

In order to maintain a safe and secure airport, the following rules shall be followed and enforced:

Runways and Taxiways

Only vehicles with the following criteria shall be allowed to operate on airport RWYs and TWYs:

- A. Permission from the current Airport Manager
- B. Yellow strobe light or orange and white flag (daylight hours only) affixed to the top of the vehicle
- C. Is equipped with a two-way radio that is monitoring the Common Traffic Advisory Frequency (122.8)
- D. The operator has a valid motor vehicle operators license
- E. Understands the current airport rules and regulations
- F. Is a Local Law Enforcement Officer in their patrol cruisers

The following vehicles meeting the above criteria have standing permission from the Airport Manager in order to conduct normal business at the airport:

- A. Airport vehicles
- B. FBO vehicles
- C. Construction vehicles performing work for the airport

Ramp Area

Other vehicles may utilize the Ramp Area to:

- A. Load and/or unload freight/baggage
- B. Tow gliders to the staging area (limited to 2 vehicles)
- C. Access their land leased hangar
- D. Assist arriving or departing handicapped passengers

Permission from the Airport Manager may be given for continued access on a case by case situation if a show of need is presented.

This policy does not restrict the manager from limiting the number of vehicles on the Ramp Area if conditions warrant such action.

RULES FOR VEHICLE OPERATIONS

- A. Aircraft and pedestrians always have the right of way.
- B. No person shall operate a vehicle in a reckless or negligent manner
- C. No person shall operate a vehicle in such a manner as to endanger persons or property.
- D. No person shall operate a vehicle under the influence of intoxicating liquor or a narcotic drug.
- E. Speed limit is 15 mph.
- F. All authorized vehicles operating on the airport between the hours of sunset and sunrise shall have fully operating headlights and taillights.
- G. During times of an actual emergency at the airport, no private vehicles, except those operated by emergency personnel, unless specifically authorized by the Airport Manager, shall be allowed on the Ramp, Taxiways or Runways.
- H. No vehicle shall be parked which would restrict the access of an aircraft or vehicle to the Runway, Taxiway, Taxi Street or Ramp Area.

The Records Management Manual for Local Governments is prepared by the State of Michigan and all County Departments are to follow the most current schedule for proper record storage, retention, and destruction.

According to the manual, Michigan law requires that all records be listed on an approved Retention and Disposal Schedule that identifies how long the records must be kept, when they may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation. All Retention and Disposal Schedules must be formally approved by the Records Management Services (DTMB), the Archives of Michigan (DNRE) and the State Administrative Board.

Section 491 of the Penal Code (MCL 750.491) declares the improper disposal of local government records to be a crime.

The general schedules may be found online at:

<http://www.michigan.gov/recordsmanagement/>

The **2010 Records Management Manual for Local Governments** is attached.