STANDARD OPERATING PROCEDURES

OF

THE LIVINGSTON COUNTY AIRPORT

Effective June 16, 2020

Change Control

1.02 Airport Board Members	June 16, 2020
5.12 Right-of-Way	June 16, 2020
6.07 Self-Fueling – Permit Required	September 25, 2007
6.08 Self-Fueling – Permit Fee	September 25, 2007
6.09 Self-Fueling – Hand Containers	September 25, 2007
6.10 Self-Fueling – Vehicles	September 25, 2007

STANDARD OPERATING PROCEDURES GOVERNING AERONAUTICAL, VEHICULAR AND PEDESTRIAN ACTIVITIES AT THE LIVINGSTON COUNTY AIRPORT

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SECTION ONE - AUTHORITY

1.01 Public Body: The Livingston County Airport (the "Airport"), situated in the County of Livingston, Michigan, is owned by the County of Livingston and operated by the Livingston County Aeronautical Facilities Board (the "Board").

1.02 Aeronautical Facilities Board: The Airport is governed by a Board consisting of seven (7) members, all of which are appointed by the Livingston County Board of Commissioners. The Airport office is located at 3399 County Airport Drive, Howell, MI 48855.

1.03 Airport Manager: The daily operations of The Livingston County Airport are under the direction and control of the Airport Manager, who is appointed by the Board.

SECTION TWO - PURPOSE AND SCOPE OF STANDARD OPERATING PROCEDURES

2.01 Purpose: The Board has adopted the following Standard Operating Procedures in order to provide for the protection, welfare, and safety of all persons using the Livingston County Airport, including members of the public and employees of users or lessees of Airport facilities, and their property.

2.02 Scope: The following Standard Operating Procedures will govern the conduct of all persons upon or near the Livingston County Airport engaged in aeronautical, vehicular or pedestrian activities at the Airport, or while flying within the boundaries of the Airport Traffic Area, other than such conduct or activity specifically regulated or controlled by federal or state statutes or regulations, or unless exceptions to these Standard Operating Procedures are authorized in writing by the Airport Manager.

2.03 Conflicts:

A. These Standard Operating Procedures will govern the conduct of all persons and the use of all property situated on the Airport or in the Airport Traffic Area to the extent permissible by law. The following Standard Operating Procedures are believed to be in conformity with all applicable federal and state statutes, regulations and directives. However, in the event of any conflict with these Standard Operating Procedures, such statutes, regulations and directives shall control and supersede.

B. In the event of any conflict in the effect or operation of any of these Standard Operating Procedures with any provision of a lease or agreement between the County and other parties, the matter shall be referred to the Airport Manager for interpretation. In the event the Airport Manager is unable to satisfactorily resolve the matter, it shall be referred to the Board for resolution.

2.04 Effective Date: These Standard Operating Procedures, and any amendments adopted thereto, shall be effective as of the date of publication unless otherwise specified in the adopting resolution, and shall supersede all conflicting Standard Operating Procedures, if any, previously in effect. Publication, for the purposes of these Standard Operating Procedures shall include a posted notice in the lobby of the

Livingston County Airport, a copy attached to the appropriate minutes of the Livingston County Aeronautical Facilities Board, and filing a copy with the Livingston County Clerk.

2.05 Amendments: The Board reserves the right to amend, modify, rescind, or change, in any manner whatsoever, any Standard Operating Procedure without prior notice to the public or any other persons.

2.06 Notice to Public: The complete text of all Standard Operating Procedures adopted by the Board shall be maintained at the principal offices of the Airport, and shall be available during business hours for inspection and copying by any member of the public. Public notice of the existence of these Standard Operating Procedures and of the right to inspection shall be posted prominently in at least one (1) or more locations accessible to the general public at the Livingston County Airport.

2.07 Distribution: Copies of these Standard Operating Procedures may be provided to those persons using the facilities of the Airport on a daily or frequent basis as an air carrier, fixed base operator, lessee, franchisee or common surface carrier. Copies of these Standard Operating Procedures are available for the cost of reproduction ($5.00), such cost to be waived at the discretion of the Airport Manager.

SECTION THREE - DEFINITIONS

3.01 Airport: Airport shall mean the entire real property owned, leased or under the control of the Livingston County Airport, whether or not such property is contiguous to the principal portion of the Airport, together with the applicable Approach Surfaces lying over such real property, situated in the County of Livingston, Michigan.

3.02 Aircraft Landing Area: The Aircraft Landing Area shall be all runways, taxiways and safety areas adjacent thereto as defined and identified pursuant to Federal Aviation Administration ("FAA") regulations.

3.03 Air Operations Areas: The Air Operations Areas shall be all areas of the Airport exclusively reserved for the operation, placement, movement and storage of aircraft and all areas adjacent thereto as defined by FAA regulations and/or the Airport Manager.

3.04 Persons: Persons shall mean any individual, firm, co-partnership, corporation, company, association, joint stock association or other representative thereof.

3.05 Minimum Standards: The Minimum Standards for Commercial Aeronautical Services at the Livingston County Airport as adopted by the Board.

3.06 Other Terms: All definitions defined in FAA regulations or directives, if applicable to operations conducted at the Livingston County Airport, shall be included herein by reference.

SECTION FOUR - GENERAL Standard Operating Procedures

4.01 Closed or Restricted Areas: No person shall enter any area of the Airport posted as closed or restricted to the public except:

A. Persons assigned to duty therein.

B. Persons authorized by the Airport Manager or Manager's designated representative.

C. Air crews and passengers entering the aircraft parking areas for the purpose of entry to or exit from parked aircraft, and all others under appropriate supervision

The Airport Manager will, insofar as is possible, post closed or restricted areas.

4.02 Restrictions on Use of Air Operations Area: No person or persons, except airmen, duly authorized personnel, passengers going to or from aircraft, or others personally escorted by airmen or Airport attendants shall be permitted to enter the air operations area. This does not give any person or person so authorized the privilege or unrestricted use of this area for pedestrian use. These privileges are confined to the necessary use of the air operations area in connection with flights, inspections or routine duties and may be revoked by the Airport Manager when, at Manager's discretion, such action is necessary for the safety of the public.

4.03 Solicitation of Funds: No person shall solicit funds for any purpose, or offer any merchandise or services for sale, on the Airport without the permission of the Airport Manager.

4.04 Signs, Advertisements, Circulation of Printed Matter: No person shall post, distribute or display signs, advertisements, circulars, printed or written material at the Airport except with the approval of the Airport Manager and in such manner as may be prescribed.

4.05 Travel Areas: No person shall:

A. Traverse on Airport property other than on roads, walks or places provided for the particular class of traffic, other than emergency or service

vehicles.

B. Use the roads or walks in such manner as to hinder or obstruct their proper use.

4.06 Animals and Birds: No person shall enter the Airport property with a dog, cat or any other animal, bird or other such creature except a "seeing eye or ear" dog unless such animal is confined to a vehicle or contained by a leash or other manner.

4.07 Personal Property:

A. No person shall abandon any personal property on the Airport. Property so abandoned shall be disposed of in the manner prescribed by State statutes.

B. Any person finding any lost article shall refer the article to the Airport Office.

4.08 Disorderly or Indecent Conduct. No person shall commit any disorderly, obscene, indecent or unlawful act or commit any public nuisance upon the Airport.

4.09 Prohibition Against Gambling: No person shall conduct any gambling in any form or operate gambling devices anywhere on the Airport.

4.10 Disposal of Trash: No person shall dispose of trash, garbage, paper, junk, debris or other refuse or materials except in containers and at locations provided for that purpose. Disposal of old furniture, appliances, building materials, or carpet on any area of the airport is strictly prohibited.

4.11 Use of Restrooms: No person shall use a restroom other than in a clean and sanitary manner.

4.12 Destruction of Property: No person shall destroy, injure or disturb in any way any building, sign, equipment, marker or other structure, tree, flower, lawn or other public property on the Airport. Any person so doing, either by accident or intent, shall be liable for the reasonable value of the property so damaged or destroyed.

4.13 Transportation of Firearms, Ammunition or Explosive Materials: No person, except duly sworn peace officers in the performance of their duties, or members of the Armed Forces of the United States on official business, shall bring, carry or

transport onto the Airport any loaded firearms or explosive materials. Any transportation of firearms, ammunition, or explosive materials shall be done in accordance with federal and state regulations.

4.14 Permits for Air Shows: No air shows, air meets, fly-ins, aerial demonstrations, aerobatics, static displays or other special activities shall be held at or over the Livingston County Airport without prior written permission of the Livingston County Aeronautical Facilities Board, and no such permission shall be granted unless and until the applicant shall have secured event insurance protection in an amount specified by the Board and with the County of Livingston and the Livingston County Aeronautical Facilities Board as additional named insured. Such insurance shall be presented well in advance by a date to be specified by the Board after the initial request for permission. The time period covered by the insurance shall be such that coverage is extended for the time required for setting up for the Air Show and for the take-down/cleanup activities. The Board reserves the right to refuse such permission at its sole discretion.

4.15 Damage to Persons or Property: The County of Livingston assumes no liability for loss, injury or property damage to persons or property on the Airport or using Airport facilities by reason of fire, theft, vandalism, wind, flood, earthquake, collision or other acts beyond their control.

4.16 General Insurance Requirements: Where insurance is specified and required, the coverage provided shall either be in the form of an aviation insurance policy or an airport premises policy.

Where insurance is specified for aircraft operators, the aviation policy will normally cover the hull, passengers, baggage within the aircraft, and exposures relating directly to the aircraft operation.

All other policies will ordinarily be a form of airport premises coverage which ordinarily provides the same type of protection to the Airport as that which would be provided under general liability coverage. In all cases, the County of Livingston and the Livingston County Aeronautical Facilities Board shall be named as additional insured. The additional insured clause must provide that the Board will receive the benefits of the policy and the protection of the policy. In all cases, the above named will be insured to the full limits of the policy. In all cases, the policy or an endorsement to the policy must confirm that the above named have been

included as additional insured and the declaration pages of the policy must confirm the specific types of coverage being provided. Evidence of such insurance must be provided by certificates of insurance in a form satisfactory to the County and must specifically provide that a minimum of thirty (30) days notice of cancellation of any policy will be given to the County prior to the date of cancellation.

4.17 Registration of Aircraft: All aircraft hangared, parked, or remaining on the Livingston County Airport on a permanent basis shall be registered with the Airport office giving owner(s) name(s), address(es), phone numbers (permanent and local), aircraft type, aircraft registration number, and location of aircraft at the Livingston County Airport. For the purposes of this section, the term "permanent basis" shall mean any evidence or intention to hangar, park, or maintain an aircraft on the Livingston County Airport for more than fourteen (14) calendar days.

SECTION FIVE - MOTOR VEHICLE OPERATIONS

5.01 Permitted Vehicles: Only vehicles necessary to the operation of the Airport shall be allowed to use the landing area of the Airport.

5.02 Vehicle Operator Permits: Operators of vehicles needing access to the landing area of the Airport may request a permit for this purpose. Such permit will be issued by the Airport Manager, upon determination of need, and at the Manager's sole discretion. Permits shall be of two types: (1) permanent and (2) temporary. The permanent permit shall be valid until turned in by the operator or revoked by the Airport Manager. The temporary permit shall be valid for a stated period of time not to exceed thirty (30) days, and may be revoked by the Airport Manager.

5.03 Vehicles Permitted in Landing Areas: Vehicles eligible to use the landing area shall include, but not be limited to, automobiles, trucks, ambulances, hearses, buses, construction equipment, aircraft tugs, and mobile fuel trucks. Motor homes, bicycles, motorcycles, snowmobiles, motor scooters, and all other off-road vehicles shall not be permitted such use.

5.04 Two-Way Radio Requirements: Any vehicles, as a condition for use of the Landing Area, must be equipped with a functioning two-way radio capable of communication on the airport UNICOM frequency.

5.05 Vehicle Requirements for Beacon (Day): Vehicles requiring a permanent permit shall be equipped with a functioning flashing or rotating amber beacon mounted upon the highest part of the vehicle. This beacon must be in operation at any time the vehicle is on the landing area of the Airport.

5.06 Vehicle Requirements for Beacon (Night): Any vehicle, whether permanent or temporary permit, that is to be used at night must be equipped with the above-mentioned beacon.

5.07 Vehicle Flag Use: Vehicles requesting a temporary permit for daylight operation only may substitute a three-foot square flag consisting of nine squares of alternate aviation orange and white for the beacon.

5.08 Vehicle Speed: No vehicle, except Airport and mutual Aid emergency vehicles, shall exceed fifteen (15) miles per hour on any ramp, apron or other aircraft parking area.

5.09 Vehicle Parking: Vehicles shall not be parked at the Livingston County Airport in any manner or at any location prohibited by traffic signs, markings or other means.

5.10 Requirement for Driver's License: No person shall operate any vehicle or other mechanized equipment anywhere upon the Airport unless in possession of a valid driver's license or similar certificate from another state or country which is currently accepted by the State of Michigan by reciprocity.

5.11 Driving under the Influence: No person shall operate any vehicle or other mechanized equipment upon the Airport while under the influence of alcohol, narcotics or other drugs.

5.12 Yield Right-of-Way: No person shall assume a pilot will see a vehicle and shall always yield the Right-of-Way. Reference FAA, AC 150/5210-20A, "Guide to Ground Vehicle Operators"

SECTION SIX - AIRCRAFT FUELING AND DEFUELING

6.01 Right to Sell and Dispense Aviation Fuel: Aviation tenants whose lease provides the right to sell and dispense aviation fuel and who desire to exercise such right shall:

A. Submit aviation fuel services data to the Board for approval which shall specify hours and types of services, types of fuel, lubricants and other products available.

B. Utilize only fuel storage and dispensing facilities and equipment which meet or exceed all safety and pollution control requirements of appropriate local, state, and federal agencies and authorities.

C. Secure written approval from the Board prior to the installation of storage and dispensing equipment or before the acceptance of delivery of any new type or brand of fuel.

D. Establish and file with the Airport Manager a schedule of retail sale prices for all grades of aviation fuel.

E. File with the Airport Manager, at least five (5) business days prior to the effective date, any change in hours of attended operation.

F. Require the wholesale supplier of fuel to submit a monthly report to the Airport Manager by the 10th day of each month, a report showing quantities and types of fuel delivered to the premises the previous month.

6.02 Required Markings - Fuel Trucks and Outlets: All fuel trucks shall be appropriately marked as to the type of fuel contained. Fuel outlets will be marked with type and grade of fuel. "No Smoking" and "Flammable" signs will be posted on both sides and the rear of the vehicle(s) or outlets.

6.03 Operation of Fuel Trucks: Fuel trucks shall not be operated on any portion of the Air Operations Area unless equipped with an operating UNICOM radio transceiver and approved amber rotating beacon or omnidirectional strobe light.

6.04 Disposition of Aviation Fuels, Lubricants, Chemicals: No aviation fuels, lubricants, oils, greases, chemicals or

other harmful liquids or materials shall be drained onto or deposited on any Airport surface. This shall not apply to aviation fuels drained from an aircraft as part of a pre-flight inspection. These fuels shall be dispersed on the airport ramp, not on the grass areas.

6.05 Fueling or Defueling of Aircraft Fuel Tanks: With the exception of properly trained and certified aircraft mechanics performing fuel tank maintenance in accordance with all applicable laws and regulations, no aircraft fuel tank shall be fueled or defueled in any building or structure upon the Livingston County Airport.

6.06 Transportation and Storage of Flammable Materials: No fuel or other flammable material shall be transported into or upon the Livingston County Airport in any unapproved container and no fuel or other flammable substance shall be stored in any building except in an approved area.

6.07 Self-Fueling – Permit Required: Except for a Fixed Base Operator, no person shall transfer fuel into an aircraft unless that person has first obtained a self-fueling permit from the Livingston County Airport and that person complies with all airport Rules and Regulations and Standard Operating Procedures. A Self-Fueling permit authorizes the permittee to transfer fuel only into an aircraft owned or leased exclusively to the permittee. Except for a Fixed Base Operator, no person shall transfer fuel into an aircraft not owned by or leased exclusively to that person, nor shall any person sell fuel to any other airport user. Prior to the issuance of a permit, the permittee shall submit a spill prevention and clean-up plan to the Airport Manager.

6.08 Self-Fueling – Permit Fee: A Self-Fueling permit for containers of fifty (50) gallons or less shall be $25.00 per year and a Self-Fueling permit for containers over fifty (50) gallons shall be $100.00 per year.

6.09 Self-Fueling -- Containers of Fifty (50) Gallons or Less (Hand Containers): All hand carry, non-commercial self-fuelers are required to comply with the following:

A. Equipment: all equipment, including containers, funnels, grounding equipment, etc. used for fuel transfer must be approved by Airport staff prior to use. The following equipment is required for any and all fuel transfers.

    1. Fuel Containers: Any portable fuel container must be approved by Underwriters Laboratories

and may have a maximum capacity of no greater than fifty (50) U.S. Gallons. All fuel containers must be marked as containing type of fuel.

2. Grounding and Bonding Cables: Grounding/Bonding is required for all fuel transfers.

3. Funnels: Unless a hose with a metal nozzle is used, a metal funnel must be used for the transfer of fuel. The minimum capacity for funnels is two gallons.

4. An Underwriters Laboratories approved fire extinguisher with a rating of at least 2A:10BC must be readily accessible from a location outside the aircraft.
5. All hand-carry non-commercial fueling will be performed on a hard surface ramp.

b. Procedures - The following procedures will be followed for fuel transfers:

1. Position ladder, if needed.

2. Place bonding clamps to grounding device.

3. Attach opposite end to the aircraft.

4. Attach second cable from the funnel to the fuel container.

5. Using a third grounding cable, bond the metal funnel to the aircraft.

6. Transfer fuel to the aircraft.

7. Remove equipment in the reverse order.

6.10 Self-Fueling -- Containers over Fifty (50) Gallons (Vehicles): The following shall apply to any individual delivering fuel in quantities over 50 gallons to any aircraft:

1. Permittee shall be the owner or exclusive

lessee of both the aircraft to be fueled and the fuel delivery vehicle. Permittee shall be allowed one fuel delivery vehicle for use upon the Livingston County Airport grounds. Fuel delivery vehicle shall be labeled with type of fuel and NO SMOKING signs shall be prominently displayed.

2. Vehicle shall not be stored or operated indoors or in any other manner other than as directed by the Airport Manager or the Board. In accordance with NFPA codes, fueling activities are prohibited in any hangar on the airport.

3. Vehicle shall not be leaking any fluids and shall be operational in all manners, including compliance with all Local, State, and Federal laws, rules, and ordinances regarding fuel containers, fuel transfers, and/or motor vehicles. Vehicle shall be subject to inspection by the Livingston County Airport Manager or designee for safety and compliance at all times.

4. Any product releases or fuel contamination shall be immediately reported to Airport personnel.

   The Michigan Department of Environmental Quality (MDEQ) and other agencies will be notified by Airport personnel. The owner of the vehicle causing a release or spill shall be liable for any costs related to the clean-up and/or disposal of contaminated soils from fuel truck operations or releases.

5. All vehicle fueling shall be performed on a hard surface ramp area of the airport leased for exclusive use by the permittee.

6. Grounding/Bonding must be used in all refueling operations.

7. Fuel truck shall be parked in such a manner as to allow a straight ahead departure from the fueling area in the event of an emergency.

8. All fuel vehicles must be equipped with a

metering device that has been inspected and approved by the Department of Weights and Measures on an annual basis.

A fuel flowage fee of twelve cents ($0.12) per gallon shall be paid to the Livingston County Airport for all fuel delivered into permittee's aircraft. Permittee shall provide a monthly statement of all fuel delivered to Permittee's aircraft during the previous month, along with payment for all gallons delivered into the aircraft, by the 10th of the following month.

9. Any violation of the terms of the self-fueling Permit, the Livingston County Airport Standard Operating Procedures, the State of Michigan or Federal rules or standards shall result in the termination of the permittee's self-fueling permit.

SECTION SEVEN - AIRCRAFT OPERATIONS

A. General Description of Operations and the Authority of Airport Manager

7.01 General Conduct of Aeronautical Activities: All aeronautical activities at the Livingston County Airport and all aircraft arriving at or departing from the Airport shall be conducted in conformity with the current provisions of the Federal Aviation Regulations and Airman's Information Manual as issued by the Federal Aviation Administration and the laws of the State of Michigan.

7.02 Airport Manager - Authority to Control Aircraft Operations: The Airport Manager shall, at all times, have the authority to take such action to protect and safeguard all persons and property and to control operations or any other activity at the Airport as may be necessary.

7.03 Airport Manager - Authority to Suspend or Restrict Aircraft Operations: The Airport Manager, either directly or through an authorized representative, may suspend or restrict any or all aircraft operations without regard to weather conditions, whenever such action is deemed necessary in the interest of safety.

B. TAXIING AND FLIGHT OPERATIONS

7.04 Aircraft Taxi Control: Pilots will taxi their aircraft onto the air operations area only after they have determined they will not be a hazard to other aircraft.

7.05 Aircraft Taxi Speeds: Aircraft will be taxied at all times at a safe and reasonable speed and with due regard for other aircraft, persons and property.

7.06 Aircraft Taxi Procedure: No aircraft shall taxi in such a manner so as to cause its wing or tail section to overhang any fixed field installation such as fences, buildings, hangars or mobile equipment such as fuel tenders, carts, automobiles or other aircraft.

7.07 Takeoff and Landing: Takeoffs and landings shall be made only on designated runways. Aircraft shall not take off from or land upon the grass areas of the Airport except in cases of emergency and as authorized by the Airport Manager.

7.08 Standard Pattern Procedures: The following rules shall

apply to aircraft in the Airport traffic pattern:

A. A standard left hand traffic pattern shall be used for traffic landing in either direction.

B. Traffic pattern altitude shall be 2000 feet MSL for all aircraft.

C. Pilots shall comply with the appropriate sections of FAR Part 91(B) and the Airman's Information Manual.

7.09 Aerobatic Flight -- PROHIBITION: In order to ensure the safety of the flying public, as well as the safety of persons on the ground, and due to the number of aircraft that practice instrument approach procedures at the Livingston County Airport, **no aircraft shall be flown acrobatically over the airport except upon written authority of the Airport Manager and then only when the airport is closed to traffic.** (Michigan Aeronautics Commission Section R 259.302(2).

C. AERONAUTICAL GROUND OPERATIONS

7.10 Restrictions on Aircraft Start-up: There shall be a qualified pilot or mechanic at the controls of all aircraft whenever the engine is operating. Under no circumstances shall an aircraft engine be started or allowed to run with no one at the controls.

7.11 Restriction on Engine Run-up: Maintenance run-ups short in duration shall be permitted on the main ramp. All extended maintenance run-ups and new engine break-ins are to be performed on the northwest ramp.

7.12 Prohibitions on Smoking: Smoking shall be prohibited:

A. In any place where smoking is specifically prohibited by signs.

B. On all apron areas.

C. Within twenty-five (25) feet of any fueling hydrant or fuel truck not in motion.

D. Within fifty (50) feet of any fueling operation in progress.

E. Any area where prohibited by OSHA, Federal, State, or any other competent authority.

7.13 Disposition of Aircraft Parts: The aircraft owner shall be responsible for the prompt disposal of any wrecked aircraft or aircraft parts. In the event it is necessary for Airport personnel to remove such aircraft or aircraft parts for the good of the Airport, such removal shall be at the owner's expense and without liability for damage which may result in the course of such removal.

7.14 Unlicensed Aircraft - Parking, Tie-down or Storage: Except for experimental aircraft that have not yet been licensed, unlicensed aircraft shall not be parked, tied down or stored on the airport for a period to exceed six months.

7.15 Unattended Aircraft: No aircraft shall be left unattended on the Airport unless properly secured with ropes, chocks or parking brake, or hangared. Owner of aircraft not so secured shall be responsible for any damage resulting from failure to comply with this section of the Airport Standard Operating Procedures.

SECTION EIGHT - TIE DOWN AREAS

8.01 Pilot Responsibility: Each pilot is responsible for securing his/her own aircraft.

8.02 Supplying of Ropes: Pilots shall supply their own tie down ropes. The Airport is not responsible for any damage caused by the use/failure of ropes supplied by the Airport.

8.03 Defects: Airport personnel shall be immediately notified of any problems or defects associated with tie down space.

8.04 Aircraft Maintenance: Minor aircraft maintenance is permitted in the tie down areas. Aircraft operators shall be allowed to perform minor repairs that do not require the use of open flame, highly heated parts (with the exception of a soldering iron), flammable liquids, or solvents.

SECTION NINE - T-HANGARS

9.01 Use of T-Hangar Buildings: The T-Hangars are to be used for the storage of:

A. Aircraft

B. Items immediately incidental to aircraft use, which may include:

1. Aircraft pre-heaters
2. Nose-wheel tugs
3. Tools
4. Other items specifically approved by the Airport Manager.

C. No flammable materials are to be stored in T-Hangars. (Except in accordance with section 9.05.)

9.02 Storage In Hangars: All storage of aircraft related items will be on/in shelving/cabinets of metal construction, bulky or other items may be stored on hangar floor.

9.03 Aircraft Fueling/Starting Engines: All aircraft must be completely removed from the hangar prior to fueling, defueling, or starting. Self-fueling is authorized only in accordance with Sections 6.07 and 6.08.

9.04 Aircraft Maintenance: Tenant shall:

A. Not perform, or allow to be performed, major repairs (as defined in FAR Part 43) in the T-hangars.

B. Be allowed to perform minor repairs that do not require the use of open flame, highly heated parts (with the exception of a soldering iron), flammable liquids, or solvents.

c. be allowed to work on homebuilt aircraft in leased T-hangar, in accordance with tenants lease agreement with the airport for the T-hangar.

9.05 Storage/Disposal of Flammable/Explosive Hazardous Materials: The tenant will not allow storage of any flammable or explosive materials within said hangar at any time, except such material as is necessary to the operation of the aircraft, and in accordance with owner approved maintenance

procedures as defined in FAR Part 43.

9.06 Use of Engine Pre-heaters/Space Heaters: The use of engine pre-heaters/space heaters is limited only to those times when the operator is physically present in the hangar. Heaters that are permanently installed on an aircraft (Tanis type) may be used unattended.

9.07 Compliance with Minimum Standards: T-hangars cannot be used as part of the minimum space requirement needed to comply with the Minimum Standards as adopted by the Board.

9.08 Building Discrepancies: Airport personnel shall be immediately advised of any maintenance required in the County owned T-hangars.

SECTION TEN - FIRE PREVENTION AND SAFETY

10.01 General Conduct: All persons using the Airport shall exercise the utmost care to guard against fire or injury to persons or property.

10.02 Compliance with Fire Prevention Signs: All persons shall observe and comply with the "No Smoking," "Fire Lane" and other fire prevention signs.

10.03 Storage of Waste or Debris: No rubbish, paper or other waste or debris shall be permitted to be stored in or near any structure, hangar or vehicle, except in approved containers. Owners or tenants shall provide suitable approved metal receptacles, fitted with airtight covers, for the storage of oily waste, rags and other flammable materials. Contents of these containers shall be disposed of at reasonable intervals and in a manner as required by pollution control regulations.

10.04 Cleaning of Aircraft Parts: Cleaning of engine parts or aircraft parts shall be done with non-flammable liquids whenever possible. If volatile, flammable liquids must be used for this purpose, cleaning shall be conducted in the open air with adequate and proper fire extinguishing equipment readily available.

10.05 Storage of Flammable Liquids: The storage in aircraft maintenance hangars of gasoline, kerosene, ether or other volatile liquids shall only be done in complete compliance with the requirements and recommendations of the National Board of Fire Underwriters and the National Fire Protection Association.

10.06 Removal of Flammable Containers: Empty oil, paint and varnish cans and bottles or other containers shall immediately be removed from the premises and shall not be allowed to remain on floors, shelves, wall stringers or other locations in or near any structure.

10.07 Care of Hangar Floors: Floors of all hangars shall be kept free of oil and other flammable residue at all times. The use of volatile flammables for cleaning is strictly prohibited.

SECTION ELEVEN - FLYING CLUBS

The following requirements pertain to all flying clubs desiring to base their aircraft at the Airport and be exempt from the Airport Minimum Standards.

11.01 Nonprofit Organizations

Each club must be a non-profit organization and set up as either a corporation or partnership.

11.02 Interest of Club Members

Each member must be a bonafide owner of the aircraft or hold an interest in the club.

11.03 Club Revenues

The club may not derive greater revenue from the use of its aircraft than the amount necessary for the actual operation, maintenance and replacement of the aircraft.

11.04 List of Membership

The club will file with the Airport Manager a list of the club's membership, this list shall be updated every ninety (90) days by the club president or operating officer.

11.05 Use of Club Aircraft

Club aircraft may be used only by bonafide club members for rental and by no one for commercial operations.

11.06 Student Instruction in Club Aircraft

Student instruction may be given in club aircraft to club members, provided such instruction is given by a lessee based on the Airport who provides flight training or by a rated instructor who is a bonafide member of the club.

11.07 Insurance

Operator shall provide insurance coverage for all operations performed in amounts as defined from time to time by the Board. As a member of the Michigan Municipal Risk Management Authority, the Board will follow their recommendations as to coverages required to be provided by Operator.

11.08 Loss of Exemption

Violation of these rules shall be cause for the loss of the club's exemption from the Minimum Standards. The loss of exemption will require the flying Club to meet the minimums required for aeronautical fixed base operators.

SECTION TWELVE - PENALTIES FOR FAILURE TO COMPLY WITH STANDARD OPERATING PROCEDURES OR DIRECTIONS OF THE BOARD

12.01 Failure to Comply with Standard Operating Procedures or Directions of Airport Personnel:

A. All persons on Airport property, except those whose presence is specifically authorized and/or mandated by federal or state law, shall be considered as business invitees or guests of the Airport. In the event of a violation of any of these Standard Operating Procedures, such persons shall be considered trespassers and subject to immediate ejection or removal, at the discretion Airport Manager and/or Airport personnel, from the Airport in any lawful and reasonable manner.

B. The Board hereby vests power and authority in the Airport Manager and employees of the Airport to enforce these Standard Operating Procedures and otherwise to perform all acts which may be necessary and proper to insure the protection, safety and security of all persons using the Airport and all property situated on the Airport, be it either Airport property or property of other persons. Failure on the part of any person to immediately comply with any reasonable request and direction of Airport personnel shall be grounds for the ejectment or removal of such persons from the Airport in any lawful and reasonable manner.

12.02 Deviations from Aiport Standard Operating Procedures: Deviations from these Airport Standard Operating Procedures shall only be allowed with written permission of the Airport Manager, at Airport Manager's sole discretion.

12.03 Termination of Lease: The Board, at its discretion, reserves the right to terminate the lease of any tenant found to be in violation of these Standard Operating Procedures.

12.04 Civil Remedy or Criminal Prosecution: The Board, at its discretion, reserves the right to initiate any civil action or suit or file a complaint for criminal prosecution against any person or persons violating any Rule or Regulation which causes injury or damage to person or property or if such violation appears to constitute the commission of a criminal act.