

Menominee County Airport Committee
2801 22nd Street
Menominee, MI 49858 ~ 906-863-8408
Tuesday March 21, 2017 ~ 4:00 PM
Airport Conference Room

AMENDED AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of the Agenda
- E. Approval of Previous Minutes
1.17.17
- F. Public Comment (*Statements, not debate, limited to 5 minutes per person on agenda items only*)
- G. Presentations (*limited to twenty minutes*)
- H. Business
 - 1. Explorer Solutions - status
 - 2. Status of Sponsorship with FAA
 - 3. **FAA regulations concerning use of Drones @ airport**
https://www.faa.gov/uas/getting_started/fly_for_fun/
 - 4. Ordinance/Rules updated
 - 5. Manager Job Description – approval & forward to personnel for approval/DMG study
 - 6. Financial
 - a. Month end status report
 - 7. Airport Manager Report
 - a. Fuel report
 - b. Activity
 - c. Radio Control Date (9.9.2017)
 - d. Oconto Airport closure – hangar #4 rental opportunity
 - e. LED lights for parking lot
 - f. **Use of old baggage room in lobby**
 - g. any other items to report
- I. Public Comment (*Limited to 5 minutes*)
- J. Commissioner Comment
- K. Next meeting date
- L. Adjourn

*Note: Quorum of the Menominee County Board of Commissioners may be present
If you are an individual who needs special accommodations while attending a meeting, as required by the
"Americans with Disabilities Act", please notify the Airport Manager's office at 906-863-8408 at least 6 hours
prior to the meeting in order to make suitable arrangements. (TDD 800-649-3777).*

Twin County Airport Committee
Minutes of Meeting
January 17, 2017

*****DRAFT*****

The Twin County Airport Committee met on January 17, 2017 at 4:00 PM at the Twin County Airport, Conference Room.

Present at the meeting were Coms, Schei, Meintz, Phelps & Jeff Lafluer

Call Meeting to order: Chairperson Schei called the meeting to order at 4:00 PM

Pledge of Allegiance: The Pledge of Allegiance was recited

Roll Call: Roll call was taken; All Airport Commissioners are present

Agenda was approved by Com. Meintz and Larry Phelps 3/0

Previous Meeting minutes: Previous minutes from 12/20/2016 were approved motion carries. Charlie/Larry 3/0

Public Comment: None

Presentations: None

Business:

1. Election of Officers:

Chairman- Larry Schei –motion 3/0 Charlie made motion, Larry P approved

Vice Chairman- Charlie Meintz –motion 3/0 Larry S made motion, Larry P approved

Secretary- Larry Phelps–motion 3/0 Larry S made motion, Charlie approved

- 2. 2017 Airport Committee Meeting Schedule:** Larry- Special meetings can be held with a 24hr prior notice of the meeting. Charlie- We can change meeting dates at previous meetings or cancel if we are not going to have any business to discuss. Larry- In the event one member can't attend, what happens, does the meeting still stand? Charlie-Need two here for a quorum, Larry-if they can't attend need to notify Sherry. She does set up the agendas so contact her. Charlie made motion that meetings stay as scheduled. 3rd Tuesday of the month, Larry second. 3/0

- 3. Explorer Solutions-status of contract and payments:** Larry S- That was talked about at the last meeting. And there is really nothing else to say but the fact that we are still looking for information about phase three. Charlie- Waiting to hear back from Christian at Explorer Solutions. Issues finding information, former commission had some but they have gone missing. Larry S- He had time off and is waiting to hear back from them. Larry S- Nancy Douglas states she will be at our next County Board meeting next Tuesday and give us a full

report on Explorer Solutions. Phase one and two are complete and fully up-to-date and phase four and phase three we need more information to determine the status and what left to do and what money if any is owed. **Charlie**-Phase three is on hold until we have sponsorship. And need more documentation.

4. Status of Sponsorship with FAA: Larry S- I have been in contact with the state again via email and we did get more documentation in the form of a file with the airport layout maps and individual parcel legal descriptions and documentations that were forward to the title company for their work. The title company is in process at this point and trying to get the title search done. And I don't have a time frame on that. The person who does that was ill last week so maybe by next week we will have more information on that. Also the private leases the FAA wants, I've got the information outlined, I looked at the leases I know what has to be included and identified what the FAA wants, now it's the word processing and incorporating the text into the lease form. And Sherry is booked up solid and it has to be done with Microsoft word. At that point it has to be forwarded to our county attorney. So he can say yes there's nothing illegal about it so the thing that we add even though the FAA wants it in there that it's ok. He would review the lease and say yes its ok and that is standard practice that was done in the past with the Commission. We need to get the two documents updated with all the text included with the additional paragraphs also included. We could use David Stoker possibly to look it over. He does charge by the hour and Bill is very busy. **Charlie**- There is an attorney up in Escanaba or use someone local but we do need an attorney sign off on it. **Larry S-** but first hopefully Sherry will get the word processing done. I will keep you up to date when I have more information.

5. Vehicle Insurance status: Larry S- We were not able to have the airport courtesy van covered by the County insurance (MMRMA). The "courtesy" part is a big value to pilots that buy fuel. They get to use the van as part of a discount. We ended up getting insurance through Twin City Insurance Agency, and they drew up a separate insurance policy. The bill was paid last week and it's a done deal; if one has questions, contact Sherry she has that information rather than calling Tony Hofer. Look at the policy and if you have any questions get back to me and we will talk to Hofer. A non-county employee has to be insured as such, therefore the reason for the separate policy for the "courtesy" van.

6. Financial:

- a. **Month end status report: Larry S-** This is the report that comes out of the BS&A software that shows the status of our budget and expenses and revenues. And the looks of it we are now what, Charlie one quarter from October to December and almost into our 2nd quarter. We just started and there really isn't going to be other than the basic expenses haven't incurred any additional expenses other than the insurance policy. Some building lights. From the looks of it we are good on budget I don't see any red flags. Fuel purchases are always going to be at a high percent because we buy fuel in large quantities and we get the money back from the fuel sales it brings the budget back in line again. Another is telephone internet Time Warner. **Jeff-** That one I would love to get rid of that, I called them and asked about it and they said we are a business that was their response. **Larry-** If we were able to get hooked up to the Merit Network like the Library and the Annex, we'd be good; but I know Brian looked into that and it might be expensive. In the meantime we are locked in. **Charlie** Slow time as far as revenue goes. **Jeff-** Just find it hard, \$352 a month for internet/cable/phones seems high.

7. Airport Manager Report

a. **Fuel report:** Jeff- It is slow this time of the year and he's trying to keep the lights on and the heat going and expenditures to a minimum. Whatever we need to do within reason I'll do it. Charlie- We bought that load of fuel before that last meeting and I'm assuming it will last. Jeff- We are in good shape inventory wise. Larry P Can fuel costs be locked in? Larry S There is a contract with Epic, all credit card sales. So when Jeff buys it, he calls other businesses and does the best deal he can. Charlie You can lock in prices, but there is a risk in that.

b. **Activity:** Larry S- It's been slow because of the weather. Jeff- it's been icy and the little guys don't want to run on the ice. Larry P Came down to check the water mains and was impressed on how well taken care of the runways were; with the icy, snowy weather, he wished the roads were that good. Jeff- Wisconsin Public Service came out and repaired the wire to the ILS (Instrument Landing System) and changed the transformer; we're back in business. Larry P In the spring when the snow is gone the line from 18th Ave. to 577, as a gratuity, should be traced and he can trace it. It was done that way when the landfill was contaminated.

c. **Any other items to report:** Charlie- Did the Lights all get fixed? Larry S - It is not done yet because of the weather. Jeff It started with wind and then the snow, then the ice hit. We will get the light fixed this week when the weather is nice.

Public Comment: None

Commissioner Comment: None

Next meeting date: February 21st at 4:00 p.m.

Adjourn: Moved by Com. Charlie Meintz Supported by Com. Larry Phelps. Motion approved 3/0 meeting adjourned at 4:40 p.m.



Federal Aviation Administration

Fly for Fun

You don't need permission from the FAA to fly your UAS (aka drone) for fun or recreation, but you must always fly safely.

Before you fly outside you must:

- Register (<https://registermyuas.faa.gov/>) your UAS if it weighs more than 0.55 pounds and less than 55 pounds
- Label your UAS with your registration number
- Read and understand all safety guidelines

You must be:

- 13 years of age or older (if the owner is less than 13 years of age, a person 13 years of age or older must register the small unmanned aircraft)
- A U.S. citizen or legal permanent resident*

* Visiting foreign nationals must register their UAS upon arrival in the United States (online registration serves as a certificate of ownership).

To register, you'll need:

- Email address
- Credit or Debit card
- Physical address and mailing address (if different from physical address)

Registration costs \$5 and is valid for 3 years.

Register UAS that weigh *less than 55 lbs. and more than 0.55 lbs.* online
(<https://registermyuas.faa.gov/>)

Register UAS that weigh *more than 55 lbs.* by paper
(www.faa.gov/licenses_certificates/aircraft_certification/aircraft_registry/UA/)

Label your UAS (media/UAS how to label Infographic.pdf) (PDF)

Safety Guidelines

- Fly at or below 400 feet
- Keep your UAS within sight
- Never fly near other aircraft, especially near airports
- Never fly over groups of people
- Never fly over stadiums or sports events
- Never fly near emergency response efforts such as fires
- Never fly under the influence
- Be aware of airspace requirements

Additional Resources

- [Examples of UAS that do and do not require registration \(media/UAS_Weights_Registration.pdf\)](#) (PDF)
- [Browse the geographic listing of sUAS registry enrollments and registrants \(as of 2/3/2017\) \(www.faa.gov/foia/electronic_reading_room/media/Reg-by-City-State-Zip-14Feb2017.xlsx\)](#) (MS Excel)
- Review the [UAS Registration FAQs \(www.faa.gov/uas/faqs/\)](#) to learn more about the program
- Read the [Aircraft Registration Records System of Records Notice \(www.faa.gov/news/updates/media/151213_SORN.pdf\)](#) (PDF)

Questions about UAS Registration? Email UAShelp@faa.gov or call 877-396-4636 or international (703) 574-6777 from 10am-6pm EST, Monday through Friday.

Page last modified: February 15, 2017 4:15:46 PM EST

This page was originally published at: https://www.faa.gov/uas/getting_started/fly_for_fun/



**Federal Aviation
Administration**

Unmanned Aircraft Systems (UAS (Unmanned Aircraft Systems)) Frequently Asked Questions

General

Flying for Work or Business (non-recreational)

Flying for Fun (recreational)

Knowledge Testing/Remote Pilot Certification

Airspace/Airports

Permissions, Authorizations, Waivers, and Exemptions

Registration

Accident and Incident Reporting

General

1. What is an unmanned aircraft system (UAS)?

An unmanned aircraft system is an unmanned aircraft and the equipment necessary for the safe and efficient operation of that aircraft. An unmanned aircraft is a component of a UAS. It is defined by statute as an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft (Public Law 112-95, Section 331(8)).

2. Is a UAS the same as a model aircraft?

Congress defined a "model aircraft" as a UAS that meets all of the following:

- Is capable of sustained flight in the atmosphere
- Is flown within visual line-of-sight of the person operating it
- Is flown for hobby or recreational purposes

3. Who do I contact if my question isn't answered on the UAS website?

We encourage you to first read all of the information on the website and browse our Frequently Asked Questions. If you still have questions or concerns, you may contact the FAA's UAS Integration Office via uashelp@faa.gov or by calling 844-FLY-MY-UA.

4. Is the Small UAS Rule effective?

Yes. The Small UAS Rule came into effect on August 29, 2016.

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Flying for Work or Business (non-recreational)

1. How can non-US citizens fly UAS for commercial purposes in the United States?

Non-U.S. citizens who want to fly for commercial purposes may do so under the Small UAS rule (Part 107) by getting a Remote Pilot Certificate (RPC) issued by the FAA. The FAA does not currently recognize any foreign Remote Pilot Certificate or equivalent because globally-recognized RPC standards have not yet been developed. To obtain an FAA-issued RPC, they must submit an application for foreign air carrier economic licensing. Application instructions are specified in 14 C.F.R. Part 375 (<https://www.gpo.gov/fdsys/pkg/CFR-2012-title14-vol4/xml/CFR-2012-title14-vol4-part375.xml>) and should be submitted by electronic mail to the Department of Transportation (DOT) Office of International Aviation, Foreign Air Carrier Licensing Division. Additional information is available at <https://cms.dot.gov/policy/aviation-policy/licensing/foreign-carriers> (<https://cms.dot.gov/policy/aviation-policy/licensing/foreign-carriers>).

2. How do I fly a UAS for work or business purposes?

There are three ways to fly a UAS for work, business, or non-recreational reasons:

- Following the requirements in the Small UAS rule (Part 107 (www.faa.gov/uas/getting_started/fly_for_work_business/))
- Following the rules in your Section 333 grant of exemption
- Obtain an airworthiness certificate for the aircraft

3. I am part of a Federal/State/local government office – how can I fly a UAS to support a specific mission e.g. search and rescue?

You may either operate under the Part 107 rule (www.faa.gov/uas/getting_started/fly_for_work_business/), or you may be eligible to conduct public aircraft operations for which you would need to apply for a public Certificate of Waiver or Authorization (COA) (www.faa.gov/about/office_org/headquarters_offices/ato/service_units/systemops/aaim/organizations/uas/coa/) for certain operations.

4. Can news media fly a UAS to shoot stories or cover breaking news?

Media companies may use a UAS, but must adhere to the requirements of their Section 333 grant of exemption or the Small UAS Rule (Part 107). Organizations may request a waiver under Part 107 to fly over people, and will need to provide sufficient mitigations to ensure public safety.

5. What options do I have if my operation is not permitted under these rules (Part 107)?

If you are operating an unmanned aircraft that weighs less than 55 pounds, generally you may apply for a Part 107 waiver (special permission) to conduct your operation. Your waiver application must outline how you intend to safely conduct your proposed operation, including any additional risk mitigation strategies you may use. An online portal will be available through www.faa.gov/uas (www.faa.gov/uas) for UAS operators to apply for waivers to applicable parts of the rule (www.faa.gov/uas/getting_started/fly_for_work_business/beyond_the_basics/). Get more information in the FAQ section on Permissions, Authorizations, Waivers, and Exemptions (www.faa.gov/uas/faqs/#pawe).

6. **Is package delivery allowed under the small UAS rule (Part 107)?** Part 107 permits the transportation of property for compensation or hire, provided the operator complies with all the provisions of the rule, including that the operator must keep the UAS within his/her sight, the flight is conducted within visual line-of-sight and not from a moving vehicle, external loads must be securely attached and cannot adversely affect the flight characteristics or controllability of the aircraft, and the aircraft with payload must weigh less than 55 lbs. at takeoff. The transportation must also occur wholly within the bounds of a state and may not involve transportation of property between: (1) Hawaii and another place in Hawaii through airspace outside of Hawaii; (2) the District of Columbia and another place in the District of Columbia; or (3) a territory or possession of the United States and another place in the same territory or possession.

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Flying for Fun (recreational or hobby)

1. **What is the definition of recreational or hobby use of a UAS?**

Recreational or hobby UAS use is flying for enjoyment and not for work, business purposes, or for compensation or hire. In the FAA's Interpretation of the [Special Rule for Model Aircraft](#) (www.faa.gov/uas/resources/uas_regulations_policy/#rules), the FAA relied on the ordinary, dictionary definition of these terms. UAS use for hobby is a "pursuit outside one's regular occupation engaged in especially for relaxation." UAS use for recreation is "refreshment of strength and spirits after work; a means of refreshment or diversion."

2. **Do I need permission from the FAA to fly a UAS for recreation or as a hobby?**

There are two ways for recreational or hobby UAS fliers to operate in the National Airspace System in accordance with the law and/or FAA regulations. Each of the two options has specific requirements that the UAS operator must follow. The decision as to which option to follow is up to the individual operator.

Option #1. Fly in accordance with the Special Rule for Model Aircraft (Public Law 112-95 Section 336). Under this rule, operators must:

- a. Fly for hobby or recreational purposes only
- b. Follow a community-based set of safety guidelines
- c. Fly the UAS within visual line-of-sight
- d. Give way to manned aircraft
- e. Provide prior notification to the airport and air traffic control tower, if one is present, when flying within 5 miles of an airport
- f. Fly UAS that weigh no more than 55 lbs. unless certified by a community-based organization
- g. Register the aircraft (UAS over 0.55 lbs. and less than 55 lbs. can be registered online at registermyuas.faa.gov; UAS 55 lbs. or greater must be registered through the FAA's paper-based process)

For more information Visit our "Fly for Fun" webpage for safety rules and guidelines that apply to recreational or hobby UAS operations under the Special Rule for Model Aircraft.

Option #2. Fly in accordance with the FAA's Small UAS Rule (Part 107). This

requires operators to:

- a. Obtain a remote pilot certificate or be under the direct supervision of someone who holds such a certificate.
- b. Register the aircraft as a non-modeler at registernmyuas.faa.gov
- c. Follow all the operating rules in accordance with the regulation

For more information visit our "Fly for Work" webpage for rules that apply to UAS operations under Part 107.

3. Does the new Small UAS Rule (part 107) apply to recreational UAS operations?

Part 107 does not apply to UAS flown strictly for fun (hobby or recreational purposes) as long as these unmanned aircraft are flown in accordance with the [Special Rule for Model Aircraft](#) (www.faa.gov/uas/resources/uas_regulations_policy/#rules) (Section 336 of P.L. 112-95). Visit our "Fly for Fun" (www.faa.gov/uas/getting_started/fly_for_fun/) webpage for safety rules and guidelines that apply to recreational UAS operations. The small UAS rule codifies the provisions of section 336 in part 101 of the FAA's regulations, which will prohibit operating a UAS in manner that endangers the safety of the National Airspace System.

4. How do I know where it is OK to fly and where it is not OK to fly?

The FAA has developed a mobile app called [B4UFLY](#) (www.faa.gov/uas/where_to_fly/b4ufly/) to help recreational UAS operators know whether there are any restrictions or requirements where they want to fly. Additional guidance is also available in the "[Where to Fly](#)" (www.faa.gov/uas/where_to_fly/)" section of this website.

5. Can I fly a model aircraft or UAS over a stadium or sporting events for hobby or recreation?

No. Federal law restricts UAS from flying at or below 3,000 AGL within a 3 nautical mile radius of any stadium with a seating capacity of 30,000 or more people during a Major League Baseball (MLB), regular or post-season National Football League (NFL), or NCAA Division I football game, or major motor speedway event. This temporary flight restriction applies to the entire U.S. domestic National Airspace System, and takes effect starting one hour before the scheduled event time until one hour after the event concludes. The FAA gives further detail in a Notice to Airmen ([NOTAM](#) (http://tfr.faa.gov/save_pages/detail_4_3621.html)).

6. Do I have to notify all airports within five miles of where I want to fly recreationally?

Yes, you must contact any airports (including heliports and sea-based airports) and air traffic control towers within five miles of your proposed area of operations if flying under the Special Rule for Model Aircraft (Public Law 112-95, Section 336).

7. Can an airport operator object to model aircraft flights near an airport?

Yes, an airport operator can object to the proposed use of a model aircraft within five miles of an airport if the proposed activity would endanger the safety of the airspace. However, the airport operator cannot prohibit or prevent the model aircraft operator from operating within five miles of the airport. Unsafe flying in spite of the objection of an airport operator may be evidence that the

operator was endangering the safety of the National Airspace System. Additionally, the UAS operator must comply with any applicable airspace requirements.

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Aeronautical Knowledge Testing/Remote Pilot Certification

1. I already have a pilot certificate issued under part 61. Do I need to obtain a remote pilot certificate to fly a UAS under the Small UAS Rule (Part 107)?

Yes. To act as a remote pilot in command under Part 107, a person must have a remote pilot certificate. However, part 61 pilot certificate holders who have completed a flight review within the past 24 months may elect to take an online training course focusing on UAS-specific areas of knowledge instead of the aeronautical knowledge test. The online training for current pilot certificate holders is available at www.faa.gov. All other members of the public must take and pass the initial aeronautical knowledge test to obtain a remote pilot certificate.

2. How can I find the closest FAA-approved Knowledge Testing Center to me?

[A list of Knowledge Testing Centers](#)

www.faa.gov/training_testing/testing/media/test_centers.pdf (PDF) is available.

You may also contact the Knowledge Test Service Providers directly to schedule your test:

- CATS: Call 800-947-4228
- PSI: Call 800-211-2754

3. Where can I find study materials for the aeronautical knowledge test?

Study materials are available online. Applicants are encouraged to review the

[Airman Certification Standards \(ACS\) for Unmanned Aircraft Systems](#)

www.faa.gov/training_testing/testing/acs/media/uas_acs.pdf (PDF), the

[Remote Pilot Study Guide](#)

www.faa.gov/regulations_policies/handbooks_manuals/aviation/media/remote_pilot_study_guide.pdf

(PDF), and the online [sample questions](#)

www.faa.gov/training_testing/testing/test_questions/media/uag_sample_exam.pdf

(PDF) before taking the Knowledge Test.

4. How much does it cost to get a remote pilot certificate?

Knowledge Testing Centers charge approximately \$150 to people seeking to take the initial aeronautical knowledge test.

5. Will the FAA recognize any previous UAS training I've taken?

No. However, prior military or civil aviation-related training may be helpful to new applicants preparing for the aeronautical knowledge test. There is no required practical training to fly under the Part 107 rule or to get a remote pilot certificate.

6. Once I complete the aeronautical knowledge test at one of the approved centers, what is the process for obtaining my pilot certificate from the FAA?

After you have passed the initial aeronautical knowledge test, you will then

complete the FAA Airman Certificate and/or Rating Application (known as IACRA) to receive a remote pilot certificate. IACRA is a web-based certification/rating application that ensures you meet the requirements and electronically submits the application to the FAA's Airman Registry. Applications should be validated within 10 days. Applicants will then receive instructions for printing their temporary airman certificate, which is good for 120 days. The FAA will then mail you your permanent Remote Pilot Certificate within that 120 days.

7. What happens if I fail the aeronautical knowledge test? How soon can I retake the test?

You may retake the test after 14 days.

8. What do I need to bring with me to take the aeronautical knowledge test?

All applicants must bring a valid and current form of identification that includes their photo, date of birth, signature, and physical residential address.

Acceptable forms of identification include:

U.S. Citizen and Resident Aliens	Non-U.S. Citizens
<ul style="list-style-type: none"> ◦ Driver permit or license issued by a U.S. state or territory ◦ U.S. Government identification card ◦ U.S. Military identification card ◦ Passport ◦ Alien residency card 	<ul style="list-style-type: none"> ◦ Passport AND ◦ Driver permit or license issued by a U.S. state or territory OR ◦ Identification card issued by any government entity

More information is available in the [FAA Airman Knowledge Testing Matrix \(www.faa.gov/training_testing/testing/media/testing_matrix.pdf\)](http://www.faa.gov/training_testing/testing/media/testing_matrix.pdf) (PDF).

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Airspace/Airports

1. How can I tell what class of airspace I'm in?

Under the [Small UAS Rule \(part 107\)](#)

(www.faa.gov/uas/media/Part_107_Summary.pdf) (PDF), operators must pass an aeronautical knowledge test to obtain a Remote Pilot Certificate. This test will quiz prospective operators on how to use aeronautical charts to determine airspace classifications.

For reference, [aeronautical charts](#)

(www.faa.gov/air_traffic/flight_info/aeronav/digital_products/vfr/) and a [Chart User's Guide \(www.faa.gov/air_traffic/flight_info/aeronav/digital_products/aero_guide/\)](#) are also available on the FAA's website. These charts are the FAA's official source of airspace classifications.

Additionally, the FAA's [B4UFLY app \(www.faa.gov/uas/where_to_fly/b4ufly/\)](#), which is designed to help recreational UAS flyers know where it's safe to fly, shows users if they are in controlled airspace (Class B, C, D, or E airspaces) in a given or planned location. If the app's status indicator is yellow ("Use Caution – Check Restrictions"), a user is in uncontrolled (Class G) airspace.

2. **How do I request permission from Air Traffic Control to operate in Class B, C, D, or E airspace? Is there a way to request permission electronically?**

You can request airspace authorization through an online web portal available at www.faa.gov/uas/request_waiver (www.faa.gov/uas/request_waiver/).

3. **Can I contact my local air traffic control tower or facility directly to request airspace permission?**

No. All airspace permission requests must be made through the online portal.

4. **I'm an airport operator and have questions about recreational UAS flying near my airport.**

Read the Frequently Asked Questions (FAQs) about the [Use of Model Aircraft near an Airport](http://www.faa.gov/airports/special_programs/uas_airports/) (www.faa.gov/airports/special_programs/uas_airports/) for more information.

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Permissions, Authorizations, Waivers, and Exemptions

1. **Do I need a Section 333 exemption, or any other kind of special permission, to fly now that the Small UAS Rule is effective?**

If you are operating a small UAS, once you have obtained your [remote pilot certificate](http://www.faa.gov/uas/getting_started/fly_for_work_business/becoming_a_pilot/) (www.faa.gov/uas/getting_started/fly_for_work_business/becoming_a_pilot/), and [registered](https://registermyuas.faa.gov/) (<https://registermyuas.faa.gov/>) your aircraft, you can fly in Class G airspace as long as you follow all the operating requirements in the small UAS Rule (Part 107).

However, you will need [special permission](http://www.faa.gov/uas/getting_started/fly_for_work_business/beyond_the_basics/#waiver) (www.faa.gov/uas/getting_started/fly_for_work_business/beyond_the_basics/#waiver) if you want to fly in any [controlled airspace](http://www.faa.gov/regulations_policies/handbooks_manuals/aviation/phak/media/17_phak_ch15.pdf) (www.faa.gov/regulations_policies/handbooks_manuals/aviation/phak/media/17_phak_ch15.pdf) (PDF) (Classes B, C, D, or E), or if you want to deviate from any of the operational requirements contained in the Small UAS Rule (Part 107), including flying at night, or over people). Additionally, Part 107 does not apply to operations using UAS that weigh 55 lbs. or more. These operations will still require authorization through the [Section 333 exemption process](http://www.faa.gov/uas/getting_started/fly_for_work_business/beyond_the_basics/#55) (www.faa.gov/uas/getting_started/fly_for_work_business/beyond_the_basics/#55).

2. **What happens to my Section 333 exemption now that the Small UAS Rule is effective?**

Your Section 333 exemption remains valid until it expires. You may continue to fly following the conditions and limitations in your exemption. If your operation can be conducted under the requirements in the Part 107, you may elect to operate under Part 107. However, if you wish to operate under part 107, you must obtain a remote pilot certificate and follow all the operating rules of Part 107.

3. **Can my blanket Section 333 Certificate of Waiver or Authorization (COA) transfer to my UAS operation under part 107?**

No. If you fly following the requirements of Part 107, you must comply with the operating provisions specified in part 107. Part 107 limits your altitude to 400

feet unless your unmanned aircraft is flying within 400 feet of a structure (in which case you may not fly higher than 400 feet above the top of that structure). Part 107 also limits your operation to Class G airspace unless you obtain FAA permission prior to the operation to fly in controlled airspace. The blanket COA issued with your Section 333 exemption is only valid if you continue flying using the conditions and limitations in your exemption.

4. Am I better off flying under the Part 107 rule or my Section 333 exemption?

It depends on what you want to do. UAS operators need to compare the conditions and limitations in their individual Section 333 exemption to the operating requirements in the Part 107 rule to determine which operating rules best address their needs.

5. Can I use the new airmen certification to fulfill the pilot-in-command requirement of my Section 333 exemption?

No. You cannot "mix and match" the conditions and limitations in your Section 333 exemption with the Part 107 rule operating requirements. Section 333 exemption holders have two choices:

- a. Continue to fly using their Section 333 exemption, following the conditions and limitations in the exemption
- OR
- b. Get a remote pilot certificate and start flying under the Part 107 rule, following all operating rules and requirements.

6. Is the new Small UAS Rule retroactively applied to 333 exemption holders?

No. Current Section 333 exemption holders have two choices:

- a. Continue to fly using their Section 333 exemption, following the conditions and limitations in the exemption
- OR
- b. Get a remote pilot certificate and start flying under the Part 107 rule, following all operating rules and requirements of Part 107.

7. I already applied for a Section 333 exemption or have a pending request for amendment. What do I do?

The FAA has posted a letter to your docket folder on www.regulations.gov (<http://www.regulations.gov/>). If your operation can be conducted under the Small UAS Rule (Part 107), your petition will be closed out. If your operation requires a waiver to Part 107 or cannot be conducted under the Rule, the FAA will contact you with specific information about the status of your Section 333 petition.

8. Will the FAA be issuing renewals for current Section 333 exemptions?

For the most part, no. If your operation can be flown under the Part 107 rule, the FAA will not renew your exemption once it expires. If you cannot operate under the requirements of the Small UAS Rule, you will need to renew your Section 333 petition once it expires.

9. How do I apply for a waiver to the requirements of the Part 107 rule?

Waivers are special permissions the FAA issues to authorize certain types of UAS operations not covered under the Part 107 rule. An online portal will be available through www.faa.gov/uas (www.faa.gov/uas/) for people to apply for these waivers.

10. Once I submit my waiver request, how long before the FAA makes a decision? And how will I be notified?

Waiver processing times will vary depending on the complexity of the request. We encourage applicants to submit waiver requests well in advance of when they need a waiver – 90 days is strongly encouraged. Applicants will be notified via email about the outcome of their waiver processing.

11. Will I still need a COA to fly under the Part 107 rule?

If you already have a Certificate of Waiver or Authorization (COA), you can continue to fly under those COA requirements until it expires. Section 333 exemption holders may operate under the terms of their exemptions and COAs until they expire. Public aircraft operators such as law enforcement agencies, state or local governments, or public universities may continue to operate under the terms of their COAs.

If you don't already have a Section 333 exemption and associated COA, and you are not conducting a public aircraft operation, you probably don't need one now that Part 107 is out. Civil UAS operations flown under the new rules do not require the UAS operator to get a COA.

Please contact the FAA's Air Traffic Organization for more information.

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Registration

1. Why do I need to register my UAS?

Federal law requires that all aircraft (which includes UAS and radio/remote controlled aircraft) flown outdoors must be registered with the FAA and marked with a registration number. UAS weighing more than 0.55 pounds and less than 55 pounds may register online at <https://registemyuas.faa.gov/> (<https://registemyuas.faa.gov/>) or by using the legacy paper based registration process. The weight limit includes everything that is on board or otherwise attached to the aircraft at the time of takeoff.

2. What is the difference between registering a UAS flown for fun vs. UAS flown for work or business?

If you fly your UAS for hobby or recreational purposes and you use the web-based registration process to register your aircraft, you only need to register once and then apply your registration number to as many UAS as you want. Recreational registrants only need to provide their name, address, and email address. The \$5 registration fee covers all recreational UAS owned by the registrant.

Unmanned aircraft flown for work or business must be registered individually by the owner, and each registration costs \$5. Registrants must supply their name, address, and email address, in addition to the make, model, and serial number (if available) for each UAS they want to fly.

3. Do I always have to have my Certificate of Aircraft Registration with me while flying my UAS?

Yes. You must have the FAA registration certificate in your possession when operating an unmanned aircraft. The certificate can be available either on paper or electronically.

If another person operates your UAS, they must have the UAS registration certificate in their possession. You can give them a paper copy or email a copy to them.

Federal law requires UAS operators to show the certificate of registration to any Federal, State, or local law enforcement officer if asked. You can show it electronically or show the printed certificate.

4. If I'm just flying my UAS inside a building, or in my own yard, do I have to register it?

If you're flying indoors, you do not need to register your unmanned aircraft as the FAA does not regulate indoor UAS use. However, when flying in your own yard or over your own property, you will need to register your UAS if the UAS weighs more than 0.55 pounds.

5. If my UAS weighs more than 55 lbs., what are the registration requirements?

It must be registered using the FAA's paper-based registration process (www.faa.gov/licenses_certificates/aircraft_certification/aircraft_registry/UA/).

6. I'm a foreign national and want to fly my UAS in the U.S. on vacation. Do I have to register before flying?

If you are a foreign national and you are not eligible to register your sUAS in the United States there are two ways for you to operate. If you want to operate your UAS exclusively as model aircraft you must complete the steps in the web-based registration process and obtain a "recognition of ownership." This recognition of ownership is required by the Department of Transportation to operate a model aircraft in the United States. Alternatively, if you want to operate your UAS as a non-model aircraft you must register your UAS in the country in which you are eligible to register and obtain operating authority from the Department of Transportation.

NOTE: at this time, the FAA's online registration website can only be accessed from a computer located in the United States or its territories or possessions.

7. If my UAS is destroyed or is sold, lost, or transferred, do I need to do anything?

You should cancel your registration through the FAA's online registration system (<https://registermyuas.faa.gov/>).

8. How do I mark my unmanned aircraft with my unique registration number?

If you complete registration using the web-based registration process and satisfy the registration requirements, you may use a permanent marker, label, or engraving, as long as the number remains affixed to the aircraft during routine handling and all operating conditions and is readily accessible and legible upon close visual inspection. The number may also be enclosed in a compartment that is readily accessible, such as a battery compartment.

Requirements for marking unmanned aircraft registered in accordance with the legacy registration system can be found in 14 CFR Part 45, subpart C (<http://www.ecfr.gov/cgi-bin/text-idx?node=pt14.1.45:bcsl-ac-6dc834080063f250=267BA37F00000004FK+31CtsnrhCUA3quU2zLnAbnvQXAAAAABAAAAEVSQBQBAOAAAAQAAAAIVAAA=>).

Guidance material on aircraft marking requirements in Part 45 can be found in Advisory Circular No. 45-2E (www.faa.gov/regulations_policies/advisory_circulars/index.cfm/go/document/information/documentID/1028370) Identification and Registration Marking.

9. When I provide my registration information, is it publicly available?

The web-based UAS registration database is not searchable at this time. The FAA and the FAA contractor who maintain the website and database will be able to see the data that you enter. Like the FAA, the contractor is required to comply with strict legal requirements to protect the confidentiality of the personal data you provide. Under certain circumstances, law enforcement officers might also be able to see the data.

As described in the applicable Privacy Act System of Records Notice for aircraft registration information, the public may search for aircraft information in the legacy, paper-based aircraft registration system by the aircraft registration number, aircraft owner name, and aircraft owner state/county or territory/county.

10. I don't have access to a computer to register. Is there a form?

There are two registration systems available to sUAS owners – the web-based system designed exclusively for small unmanned aircraft and the legacy paper-based registration system. If you don't have access to a computer to register, you may use the paper registration process (www.faa.gov/licenses_certificates/aircraft_certification/aircraft_registry/UA/).

11. Can I transfer my model registration to non-model registration?

Only the web-based registration system distinguishes model sUAS registration requirements from non-model sUAS registration requirements.

At this time, the web-based registration system does not permit this type of transfer. You must complete registration as a non-modeler and provide specific aircraft information such as manufacturer name, model number and serial number, if applicable.

12. Is there a penalty for failing to register?

Failure to register an unmanned aircraft may result in regulatory and criminal penalties. The FAA may assess civil penalties up to \$27,500. Criminal penalties include fines of up to \$250,000 and/or imprisonment for up to three years.

There is no one-size-fits-all enforcement action for violations. All aspects of a violation will be considered, along with mitigating and aggravating circumstances surrounding the violation. In general, the FAA will attempt to educate operators who fail to comply with registration requirements. However, fines will remain an option when egregious circumstances are present.

13. Who do I contact with registration questions or problems?

You may email registration questions to UASregistration@faa.gov. Live phone support is also available at (877) 396-4636 or international (703) 574-6777 from 10 a.m.-6 p.m. ET Monday through Friday.

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Accident and Incident Reporting

1. How do I submit an accident report under the Small UAS Rule (Part 107) to the FAA?

An online portal is available through www.faa.gov/uas (www.faa.gov/uas/) for the remote pilot to report accidents in accordance with reporting requirements in the Part 107 rule. Accident reports may also be made by contacting your nearest FAA Flight Standards District Office (FSDO) (www.faa.gov/about/office_org/field_offices/fsdo/).

2. When do I need to report an accident?

The remote pilot in command of the small UAS is required to report an accident to the FAA within 10 days if it results in at least serious injury to any person or any loss of consciousness, or if it causes damage to any property (other than the UAS) in excess of \$500 to repair or replace the property (whichever is lower).

3. If someone's UAS crashes in my yard, hurts someone, or damages my property, what do I do?

Call local law enforcement. Law enforcement personnel will contact the FAA if the crash investigation requires FAA participation.

4. What should I do if I see someone flying a drone in a reckless or irresponsible manner?

Flying a drone in a reckless manner is a violation of Federal law and FAA regulations and could result in civil fines or criminal action. If you see something that could endanger other aircraft or people on the ground, call local law enforcement.

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Page last modified: March 15, 2017 4:25:21 PM EDT

This page was originally published at: <https://www.faa.gov/uas/faqs/>

MENOMINEE COUNTY BOARD OF COMMISSIONERS
RESOLUTION TO ADOPT THE
MENOMINEE COUNTY AIRPORT USE ORDINANCE
AND TO REPEAL THE
MENOMINEE-MARINETTE TWIN COUNTY AIRPORT USE ORDINANCE

RESOLUTION ___???

WHEREAS, the Menominee County Board of Commissioners previously adopted and amended the Menominee-Marquette Twin County Airport Use Ordinance; and

WHEREAS, Marinette County has terminated its involvement in the Airport; and

WHEREAS, it is necessary to repeal the Menominee-Marquette Twin County Airport Use Ordinance, as amended, and replace it with a new Menominee County Airport Use Ordinance.

THEREFORE, BE IT RESOLVED, that the Menominee County Board of Commissioners adopts the Menominee County Airport Use Ordinance, attached and incorporated by reference as Exhibit 1 to this Resolution.

BE IT FURTHER RESOLVED, that the Menominee County Airport Use Ordinance shall be published in hard copy and posted on the County's internet website.

BE IT FURTHER RESOLVED, that the Menominee County Airport Use Ordinance shall take effect when notice of its adoption is published in a newspaper of general circulation in the County.

BE IT FINALLY RESOLVED, that the Menominee-Marquette Twin County Airport Use Ordinance, as amended, is repealed.

MENOMINEE COUNTY AIRPORT USE ORDINANCE

An ordinance providing regulations pertaining to the use of the Menominee County Airport

Temporary airport closing; Procedures for operating aircraft; Designating airport tie-down areas; regulation of flying clubs; dispensing of aviation fuel; fire regulations, private hangars; rendering of commercial service; repealing prior ordinances, and providing penalties for the violation of ordinance requirements.

WHEREAS, Menominee County, by authority of Act 327 of Public Acts of 1945, as amended, is empowered to enact ordinances for the management, governance and use of the Menominee County Airport; and

WHEREAS, the Board of County Commissioners for the County of Menominee has determined that it is necessary that it adopt an ordinance providing legal regulations pertaining to the use of the Menominee County Airport so as to provide for the health, welfare and safety of all persons using the Airport and for the protection of the facilities and personal property located thereon;

NOW, THEREFORE, the Board of County Commissioners for the County of Menominee ordains:

DEFINITIONS

Section 1. **AIRCRAFT** - Any contrivance now known, or hereafter invented, used, or designated for navigation of or flight in the air.

Section 2. **AIRPORT** - The Menominee County Airport, including all the lands within its boundaries and all the physical facilities located thereon.

Section 3. **AIRPORT COMMITTEE**- The advisory Committee appointed by the Board of County Commissioners for the County of Menominee.

Section 4. **AIRPORT MANAGER** - The Menominee County Airport Manager and his or her designated assistant when acting in his or her absence.

Section 5. **CERTIFICATED AIRCRAFT** - Aircraft certified and/or licensed and/or registered by the State of Michigan or the federal government when so required by the laws of either government or the rules and/or regulations of aeronautic agency or agencies of either government.

Section 6. **CERTIFICATED PERSON** - A person certified and/or licensed and/or registered by the State of Michigan or the federal government with respect to services performed when so required by the laws of either government or the rules and/or regulations of the aeronautic agency or agencies of either government.

Section 7. **COMMERCIAL AIR CARRIER** - Any governmentally approved scheduled air carrier engaged in the carrying of passengers and/or freight, the services of which constitute an act of interstate or foreign commerce, or in the part of such commerce which is interstate in character, and the personnel of such aircraft.

Section 8. **COUNTY BOARD** - The Board of Commissioners for the County of Menominee.

Section 9. **FIXED BASED OPERATION** -The conduct of any activity involving the services of a Fixed Based Operator.

Section 10. **FIXED BASE OPERATOR** - Any person who provides one or more of the following services:

- (a) Sale of new and used aircraft.
- (b) Sale and/or installation and/or maintenance of parts, equipment and other accessories for aircraft, including sale, and/or installation, and/or maintenance of aviation associated electronic equipment.
- (c) Maintenance, and/or inspection of aircraft and aircraft engines.
- (d) Air ambulance service, and/or air taxi service, and/or air freight service.
- (e) Air crop spraying or pest control service.
- (f) Aviation instruction service.
- (g) Any other type of aviation and ground services.

Section 11. **FLYING CLUB** - Any group of persons owning, leasing or operating one or more aircraft, not for profit or reward, and using such aircraft for the purpose of giving flight instruction to its members.

Section 12. **FUEL** - Any or all gasoline, distillates, benzene, naphtha, benzoyl, and other volatile and flammable liquids produced or which may hereafter be invented, produced, compounded and used for propelling aircraft.

Section 13. **PERSON** - Any individual, firm, partnership, corporation, company, association, joint stock association, or body politic; and includes any trustee, receiver, assignee, or similar representative thereof.

Section 14. **TENANT** - The owner or lessee of a hangar or other physical facility located on the Airport.

Section 15. **OTHER DEFINITIONS** - If any terms used in this ordinance are not defined but are defined by any law of the State of Michigan, such statutory definition shall apply, and if there be none, then their commonly accepted aeronautical definition shall apply.

CLOSING AIRPORT

Section 16. The Airport Manager or his or her representative shall have the authority to close one or more runways to aircraft flights, when, in his or her opinion, the condition of the landing area is such as to make flying operations unsafe. Upon closing any one or more such facility, the Airport Manager, or his or her representative, shall promptly notify the Flight Service Station at Green Bay, Wisconsin.

Section 17. Aircraft engines shall not be started unless a pilot or a competent mechanic remains at the controls.

Section 18. Aircraft engines shall not be started when the air stream may blow loose debris at buildings, parking areas, or spectators.

Section 19. When starting engines, if the aircraft is not equipped with adequate brakes, blocks and ropes or other suitable device shall be placed in the front of the wheels. Such blocks or devices shall be removed from the path of other aircraft after use.

Section 20. Aircraft shall be taxied at a moderate rate of speed and with caution. Extra caution shall be taken while in the vicinity of other aircraft.

Section 21. Parked aircraft shall be appropriately secured by proper tie-down or chocks. The aircraft owner and/or pilot shall be responsible for tying down and chocking his own aircraft.

AIRCRAFT PARKING AND TIE-DOWN AREAS

Section 22. Neither the County of Menominee nor the Airport Committee shall be responsible for any damage or theft to any aircraft parked or tied down at the Airport.

Section 23. Transient aircraft using the terminal parking aprons shall park in areas designated by signs or the control tower.

Section 24. The terminal gate areas shall only be used for aircraft loading and unloading, not to exceed a period of twenty (20) minutes.

Section 25. All based aircraft shall use the tie-down area on the south end of the Airport unless otherwise authorized by the Airport Manager.

Section 26. Aircraft that is not certified shall not be stored on any tie-down area or parking ramp.

FLYING CLUBS

Section 27. The President of every flying club shall (a) register each flying club with the Airport Manager's office, (b) secure a copy of this Ordinance and (c) familiarize all members with same. All flying clubs must operate according to the Michigan Aeronautics Committee Flying Club Rules and Regulations.

Section 28. Aircraft owned and/or operated by a flying club shall be registered with the Airport Manager's office and must be certified.

Section 29. All instructors, both ground and flight, acting as such, belonging to a flying club shall be properly certificated and shall register with the Airport Manager's office.

AVIATION FUEL REGULATIONS

Section 30. Only fixed base operators whose basic lease provides the right to dispense aviation

fuel to the general public shall be permitted to dispense fuel at the Airport and they shall:

- (a) Secure written approval from the Airport Committee for the installation of storage and fixed dispensing units.
- (b) Submit to the Airport Manager a letter which shall specify hours and types of services, types of fuels offered, lubricants, associated products, fees and charges.
- (c) Establish and file with the Airport Manager a schedule of retail prices of all grades of aviation fuel, which prices shall be comparable to fuel prices charged to other airports in the State of Michigan.
- (d) Utilize only fuel storage and dispensing facilities which meet all safety requirements of appropriate local, State and Federal authorities.
- (e) Furnish evidence of sufficient insurance coverage for public liability, property damage and products liability as determined by the Airport Committee. This insurance shall be carried with an insurance company licensed to do business in the State of Michigan and such company shall furnish the Michigan Department Of Aeronautics with a certificate indicating the coverage and expiration date of any policy.
- (f) Not operate aviation fuel tenders on taxi-ways or runways.
- (g) The Airport Manager, as a condition of approving fuel dispensing services under this section, may require an applicant to provide such service during certain hours, either on an "attendant on duty" or "on call" basis. "On call" service shall be provided within an hour at a rate not to exceed \$10.00 per call unless the Airport Manager approves a different rate. If a fixed base operator does not desire to provide service on a 24 hour basis, and there be more than one such operator, the Airport Manager may pro-rate on a weekly basis the hours of duty service to be provided by each so as to provide total duty service for 24 hours; provided, however, that this section shall not prohibit a fixed base operator authorized hereunder to offer fuel service at any time.
- (h) Fixed base operators shall be required to pay a flowage fee for each gallon of fuel delivered to the premises as may be established by the Airport Committee and shall submit monthly supporting invoices and payment to the Airport Committee.
- (i) Specified fuel service or increase charges or fees without approval of the Airport Manager, who shall have the right to reject any change of hours, or increase of charges or fees if such increase be more than similar comparable charges being made at other airports in the State of Michigan.
- (j) The Airport Manager shall prepare appropriate notices detailing the type and hours of services offered by each operator and designating the 24 hour service responsibilities. Such notices shall be posted by each operator in a conspicuous manner in their place of business and further shall be posted by the Airport Manager in the Manager's office.
- (k) Any violation of these provisions shall constitute grounds for revocation of fuel sales privileges in addition to the penalties hereinafter provided.

FIRE REGULATIONS

Section 31. All persons using the Airport area or facilities of the Airport shall exercise the utmost care to guard against fire or injury to persons or property and shall comply with "No Smoking", "Fire Lane", and other signs.

Section 32. No aircraft shall be fueled or drained while the engine is running or while in a hangar or other enclosed space.

Section 33. The cleaning of engine parts or other parts of the aircraft shall preferably be with non-flammable liquids. If volatile flammable liquids are employed for this purpose, cleaning operations shall be carried on in the open air.

Section 34. Aircraft maintenance in hangars shall be limited to inspection and replacement of parts and repairs incident thereto, provided such repairs do not involve appliances using open flames or highly heated parts other than an electric soldering iron. The use of open flame or highly heated parts shall not be allowed in hangars until all other aircraft and flammable materials have been removed.

Section 35. Hangar tenants shall provide suitable metal receptacles with air-tight covers for the storage of oily waste, rags, and other rubbish. The contents of these receptacles shall be removed at reasonable intervals.

Section 36. Empty oil paint and varnish cans, bottles, or other containers shall be immediately removed from the hangars and shall not be allowed to remain on floors or wall stringers.

Section 37. No rubbish, paper, or debris of any kind shall be permitted to be stored in or about the hangars, or other structures.

Section 38. Gasoline, kerosene, ethyl, ether, or other flammable liquids, including those used in connection with the process of doping shall not be stored in the hangars. Such liquids shall only be stored in structures which comply with the regulations of the National Board of Fire Underwriters. Use of flammable liquids shall also comply with local and State Fire Regulations.

Section 39. Persons maintaining and repairing aircraft outside of hangars shall do so in a manner so as not to endanger structures or other parked aircraft, and shall promptly dispose of and keep the premises free of flammable items as described in Sections 36 through 38 thereof.

PRIVATE HANGARS

Section 40. No private hangars shall be constructed on Airport lands excepting as may be leased by the Airport Committee for such purpose, and the lessee shall comply with all the terms and conditions of the leases.

Section 41. The type and construction of hangars shall be subject to approval of the Airport Committee.

Section 42. All future leases shall require that rentals include rental of hangar space, adequate parking space for the lessee and the employees or guests of lessee, ramp space in front of or adjacent to the hangar of not less than 15,000 square feet, and providing sufficient liability insurance to protect the County, the Airport Committee and other Airport users in the event of property damage or personal injuries.

Section 43. Unless existing leases otherwise provide, upon this ordinance becoming effective rentals will be charged for parking and ramp space as well as building space.

Section 44. It shall be the responsibility of the lessor to provide, at its expense, paved taxi-ways from ramps to runways. Utility hook-ups from the closest source will be the responsibility of the lessee.

Section 45. No private hangars shall be used for commercial activities of any nature.

COMMERCIAL SERVICES

Section 46. No commercial air carrier shall carry on any activities on the Airport excepting those for which it has been certified.

Section 47. No other person shall, without the written consent of the Airport Committee, use the lands or facilities of the Airport for the purpose of fixed base operations.

Section 48. As a condition of approval by the Airport Committee for the providing of any of the services provided by fixed based operators, an applicant shall be required to comply with the following minimum requirements:

(a) Provide a hangar type structure no less than 100 x 100 feet and an adjoining office of at least 40 x 24 feet, to be constructed on Airport land leased from the Airport Committee. However, if only a single phase of fixed based operations is to be provided, such fixed based operator shall provide a hangar of a size no less than 40 x 60 feet with suitable adjoining office space.

(b) Provide proof of sufficient financial and technical ability which in the opinion of the Airport Committee will be adequate to permit acquisition, construction, and operation of the required facility.

(c) Qualified, and where required, certificated personnel for the type of services offered shall be available during regular hours of operation.

PENALTY PROVISIONS

Section 49. Violation of this ordinance shall constitute a misdemeanor punishable by a fine not exceeding Five Hundred Dollars (\$500.00), or imprisonment in the County jail for a period not exceeding ninety (90) days, or both. Each day a violation continues after notice shall constitute a separate offense.

Section 50. A violation of this Ordinance shall also be deemed to be good and sufficient cause for the Airport Manager to deny use of the Airport to the offending person; provided, however, that any person denied use of the Airport hereunder shall be given written notice of the reasons for any such denial, and shall have ten (10) days from date of serving or mailing such notice to appeal to the Airport Committee. The appeal shall be made in writing, and shall be heard by the Committee within ten (10) days after receipt thereof. Upon hearing an appeal, the Committee may affirm, reverse, or modify the decision of the Airport Manager.

SEVERABILITY AND REPEALER

Section 52. If any provision or clause of this Ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

Section 53. The Menominee-Marquette Twin County Airport Use Ordinance, as amended, is hereby repealed. Any other ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

EFFECTIVE DATE

Section 54. This Ordinance shall take effect upon publication of notice of its adoption in a newspaper of general circulation in the County. The County Clerk shall cause a notice of the adoption of this Ordinance to be published at least once in a newspaper of general circulation in the County, and shall furnish the Airport Manager with sufficient copies which shall be available to all persons affected by this Ordinance. One copy shall be posted in a conspicuous place in the Airport Manager's office.

Dated: _____

Chairman, County Board of Commissioners

Attest:

County Clerk

Menominee County, Michigan
Position Description

Title: Airport Manager
Department: Twin County Airport
Reports to: Airport Committee
Date Adopted: 10/27/2015 (revised 3.21.17)

Purpose of Position

Plans, directs and coordinates activities concerned with construction, maintenance, and operation of airport facilities in accordance with governmental agency or commission policies and regulations, by performing the following duties personally or through subordinated personnel.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Adhere to responsibilities described in the MDOT Aeronautics Administrative Code R259.312
- Develop and implement administrative, environmental, maintenance and safety programs or as directed by the Airport Committee and County Board.
- Perform the duties of accounts payable and receivable, financial and tax reporting, filing monthly invoicing, record, prepare checks for payment, and prepare routine correspondence an advice new media of pending committee meetings.
- Seek to obtain Local, State and Federal Grants for Airport Development Projects and each application to be approved by the County Board.
- Study and review policies and practices for compliance with State, Federal and Local laws and regulations.
- Check housekeeping and security practices for violations. Initiate proper steps to correct conditions not in accordance with health, safety and security practices and policies.
- Research special assignments, through appropriate sources, for pertinent information data. Organize, analyze and compile documented factual reports to keep the Airport Committee Members apprised of matters dealing directly with the problem(s).
- Maintain FAA Standards for a general aviation airport
- Assist with resolving problems, determining, establishing and implementing policies, procedures and programs as directed by the Airport Committee and County Board.

- Maintain and preserve an airport register book indicating arrivals and departures of aircraft, number of passengers and other relevant information required by the Airport Committee and County Board. Retain records for a period of three years, or such period required by the Menominee County.
- Expeditiously and in a timely manner file NOTAMS (notice to airmen) with the proper Federal Agency designating any changes in airport condition.
- Promote utilization and expansion of the airport towards a goal of financial self-support.
- Develop recommendations for preparation of the annual budget and report status to the Airport Committee on a monthly basis.
- Enforces and reports violations of Federal Air Regulations and Civil Laws. Any violations will be directed to the Airport Committee, and County Board.
- Appoints staff of Maintenance Linemen as "Designated Representatives" to act on his/her behalf, when the Airport Manager is unavailable through communication efforts.
- Supervises, directs and when necessary, operate equipment for the Buildings and Grounds, maintenance of the airport; inspect runways, taxiways, ramps and roads and assess operational conditions, inspect visual and nav-aids equipment and other airport related equipment and keep accurate records of appropriate maintenance.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma or equivalent; must become airport manager licensed with the State of Michigan within 60-days of hire; **aviation and management experience preferred.**

ABLE TO TEST AND PASS THE CLASS AN UNDERGROUND STORAGE TANK CERTIFICATION EXAM.

ABLE TO TEST AND PASS THE STORM WATER CERTIFICATION EXAM

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform basic level of computer data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as agendas, meeting minutes, reports, memos, manuals, contracts, policies, rules, bylaws, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Airport Committee

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

Menominee County, Michigan is an Equal Opportunity Employer. Incompliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Airport Committee Chair Signature

Date

Date

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	03/31/2017	NORMAL (ABNORMAL)	MONTH 03/31/2017	INCREASE (DECREASE)	BALANCE	§ BDT
								NORMAL (ABNORMAL)	USED
Fund 216 - TWIN COUNTY AIRPORT									
Revenues									
Dept 000									
216-000-541.00	STATE PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
216-000-633.00	LANDING FEES	7,000.00	2,850.00	2,850.00	0.00	300.00	4,150.00	40.71	40.71
216-000-633.01	RAMP/PARKING FEES	0.00	50.00	50.00	0.00	0.00	(50.00)	100.00	100.00
216-000-634.00	ENGINE PRE-HEAT	100.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00
216-000-634.01	CARGO HANDLING FEE	300.00	700.00	700.00	0.00	0.00	(400.00)	233.33	233.33
216-000-634.02	AIRPORT DE-ICING	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00	0.00
216-000-642.00	AVIATION FUEL/OIL - BUSINESS	95,000.00	12,427.10	12,427.10	0.00	0.00	82,572.90	13.08	13.08
216-000-642.01	AVIATION FUEL - CASH	500.00	38.61	38.61	0.00	0.00	461.39	7.72	7.72
216-000-642.02	AVIATION FUEL - CREDIT CARD	120,000.00	29,788.17	29,788.17	0.00	5,027.55	90,211.83	24.82	24.82
216-000-642.03	SODA MACHINE	100.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00
216-000-642.04	Oil Sales - Credit Card	150.00	0.00	0.00	0.00	0.00	150.00	0.00	0.00
216-000-665.00	INTEREST EARNED	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
216-000-670.00	RENT/HANGER LEASE	30,000.00	9,262.32	9,262.32	0.00	1,578.08	20,737.68	30.87	30.87
216-000-672.00	AFTER HOUR FEES	2,000.00	375.00	375.00	0.00	0.00	1,625.00	18.75	18.75
216-000-672.01	TERMINAL SIGN DISPLAY	200.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00
216-000-676.00	MISCELLANEOUS REVENUE	500.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00
216-000-677.00	SALARY REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
216-000-699.00	TRANSFERS/APPROPRIATION	71,251.00	35,625.50	35,625.50	0.00	0.00	35,625.50	50.00	50.00
216-000-699.01	COUNTY APPROPRIATION - CAPITAL IMPROVEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
216-000-699.02	EQUITY TRANSFER FROM AIRPORT	30,000.00	0.00	0.00	0.00	0.00	30,000.00	0.00	0.00
Total Dept 000		358,601.00	91,116.70	91,116.70		6,905.63	267,484.30	25.41	25.41
TOTAL REVENUES									
Expenditures									
Dept 585									
216-585-704.00	SALARIES	84,926.00	20,506.80	20,506.80		3,566.40	64,419.20	24.15	24.15
216-585-705.00	SALARIES - PART TIME	0.00	5,268.00	5,268.00		936.00	(5,268.00)	100.00	100.00
216-585-706.00	OVERTIME	3,000.00	2,612.10	2,612.10		884.50	387.90	87.07	87.07
216-585-707.00	LONGEVITY	1,000.00	1,000.00	1,000.00		0.00	0.00	100.00	100.00
216-585-712.00	HOSPITAL INSURANCE	32,216.00	9,960.94	9,960.94		1,714.78	22,255.06	30.92	30.92
216-585-713.00	LIFE INSURANCE	60.00	14.16	14.16		0.00	45.84	23.60	23.60
216-585-715.00	FICA-OASDI	4,828.00	1,712.23	1,712.23		313.73	3,115.77	35.46	35.46
216-585-715.01	FICA-MEDI	1,129.00	400.43	400.43		73.37	728.57	35.47	35.47
216-585-716.00	WORKMENS COMPENSATION	1,486.00	0.00	0.00		0.00	1,486.00	0.00	0.00
216-585-718.00	RETIREMENT	3,085.00	0.00	0.00		0.00	3,085.00	0.00	0.00
216-585-727.00	OFFICE SUPPLIES	300.00	0.00	0.00		0.00	300.00	0.00	0.00
216-585-728.00	OFFICE EQUIPMENT	400.00	66.99	66.99		0.00	333.01	16.75	16.75
216-585-729.00	POSTAGE	150.00	10.51	10.51		0.00	139.49	7.01	7.01
216-585-729.01	MISCELLANEOUS PURCHASES	200.00	2.49	2.49		2.49	197.51	1.25	1.25
216-585-742.00	GAS, OIL ETC	1,000.00	299.27	299.27		0.00	700.73	29.93	29.93
216-585-743.00	AVIATION FUEL PURCHASES	100,000.00	13,824.22	13,824.22		0.00	86,175.78	13.82	13.82
216-585-743.01	CREDIT CARD PROCESSING FEES	3,000.00	869.27	869.27		54.71	2,130.73	28.98	28.98
216-585-744.00	EQUIPMENT FUEL PURCHASE	1,500.00	1,321.34	1,321.34		0.00	178.66	88.09	88.09
216-585-745.00	UNIFORMS	1,500.00	795.74	795.74		48.39	704.26	53.05	53.05
216-585-755.01	OTHER OPERATING - JANITORIAL	2,500.00	115.47	115.47		68.35	1,055.48	47.23	47.23
216-585-755.02	OTHER OPERATING - GENERAL	1,000.00	0.00	0.00		0.00	2,384.53	4.62	4.62
216-585-755.03	LICENSES/PERMITS	1,000.00	0.00	0.00		0.00	1,000.00	0.00	0.00
216-585-756.01	CONSTRUCTION SUPPLIES	1,000.00	0.00	0.00		0.00	1,000.00	0.00	0.00
216-585-801.00	PROFESSIONAL/CONTRACTURAL SERVICES	5,000.00	828.63	828.63		131.51	4,171.37	16.57	16.57
216-585-801.01	AUDIT SERVICES	0.00	0.00	0.00		0.00	0.00	0.00	0.00
216-585-831.00	LIABILITY INSURANCE	20,000.00	639.52	639.52		0.00	19,360.48	3.20	3.20

GL NUMBER	DESCRIPTION	2016-17		ACTIVITY FOR MONTH 03/31/2017	AVAILABLE BALANCE	% BDC
		AMENDED BUDGET	YTD BALANCE 03/31/2017			
Fund 216 - TWIN COUNTY AIRPORT						
Expenditures						
216-585-850.00	TELEPHONE/INTERNET	4,300.00	2,858.69	341.65	1,441.31	66.48
216-585-860.00	TRAVEL/CONFERENCES	520.00	0.00	0.00	520.00	0.00
216-585-901.00	ADVERTISING	500.00	0.00	0.00	500.00	0.00
216-585-920.00	NATURAL GAS/HEATING	5,000.00	3,019.52	799.01	1,980.48	60.39
216-585-920.01	WATER	500.00	132.07	0.00	367.93	26.41
216-585-920.02	SEWER	500.00	150.63	0.00	349.37	30.13
216-585-920.03	ELECTRIC	10,000.00	3,950.49	792.01	6,049.51	39.50
216-585-930.03	DO NOT USE	0.00	0.00	0.00	0.00	0.00
216-585-955.00	AIRPORT SALES TAX	6,500.00	2,410.95	604.65	4,089.05	37.09
216-585-970.00	CAPITAL OUTLAY	43,928.00	12,441.17	451.09	31,486.83	28.32
216-585-981.00	EQUIPMENT MAINTENANCE/PARTS	2,500.00	1,813.22	0.00	686.78	72.53
216-585-981.01	AIRFIELD MAINTENANCE/REPAIRS	2,500.00	696.55	0.00	1,803.45	27.86
216-585-981.02	BUILDING MAINTENANCE/REPAIRS	3,000.00	196.29	0.00	2,803.71	6.54
216-585-984.00	NEW/REPLACEMENT EQUIPMENT	1,500.00	0.00	0.00	1,500.00	0.00
216-585-990.00	AIRPORT LOAN - PRINCIPAL	4,726.09	0.00	0.00	4,726.09	0.00
216-585-990.01	AIRPORT LOAN - INTEREST	1,345.91	0.00	0.00	1,345.91	0.00
Total Dept 585-AIRPORT EXPENDITURE		358,600.00	88,862.21	10,782.64	269,737.79	24.78
TOTAL EXPENDITURES		358,600.00	88,862.21	10,782.64	269,737.79	24.78
Fund 216 - TWIN COUNTY AIRPORT:						
TOTAL REVENUES		358,601.00	91,116.70	6,905.63	267,484.30	25.41
TOTAL EXPENDITURES		358,600.00	88,862.21	10,782.64	269,737.79	24.78
NET OF REVENUES & EXPENDITURES		1.00	2,254.49	(3,877.01)	(2,253.49)	225,449.