

**JACKSON COUNTY
AIRPORT
REYNOLDS FIELD**

3606 Wildwood Avenue

Jackson, Michigan 49202

***AIRPORT BOARD
POLICIES***

ESTABLISHED BY

THE JACKSON COUNTY AIRPORT BOARD

ADOPTED: June 17, 2015

Airport Board Policies

Mission Statement: To effectively operate, maintain and develop the airport so it meets the transportation and aeronautical service needs of the community, promotes economic growth and becomes a facility of which the Jackson County citizens may be proud.

I. Airport Board:

A. Meetings: Airport Board meetings are open to the public and shall be held at a time and place to be determined by the Airport Board and with appropriate public announcements. The Airport Board agenda will generally be submitted to the Airport Board members at least four business days prior to the scheduled meeting to permit adequate time for review. The public will have an opportunity to speak at the beginning and end of each Board meeting for three and five minutes respectively.

B. Rules and Regulations: The Airport Board will establish “rules and regulations” to govern conduct of airport users, tenants and members of the public with the express purpose of creating an environment that is conducive to the safe, efficient and equitable day-to-day operation of the Airport. The Rules and Regulations will be in agreement with all applicable Federal, State and Local codes, laws and ordinances. The Rules and Regulations will be periodically reviewed by the Advisory Council with any suggested modifications presented to the Airport Board for final approval. The Rules and Regulations will be approved in such a manner as to carry the weight of a civil infraction for violations there of as determined by the Airport Board.

C. Minimum Standards: The Airport Board will establish “minimum standards” for individuals and/or companies who provide commercial aeronautical services at the Jackson County Airport. These minimum standards are intended to provide balanced, fair and consistent standards for all aeronautical services. The “minimum standards” will be periodically reviewed by the Advisory Council with any suggested modifications presented to the Airport Board for final approval. The Minimum Standards will be approved in such a manner as to carry the weight of a civil infraction for violations there of as determined by the Airport Board.

D. Fees: The Airport Board will determine and establish a schedule of rates and fees. Fees may include, but are not limited to: Airport zoning permits, fuel flowage fees (in compliance with the Michigan Aeronautics Code), sign maintenance fees, annual operating agreement, landing fees, ground lease and rental fees.

E. Operating Agreements: The Airport Board requires a valid “operating agreement” for any commercial activity or business that offers services to the public at the Jackson County Airport. The commercial operator shall abide by applicable Minimum Standards, Rules and Regulations and policies and procedures.

II. Advisory Council

An Advisory Council shall be established to research and give feedback on airport matters. Advisory Council members are appointed and operate at the direction of the Airport Board and under the Advisory Council Charter guidelines. The Charter may be modified by the Board.

III. Airport Manager

The Airport Manager is to manage all day-to-day operations of the Airport including: developing procedures; administering work rules; employee training and discipline; business management; and, ensuring compliance with applicable Federal Aviation Administration and Bureau of Aeronautics rules and standards. The Airport Manager will consult with the County Administrator on an as-needed basis, or as otherwise directed by the Airport Board, on matters of budget, personnel administration, and other administrative matters.

IV. Airport Security:

The Airport Manager will create and enforce an airport security and safety plan. It is the responsibility of all airport users, tenants and members of the public to assist in making the Airport secure and safe and to comply with the requirements of the safety and security plan.

V. Airport Board Award and Recognition Policy

The Jackson County Airport Board strives to recognize those organizations, groups or individuals who have made contributions or given of their time to improve Jackson County Airport – Reynolds Field by official recognition of those contributions. Recognition can be in the form of a letter, plaque, resolution or official award statement. Official award statements are outlined below:

A. Jackson County Airport Letter of Appreciation

This award is presented by the Jackson County Airport Manager or Airport Board to an individual, group or organization making any contribution to the success of Jackson County Airport– Reynolds Field. This letter will be copied to the Airport Board for their information.

B. Jackson County Airport Service Award

This award is presented by the Jackson County Airport Board to an individual, group or organization making any noteworthy contribution to the success of Jackson County Airport – Reynolds Field. This award may be presented in the form of an official plaque or some other memento. Award nominations can be

submitted to the Airport Board through the Airport Manager for Board action. Recipients will be invited to an Airport Board meeting to receive the award.

C. Reynolds Field Contributor Award

The award is presented by the Jackson County Airport Board to an individual, group or organization making a significant contribution to the success of the Jackson County Airport – Reynolds Field. The award will normally be presented at the December Airport Board meeting (if possible) in the form of a proclamation, individual plaque and addition of the recipient's name on the permanent plaque that is on display in the Terminal Building.

This award is open to volunteers, benefactors, past employees, Airport Board members, Airport Advisory Council members, civic groups, businesses, members of the public or other individuals. The award will be publicized on the airport web site and newsletter with an invitation for award nominations. The Airport Board shall create a standing committee to review nominations and make a recommendation to the Airport Board.

D. Reynolds Field Outstanding Service Award Selection Criteria

1. "Significant contribution" means contributions of time or resources that have a marked impact on the success of the airport.
2. "Success" means that the mission of the airport is directly enhanced because of the contribution of time or resources made by the nominee.
3. Current Airport employees are eligible for this award and past employees if their separation was in good standing.
4. Airport Businesses are eligible for this award if their contributions to the airport are deemed to be above and beyond achievement of normal business goals and objectives.
5. Airport Board/Advisory Council members are eligible for this award as their respective term is completed.

E. Outstanding Service Award Committee Make Up is:

Two Airport Board members

Airport Manager

Two Airport Advisory Council members

(Award nominator may be invited to present their rationale for the nominee)

F. Recognition for Outstanding Service Award is:

Proclamation of the Airport Board
Individual engraved plaque
Name added to permanent award plaque and displayed in the Airport Terminal Building lobby
A press release may be generated by the Airport Manager

VI. Airport Zoning Ordinance

The Airport will maintain an active zoning ordinance under the direction of the Joint Airport Zoning Board and the Airport Zoning Board of Appeals. The Airport Manager will serve as the Zoning Administrator.

VII. Equal Protection/Non-Exclusionary

The Jackson County Airport and its tenants shall furnish service in a fair, equal and non-discriminatory basis to all individuals and to charge fair, reasonable and non-discriminatory prices for each unit or service; and shall ensure that no person on the grounds of any State or Federally protected status shall be excluded from the participation in, denied the benefits of, or otherwise be subjected to discrimination in the use of Airport facilities, Airport services or services and facilities controlled by lessees and their agents. To do so will jeopardize privileges to conduct business at the Jackson County Airport.

Assurance against Exclusive Rights: The Jackson County Airport will not grant an exclusive right to a single aeronautical operator for the provision of aeronautical services to the exclusion of others unless it is an exception permitted by the Federal Aviation Administration e.g. aeronautical activities conducted by the Airport.

VIII. Signs

No signs will be placed on Airport property or on buildings located on Airport property without permission of the Airport Board and in accordance with Airport Rules and Regulations and Blackman Township Ordinances. Persons wishing to do so must submit a written request for sign placement to the Airport Manager and include a representation (sketch, photograph, etc.) of the sign, applicable building permits and the requested location for the sign. The tenant will bear any costs for sign purchase and installation. Businesses displayed on the Airport's entrance sign are subject to an annual maintenance fee payable to the Airport.

IX. Insurance Requirements

A. County Owned Hangars: Persons who rent a County-owned hangar or hangar bay for private storage of aircraft are not required to maintain liability insurance coverage. Rental

agreements and/or leases for a County-owned hangar or bay for private storage of aircraft will include language that the County of Jackson will not be responsible for the contents of the hangar. The person will be required to sign, as a condition of rental, a waiver that indemnifies the County of Jackson and the Jackson County Airport from any and all liability in the event of a loss or injury.

B. Private hangars: on leased Airport property for private storage of aircraft are not required to maintain liability, building or contents insurance on that premise.

X. New Hangar Construction

Any new hangar-construction must have prior Airport Board approval and must meet all applicable Township, State and Federal building requirements. New hangars can be of steel, wood, block or pole barn type construction so long as it meets the building code and airport building requirements. Multiple bay hangars must be a nested T-hangar configuration and be able to accommodate most single-engine and light-twin aircraft. Applications for new hangar construction must include:

- A. the intended use of the facility
- B. all construction plans and specifications
- C. and an FAA airspace approval form 7460-1

The following factors into consideration for new hangar construction:

- A. Is the proposed construction consistent with the current Airport Layout and Business Plans?
- B. Does the proposed construction best utilize Airport land?
- C. Does the proposed construction meet Federal, State and local airport building codes?
- D. Does the proposed construction have adequate parking, exterior lighting, drainage, utilities and ramp area?
- E. Will the Airport budget support the Airport's share of infrastructure costs?

XI. Rental of County-Owned Hangars

County-owned hangars will be rented on a first-come-first-serve basis. Persons who desire a hangar will be placed on a waiting list. Applicants will have 14 calendar days after notification of the availability of hangar space to agree to the standard rental agreement, after which the next person on the waiting list will be offered the option to rent the hangar.

XII. Leases

Leases are required for any building or structure located on Airport property.

A. The Experimental Aircraft Association ground lease is 40% of the standard rate in exchange for periodic use of the Experimental Aircraft Association hangar meeting facility by the Airport.

B. Short-term Leases: Airport short-term lease agreements are required under the following conditions: when the proposed “use” of airport facilities or grounds would be outside of the normal functions of an airport; when the proposed “use” of the airport extends beyond grounds or facilities currently under lease; or when the proposed “use” of the airport facility or grounds is beyond the terms and conditions of the existing airport lease or operating agreement.

C. Self-Fueling: The self-fueling of aircraft by the aircraft owner is a permitted activity if performed within the rules and regulations for that activity as promulgated by the Airport and in accordance with State and Federal regulations. The installation of private aircraft fuel tanks on airport property is prohibited unless in accordance with a commercial FBO business covered by an airport operating agreement. The existing tank located at the Jackson College Flight Center is grandfathered until and unless that tank’s ownership changes.

XIII. Wildlife Management

The Airport Manager will maintain an active wildlife management program to enhance airport safety. The appropriate permits and documentation will be maintained by the Airport Manager. Airport employees are permitted to hunt and trap on Airport property in accordance with applicable hunting laws and wildlife management permits. The Airport Manger may permit individuals other than employees to hunt or trap on Airport property if those persons agree and sign applicable agreements and or waivers as required.

XIV. Modification of Policies

The Airport Board strives to administer these policies in a fair and equitable manner and may modify said policies when and if it is determined by the Board to be in the best interests of the Public to do so.

###