

TWIN COUNTY AIRPORT COMMITTEE

2801 22ND STREET

MENOMINEE, MI 49858

906-863-8408

Tuesday, October 20, 2015 4:00 PM

AIRPORT CONFERENCE ROOM

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Minutes
September 15, 2015
6. Public Comment (Pertaining to Agenda Items Only, Limited to 5 Minutes)
7. Presentations
8. Business
 - a. Financial
 - aa. 2015/2016 Fiscal Year Budget
 - bb. Monthly Budget Review
 - b. Twin County Airport Bylaws
 - c. Minimum Standards
 - d. Buildings and Grounds
 - aa. Waterline Replacement
 - bb. Roof Terminal Building
 - cc. M-Dot Aero 5 Year Capital Plan Update
 - dd. Baggage Room Door Conversion
 - e. Personnel
 - aa. Menominee County Personnel Manual/Twin County Work Rules
 - bb. Job Descriptions
 - f. Airport Manager Report
9. Correspondence
10. Public Comment (Limited to 5 Minutes)
11. Commissioner Comment
12. Adjourn

Note: Quorum of Menominee County Board of Commissioners maybe present

If you are an individual who needs a special accommodation while attending the meeting, as required by the "Americans with Disabilities Act", please notify the Airport Manager's office at 906-863-8408 at least 24 hours prior to the meeting in order to make suitable arrangements. (TDD 800-649-3777).

MINUTES
AIRPORT COMMITTEE

September 15, 2015
AIRPORT CONFERENCE ROOM

1. Call to order

Chairman Larry Schei called the meeting to order at 5:00 p.m.

2. Pledge of Allegiance

Pledge of Allegiance recited.

3. Roll call

Members present: Chairman Schei, Commissioners: Ray Williams and Charlie Meintz. **Others present:** Assistant Airport Manager LaFleur and Lineman Schultz. **Excused County Administrator** Bousley

4. Approve/Amend agenda.

Motion by Williams seconded by Meintz to amend the agenda to include Airport Minimum Standards and meeting time change as brought by Commissioner Schei. Motioned passed to amend agenda.

MOTION by Williams seconded by Meintz to approve the amended agenda. Motioned passed to amend agenda.

5. Approve of Previous Minutes August 19, 2015 Regular Session Meeting.

MOTION by Williams seconded by Meintz to approve the August 19, 2015 regular session meeting minutes. Motion passed.

6. Public Comment – Limited to 5 Minutes on Agenda items Only

None

7. Presentations

None

8. Business

a. Financial

aa. Monthly budget review.

A monthly breakdown of the account activities of revenue and expenditures was discussed. A 2014/2015 Budget of revenue and expenses was discussed and present

to the committee. Commissioner Schei also discussed the Delta County budget, which he received from the administration office, to compare budgets.

b. Buildings and Grounds

aa. Terminal building roof

Commissioner Schei stated the insurance company is working with a contractor to replace the roof. The insurance company will take care of procuring the contractor and work with the contractor on the price of the replacement. The work should commence by the middle of October.

bb. Additional Hangars

Commissioner Schei discussed the need for the construction of additional hanger or hangers at the airport. The current maintenance hangar could be occupied by the college as soon as next fall and the need for an additional hanger to house the maintenance equipment would be needed. The area between the current maintenance hangar and the terminal building could be an area for a new hanger with two sixteen foot doors to accommodate the airport's equipment. There has been a previous plan submitted to the airport's engineering firm, Mead and Hunt, to erect a new maintenance hangar at an estimated cost to the county of \$21,000 which represents a 5% match of the cost of construction. Commissioner Meintz would like to see the specifications for the hanger, see different cost estimates for the project.

Commissioner Schei stated Jeff LaFleur provide a grounds tour of the airport for him and Brian Bousley to get a better look at the infrastructure and grounds of the airport. During this tour several areas were pointed out as possible sites for additional hangers. The additional hangars could be used as revenue sources such as a distribution hub for the delivery industry, space for an FBO to lease, additional space to be utilized by transient pilots. All Commissioners agreed to further explore the construction of at least one additional hangar. Commissioner Meintz did profess the airport's maintenance and infrastructure has to first and foremost before any additional buildings can be constructed.

cc. M-Dot Aero 5 Year Capital Plan

Commissioner Schei stated the maintenance of the airport is under control and several capital projects have been pushed back due reorganization of the airport. One capital project is the shorting of one of the runways. This project has been looked at due to funding levels, maintenance and up keep and another factor is the height of the trees surrounding the approach of the runway. Commissioner Meintz state the airport has easements to cut the trees but the majority of the trees are on private residential property. Commissioner Meintz and Williams will receive a copy of the plan from Jeff after the meeting to review.

c. Personnel

aa. Airport Manager/Lineman Positions

The Airport Manager and Lineman job descriptions were reviewed and update language to remove commission and to add the County Administrator as the direct supervisor of the Air Port Manager. Other changes were that were mentioned included the ability of the Airport Manager to use heavy equipment. Commissioner Meintz stated the ability to operate heavy equipment should remain in the job description at present time as Jeff is in the Manger role right now and he needs to be allowed to continue to operate equipment. Commissioner Schei stated it was questioned due to refining the job description to be more of an administrative position dealing with office work, grants, accounting, invoicing, public relations and administrative skills. Commissioner Williams stated the changes in the Manger job description can be made at a later date once we advertise for the position.

bb. Job Descriptions – Lineman, Airport Manager

The only changes to the Lineman job description were to change commission to committee and remove Marinette County.

cc. Airport Work Rules/Policies

Commissioner Schei stated Administrator Bousley had made mention of the work rules being the same as the Menominee County Personnel Manual and thus the work rules could be replaced by the personnel manual.

Motion made by Commissioner Meintz and seconded by Commissioner Williams to move the proposed revamped job descriptions and Work Rules to the Personnel Committee. Motion passed.

d. Airport Manager Report-

Jeff LaFleur, Airport Manger, wanted to schedule the class A certification testing for the fuel farm at a cost of \$75. The committee agreed it would be important for Jeff to take the test. Fuel prices and sales were reported on, fuel prices are right in line with Dickinson and Delta County Airports. There some privately own airport that have lower fuel prices but the Twin County Airport is on par with the other county airports in the area. Another tank of Jet fuel will need to be order within the next couple of weeks as it is selling steadily while the 100LL is not selling as fast. Commissioner Schei stated the fuel prices are based on the purchase price; it is an addition \$.10 per gallon for full service. Enstrom and Freight Runners are invoiced for their fuel purchases and discounts are given for volume sales.

e. Airport Name Change-

Commissioner Schei state he is looking for name change considerations, Menominee County Airport would seem to be the first choice. Once the title search and the Quit Claim deed are signed FAA and MDot will be approached about the name change. Commissioner Williams moves and Commissioner Meintz seconds to have

Administrator Bousley to pursue channels to change the name of the airport. Motion passed.

f. Meeting Schedule

Commissioner Schei proposed a new time for the Airport Committee meetings to be moved from 5pm to 8am. Commissioner Meintz would have difficulty attending the meetings at that time. Commissioner Williams said any time would work for him. The commissioners agreed to begin the committee meetings at 4pm for the remainder of the year.

g. Minimum Standards

Commissioner Schei wants to the Minimum Standards to reflect the change from the commission to committee and then reviewed at a later date. Commissioner Meintz moved and seconded by Commissioner Williams to forward the Minimum Standards document to the County Board for approval with the name changes. Motion passed.

9. Correspondence - None

10. Public Comment (Limited to 5 Minutes)

Greg Paulson – Daggett Township- brought forth the issue of the dialog between to the airport committee and the pilots association. Mr. Paulson believes it should be placed as a permanent agenda item.

Wayne Beyer – Menominee Township – discussed the request from the Twin County Airport to the Pilot Association to bring forth options/ways to lessen the burden of cost to operate the airport. Mr. Beyer went on to explain he had several ideas he wanted to pass on to the County Chairman and County Administrator that the Pilot Association would be able to perform some duties around the airport to help out when short of staff. Mr. Beyer went on to state he had a verbal confrontation with Commissioner Schei in the County Administration Office and felt Commissioner Schei should resign.

11. Commissioner Comment

Commissioner Meintz stated he was very happy with moving forward with Explorer Solutions as the County Board had given the green light to continue negotiations with the interest college for a rotator wing flight school. Commissioner Meintz went on to say the interested college had tremendous growth over a ten year period in their flight school at their current location.

Commissioner Williams echoed Commissioner Meintz's comments and added that with the change in the airport governing structure, situations will occur and they may take time and adjustments to get moving in the right direction.

Commissioner Schei commented on the continued progress of Explorer Solutions and feels the school and college are a great opportunity to grow and develop the airport. Commissioner Schei also state he has received positive comments from transient pilots who have utilized the Twin County Airport.

13 Adjourn

Motion made by Commissioner Williams and seconded by Commissioner Meintz to adjourn at 6:12pm.

County Airport Revenues

Fund: Special Revenue (216)

Activity: Airport (000)

<u>Account Number</u>	<u>Account Title</u>	begin 8/1/15 <u>2014/15 Budget</u>	<u>2015/16 Budget</u>
633.00	Landing Fees	2,475	9,900
642.00	Avaition Fuel/Oil - Business	23,750	95,000
642.01	Avaition Fuel - Cash	-	500
642.02	Avaition Fuel - Credit Card	37,500	150,000
642.03	Soda Machine	31	125
665.00	Interest Earned	-	-
670.00	Rent/Hanger lease	7,500	30,000
672.00	After hours fees	450	1,800
672.01	Terminal Sign Display	50	200
676.00	Misc. revenue	1,407	5,628
699.00	County Operating Transfer	21,250	134,200
	Total	94,413	\$ 427,353

County Airport Expenditures

Fund: Special Revenue (216)

Activity: Airport (585)

<u>Account Number</u>	<u>Account Title</u>	begin 8/1/15	
		<u>2014/15 Budget</u>	<u>2015/16 Budget</u>
704.00	Salaries - Permanent	10,198	40,789
705.00	Salaries - Temporary	9,620	38,480
706.00	Overtime/On Call/Call In	1,000	4,000
707.00	Longevity	-	1,000
712.00	Hospital Insurance	3,164	12,656
713.00	Life Insurance	6	30
715.00	FICA-OASDI	1,196	4,781
715.01	FICA-Med	280	1,118
716.00	Workmen's Compensation	1,050	4,200
718.00	Retirement	1,000	4,000
727.00	Office Supplies	75	300
728.00	Office Equipment	100	400
729.00	Postage	150	600
729.01	Misc. purchases	50	200
742.00	Gas, Oil Etc	875	3,500
743.00	Avaition Fuel purchases	42,625	170,500
743.01	Credit Card Processing fees	250	-
744.00	Equip fuel purchases	250	1,000
745.00	Uniforms	500	2,000
755.01	Other Operating-Janitorial	250	1,000
755.02	Other Operating - General	625	2,500
755.03	Licenses/Permits	170	700
756.01	Construction Supplies	500	2,000
801.00	Contractual Services	2,500	10,000
801.01	Audit serivces	900	3,600
831.00	Liability Insurance	6,750	27,000
850.00	Telephone/internet	1,075	4,300
860.00	Travel/conferences	375	1,500
901.00	Advertising	350	1,400
920.00	Natural Gas/heating	2,500	10,000
920.01	Water	75	300
920.02	Sewer	125	500
920.03	Electric	1,750	7,000
970.00	Capital Outlay	17,172	50,000
981.00	Equipment Maintenance/parts	1,375	5,500
981.01	Airfield Maintenance/repairs	1,250	5,000
981.02	Building Maintenance/repairs	625	2,500
984.00	New/Replacement Equipment	750	3,000
Total		\$ 111,506	\$ 427,353

2014/15 \$ amounts are approx. 1/4 of the budgeted amt.

MENOMINEE COUNTY

Standard Budget Report

October 2015 Revenues

Account Title	This Month	Y-T-D	Budget As Of Oct-2015	Difference	Percent
Fund: TWIN COUNTY AIRPORT					
Program Revenues					
Charges for Services					
LANDING FEES	1,155.00	1,155.00	9,900.00	-8,745.00	11.67
AVIATION FUEL/OIL - BUSINESS	1,742.00	1,742.00	95,000.00	-93,258.00	1.83
AVIATION FUEL - CASH	0.00	0.00	500.00	-500.00	0.00
AVIATION FUEL - CREDIT CARD	1,351.95	1,351.95	150,000.00	-148,648.05	0.90
SODA MACHINE	0.00	0.00	125.00	-125.00	0.00
Total Charges for Services	4,248.95	4,248.95	255,525.00	-251,276.05	1.66
Interest and Rents					
RENT/HANGER LEASE	0.00	0.00	30,000.00	-30,000.00	0.00
Total Interest and Rents	0.00	0.00	30,000.00	-30,000.00	0.00
Total Program Revenues	4,248.95	4,248.95	285,525.00	-281,276.05	1.49
Special Items					
Other Revenue					
AFTER HOUR FEES	0.00	0.00	1,800.00	-1,800.00	0.00
TERMINAL SIGN DISPLAY	0.00	0.00	200.00	-200.00	0.00
MISCELLANEOUS REVENUE	0.00	0.00	5,628.00	-5,628.00	0.00
TRANSFERS/APPROPRIATION	0.00	0.00	134,200.00	-134,200.00	0.00
Total Other Revenue	0.00	0.00	141,828.00	-141,828.00	0.00
Total Special Items	0.00	0.00	141,828.00	-141,828.00	0.00
Total Revenues	4,248.95	4,248.95	427,353.00	-423,104.05	0.99

MENOMINEE COUNTY

Standard Budget Report

October 2015 Expenditures

Account Title	This Month	Y-T-D	Budget As Of Oct-2015	Difference	Percent
Fund: TWIN COUNTY AIRPORT					
Public Works					
AIRPORT EXPENDITURE					
SALARIES	0.00	0.00	40,789.00	40,789.00	0.00
SALARIES - TEMPORARY	0.00	0.00	38,480.00	38,480.00	0.00
OVERTIME	0.00	0.00	4,000.00	4,000.00	0.00
LONGEVITY	0.00	0.00	1,000.00	1,000.00	0.00
HOSPITAL INSURANCE	2,817.56	2,817.56	12,656.00	9,838.44	22.26
LIFE INSURANCE	2.30	2.30	30.00	27.70	7.67
FICA-OASDI	0.00	0.00	4,781.00	4,781.00	0.00
FICA-MEDI	0.00	0.00	1,118.00	1,118.00	0.00
WORKMENS COMPENSATION	0.00	0.00	4,200.00	4,200.00	0.00
RETIREMENT	0.00	0.00	4,000.00	4,000.00	0.00
OFFICE SUPPLIES	0.00	0.00	300.00	300.00	0.00
OFFICE EQUIPMENT	0.00	0.00	400.00	400.00	0.00
POSTAGE	0.00	0.00	600.00	600.00	0.00
MISCELLANEOUS PURCHASES	0.00	0.00	200.00	200.00	0.00
GAS, OIL ETC	0.00	0.00	3,500.00	3,500.00	0.00
AVIATION FUEL PURCHASES	0.00	0.00	170,500.00	170,500.00	0.00
CREDIT CARD PROCESSING FEES	33.40	33.40	0.00	-33.40	0.00
EQUIPMENT FUEL PURCHASE	0.00	0.00	1,000.00	1,000.00	0.00
UNIFORMS	0.00	0.00	2,000.00	2,000.00	0.00
OTHER OPERATING - JANITORIAL	0.00	0.00	1,000.00	1,000.00	0.00
OTHER OPERATING - GENERAL	0.00	0.00	2,500.00	2,500.00	0.00
LICENSES/PERMITS	0.00	0.00	700.00	700.00	0.00
CONSTRUCTION/SUPPLIES	0.00	0.00	2,000.00	2,000.00	0.00
PROFESSIONAL/CONTRACTURAL SERVICES	103.57	103.57	10,000.00	9,896.43	1.04
AUDIT SERVICES	0.00	0.00	3,600.00	3,600.00	0.00
LIABILITY INSURANCE	0.00	0.00	27,000.00	27,000.00	0.00
TELEPHONE/INTERNET	0.00	0.00	4,300.00	4,300.00	0.00
TRAVEL/CONFERENCES	0.00	0.00	1,500.00	1,500.00	0.00
ADVERTISING	0.00	0.00	1,400.00	1,400.00	0.00
NATURAL GAS/HEATING	0.00	0.00	10,000.00	10,000.00	0.00
WATER	0.00	0.00	300.00	300.00	0.00
SEWER	0.00	0.00	500.00	500.00	0.00
ELECTRIC	0.00	0.00	7,000.00	7,000.00	0.00
CAPITAL OUTLAY	0.00	0.00	50,000.00	50,000.00	0.00
EQUIPMENT MAINTENANCE/PARTS	0.00	0.00	5,500.00	5,500.00	0.00
AIRFIELD MAINTENANCE/REPAIRS	0.00	0.00	5,000.00	5,000.00	0.00

MENOMINEE COUNTY
Standard Budget Report
 October 2015 Expenditures

Account Title	This Month	Y-T-D	Budget As Of Oct-2015	Difference	Percent
Fund: TWIN COUNTY AIRPORT					
Public Works					
AIRPORT EXPENDITURE					
BUILDING MAINTENANCE/REPAIRS	0.00	0.00	2,500.00	2,500.00	0.00
NEW/REPLACEMENT EQUIPMENT	0.00	0.00	3,000.00	3,000.00	
Total AIRPORT EXPENDITURE	2,956.83	2,956.83	427,354.00	424,397.17	0.69
Total Public Works	2,956.83	2,956.83	427,354.00	424,397.17	0.69
Total Expenditures	2,956.83	2,956.83	427,354.00	424,397.17	0.69
CHANGE IN FUND EQUITY	1,292.12	1,292.12	-1.00	1,293.12	-129,212.00

Report Filter Criteria

Percent: Computed by dividing Y-T-D by Budget As Of amount
 Year To Print: 2015
 Month To Print: October
 Fund Code Range: 216 TWIN COUNTY AIRPORT to 216 TWIN COUNTY AIRPORT

Twin County Airport Committee Bylaws

Article I Name/Purpose

- A. The name of the Committee shall be the Twin County Airport Committee.
- B. The purpose the Twin County Airport Committee is act as an advisory committee for the airport and to offer recommendations to the County Board for considerations pertaining to the operation, budget, personnel and all other aspects and issues associated with the Twin County Airport.

Article II Members

- A. The Twin County Airport Committee will consist of three (3) Menominee County Board of Commissioners members. The Commissioners will be appointed for a one year term.
- B. Voting
 - 1. All members who are present shall vote whenever the question is put forth by the chair.
 - 2. If there is an appearance of a conflict of interest, the Commissioner shall so state before a vote is called for. No member may **ABSTAIN** from voting "yes" or "no".

Article III Officers

- A. The officers of the Twin County Airport Committee shall be the Chairperson and Secretary.
- B. The term of office shall be for one year. The individual may succeed her/himself.
- C. Candidates for these offices shall be nominated from the floor at the first meeting of the year (year is defined as January 1st to December 31st). It shall take a simple majority vote of the Committee to elect. Voting for the Chairperson shall be by random roll call vote. Should a simple majority not be obtained by any nominee, a five minute recess shall take place. After the recess the presiding chair of the meeting will ask each nominee if the wish their name to remain in nomination. Another random roll call vote and the above process continued until one nominee obtains a simple majority. The nomination and election for secretary shall take place after the selection of a Chairperson. The voting shall be by random roll call vote. Should a simple majority not be obtained by any nominee, a five minute recess shall be called. After the recess the Chairperson will ask each nominee if they wish their names to remain in nomination. Another random roll call vote shall be taken and the above process continued until the secretary is selected.

Article IV
Duties of Officers

- A. Chairperson shall preside over and conduct all meetings of the Committee. The Chairperson will be responsible for the preparation of the meeting agendas with cooperation from the Menominee County Administration Office. Except for those powers and duties prescribed to the Chairperson by the County Board and the above mentioned duties, the Chairperson has no power to act on behalf of the committee unless the committee specifically grants that power.
- B. Secretary (or designee) shall attend all meetings of the Committee and shall record meeting minutes. The Secretary shall be responsible for sending all meeting minutes to the Menominee County Administration Office to be placed on file. In the absence of the Chairperson the Secretary shall assume the duties of the Chair.

Article V
Meetings

- A. The Twin County Airport Committee is only an advisory committee and all final decisions pertaining to but limited to the operations, personnel, buildings and grounds, and policy and procedures will be determined by the Menominee County Board of Commissioners.
- B. A schedule containing the date, time and place of regular monthly meetings of the Committee shall be established at the first meeting of the year. The Twin County Airport Committee will meet once a month.
- C. Special Meetings will comply with the Michigan Open Meetings Act (MCL 15.261). Reason for a Special Meeting is to deal with important matters that may arise between regular meetings and requires actions before the next regular meeting. Special Meetings of the Committee shall be held only when two members of the Committee request a special meeting. The Special meeting will be posted at least eighteen (18) hours before the time of the meeting. The request shall be in writing, shall be addressed to the County Administrator, and shall specify the time, date, place and purpose of the meeting. Upon the reception of a request, the County Administrator shall immediately give notice to the members and post the date and time at least eighteen (18) hours prior to the time of the meeting.
- D. A majority of the members of the Committee shall constitute a quorum for the transaction of the ordinary business of the Committee, and questions which arise during the meeting of the committee shall be determined by the votes of the majority of the members present.
- E. Minutes will be recorded by the Secretary. The names and votes of members shall be recorded on an action which is taken by the Twin County Airport Committee if the action is on an ordinance, resolution or appointment or election of an officer. A record which is made pursuant to this section shall be available for public inspection.

Article VI
Parliamentary Authority

- A. The current edition of "Robert's Rules of Order" shall be the Parliamentary Authority. The rules, with special attention to small committees, contained in the above mentioned reference shall govern the Committee in all cases to which they are applicable.

Article VII
Amendment of Bylaws

- A. The following bylaws may not be suspended.
- B. These bylaws, rules regulations and policies shall remain in effect until properly amended.
- C. These bylaws may be amended at a regular meeting of the Menominee County Board of Commissioners by a 2/3 majority vote of the County Board.

The Twin County Airport Committee Shall follow all Bylaws (not addressed here) as set forth by the Menominee County Board of Commissioners.

Twin County Airport Committee Rules

- R15-1 The Order of Business shall be as follows:
1. Call to Order
 2. Pledge of Allegiance
 3. Roll Call
 4. Approval of Agenda
 5. Approval of Previous Minutes
 6. Public Comment (pertaining to agenda items only, limited to 5 minutes)
 7. Presentations (limited to 20 minutes)
 8. Business
 9. Public Comment
 10. Commissioner Comment
 11. Adjournment
- R15-2 Complex or controversial issues may be discussed by the Committee prior to being introduced in the form of a motion. The Chair may declare the floor open for debate prior to a motion if no member objects. If there is an objection, the Chair shall call for a vote. A majority vote of the Committee shall sustain the Chair. Any motion (s) arising from such debate shall be reduced to writing prior to being voted upon, upon the request of any member.
- R15-3 Committee Members attending authorized conferences, seminars, etc. shall be reimbursed mileage, meals and lodging at the Menominee County Board of Commissioners rate stated in the bylaws of the County board. All applicable conference fees shall be paid in advance by the County when possible. Lodging shall be reimbursed at actual cost not to exceed the room rate at the conference headquarters hotel. Lodging necessary enroute to or from a conference shall be reimbursed at actual cost not to exceed the rate listed in the current bylaws of the Menominee County Board of Commissioners. Travel costs will be reimbursed at the IRS rate per mile for personal automobile or at actual cost for commercial carriers. Any travel allowances advanced in excess of actual cost shall be reimbursed to the County. Meals not included in conference fees shall be paid in accordance with County policy.
- R15-4 Committee members are responsible for submitting all of their own expenses including all meeting expenses. These expenses should be submitted to the County Administrator's Office.
- R15-5 Dissemination of Information. It shall be the policy of the Committee that all information pertaining to the business of the Committee obtained by individual committee members, shall be transmitted in a timely fashion to all Committee members so that they would be better able to make informed decisions. This information shall be made available to the County Administrator so that it may be included in the meeting packet. Committee agenda packets will be available to the public three (3) days prior to the meeting date.

- R15-6 Purchasing Policy. The Twin County Airport Committee has no authority to make purchases. Purchases of five hundred dollars (\$500.00) or less can be made by the Airport Manager/Assistant Airport Manager. Any purchases greater than five hundred dollars (\$500.00) and up to five thousand dollars (\$5,000.00) the County Administrator must approve. Please refer to the Menominee County Bylaws, Board Rules, County Policies, and Charter of Standing Committees, ~ Purchasing Guidelines (P91-4).
- R15-7 Credit Card Policy – Please refer to the Menominee County Bylaws, Board Rules, County Policies, and Charter of Standing Committees ~ Credit Card Policy P98-3.
- R15-8 Committee Communications. It shall be the policy of the Committee that the official spokesperson of the Committee shall be the Committee’s Chairperson or the County Administrator.
- R15-9 Public Comment. It shall be the policy of the Committee that all meetings of the Committee come under the jurisdiction of the Michigan Open Meetings Act that the following rules apply: speakers shall identify themselves and if representing a group, the name of the group, and shall state their address; a speaker shall be limited to five minutes; only one speaker may address the Committee on behalf of a group; 30 minutes, if necessary, shall be devoted to public participation during the appropriate times on the agenda; the Committee reserves the right to extend the above mentioned time limits; a member of the public can request permission to address the Committee relative to a particular item on the agenda at the time is being considered by the Committee or a Committee member can yield the floor to a member of the public, under the constraints of the above mentioned time limits; these rules shall be available on the Menominee County website at www.menomineecounty.com.
- R15-10 Committee Member Compensation – Compensation will follow Menominee County Board of Commissioners compensation structure and rules.

NOTE: The Twin County Airport Committee shall follow all rules (not addressed here) as set forth by the Menominee County Board of Commissioners. Please refer to the Menominee County Bylaws, Board Rules, County Policies, and Charter of Standing Committees.

Twin County Airport Committee Charter

The Twin County Airport Committee is an advisory committee with the purpose of providing advice, direction and recommendations to the Airport Manager/Airport Assistant Airport Manager, County Administrator and the Menominee County Board of Commissioners. The Committee has no final authority or responsibility for final policy making or administration.

Responsibilities of the Twin County Airport Committee are as follows:

1. Recommend objectives and goals of the Twin County Airport
2. Recommend rules and policies governing the Twin County Airport
3. Recommend annual and long term financial plans
4. Recommend establishing and maintaining an effective public relations program
5. Recommend establishing and maintain an effective public use program
6. Recommend short-term and long-term planning necessary to develop and maintain facilities and services to meet the needs of the county.
7. Encourage economic development within the Twin County Airport
8. Recommend a Twin County Airport fee structure
9. Act as a mediator between citizens and management disputes
10. Receive public input on the Twin County Airport
11. Annually recommend revisions to the Twin County Airport Capital Improvement Plan
12. Work with the aeronautic engineering firm to determine capital projects and maintenance schedules.
13. Review the Financial of the Twin County Airport

The Twin County Airport Committee shall follow all Charters, rules and policies and Bylaws as set forth by the Menominee County Board of Commissioners.

TWIN COUNTY AIRPORT MENOMINEE, MI

2801 22ND STREET MENOMINEE, MI 49858

MINIMUM STANDARDS

FOR COMMERCIAL OPERATORS PROVIDING AERONAUTICAL SERVICES
TO THE PUBLIC

ESTABLISHED BY THE TWIN COUNTY AIRPORT COMMITTEE



CHAPTER ONE

GENERAL PROVISIONS

SECTION 1.1 PURPOSES OF THE MINIMUM STANDARDS

Minimum standards as outlined in this document are intended to provide the minimum requirements for those wishing to provide aeronautical services to the public at the Twin County Airport, and to do so in such a manner as to ensure the safety of its users and allow fair competition for those who choose to provide services to the public on the premises. These minimum standards are intended to be reasonable, non-arbitrary and non-discriminatory, and therefore apply equally to everyone making application to the Airport Committee and final approval made by the Menominee County Board of Commissioners to provide aeronautical services on the airport.

SECTION 1.2 DEFINITIONS

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, ultra light 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 by a person who has a lease or permit from the Menominee County Board of Commissioners to provide such service.

AIRCRAFT means a device that is used, or intended to be used, for flight.

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

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 COMMITTEE is the advisory committee for the airport which offers recommendations to the Menominee County Board of Commissioners for considerations pertaining to the operation, budget, personnel and all other aspects and issues associated with the Twin County Airport.

MENOMINEE COUNTY BOARD OF COMMISSIONERS is 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 hired by County Administrator, or the designated acting manager.

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

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 Menominee County Board of Commissioners to conduct an aeronautical activity or service or a business enterprise, 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 Menominee County Board of Commissioners to offer aeronautical services to the public at the Airport as a tenant, subtenant or by permit.

FBO LEASE means any lease agreement between the Menominee County Board of Commissioners and a person, leasing property at the Airport, or sub-leasing property via an agreement approved by the Menominee County Board of Commissioners, for the purpose of providing aeronautical services to the public at the Airport.

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

MINIMUM STANDARDS means the standards that are recommended by the Airport Committee and approved by the Menominee County Board of Commissioners as amended from time to time, stating the minimum requirements to be met by a tenant, subtenant or proposed tenant as a condition for the right to provide aeronautical services to the public at the Airport.

NORMAL BUSINESS HOURS means 8 am to 4 pm, 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 discretionary.

TAXIWAY means a taxiway 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.

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

SECTION 1.3 LEASING TERMS FOR COUNTY OWNED LAND AT THE TWIN COUNTY AIRPORT

- A. Lessee's activity must comply with the Minimum Standards and the Rules & Regulations.
- B. Lessee may construct additional buildings, fueling facilities or other facilities on the Airport, but only with the prior written consent of the Menominee County Board of Commissioners and after obtaining proper written approval from the appropriate fire control official and any other township, city, state and/or federal entity that may have additional authority and responsibility above those of the Menominee County Board of Commissioners.
- C. All new leases and existing leases, upon the next renewal thereof, shall include a provision allowing Twin County Airport the first right of refusal to match any offer to purchase any building located on leased property. Menominee County shall have 30 days from the date of receipt, by the Menominee County Administrator, of notification of a bona fide offer to purchase any building and/or structure located on leased airport property, in which to match said offer, including all of its terms. In the event that written notice is not given to the proposed seller by certified mail to Lessee's address of record in said lease, within 30 days of the receipt of notice of the offer by the Menominee County Administrator, Menominee County shall have waived its right match said offer, and the facility owner is then free to accept said offer. Said offer shall have (no modifications and/or qualifications that are not revealed to the Menominee County Board of Commissioners, through a written notice to its secretary.

CHAPTER TWO AERONAUTICAL ACTIVITIES

SECTION 2.1 POLICY

The Minimum Standards are intended to be the minimum requirements for those wishing to provide aeronautical services to the public and to ensure that those who have undertaken to provide commodities and services, as approved, are not exposed to unfair or irresponsible competition. These standards were developed taking into consideration the aviation role of the airport, facilities that currently exist at the airport, services being offered at the airport, the future development planned for the airport and to promote fair competition at Twin County Airport. The uniform application of these standards, containing the minimum levels of service that must be offered by the prospective service provided, relates primarily to the public interest and discourages substandard entrepreneurs, thereby protecting both the established aeronautical activity and the airport patrons.

SECTION 2.2 OPERATING AGREEMENT/LEASE

- A. Any person who intends to conduct a business or service to the public, wherein use of the airport provides a commercial benefit to said person, must negotiate an Operating Agreement and/or Lease with the Menominee County Board of Commissioners relative to qualification, operating areas, and rent and/or fee payments, and such other matters as the Menominee County Board of Commissioners. The authorization by the Menominee County Board of Commissioners to a person wishing to provide aeronautical service to the public does not imply that said business has exclusive rights to provide those services on the airport. The Twin County Airport, being the recipient of Federal funds via the FAA, is obligated to comply with FAA Policy Statement on "Exclusive Rights at Airports." A copy of said Policy Statement shall be on file at the Airport Manager's office for review, upon reasonable notice.
- B. The FAA considers that the existence of an exclusive right to conduct any aeronautical activity limits the usefulness of an airport and deprives the using public of the benefits of competitive enterprise. Apart from the legal considerations, the F.A.A., considers that it is inappropriate to apply Federal funds to the improvements of any airport where full realization of the benefit would be restricted by the exercise of an exclusive right to engage in aeronautical activity.

SECTION 2.3 QUALIFICATIONS

Demonstration of intent to conduct a business operation at the Twin County Airport shall be by application to the Airport Committee who will review and forward to the Menominee County Board of Commissioners with a recommendation. The Menominee County Board of Commissioners will have the final approval authority. The written application shall contain, at the minimum:

- A. The proposed nature of the business.
- B. The signatures of all parties owning an interest in the business and those whose signatures will appear on leases or other documents as being a partner, director or corporate officer and those who will be managing the business.

C. Preliminary plans, specifications and dates for any improvements which the applicant intends to make on the airport as part of the activity for which approval is sought. Applicant must comply with all applicable ordinances and building codes.

D. Proof (provide copy) of liability insurance coverage for the business operation, flight operations, itinerant aircraft and operators and premises insurance, as designated by the Menominee County Board of Commissioners.

E. All insurance required by the Airport Commission for any operation, lease, or other activity on the airport property shall include Twin County Airport as an additional insured.

SECTION 2.4 ACTIONS ON APPLICATIONS

All applications will be reviewed and acted upon by the Menominee County Board of Commissioners within sixty (60) days from receipt of the application. Applications may be denied for one or more of the following reasons:

A. The applicant does not meet qualifications, standards and requirements established by these minimum standards.

B. The applicant's proposed operations or construction will create a safety hazard on the airport.

C. Granting the application will require the expenditure of local funds, labor or materials on the facilities described in, or related to, the application, or the operation will result in a financial loss to Twin County Airport.

D. There is no adequate available space or building on the airport to accommodate the entire activity of the airport.

E. The proposed operation, airport development or construction does not comply with the approved ALP.

F. The development or use of the area requested will result in a congestion of aircraft or building, or will result in significant interference with the operations of any present FBO on the airport. Such problems may include, but are not limited to, problems in connection with aircraft traffic or service, preventing free access to and from the existing FBO area, or will result in depriving, without the proper economic study, an existing FBO of the use of significant portions of its leased area in which it is operating.

G. Any party applying, or having an interest in the business has supplied false information or has misrepresented any material fact in the application or in supporting documents, or has failed to make full disclosure on the application.

H. Any party applying, or having an interest in the business, or its management, has a record of violating the Twin County Airport Rules & Regulations or the rules and regulations of any other Airport, FARs or any other rules and regulations applicable to this or any other Airport.

I. Any party applying, or having an interest in the business, has defaulted in the performance of any lease or other agreement with the Menominee County Board of Commissioners or any lease or other agreement at any other airport.

J. Any party applying, or having an interest in the business, is not sufficiently credit worthy and responsible, in the sole judgment of the Menominee County Board of Commissioners, to provide and maintain the business to which the application relates and to promptly pay amounts due under the terms of any lease.

K. The applicant has committed any crime, or violated any county ordinance, rule or regulation which adversely reflects on its ability to operate the FBO operation for which the application is made.

SECTION 2.5 FIXED BASE OPERATORS (FBO)

A. A fixed base operator is a person who has entered into a valid operating agreement, paid all applicable fees, and has entered into a lease agreement with the Menominee County Board of Commissioners establishing airport space lease terms, rental amounts, insurance requirements or other terms and conditions required by the Menominee County Board of Commissioners, and has met the qualifications, standards and requirements contained herein for the aeronautical services to be provided to the public. The FBO may be in business to provide one or more of the following services:

1. Aircraft Sales
2. Charter operations which include, but are not limited to, passenger or air taxi, freight or delivery services.
3. Aircraft rental.
4. Flight instruction and ground schools.
5. Maintenance services, parts and accessories sales which shall include services in one or more of the following:
 - a. Airframe overhaul and repair.
 - b. Engine overhaul and repair.
 - c. Radio and electrical shop.
 - d. Instrument shop.
 - e. Aircraft interior work.
 - f. Refinishing and painting.
6. Aircraft fueling including line services
7. The storage of aircraft, inside and/or outside of building structures.
8. Manufacture and/or assembly of parts and accessories directly or indirectly related to

aircraft, or conduct Research, Development, Testing and Evaluation (RTD&E) of aircraft and related systems.

9. Sale of pilot supplies, accessories and gifts.

B. The application for an FBO operating agreement shall specify all services from the above list which the applicant desires to offer at the airport. The applicant may also propose services other than on the above list with appropriate justification for consideration by the Menominee County Board of Commissioners. An FBO may provide or conduct only those services for which it has executed a lease agreement.

SECTION 2.6 MINIMUM QUALIFICATIONS

A fixed base operator shall, in addition to meeting all other requirements and qualifications of his written agreement, meet the following minimum qualifications for each type of service which he intends to provide:

A. Aircraft Sales

1. The FBO who engages in an aircraft sales business at the airport shall lease from the Airport Commission, or provide, under terms agreeable to the Menominee County Board of Commissioners, an area of airport land sufficient in size to provide the office space required and the space needed for storage of aircraft.

2. Have available a minimum of one fully qualified demonstrator pilot with appropriate and current FAA pilot certificate and current Airman Medical Certificate.

3. The FBO shall provide personnel on duty during normal business hours, as designated by the Airport Commission, or at other times, subject to the operator's discretion with the prior written approval of the airport manager.

4. Have satisfactory arrangements at the airport or at another airport for repair and servicing of aircraft.

B. Charter Operations

1. The FBO who engages in a charter operation at the airport shall lease from the Airport Commission, or provide, under terms agreeable to the Menominee County Board of Commissioners, an area of airport land sufficient in size to provide the office space required to support their operation. The FBO shall also lease sufficient apron area to stage flights and provide for the storage, parking or tie-down of as many aircraft as such operator reasonably expects to have on hand in FAR 135 business at any one time.

C. Aircraft Rental

1. The FBO who engages in an aircraft rental business at the airport shall lease from the Menominee County Board of Commissioners, or provide, under terms agreeable to the

Menominee County Board of Commissioners, an area of airport land sufficient in size to provide the office space required with provisions for a flight planning area and the space needed for storage, parking or tie-down of a minimum of as many aircraft as the operator reasonably expects to have on hand at any one time.

2. Have adequate facilities or arrangements for storing, parking, servicing and repairing all of its aircraft.

D. Flight Instruction and/or Ground School

1. The FBO who engages in a flight instruction and/or ground school business at the airport shall lease from the Menominee County Board of Commissioners, or provide, under terms agreeable to the Menominee County Board of Commissioners, an area of airport land, hangar and/or office space sufficient to accommodate the services offered.

2. The FBO who engages in flight instruction and/or ground school business at the airport shall obtain appropriate state licenses.

E. Aircraft Maintenance Services and Sale of Parts and Accessories

1. The FBO who engages in a maintenance service business and sells parts and accessories at the airport shall lease from the Menominee County Board of Commissioners, or provide, under terms agreeable to the Menominee County Board of Commissioners, an area of land, office and hangar space sufficient in size to provide the services offered.

2. The hangar required shall be equipped with such tools, machinery, equipment, parts and supplies as are normally necessary to conduct a full-time business operation in the maintenance service area being offered and shall be staffed by mechanic(s) and other full-time personnel who are qualified and who hold all necessary certificates required by the FAA.

3. If the business includes aircraft refinishing and painting it shall:

a. Comply with and abide by all applicable Federal, State and Local laws.

b. Comply with the current standards of the National Fire Protection Association on Paint Spraying and Spray Booths with regard to the arrangement, construction, and protection of spray booths and the storing and handling of materials used in connection with aircraft painting, varnishing and spray-painting operations.

c. Prohibit any stripping, painting, varnishing, doping, materials or agents, or other contaminants from flowing into rivers, lakes, streams, etc., or being placed in any sewer system, unless pretreated and the pre-treating process has been approved in advance and in writing by the Airport Manager.

d. Properly treat and dispose of all hazardous material in compliance with the governing agencies.

F. Aircraft Fueling and Line Services

1. In order for any person to engage in the business of providing aircraft fuel sales and line services at the airport, the person shall lease from the Menominee County Board of Commissioners, or provide, under terms agreeable to the Menominee County Board of Commissioners, an area of airport land sufficient in size to provide sufficient space for the office and inside floor space for the pilot lounge and flight planning area. The operator shall also lease the space needed to accommodate the aircraft fueling and line servicing equipment and supply adequate ramp space for the aircraft being serviced and the flow of traffic in and out of the aircraft fueling areas.
2. In addition, an operator under this provision, shall provide and maintain a fuel storage facility and all necessary pumps, tanks, and mobile gas trucks, fueling areas, ramps and other fueling facilities that may be necessary, provided that the operator shall not place or maintain any fueling facilities on the airport, mobile or fixed, which have not previously been approved by the Airport Manager and the appropriate fire authorities as designated by the Airport Manager. The operator shall not deliver fuel into any aircraft unless the fuel has first been placed in a suitable and approved filtration tank. There shall be no direct fueling from a common carrier transport truck into a mobile refueler without filtration. In all fueling operations the FBO will comply with State and Local Fire Codes and the current edition of NFPA 407 including all NFP A Standards referenced in NF PA 407. The Airport Manager may have available a copy of NFPA 407 or be able to direct any inquiries to an appropriate source for that information.
3. An operator under this provision shall keep a current, complete and accurate record of all fuel, oil and other products sold and shall, at the request of the Airport Manager, make available all records of such sales for at least two years after the sale of such products. Failure of an operator to keep an accurate record of all sales shall be reason to revoke the operator's lease/operating agreement and authority to do business of the airport.
4. Each operator offering aircraft fuel sales and line services shall maintain sufficient full-time attendants on duty to service aircraft without unreasonable delay during the hours of operation. The hours of operation for fuel sales and line services shall be those agreed to with the Menominee County Board of Commissioners. Any deviation from this schedule must be approved in advance and in writing by the Airport Manager.
5. The operator with fueling facilities shall at all times maintain an adequate supply of the fuels, oils and fluids normally called for at the airport.
6. Services provided in addition to fuel will include emergency starting, non-chemical de-icing, parking, washing, tire inflation, adding oil and any service not requiring a certified mechanics license.

G. Aircraft Storage, Inside and/or Outside

1. Inside Storage: The FBO who engages in the business of storing airplanes shall lease

from the Menominee County Board of Commissioners, an area of airport land sufficient in size for the construction of a storage building with proper access ramps and other accessories and shall construct the building, ramps and accessories in locations stipulated in the approved ALP at the operator's cost and expense, according to plans and specifications previously submitted and approved, and according to all applicable laws and regulations. If no office is maintained on the airport, the operator shall post, in conspicuous places on the building, the name, address and telephone number of the person who is in charge of the facility.

2. Outside storage: All outside aircraft tie-downs will be coordinated by Airport Management.

H. Specialized Commercial Aeronautical Services

1. A specialized commercial aeronautical service is a person engaged in air transportation for hire for the purpose of providing the use of aircraft for the aeronautical activities listed below:

- a. Non-stop sightseeing flights.
- b. Aerial photography or survey.
- c. Fire watch and fire fighting.
- d. Power line, underground cable or pipe line patrol.
- e. Aerial application of agricultural chemicals.
- f. Other operations specifically excluded from Part 135 of the FARs.

2. Other specialized commercial aeronautical services which have varied requirements are:

- a. Avionics sales and/or services
- b. Aircraft manufacturing
- c. Engine or sub-assembly/overhaul station.
- d. Upholstery shop.
- e. Sale of pilot supplies, accessories and gifts.

3. Requirements for these activities in item 2 are so varied that the minimum standards and insurance coverage requirement will be determined by the Menominee County Board of Commissioners based upon a recommendation from the Airport Committee and Airport Manager.

SECTION 2.7 SPECIFIC REQUIREMENTS

A. Commencement of Activities: Each FBO shall, upon authorization, and as the construction of any required physical facilities permits, immediately commence and conduct on a full-time basis all business activities and services which are authorized.

B. Office Space

1. Each FBO shall provide and maintain an office adequate for the services provided and open to the public during the normal business hours or as otherwise required. The

office shall be at the operator's place of business on the airport.

2. These facilities shall be kept in a neat, clean and orderly condition and be properly maintained. This requirement includes the maintenance of the area outside of the facility. This includes lawn mowing and landscaping.

C. Auto Parking: The FBO shall provide auto parking for his employees and customers in his leased area or make adequate arrangements for such parking, acceptable to the Airport Manager.

D. FAAIMAC Requirements: The FBO and all personnel and employees shall be competent and shall hold all current and valid certificates, permits, licenses or other authorizations required by the FAA and MAC including any FAA air taxi permits. If, as a result of any action, order or ruling of the FAA, any of the FBO's aircraft are grounded or commercial pilot certificates or instructor's certificates are suspended or revoked, and this reduces the FBO operation to less than the minimum standard for the activity being provided for a period of ninety (90) days or more, the FBO's license and authority to operate at the airport may be revoked by the Menominee County Board of Commissioners.

E. Indemnity and Insurance

1. The FBO shall agree, and by operation at the airport, does agree, to indemnify, defend, and save Menominee County, the Menominee County Board of Commissioners and the Twin County Airport Commission, its authorized agents, officers, representatives and employees, and hold harmless from and against any and all actions, penalties, liabilities, claims, demands, damages, or losses, resulting from claims or court action, whether civil, criminal or in equity, and arising directly, or indirectly out of acts or omissions of the FBO, his agents, employees, guests, business visitors, invitees or customers.

2. In addition to the foregoing indemnity agreement provisions, the FBO agrees to secure, maintain and keep in force during the term of the agreement the insurance policies, forms and conditions required by the Menominee County Board of Commissioners and the Rules and Regulations.

3. Nondiscriminatory Service: The FBO shall furnish to all users all authorized or licensed services on a fair, equal, and not unjustly discriminatory basis and shall charge fair, reasonable, and not unjustly discriminatory prices for each unit or service, provided that the FBO may make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers, if permitted by law and the Rules & Regulations.

F. Approval of Construction

1. No buildings, structures, tie-downs, ramps, paving, taxi areas, or a JIY other improvements or additions shall be placed or constructed on the airport or altered or removed without prior approval of the Menominee County Board of Commissioners. In

the event of any construction, alteration or removal, an appropriate bond to guarantee the completion of the work may be required in accordance with submitted plans and specifications and all applicable state and local standards.

2. Unless otherwise agreed to within its designated area, any aeronautical service provider shall, at its own expense, provide, construct, install, equip and maintain all utilities, buildings, structures, ramps, tie-down areas, taxiway, fences and all other facilities and improvements which have been approved by the Menominee County Board of Commissioners as being necessary for the operation.

3. Final plans and specifications for all construction shall be submitted with ninety (90) days after approval of the application, and construction shall commence and be completed pursuant to a progress schedule coordinated and approved by the Menominee County Board of Commissioners and the Airport Manager. All construction shall comply with applicable building codes and state and local ordinances.

4. Construction areas will be in accordance with Rules and Regulations, approved plans and the current approved ALP.

SECTION 2.8 WAIVERS OF MINIMUM STANDARDS

Upon the written recommendation of the Airport Manager the Menominee County Board of Commissioners may, at its discretion, waive all or any portion of the Minimum Standards set forth herein for the benefit of any government or governmental agency performing nonprofit public services to the aircraft industry or performing fire prevention or firefighting or rescue service operations. The Menominee County Board of Commissioners may further temporarily waive any of the Minimum Standards for non-governmental applicants when it deems such waiver to be in the best interest of the airport and/or its operations.

CHAPTER THREE LEASE PROVISIONS

SECTION 3.1 TERMINATIONS

The Menominee County Board of Commissioners shall have the right, at its discretion, to terminate any lease, operating agreement, or other agreement with any permit holder, or FBO, which authorizes any services on the airport and to revoke any FBO license, authority, or permit to do business on the airport for any reason provided in the Rules & Regulations, Operating Agreement, or by law, and, in addition, upon the happening of anyone or more of the following:

A. For Cause (Termination)

1. Filing of petition, voluntarily or involuntarily, for an adjudication of bankruptcy.
2. The permit holder or FBO making any general assignment for the benefit of creditors without the written approval of the Menominee County Board of Commissioners.
3. The abandonment or discontinuance of any licensed operation at the airport by said permit holder or FBO or the failure to conduct such operation on a full-time basis without prior approval of the Menominee County Board of Commissioners or the Airport Manager.
4. The failure of the permit holder or FBO to pay, when due, to the airport, all rents, fees and other charges.
5. The failure of the permit holder or FBO to remedy any default, breach or violation by the operator or his employees, in keeping, observing, performing and complying with the Rules & Regulations and the terms and conditions in any lease or agreement entered into, pursuant hereto, on the part of the permit holder or FBO to be performed, kept or preserved (not involving the payment of rents, fees and other charges to be paid to the Twin County Airport, within thirty (30) days from the date written notice from the Airport Manager has been mailed or delivered to the place of business of the permit holder or FBO at the airport.)
6. The permit holder or FBO, or any partner, officer, director, employee or agent thereof, commits any of the following:
 - a. Violates any of the Rules & Regulations
 - b. Engages in unsafe, or reckless practices in the operation of any aircraft or motor vehicle on, or in the vicinity of, the airport which creates a hazard to the safety of other airport users, other aircraft, or the general public; endangers property which could result in causing personal injuries or death to a person, or damage to property;or
 - c. Causes serious personal injury or the death of a person, or property damage involving damage in excess of \$10,000 for repairs of loss arising from the permit

holder's or the FBO's negligent or wrongful conduct of business at the airport.

d. Operates the permitted activity or the FBO in such fashion as to create a safety hazard on the airport for other airport users, aircraft or property on the airport, the general public, or any other pilots, students or passengers.

e. Is convicted of a felony that occurred on airport property.

f. Engages in any conduct on airport property that disrupts the safe operation of the airport.

g. Has been convicted of any serious crime that directly relates to moral character and/or trustworthiness and the ability of that person to conduct business at the airport.

B. Without Cause (Termination)

1. In the event the Menominee County Board of Commissioners determines to close the airport in its entirety or close the airport to all traffic it is not legally bound to honor existing leases or operating agreements.

C. Vacation and Possession of Premises After Termination

1. In the event of termination, the permit holder or FBO shall forthwith peaceably vacate the airport and surrender possession of the premises and cease all operations on the premises and any other operations on the airport. Should the operator or permit holder fail to make such surrender, the Menominee County Board of Commissioners shall have the immediate right, and without further notice to the permit holder or FBO, to enter, by force, or otherwise and take full possession of the space occupied by the permit holder or FBO on the airport and, with legal process, expel any and all parties and any and all goods not belonging to the Menominee County Board of Commissioners that may be found within or upon the space at the expense of the operator or permit holder and without being liable to prosecution or to any claim for damages. Upon such termination, all rights, powers and privileges of the permit holder or FBO shall cease and the permit holder or FBO shall immediately vacate any space it occupies under this agreement, or any permit or lease, and shall make no claim of any kind whatsoever against the Menominee County Board of Commissioners, its agents or representatives by reason of such termination or any act incident thereto. In the event of termination cause, all structures and other improvements made to the airport by the permit holder or FBO shall become the property of Menominee County and shall remain on the airport after the permit holder or FBO ceases operations and vacates the premises. In the event of termination without cause, the operator or permit holder shall be given a reasonable period of time, not to exceed ninety (90) days from the actual stated date of termination, within which to negotiate with the Menominee County Board of Commissioners the sale to the Airport Commission, at fair market value all structures and improvements erected by it on the airport property. Any structures or improvements on the airport after such reasonable period has elapsed shall be and remain the property of Menominee County.

2. In addition to all other rights and remedies provided in these Minimum Standards, the Menominee County Board of Commissioners shall have any and all other rights and remedies at law or in equity.

Appeals shall be submitted to the Menominee County Administrator within 60 days of termination for consideration and should be acted upon within 60-days of receipt.

SECTION 3.2 INSPECTIONS AND MAINTENANCE

A. To the extent necessary to protect its right and interests or to investigate compliance with the terms of the lease and the Airport Rules and Regulations, the Menominee County Board of Commissioners, its Airport Manager, its Engineer, its Attorney and appropriate Police Officers shall have the right to inspect, at all reasonable times, all airport premises together with all structures, or improvements, and as provided by law and/or Federal Regulations and/or Rules of Michigan Aeronautics Code, all aircraft, equipment, all licenses and registrations and determine the identity of all employees.

B. Each FBO shall be responsible for the removal of snow and ice from its leased area or areas in which it is authorized to operate and shall keep such leased area and areas in which it is authorized to operate free and clear of all weeds, rocks, debris and other material which is unsightly or could cause damage to aircraft, buildings, persons or automobiles.

C. No person shall throw, dump or deposit any waste, refuse or garbage on the Airport property. All waste, refuse or garbage shall be placed and kept in closed garbage cans or containers and all operating areas shall be kept in a safe, neat, clean and orderly manner at all times and in such a manner as to minimize any hazards.

SECTION 3.3 SUBLEASING/SALE OF LEASE

No right, privilege, permit or license to do business on the airport, or any lease of any area of the airport, or personal property located thereon, shall be assigned, sublet, sold, or otherwise transferred or conveyed in whole or in part without prior written consent of the Menominee County Board of Commissioners based upon recommendation of the Airport Manager and Airport Committee. Any unauthorized attempt to do so shall result in the immediate cancellation and/or revocation of said right, privilege, lease, permit or license.

SECTION 3.4 ASSIGNED AREAS

No person or persons authorized to operate as an FBO on, or conduct business activities as a permit holder at the airport shall conduct any of his business activities or park any aircraft on any areas except those specified in the lease or written agreement. An aeronautical service provider shall not use any common areas except as authorized the Rules & Regulations or as approved in writing in advance by the Airport Manager.

SECTION 3.5 SIGN REQUIREMENTS

No signs shall be placed on Airport property, or buildings without prior written permission from the Airport Manager.

SECTION 3.6 FAA REQUIRED LEASE PROVISIONS

A. Lease Subordinate to Agreement between Lessor and the United States: This lease shall be subordinate to the provisions of any existing agreement between the Lessor and the United States, relative to the operation or maintenance of the airport, the execution of which has been required as a condition precedent to the expenditure of Federal funds for the development of the airport.

B. Emergency Lease to United States

1. During time of war or national emergency, the lessor shall have the right to lease the landing area or any part thereof to the United States Government for military or naval use, and if any such lease is executed, the provisions of this instrument insofar as they inconsistent with the provision of the lease to the Government shall be suspended.

2. All facilities of the airport developed with Federal financial assistance and all facilities usable for landing and takeoff or aircraft will be available to the United States for use by Government aircraft, in common with other aircraft, at all times, without charge, except, if the use by Government aircraft is substantial, a charge may be made for a reasonable share, proportional to such use, of the cost for operating and maintaining the facilities used.

C. Public Responsibility

1. All permit holders and FBO's shall furnish to all users all authorized or licensed services on a fair, equal, and not unjustly discriminatory basis and shall charge fair, reasonable and not unjustly discriminatory prices for each unit or service, provided that the permit holder or FBO may make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers as described in the Minimum Standards and as governed by the Rules & Regulations.

2. The aeronautical operator for itself, its personal representative, Successors in interest and assignees shall agree that:

a. No person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits, of, or be otherwise subjected to discrimination in the use of said facilities,

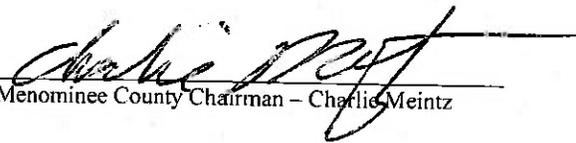
b. In the construction of any improvements on, over, or under such land and the furnishing of services thereon, no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits, of, or otherwise be subjected to discrimination,

c. That the lessee shall use the premises in compliance with all other

requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of Secretary, Part 21, Non-discrimination in Federally assisted programs of the Department of Transportation Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

d. That in the event of breach of any of the above non-discrimination covenants, and Menominee County Board of Commissioners shall have the right to terminate the lease and re-enter and repossess said land and the facilities thereon and hold the same as if said lease had never been issued.

Revised October 13, 2015


Menominee County Chairman - Charlie Meintz

10-13-15
Date


Menominee County Clerk - Marc Kleiman

10/13/15
Date

**AIRPORT CAPITAL IMPROVEMENT PROGRAM (CIP)
FY-2016 to FY-2023 (Page 1 of 2)**

Airport Name: Twin County Airport
Associated City: Menominee, Michigan
Sponsor: Menominee County

Airport Identifier: MNM
NPIAS Airport Code: C

Date prepared: 09-19-2015
Prepared By: Mead & Hunt, Inc., dan.kehoe@meadhunt.com
Sponsor email & phone: Brian Boulsley, bboulsley@menomineeco.com
906-863-7779

Concept Number	Development Year	Project Description	ACIP Code	Federal Entitlements	Federal Apportionment	Federal Discretionary	State	Local	Total	Remarks/Item Justification - Provide as much detail as possible.
		Estimated FY-15 Carryover:		\$164,419						
Pending	2016	Design SRE Building Expansion	ST-BD-SN-33	\$45,000			\$2,200	\$2,500	\$50,000	
121519	2016	Rehaburns 100L Cabinet	OT-OT-FY-18	\$40,500			\$2,250	\$2,250	\$45,000	
Pending	2016	Construct SRE Building Expansion	ST-BD-SN-33	\$333,000			\$18,500	\$18,500	\$370,000	Constructed in 2012.
		FY-16 Totals:		\$416,919			\$23,250	\$23,250	\$465,000	
		Estimated FY-16 Carryover:		(\$104,091)						
128749	2017	Preliminary Engineering for Runway 14-32 Rehabilitation	RE-RV-IL-48	\$36,000			\$2,000	\$2,000	\$40,000	
121E21	2017	Runway 14-32 Approach Survey	ST-OT-OB-46	\$27,000			\$1,500	\$1,500	\$30,000	
		FY-17 Totals:		\$63,000			\$3,500	\$3,500	\$70,000	
		Estimated FY-17 Carryover:		(\$17,031)						
128754	2018	Design Runway 14-32 Rehabilitation	RE-RV-IL-48	\$35,500			\$4,750	\$4,750	\$75,000	
128755	2018	Design Runway 14-32 Edge Lighting	ST-RV-IL-47	\$36,000			\$2,000	\$2,000	\$40,000	
		FY-18 Totals:		\$71,500			\$6,750	\$6,750	\$145,000	
		Estimated FY-18 Carryover:		\$17,419						
122908	2018	Construct Runway 14-32 Rehabilitation	RE-RV-IL-48	\$161,419	\$1,460,737		\$91,750	\$91,750	\$1,853,000	
128753	2019	Construct Runway 14-32 Edge Lighting	ST-RV-IL-47	\$0	\$695,000		\$32,500	\$32,500	\$660,000	
		FY-19 Totals:		\$161,419	\$2,155,737		\$124,250	\$124,250	\$2,465,000	
		Estimated FY-19 Carryover:		\$0						
128751	2020	Design Hangar Taxiway Rehabilitation	RE-TV-IL-44	\$11,700			\$1,900	\$1,900	\$15,500	
121522	2020	Design Terminal Building Upgrades	ST-TE-IL-38	\$36,000			\$2,000	\$2,000	\$40,000	
		FY-20 Totals:		\$47,700			\$3,900	\$3,900	\$55,000	
		Estimated FY-20 Carryover:		\$102,300						
128752	2021	Construct Hangar Taxiway Rehabilitation	RE-TV-IL-44	\$18,300			\$35,600	\$35,600	\$219,500	
		FY-21 Totals:		\$166,200			\$25,600	\$25,600	\$219,500	

**AIRPORT CAPITAL IMPROVEMENT PROGRAM (CIP)
FY-2016 to FY-2023 (Page 2 of 2)**

Airport Name: Twin County Airport
 Associated City: Menominee, Michigan
 Sponsor: Menominee County
 Airport Identifier: MNM
 NPIAS Airport Code: C
 Date prepared: 09-18-2015
 Prepared By: Mead & Hunt, Inc. dan.kerboe@meadhunt.com
 Sponsor email & phone: Brian Bousley, bbousley@menomineeapo.com

Concept Number	Development Year	Project Description	ACIP Code	Federal Entitlements	Federal Apportionment	Federal Discretionary	State	Local	Total	Remarks/Item Justification - Provide as much detail as possible.
		Estimated FY-21 Carryover:		\$84,000						
125756	2022	Construct Terminal Upgrades	ST-TE-M-53	\$159,000			\$11,000	\$1,000	\$280,000	
125757	2022	Design Taxiway A, B, E & F Rehabilitation	RE-TV-M-64	\$50,000	\$117,000		\$2,800	\$8,500	\$170,000	
125758	2022	Design Taxiway A, B, E & F Edge Lighting	ST-TV-L-44		\$16,000		\$2,800	\$2,500	\$50,000	
		FY-22 Totals		\$234,000	\$182,000		\$22,000	\$22,000	\$440,000	
		Estimated FY-22 Carryover:		\$0						
121524	2023	Construct Taxiway A, B, E & F Rehabilitation	RE-TV-M-64	\$160,000	\$2,235,000		\$132,500	\$192,500	\$2,660,000	
125759	2023	Construct Taxiway A, B, E & F Edge Lighting	ST-TV-L-44		\$693,000		\$23,500	\$98,500	\$770,000	
		FY-23 Totals:		\$160,000	\$2,928,000		\$171,000	\$5,429,000		

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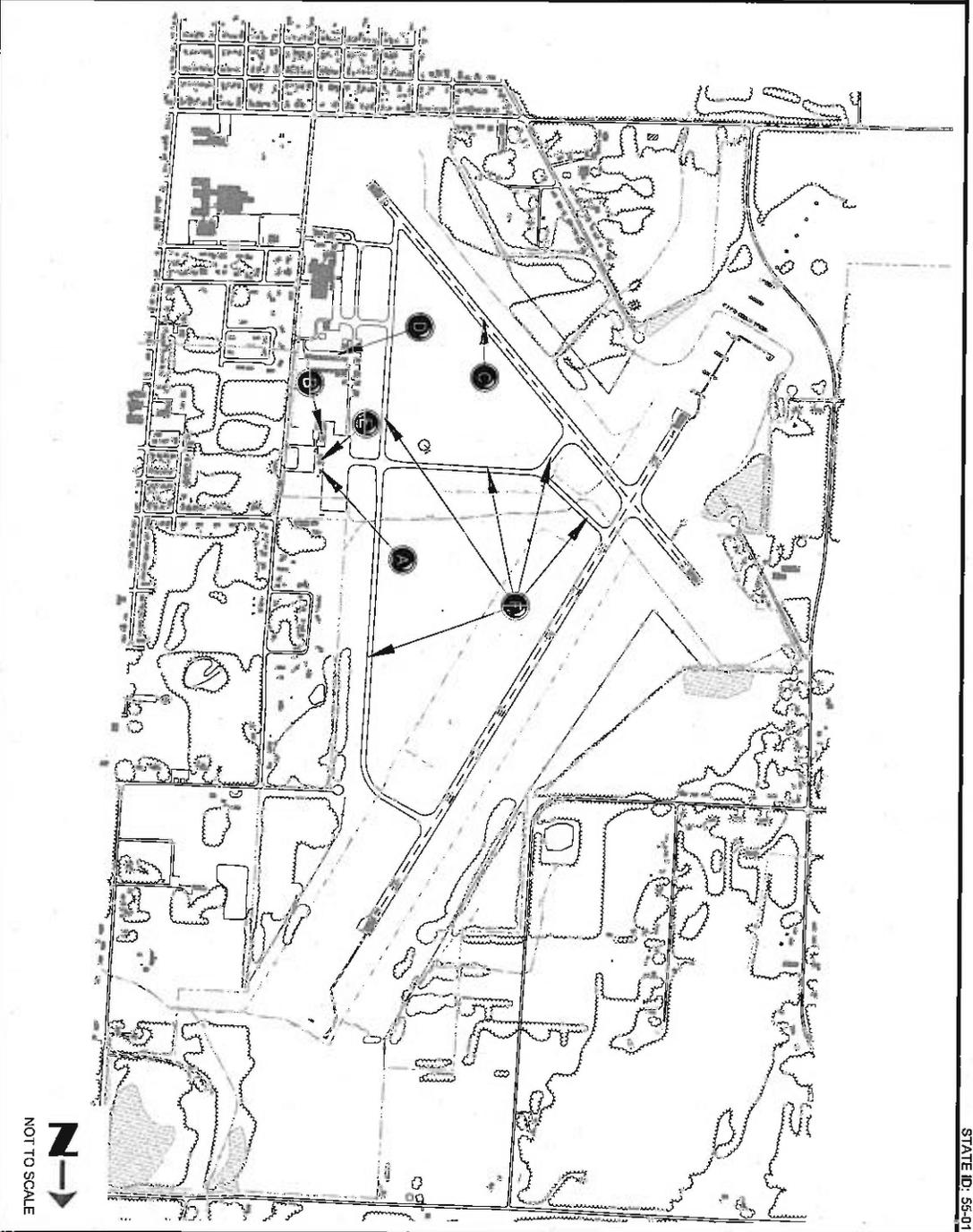
TWIN COUNTY AIRPORT MENOMINEE, MICHIGAN

AIRPORT CAPITAL IMPROVEMENT PROGRAM - YEARS 2016 TO 2023



FAA IDENTIFIER: MNM
STATE ID: 55-01

<p>YEAR - 2016</p> <ul style="list-style-type: none"> A — REPAIR/REPLACE TOLL CABINET REPLACEMENT B — DESIGN 3RD BUILDING EXPANSION C — CONTRACT 3RD BUILDING EXPANSION
<p>YEAR - 2017</p> <ul style="list-style-type: none"> C — PRELIMINARY DESIGN FOR RUNWAY 14-32 REHABILITATION D — APPROACH SURVEY FOR RUNWAY 14-32
<p>YEAR - 2018</p> <ul style="list-style-type: none"> C — DESIGN RUNWAY 14-32 REHABILITATION D — DESIGN RUNWAY 14-32 MEDIUM INTENSITY EDGE LIGHTING
<p>YEAR - 2019</p> <ul style="list-style-type: none"> C — CONTRACT RUNWAY 14-32 REHABILITATION D — CONTRACT RUNWAY 14-32 MEDIUM INTENSITY EDGE LIGHTING
<p>YEAR - 2020</p> <ul style="list-style-type: none"> D — DESIGN TANGIAR TANGIAR REHABILITATION E — DESIGN TERMINAL BUILDING REHABILITATION - ENERGY EFFICIENCY UPDATES INCLUDES CAN
<p>YEAR - 2021</p> <ul style="list-style-type: none"> D — CONTRACT TANGIAR TANGIAR REHABILITATION
<p>YEAR - 2022</p> <ul style="list-style-type: none"> E — CONSTRUCT TERMINAL BUILDING REHABILITATION - ENERGY EFFICIENCY UPDATES F — DESIGN TANGIAR A, B, E & F REHABILITATION G — DESIGN TANGIAR A, B, E & F MEDIUM INTENSITY EDGE LIGHTING
<p>YEAR - 2023</p> <ul style="list-style-type: none"> F — CONSTRUCT TANGIAR A, B, E & F REHABILITATION G — CONSTRUCT TANGIAR A, B, E & F MEDIUM INTENSITY EDGE LIGHTING



Drawn by: DDK
Checked by: DDK
Approved by: P-UDOK

Menominee County, Michigan
Position Description

Title: Airport Manager
Department: Twin County Airport
Reports to: County Administrator
Date Adopted: 10/27/2015

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 MOOT Aeronautics Administrative Code R259.312
- Develop and implement administrative, environmental, maintenance and safety programs or as directed by the County Administrator 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 and 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 County Administrator and 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 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 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 Commission on a monthly basis.
- Enforces and reports violations of Federal Air Regulations and Civil Laws. Any violations will be directed to County Administrator, 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.

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 County Administrator

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

Supervisor's Signature

Date

Date

Menominee County, Michigan
Position Description

Title: Maintenance/Lineman
Department: Twin County Airport
Reports to: Airport Manager
Date Adopted: 10/27/2015

Purpose of Position

Ensures that safety in all areas of the airport operation is considered first and foremost. These areas include but are not limited to: operations of all vehicles, fueling and handling of aircraft, handling of emergencies, cleaning and maintenance of airport buildings.

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.

- Conduct regular and preventative interior and exterior maintenance on airport buildings.
- Operate and complete maintenance, at regular intervals, on all airport equipment including heavy equipment and miscellaneous small engines. This includes checking for normal operations of all equipment during periods of non-use.
- Conduct safe fueling operations on all aircraft purchasing fuel at the airport. This includes maintaining familiarity with all types of aircraft and their fueling needs and procedures for conduction their fueling operations. In addition, close attention must be paid to the regular inspection of the fuel farm, its pumping equipment, hoses and the underground storage tanks. Sumping of the storage tanks must be done at regular intervals as required by the airport's fuel supplier.
- Maintain all airport surface lighting as necessary. This includes runway, taxiway, rotating beacon and building lights.
- Perform snow removal and grass cutting as required. Consideration should be given to conserving cost by limiting, to the extent possible, the consumption of fuel used in performing these operations.
- Maintain fuel and aircraft engine oil inventories to insure sufficient supplies.
- Police the airport property on a regular basis to insure wildlife is clear of runways and not allowed to remain on the airport grounds. Special attention should be paid during periods of migration and during the runway check that is to be made each morning.
- Maintain a pleasant relationship with all customers using the airport and bear in mind that the airport exists to serve the community and the customer.

Knowledge, Skills, Abilities and Experience Required to Perform Essential Job Functions

- Ability to read, comprehend and communicate both verbally and in writing, at a level associated with completion of a high school degree or equivalent training.
- Training and/or experience in mechanics, diesel and gas engine repair and basic plumbing and basic electricity.
- Prior practical airport work experience in the above areas is preferred.
- Be in good physical condition and capable of performing tasks that require physical stamina.
- Possess a current and valid driver's license.
- Ability to operate all airport equipment to include, but not limited to, fuel farm, grader, plow truck, sander, blower, front end loader, tractors and lawn movers, pick up truck and miscellaneous power and hand tools.
- Be capable of working with minimum supervision and make independent decisions regarding work to be done on a daily basis.
- Ability to use tact and courtesy in dealing with users of the airport, fellow airport employees, FAA and State officials, Menominee County employees and other outside agencies.
- Ability to calculate fuel costs, credit card charges and charges to standing credit accounts accurately.
- Knowledge of how to respond to emergencies at the airport involving aircraft accidents or incidents, fires or personal injuries.
- Be familiar with use of the UNICOM and broad casting of weather and traffic advisories.

Environmental Adaptability

- Safety must be considered paramount in all aspects of airport operations. Hazards that may be encountered include operation of machinery and heavy equipment, grass cutting, snow removal, fueling of aircraft, working outside inclement weather that will bring discomfort, summer temperatures and occasional high noise levels.

The above statements are intended to describe the general nature and level of work being performed by an airport maintenance/lineman at the Twin County Airport. They are a general summary of the job, responsibilities, duties and skills required.

Menominee County, Michigan is an Equal Opportunity Employer. In compliance 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

Supervisor's Signature

Date

Date