 16, 2009
	June 17, 2015

RULES AND REGULATIONS

The Airport Board adopted the original rules of the Reynolds Municipal Airport on May 13, 1976. The Jackson County Airport Board adopted revised rules in October 1997. The rules were further revised and adopted in 2002, 2005, 2009 and 2015. These rules were drafted by the Jackson County Airport's Advisory Council representing a cross-section of individuals representing airport businesses and aircraft owners. The draft documents were then reviewed and adopted by the Airport Board.

RESOLUTION

WHEREAS, it is desirable and necessary to promulgate Uniform Rules and Regulations pertaining to the use of said airport; and

WHEREAS, the Airport Board pursuant to Act 73 of the Public Acts of 1970 and Act 327 of the Public Acts of 1945, and pursuant to the authority vested in the County of Jackson by the Aeronautics Code of the State of Michigan (Michigan Statutes Annotated 10.233 As Amended; M.C.L. `48 259.133) has the authority to adopt rules and regulations for the management, government and use of said airport property;

NOW THEREFORE, BE IT RESOLVED, that the Rules and Regulations herein contained are hereby adopted.

BE IT FURTHER RESOLVED that such Rules and Regulations shall be effective 15 days after publication of a Notice of Adoption of such Rules and Regulations in a newspaper of general circulation in the County of Jackson, Michigan.

BE IT FURTHER RESOLVED that copies of such Rules and Regulations shall be made available to all parties to whom these Rules and Regulations apply, including Fixed Base Operators, hangar owners, and renters. Copies will also be available on-line and at the office of the Airport Manager.

JACKSON COUNTY AIRPORT BOARD

Steven R. Wellman, Chairman

June 17, 2015

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CHAPTER 100

GENERAL

SECTION 100.1 DEFINITIONS:

The following definitions shall apply to these Rules and Regulations:

AERONAUTICAL ACTIVITY means any activity commonly conducted at airports which involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, air taxi and charter operations, pilot training, aircraft renting, sightseeing, aerial photography, crop dusting, aerial advertising, aerial surveying, air carrier operations, skydiving, ultralight operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, or sale of aircraft parts and aircraft storage.

AERONAUTICAL SERVICE means any service which involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for the safety of aircraft operations commonly conducted on the Airport.

AIRCRAFT means a device that is used or intended to be used for flight in the air.

AIR OPERATIONS AREA, (AOA) means that portion of the Airport designated for use by aircraft and includes all runways, taxiways, taxi lanes, taxi streets, ramps, and aprons.

AIRPORT OPERATIONS MOVEMENT AREA means that portion of the Airport under control of the air traffic control tower including; runways and taxiways. All other areas are considered non-controlled areas by the air traffic control tower.

AIRPORT means all property including easements and rights of way belonging to the Jackson County Airport and also including areas not used for aeronautical purposes.

AIRPORT BOARD shall mean the governing body that is lawfully empowered to exercise legal control and set policy over the airport.

AIRPORT MANAGER means the manager of the airport as appointed by the Airport Board, or the designated acting manager.

ALP means the Airport Layout Plan for the Jackson County Airport that is current and approved by the FAA, but may be revised from time to time.

AVIATION RELATED REPAIR SERVICES means actual physical work performed on an aircraft, aircraft engine or component, or avionics system.

AVIATION RELATED REPAIR SERVICES – PRIVATE is work performed by an individual or company on a single aircraft; or for a single owner of multiple aircraft in any given calendar year. Construction or restoration of aircraft by an approved club or an individual is considered to be private aviation work. Flight instruction, FAA certified examinations, and inspection of aviation related work performed by others is considered private aviation related services.

AVIATION RELATED REPAIR SERVICES – PUBLIC is work performed on more than one aircraft or for more than one aircraft owner in any given calendar year. Public aviation work includes any aviation work offered from a public office or building open to the public located on the airport property.

BUSINESS means a commercial or industrial enterprise that is located physically on the airport property, for the purpose of providing services to the public.

BUSINESS FLIGHT DEPARTMENT means an enterprise on airport property providing in-house aeronautical services and facilities not for public use.

COMMERCIAL OPERATING AGREEMENT means a written agreement with the Airport Board to conduct an aeronautical activity or service or a business enterprise, as defined herein, on the airport.

EMERGENCY VEHICLE means a police or fire vehicle, ambulance, or any vehicle conveying an authorized airport official or employee in response to an emergency call.

FIXED BASE OPERATOR (FBO) means any person, authorized by the Airport Board to offer aeronautical services to the public at the Airport as a tenant, sub-tenant or by permit.

FBO LEASE means any lease agreement between the Airport Board and a person, leasing property at the airport, or sub-lease agreement approved by the Airport Board between any tenant at the airport and a person sub-leasing property at the airport, in either case, for the purpose of providing aeronautical services to the public at the airport.

MINIMUM STANDARDS means the standards that are established by the Airport Board, as amended from time to time, stating the minimum requirements to be met by a tenant, sub-tenant or proposed tenant as a condition for the right to provide aeronautical services to the public at the airport.

NORMAL BUSINESS HOURS means 8 a.m. to 5 p.m. Monday through Friday.

PERSON means any individual, firm, partnership, corporation, company, association, or any other legal entity, and includes any director, trustee, receiver, agent or similar representative.

PILOT means any person who is physically responsible for the control of an aircraft.

SHALL means mandatory and not merely directory.

TAXIWAYS:

PUBLIC TAXIWAYS are those taxiways so designated by Airport Management connected to a runway and thereby serving all aircraft based on or using the airport and essential to the use and operation of the airport.

JOINT PRIVATE TAXI STREETS are those uncontrolled movement areas serving hangars and connecting to a public taxiway, and thereby are not entirely essential to the use and operation of the airport.

PRIVATE TAXI STREETS are those uncontrolled movement areas serving only one hangar and connecting to a joint private taxiway, or to a public taxiway and thereby are not essential to the use and operation of the airport.

LESSEE/TENANT means a person who leases or rents something from someone. A lessee of land is a tenant, meaning a person who holds land or a building by rent or lease.

VEHICLE means any device in which any person or property may be transported on the ground.

SECTION 100.2 ABBREVIATIONS

Automated Flight Service Station	AFSS
Above Ground Level	AGL
Airport operation Area	AOA
Air Traffic Control Tower	ATCT
Airport Traffic Pattern	ATP
Common Traffic Advisory Frequency	CTAF
FAA Contract Tower	FCT
Federal Aviation Administration	FAA
Federal Aviation Regulations	FAR
Fixed Base Operator	FBO
Instrument Flight Rules	IFR
Instrument Landing System	ILS
Michigan Aeronautics Commission	MAC
Notice to Airman	NOTAM
National Transportation Safety Board	NTSB
Visual Flight Rules	VFR

SECTION 100.3 SCOPE

All persons on any part of the airport shall be governed by these Rules and Regulations as well as any applicable rules and regulations of the Federal Aviation Administration, the Michigan Aeronautics Commission and the County of Jackson.

SECTION 100.4 VIOLATIONS OF RULES AND REGULATIONS

The Airport Manager may cause to be removed or evicted from the airport any person who knowingly or willfully violates any Rule or Regulation prescribed herein, or any rule or regulation in effect by the County of Jackson, as the same apply to the Jackson County Airport, and may deny the use of the airport and its facilities to any such person.

Any violation of the Rules and Regulations governing the operation of the airport, or any violation of the regulations described herein shall be a civil infraction and shall be addressed in a manner the Jackson County Airport Board determines appropriate.

SECTION 100.5 HEARINGS FOR ALLEGED VIOLATIONS

When a violation of these Rules and Regulations may cause revocation of an Operating Agreement, a permit and/or privileges exercised by a person at the airport, such person shall receive written notification from the Airport Manager of such alleged violations giving the time and place and such other details as shall adequately apprise such person of the alleged violation and the proposed action by the Airport Board and/or Airport Manager. A copy of this notification shall be sent to the Chairman and the Secretary of the Airport Board. In the event the person receiving such notification desires to contest the alleged violation, or the proposed action, they shall submit a written appeal within 10 days of receipt, or constructive delivery, of such notification to the Airport Manager, the Chairman, and the Secretary of the Airport Board. A hearing on the alleged violation shall be scheduled for the next regular meeting of the Airport Board. The alleged violator will be allowed to address and hold a discussion with the Board for a reasonable period of time. The Board shall furnish a written determination to the alleged violator within 30 days after the hearing and such determination shall be final. Any determination of the Board adverse to the violator requesting the hearing shall be subject to appeal in accordance with applicable laws of the State of Michigan.

SECTION 100.6 PENALTIES

Except as otherwise provided in these rules, a person who violates these rules is responsible for a state civil infraction as provided for in chapter 88 of the revised judicature act of 1961, Act No. 236 of the Public Acts of 1961, being sections 600.8801 of the Michigan Compiled Laws, and is subject to a civil fine of not more than \$500.00.

SECTION 100.7 LOST ARTICLES

The finder of a lost article shall turn it in to the Airport Manager's Office. The Airport Manager will dispose of any article not claimed in 60 days in an appropriate way.

SECTION 100.8 LIABILITY

The Airport Board assumes no responsibility for loss, injury or damage to persons or property on the airport premises by reason of fire, theft, vandalism, jet blast or turbulence, wind, flood, earthquake, faulty construction practice, design errors or omissions, or other natural causes.

SECTION 100.9 ACCIDENT/INCIDENT REPORTS

Any person involved in any accident or incident occurring on the premises of the airport that results in injury to any person or damage to property shall notify the Airport Manager as soon as possible. All accidents or incidents shall be reported in writing to the Airport Manager within 24 hours of the occurrence. This reporting requirement does not remove any obligation a person may have to report an accident or incident to any other agency.

To encourage the filing of accurate and timely reports, in the interest of public safety and for the benefit of aviation, no accident report, or any part of an accident report will be released to any person unless required by law. The Airport Board may make accident reports available to appropriate federal, state or local governmental agencies if so requested in writing or as otherwise required by law.

SECTION 100.10 SAVINGS CLAUSE

If any section, sentence or clause of these Rules and Regulations is for any reason held void or inoperative, the remaining provisions shall not be affected.

SECTION 100.11 SECTION TITLES

Section titles are for convenience and shall in no way affect or limit the contents of any provision of these Rules and Regulations.

CHAPTER 200

PUBLIC, LESSEE AND TENANT USAGE

SECTION 200.1 DISORDERLY CONDUCT

No person shall be or become intoxicated, or be under the influence of any intoxicating substance, or commit any disorderly, obscene, or indecent act, or an act of nuisance, or engage in any form of illegal gambling on the airport.

The Airport Management shall at all times have authority to take action as may be necessary in the handling, conduct and management of the public in attendance at the airport.

SECTION 200.2 LITTERING AND SANITATION

No unauthorized person shall dispose of garbage, refuse or other material on the airport. All tenants and users of the airport shall place garbage, refuse or other material in the receptacles if provided. Restrooms shall be used in a clean and sanitary manner.

Hazardous materials must be stored at the airport only in proper containers according to appropriate laws and ordinances.

SECTION 200.3 PRESERVATION OF PROPERTY

No person shall destroy, injure, deface or disturb in any way any property or facility on the airport.

SECTION 200.4 WEAPONS AND EXPLOSIVES

No person except peace officers, duly authorized post office, airport and air carrier employees, members of the armed forces of the United States on official duty, or persons with current concealed weapon permits, shall carry any weapon or explosive material onto the airport. Properly encased sporting guns may be carried for transshipment. The possession of said articles shall not violate any of the laws of the State of Michigan or the United States.

SECTION 200.5 INTERFERING OR TAMPERING WITH AIRCRAFT

No person shall interfere or tamper with any aircraft or put in motion the engine of such aircraft or use any aircraft, aircraft parts, instruments or tools without permission of the owner or by specific direction of the Airport Manager, except in the case of an emergency.

SECTION 200.6 RESTRICTED AREAS

No unauthorized person shall enter a restricted area, as designated by the Airport Manager. Restricted areas will be appropriately marked as such.

SECTION 200.7 ANIMALS

Animals will not be permitted in any building or other areas of the airport without the approval of the Airport Manager with the exception of leader dogs, service dogs, animals properly confined, or on a leash.

SECTION 200.8 LOITERING AND TRESPASSING

No person shall loiter on any part of the airport or in any building on the airport. In the event of their failure to comply with a proper request to leave the premises, such person shall be regarded as a trespasser.

SECTION 200.9 OPEN BURNING

No person, at any time, shall incinerate any article on the airport property without prior written permission from the Airport Manager and without a burning permit from the proper township authorities, if required.

SECTION 200.10 SMOKING

No person, at any time, shall smoke on the aprons, in gasoline storage areas, or in any building, room or place on the airport where smoking is specifically prohibited or within 50 feet of any fueling or defueling operation.

SECTION 200.11 TRASH CONTAINERS AND HAULERS

Areas to be used for placement of trash or garbage containers on any part of the airport shall be so designated by the Airport Manager. No trash or garbage containers shall be kept in any other area. Such areas shall be kept clean and sanitary at all times.

SECTION 200.12 SPILLS

All operators, tenants and users shall be responsible for cleaning up their spills of oil, gas, grease or other materials on the airport. The Airport Manager shall be notified immediately of any spill and additional notice, in writing, shall also be provided to the Airport Manager within 72 hours of said spill outlining actions taken to mitigate the spill. This additional notice shall state the specific action already taken and/or to be taken in the future to clean up said spill. Notice of completion shall be filed with the Airport Manager within 48 hours of completion.

SECTION 200.13 LIQUID DISPOSALS

No fuels, oils, dopes, paints, solvents or acids shall be disposed of by dumping into drains, catch basins, ditches, onto ramp areas, or elsewhere on the airport.

SECTION 200.14 MAINTENANCE

All lessees and tenants shall be required to maintain their leased property in a satisfactory condition of repair, cleanliness and good general maintenance as defined in the lease agreements. All leased property shall be free from fire hazards as may be determined by the proper authorities.

SECTION 200.15 FIRE EQUIPMENT

All lessees and tenants shall provide and maintain adequate and readily accessible fire extinguishers as required by applicable statutes, ordinances and building codes for the particular hazard involved.

SECTION 200.16 COMMUNICATIONS, STRUCTURAL AND DECORATIVE CHANGES

No lessee or tenant shall install any type of direct line or radio communications equipment without prior written permission of the Airport Manager; air/ground radios are exempted.

No lessee or tenant shall effect structural changes or additions of any type without prior written permission of the Airport Manager. No Lessee or tenant of a building owned by the airport shall effect decorative changes of any type without prior written permission of the Airport Manager; such permission shall not unreasonably be withheld.

SECTION 200.17 DAMAGES

Lessees, tenants or users of the airport shall be fully responsible for all damage or injury to any real or personal property of the airport, including that leased, occupied or used by them, caused by the intentional or negligent acts or omissions of the Lessee, tenant or users of the airport, their employees, agents, servants, suppliers, persons with whom they do business or their invitees.

SECTION 200.18 AIRPORT SECURITY

The lessee, tenants and users of the airport shall adhere to all security requirements, including those of the Airport Board, Airport Security Procedures, State of Michigan, the FAA (including Part 107 and Part 139 of the Federal Aviation Regulations) and the Transportation Security Administration. Lessees and tenants shall be responsible for the immediate closure, after use, of any gates. In the event of a security breach one of the following entities shall be contacted depending on the urgency and severity of the matter: 911 dispatch center or the Airport Manager.

SECTION 200.19 SIGNS

No signs or advertising matter shall be painted, posted or displayed upon any portion of leased buildings or airport property without prior written permission and authorization from either the Airport Board or the Airport Manager plus a signage permit from Blackman Charter Township. Proposed signage will be evaluated based upon: potential impact upon airport operations including: message content; air operations safety; duration; location; and sign condition. If approved, all signs must be maintained in good condition. Currently installed signs (as of December 19, 2002) will be “grand fathered” as to type and installation, but must be maintained in good condition. If a property is sold or transferred all signage must then receive Airport Board approval prior to sale or transfer of that property.

SECTION 200.20 AVIATION REPAIR SERVICE

- A. Registration: All individuals and companies must register with the Airport Manager PRIOR to performing either private aviation or public aviation related services. This registration process will determine the identity, address, phone number, type of vehicle and where and what type of work is to be performed. FBO'S are responsible for registration of their employees.
- B. Operating agreement: No person shall provide any aviation services or commercial services to the public on the airport without a valid Operating Agreement or permit, and any required lease from the Airport Board authorizing such activity on the airport (see definitions for determination of "public" vs. "private" services).
- C. Aircraft Owner Responsibility: It is the responsibility of the aircraft owner to ensure that the person or business performing work on their aircraft is either 1) properly registered with the Airport Manager or, 2) holds a current operating agreement with the Airport.
- D. FBO's must register any employees who perform aviation related work with the Airport Manager's office.

SECTION 200.21 AIR SHOWS AND AERIAL DEMONSTRATIONS

No air meets, aerial demonstrations, banner towing, or other special activities shall be held at the airport unless prior written permission is obtained from the Airport Manager, and no such permission shall be granted unless the applicant shall have deposited with the Airport Manager's office either a policy or a certificate of insurance protecting the County of Jackson and any third party against loss or damage due to such event and indemnifying the County of Jackson against liability to any third party resulting therefrom, said insurance to be in amounts deemed satisfactory by the Airport Board in its sole discretion. Parties shall be responsible for obtaining necessary waivers from the FAA for such activities and notify Airport Management, in writing, so that proper NOTAMS may be issued.

SECTION 200.22 STORAGE

No storage of any kind will be allowed outside of tenant hangars except currently licensed passenger vehicles that are properly parked as approved by the Airport Manager.

CHAPTER 300

BUSINESS ENTERPRISES

SECTION 300.1 REQUIREMENTS FOR BUSINESS ACTIVITIES

- A. No person shall provide any services to the public on the airport without having:
1. A lease (if required) from the Airport Board authorizing that person to conduct such activity on the airport and be current in the payment of the prescribed annual fee; and/or
 2. An Operating Agreement or a permit issued by the Airport Manager authorizing that person to provide the aeronautical service at the airport. (The requirements of this section do not apply to any FAA designated examiner, person offering private aviation related services or flight instructor).
 3. Persons offering public related services must comply with the Minimum Standards.
- B. Operating agreement holders offering services shall furnish such services to the public at the airport in the following manner:
1. Business must be conducted in a fair, reasonable, and non-discriminatory basis to all users thereof, and
 2. Charges for each unit or service must be fair, reasonable and not ~~unjustly~~ discriminatory provided that reasonable and nondiscriminatory discounts, rebates or other similar types of price reduction may be made to volume purchasers.

SECTION 300.2 PERMITS

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SECTION 300.3 REQUIRED INSURANCE

- A. All Airport businesses who are required to maintain insurance coverage, shall maintain the types and at least the minimum amounts of insurance described in this Section and in accordance with Jackson County and Airport policy.
- B. Each business shall at the request of the Airport Manager deliver to the Airport Manager copies of all certificates of insurance for Required Insurance, any policy amendments and policy renewals and any additional information related to Required Insurance. Each policy shall require the insurer to provide the County of Jackson 30 days prior written notice of termination or cancellation.
- C. Persons renting a County-owned hangar or hangar bay for PRIVATE storage of aircraft are not required to maintain liability insurance coverage. Persons renting a County-owned hangar or bay for PRIVATE storage of aircraft will be notified in writing, and must acknowledge that the County of Jackson will not be responsible for the contents of the hangar. The person will be required to sign, as a condition of rental, a waiver that indemnifies the County of Jackson and the Jackson County Airport from any and all liability in the event of a loss or injury.

CHAPTER 400

BUSINESS FLIGHT DEPARTMENTS

SECTION 400.1 REQUIREMENTS

- A. Personnel employed by the business entity for the business flight departments operating on airport facilities are limited strictly to in-house aeronautical services, performed only upon aircraft owned and/or used by the company.
- B. Any business flight department operating on the airport shall accept all legal and financial responsibilities for its operation and hold the airport harmless of any liability incurred because of such activity.
- C. Any business operating a flight department shall provide insurance coverage for the benefit of the Airport, Jackson County, and the general public in an amount, not less than the insurance requirements herein applicable to FBOs, as designated by the Airport Board and shall include Jackson County as "additional named insured."

CHAPTER 500

AIRFIELD OPERATIONS

SECTION 500.1 AIRCRAFT REGISTRATION

- A. All persons leasing space for aircraft storage, parking or tiedown shall furnish a list of said aircraft, identified by tail number and the ownership thereof to the Airport Manager's office and shall report any changes within five (5) calendar days.

SECTION 500.2 CLOSING OF THE FIELD

In the event the Airport Manager determines that the conditions of the airport or any part of the airport to be unsafe for landing or takeoff, it shall be within the authority of the Airport Manager to initiate a NOTAM closing all or part of the airport. The NOTAM shall be initiated or cancelled through the NOTAM system.

SECTION 500.3 ABANDONED, DAMAGED OR DISABLED AIRCRAFT

- A. In the event any aircraft is wrecked or damaged within the AOA to the extent that it cannot be moved under its own power, the pilot shall immediately notify the Airport Manager. Subject to governmental investigations and inspection of the wreckage, the owner or pilot of the wrecked or damaged aircraft, or the owner's agent or legal representative, shall as soon as reasonably possible obtain the necessary permission for removal of the aircraft from all landing areas, taxiways, ramps, tie-down areas and all other traffic areas, and park or store said aircraft in an area designated by the Airport Manager. If the owner of the aircraft, or his agent, fails for any reason to remove the wrecked or damaged aircraft from the AOA or airport as requested by the Airport Manager, the aircraft shall be removed by the Airport Manager, stored or disposed of at the sole expense of the aircraft owner.
- B. If any owner or operator of an abandoned or damaged aircraft refuses to move the aircraft or parts as directed by the Airport Manager, the aircraft or parts may be removed by the

Airport Manager at the owner's or operator's expense, and without liability for damage which may result in the course of or after such removal.

SECTION 500.4 ENGINES STARTING AND RUNUP

- A. Aircraft runup or other engine test operations shall be performed on taxiway runup areas or as designated by the Airport Manager.
- B. No person shall start or run any engine of an aircraft unless a qualified person is in the aircraft attending the engine controls.
- C. Under no circumstances shall the engine of an aircraft be started or run with any portion of the aircraft inside a hangar, nor shall the aircraft be taxied into or out of a hangar.

SECTION 500.5 AIRCRAFT PARKING

- A. The aircraft owner or operator must make suitable arrangements with the Airport Manager's Office, or its appointed designee for payment of current parking or tie-down charges in effect.
- B. No aircraft shall be parked except in designated areas (tiedowns) and as otherwise prescribed by the Airport Manager.
- C. The airport shall not be responsible for any damage to, or theft from, any aircraft parked or tied down at the airport.
- D. Disabled aircraft or out-of-annual aircraft, tied down on the airport shall be placed back into service within 90 days or obtain a special parking permit from the Airport Manager.
- E. No aircraft shall be repaired except in designated areas and as otherwise prescribed by the Airport Manager.

SECTION 500.6 AIRCRAFT OWNER PERFORMED MAINTENANCE

Nothing contained herein shall prevent any person operating aircraft on the airport from performing any services on his own aircraft with his own employees (including, but not limited to maintenance,

repair and fueling) that he may desire to perform subject to these Rules & Regulations. For the purpose of these Rules & Regulations, an employee is an individual on the normal payroll of the employer (aircraft owner) hired to perform a specific function for that employer. Any aircraft owner utilizing an employee to perform aircraft maintenance shall, at the request of the Airport Manager, provide the Airport Manager with evidence of employment in a form acceptable to the Airport Board.

SECTION 500.7 AIR FREIGHT OPERATIONS

All air freight loading and unloading shall be accomplished in the area on the general aviation terminal ramp as designated by the Airport Manager. The Airport Manager must approve any exceptions in advance and in writing.

SECTION 500.8 AIRPORT FACILITY DAMAGE

Any person who damages any light, fixture or other airport facility shall report such damage to the Airport Manager's Office immediately and shall be fully responsible for reimbursing the Airport for any costs required to repair or replace the damaged light, fixture or facility.

SECTION 600

AIRPORT LANDING PROCEDURES

SECTION 600.1 WEIGHT OF LANDING AIRCRAFT

Except in a declared emergency or the landing of a scheduled air carrier, no airship, dirigible, hot air balloon, unpowered aircraft, ultralight vehicle, or aircraft with a total gross weight of:

Runway 14-32 = Single wheel gear 75,000 lbs.; dual wheel gear 150,000 lbs.

Runway 6-24 = Single wheel gear 75,000 lbs.; dual wheel gear 150,000 lbs.; dual tandem wheel gear 200,000 lbs.

CHAPTER 700

FLAMMABLE LIQUIDS, FUELING

SECTION 700.1 FUELING OPERATIONS

A. During the fueling or defueling of any aircraft:

1. No person shall smoke within 50 feet of such aircraft.
2. No person shall operate any radio transmitter or receiver, cellphone or switch electrical appliances on or off in such aircraft (single point fueling excepted).
3. No person shall use any material or equipment, which is likely to cause a spark or ignition.
4. Adequate fire extinguishers shall be within ready reach of all persons engaged in the process.
5. No engine of any aircraft shall be started, kept running, or be warmed by applications of exterior heat.
6. No passengers shall be on board such aircraft unless a passenger loading-ramp is in place at the cabin door of the aircraft, the aircraft door is open, and a cabin attendant is present at or near the cabin door.
7. Care shall be exercised to prevent overflow of fuel. Any volatile liquid spilled during transfer shall be removed immediately. No engine of any aircraft shall be started when there is volatile liquid on the ground under such aircraft. Airport Management shall be notified immediately of any fuel spillage and shall be responsible for inspection of proper cleanup by the parties responsible for such spillage.
8. No aircraft shall be fueled or defueled when any portion of the aircraft is in a hangar or enclosed space.

- B. All FBOs and tenants who have leases and are authorized by the Airport Board to provide aircraft fueling to the public, or fuel their own aircraft, will do so in compliance with NFPA 407, and, if applicable, FAR Part 139.

SECTION 700.2 AVIATION FUEL REGULATIONS

Fixed Base Operators who exercise the right to dispense aviation fuel to the general public shall:

- A. As a condition of agreement with any supplier, require that the supplier pay to the airport a flowage fee, as determined from time to time by the Airport Board, for each gallon of fuel delivered to the premises.
- B. Provide the Airport manager in writing with the current specific price per gallon, including tax, charged for fuel
- C. Park all refueling vehicles in their assigned parking spaces as directed in writing by the Airport Manager. Reassignment requests shall be submitted in writing to the Airport Manager. The operator's name and logo shall be displayed on the drivers and passenger doors and cab roof of all authorized fueling vehicles.

SECTION 700.3 AIRCRAFT OWNER SELF-FUELING

- A. Individuals refueling their own Aircraft from their own containers shall conduct such operations only in designated areas using the approved equipment and procedures.
- B. Those Aircraft owners shall strictly adhere to the following rules governing self-fueling:
 - 1. All Aircraft shall be fueled only in the area designated for self-fueling, by the Airport Manager. This area will have fire extinguishers, grounding and bonding cables.
 - 2. Both the approved fueling equipment and the fuel shall be brought to the designated self-fueling area only at the time said fueling is to be accomplished.

SECTION 700.4 DE-ICING ACTIVITIES

- A. Persons shall obtain written approval of Airport Manager prior to commencing de-icing activities.
- B. Persons engaged in de-icing shall provide data sheets regarding de-icing materials prior to approval.
- C. Persons shall notify Airport Manager prior to any chemical de-icing activity.

CHAPTER 800
VEHICLES

SECTION 800.1 RULES OF OPERATION ON AIRPORT PROPERTY

- A. No person shall operate a vehicle in a reckless or negligent manner, or in excess of posted or designated speed limits, other than emergency vehicles.
1. The speed limit on RAMPS and TAXI STREETS is 10 mph
 2. The speed limit on PERIMETER and SERVICE ROADS is 35 mph
 3. The speed limit when in close proximity to aircraft is 5 mph
 4. The speed limit in the parking lot and parking lot driveways is 15 mph
 5. Notwithstanding the speed limits in 1 through 4 above, the operator of a motor vehicle shall operate the vehicle at all times at a speed reasonable to the surface conditions.
- B. No person shall operate a vehicle under the influence of intoxicating liquor or a narcotic drug.
- C. No person shall operate a vehicle in such a manner or condition as to endanger persons or property.
- D. No person shall operate a vehicle of any kind in the Airport Operations Movement Area unless authorized to do so by the Airport Manager. The authorized vehicle shall be equipped with a two-way radio and be in continuous communication with the control tower. If the authorized vehicle is not equipped with a two-way radio, the vehicle operator shall notify the tower prior to entrance into and exit from the Air Operations Areas and will observe the proper light gun signals except as follows:
1. Support and crash, fire, rescue equipment while attending an accident.
 2. Operational, agricultural, and maintenance equipment not engaged in working on runways or taxiways shall keep the control tower advised of the general area in which they are working and will observe the proper light gun signals when entering or exiting the AOA.

- E. All authorized vehicles operating on the airport between the hours of sunset and sunrise shall have fully operating headlights and taillights.
- F. During times of emergency due to aircraft accidents, other mishaps, or natural disasters, no private vehicles, other than those operated by emergency personnel, unless specifically authorized by the Airport Manager, shall be allowed in the Air Operations Area. The Airport Manager shall determine when normal operations may be resumed.
- G. No person shall operate a motor vehicle in the AOA unless that person has a valid motor vehicle operators license.

SECTION 800.2 VEHICLE PARKING

- A. No person shall park a vehicle for loading, unloading or any other purpose on the airport other than in areas specifically established for parking and in the manner prescribed by signs, lines or other means. No person shall abandon any motor vehicle on the airport. No person shall park a motor vehicle in a manner so as to obstruct or interfere with vehicular, or aircraft traffic, or park in aircraft parking areas.
- B. All employees of firms and permit holders engaged in business at the airport shall park in areas designated for employee parking and at no other.
- C. No person shall park any motor vehicle in excess of the time limit prescribed for that particular parking area, or park any motor vehicle in an area requiring payment for parking thereon without paying the required fee.
- D. The Airport Manager shall have the authority to cause to be towed or otherwise moved, at the operator's expense and without liability for damage that may result in the course of such towing, any motor vehicle parked in violation of posted parking signs, or in a manner that blocks the ingress or egress from gates, driveways, taxi streets, etc.

CHAPTER 900
REVISIONS

SECTION 900.1 REVISIONS OF RULES AND REGULATIONS

The Airport Board reserves the right to amend, add to, subtract from, or otherwise modify these Rules and Regulations.

CHAPTER 1000
FLYING CLUBS

All flying or aeronautical activity clubs desiring to base their aircraft and/or operate on the airport shall comply with all applicable FAA, Michigan Aeronautical Commission provisions and the provisions of these Rules & Regulations.

SECTION 1000.1 FLYING CLUB REQUIREMENTS

- A. The club shall be a nonprofit entity organized for the express purpose of providing its members with aircraft to be used for their personal use and enjoyment. The ownership of aircraft shall be vested in the name of the flying club or owned in equal shares by all of its members. The property rights of the members of the club shall be equal and any part of the net earnings of the club is to be distributed in equal shares to all members.
- B. The club shall not derive greater revenue from the use of its aircraft than the amount necessary for the operation, maintenance and replacement or upgrade of its aircraft.
- C. Flying club aircraft shall not be used by members for rental, or by anyone for charter or lease.
- D. The flying or aeronautical activity club, with its initial application, shall furnish the Airport Manager a copy of its charter and bylaws, articles of association, partnership agreement or other documentation supporting its existence; a roster, or list of members, including names of officers and directors, to be revised on a semi-annual basis, a statement of the number and type of aircraft; evidence that the aircraft are properly certificated; evidence that ownership is vested in the club; and a list of the operating rules of the club.