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**APPROVED BY THE COUNTY COMMISSIONERS OPERATING INSTRUCTION 1-08**  
**OTSEGO COUNTY, GAYLORD REGIONAL AIRPORT** **1 November 2012**



**GAYLORD REGIONAL AIRPORT**  
**RULES, REGULATIONS AND MINIMUM STANDARD ORDINANCE**

*(COMPLIANCE WITH THIS PUBLICATION IS MANDATORY)*

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**ACCESSIBILITY:** Publications and forms are available on the Otsego County computer data base under Airport others are on the FAA website for downloading or printing.

**RELEASABILITY:** There are no releasability restrictions on this publication.

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This operating instruction establishes procedures for the safe and secure operation of the Otsego County Airport known as the Gaylord Regional Airport (GLR). The following is a list of the rules and regulations and minimum hangar standards. These rules are intended to ensure standardization, safety and security standards at the Gaylord Regional Airport. This operating instruction pertains to all GLR personnel, residents and guests. Deviations to this instruction should be dated and posted behind this instruction.

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### ***SUMMARY OF CHANGES***

This Operating Instruction (OI) corrects administrative errors, clarifies existing procedures, and implements guidance and limitations. It also lists individual hangar standers and rules as they pertain to owners and renters at the airport.

### **POSTING CHANGES**

As situations and policies change so will this instruction to reflect those changes. The change must come from the Airport Director or higher and be in writing. The written change will be attached to the back of this OI and be dated with the posting date. Place a single line through the paragraph line which has been changed and write next to it "See change page" Any situation not covered by this document must be addressed to airport leadership for guidance or clarification. This publication is not intended to answer every question that may arise but is designed to provide a base line of instruction for a variety of issues.

Supersedes all other instructions on same subject OI 1-08  
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Certified by: Airport Director, Matt Barresi  
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## CHAPTER 100

### GENERAL

#### SECTION 100.1 DEFINITIONS:

The following definitions shall apply to these Rules and Regulations:

- A. AIRPORT: means all property including easements and rights-of-ways, belonging to the Gaylord Regional Airport including areas not used for aeronautical purposes.
- B. AIRPORT DIRECTOR: means the leader and manager of the airport as appointed by the County Administrator and the Otsego County Board of Commissioners.
- C. AIRPORT MANAGEMENT: means the County Administrator, Airport Director and/or other employees and representatives of the Airport.
- D. BUILDING SITE or SITES: shall mean any lot, or portion thereof, or two (2) or more contiguous lots or portions thereof, or a parcel of land upon which a building or buildings and appurtenant structures, including landscaping, may be erected in conformance with the requirements of these regulations.
- E. COMMERCIAL OPERATION: means an activity or operation such as the sale of gasoline, jet fuel, oil, the soliciting or engaging in charter flying or flight instruction, the overhaul or repair of an aircraft or of engines or accessories, the sale of aircraft parts or otherwise offering aeronautical facilities or services to the public for profit.
- F. NON PROFIT EVENTS: means a club or organization who has been identified by the IRS as a nonprofit organization able to receive funds for charitable or community interests by holding an event. No events open to the public will be conducted on the airport without the permission of the Airport Director.
- G. COMMERCIAL OPERATOR: means any Person engaged in a Commercial Operation on the airport for the purpose of making money.
- H. COUNTY RAMP: means all aircraft parking areas and that area leased to a Commercial Operator.
- I. EMERGENCY VEHICLE: means police, fire fighting, ambulances, and any vehicle conveying an authorized airport official or employee in response to an emergency call.
- J. FLYING CLUB: means a non-profit corporation or association having three (3) or more members all of whom are owners or stock holders in the corporation owing the clubs aircraft and having as its primary purpose the use of such aircraft for the

- personal use and enjoyment of its members. Also must be conducted in accordance to FAA and MDOT standards for such activity.
- K. **HANGAR TYPES:** Personal Hangar shall mean any building used primarily for storage of aircraft. Commercial Hangar shall mean any building used for profit aviation operations.
  - L. **HANGAR AREA:** means the area, as time-to-time designated in the Airport Master Plan, for construction and operation of hangars.
  - M. **RESTRICTED AREA:** means the area inside the fence and includes hangar areas, aircraft parking ramps, Taxiways, runways, and grass surrounding same as designated by Airport Management
  - N. **PERSON:** means any individual, firm, partnership, corporation, company, or and includes any director, trustee, receiver, agent, or similar representative.
  - O. **PILOT:** means any person who is FAA certified and responsible for the control of an aircraft.
  - P. **PROPERTY LINE:** shall mean every separation which marks the confines or line of division of two (2) contiguous Sites within the “Airport”; every separation which marks the line of division between a Site and a public way; every separation which marks the line of division between a Site and a taxiway and the separation which marks the confines or line of division between the Site and the surrounding area.
  - Q. **SIGNS:** shall mean any structure, device or contrivance, electric or non-electric, and all parts thereof, which are erected or used for advertising purposes upon or within which any power, bill, bulletin, printing, lettering, painting, device, or other advertising of any kind whatsoever is used, placed, painted, posted, tacked, nailed, pasted, or otherwise fastened or fixed. All signs will be approved by the Airport Director.
  - R. **STRUCTURES and/or IMPROVEMENTS:** shall mean and include Hangars, buildings, out buildings, parking areas, loading areas, aircraft ramp areas, fences, walls, and illumination facilities.
  - S. **TAXIWAYS:** means those right-of-ways so designated by Airport Management and connecting to a runway and thereby serving all aircraft based on or using the airport and essential to the use and operation of the Airport.
  - T. **PUBLIC TAXIWAYS:** means those Taxiways so designated by Airport Management as open to all aircraft.
  - U. **TERMINAL PARKING AREA:** means the parking area for aircraft adjacent to the terminal building as designated by Airport Management.

V. VEHICLE: means any device used primarily for the ground transportation of persons or property.

**SECTION 100.2      ABBREVIATIONS**

Airport Improvement Plan	AIP
Above Ground Level	AGL
Department of Environmental Quality	DEQ
Federal Aviation Administration	FAA
Michigan Department of Transportation/Bureau of Aeronautics	MDOT/BOA
Michigan Aeronautics Commission	MAC

**SECTION 100.3      SCOPE**

All rules and regulations enacted by the Michigan Aeronautics Commission and/or the Federal Aviation Administration relative to airpersons, aircraft, air traffic, and airports now in effect, or any amendments adopted in the future, are hereby adopted by reference and made a part of these regulations as fully as if the same and each and all of them are completely set forth herein.

Airport Management shall have the authority to suspend flying operations when, in its opinion, the conditions of the Landing Field is such as to make flying operations unsafe.

No Person shall utilize the airport property as a base or point of operation for the purposes of engaging in Commercial Operation of any nature without having previously obtained the written authority from Airport Management.

**SECTION 100.4      NON-DISCRIMINATION**

All Commercial operators using the Airport shall furnish their services on a fair, equal and non-discriminatory basis. Commercial Operators will not, on the grounds of religion, race, color or national origin, sex, age, height, weight, marital status, or handicap discriminate or permit discrimination against any person, or groups of persons in any manner prohibited by Title VI of the Civil Rights Act of 1964; or Part 15 of the Federal Aviation Regulations. Airport Management shall have the right to take such action as the Federal Government may direct to enforce this obligation.

**SECTION 100.5      VIOLATION OF REGULATIONS**

In the event of failure to adhere to any comply with these regulations; Airport Management will notify the violator of such violations. Whenever practicable, such notice shall be in writing. If the violator fails to correct the violation within the time specified in the notice, it will be deemed by Airport management good and sufficient cause to remove any person or aircraft from the Airport and deny the same any further use and privileges of the Airport to safeguard the Airport and public in general.

Any Person violating any of these Rules and Regulations is guilty of a misdemeanor and such violation shall also constitute grounds for revocation of such Person's Commercial Operator's license issued by Airport Management.

Any Person observing a violation shall report the violation to the Airport Director.

**SECTION 100.6 SAVINGS CLAUSE**

If any section, sentence, or clause of these Rules and Regulations is for any reason held void or inoperative, the remaining provisions shall not be affected.

**SECTION 100.7 SECTION TITLES**

Section titles are for convenience and shall in no way affect or limit the contents of any provision of these Rules, Regulations, and Minimum Standards.

**SECTION 100.8 MANAGER'S RIGHT TO RESCIND ACCESS**

The Airport Director shall have the right to rescind permission or not allow access to the Gaylord Regional Airports building and grounds for any lawful reason, including but not limited to violations of airport security and violations of Airport Rules and Regulations and for conduct past or present which the Airport Director deems unacceptable to the safety, security, reputation, peace and good working order of the airport.

## **CHAPTER 200**

### **AIRCRAFT**

#### **SECTION 200.1 REGISTERING AIRCRAFT**

All aircraft based on the Airport must be registered with the Airport Management and the Michigan Department of Transportation, Bureau of Aeronautics. Any purchase, sale, or transfer shall be reported within fifteen (15) days.

All aircraft based at the Airport shall comply with the Michigan Uniform Financial Responsibility Act, being Act 257 of the Public Acts of 1955, as amended. (M.C.L.A. 259.651 et.seq.)

#### **SECTION 200.2 PARKING**

Any aircraft using the Terminal Parking Area may park only in areas designated by Airport Management. The Terminal parking Area is closed to overnight parking except by prior arrangement with Airport Management and the completion of the overnight parking form.

Aircraft parked overnight on the County Ramp must be chocked and/or tied down by the pilot in the designated tiedown areas. Overnight parking and monthly tiedown fees as established by the Otsego County Board of Commissioners, shall be paid to the Gaylord Regional Airport.

Aircraft parked in the Hangar Areas shall be placed so as not to interfere with normal traffic. Overnight parking of aircraft and vehicles outside of hangars in the private hangar areas exceeding one (1) day is prohibited. The aircraft engines will not be run up so as to cause debris to be blown into hangars, buildings, or aircraft.

#### **SECTION 200.3 DISMANTLED/DISASSEMBLED AIRCRAFT**

Disassembled aircraft must be stored inside a hangar. An exception may be made by Airport Management for short-term storage outside a hangar of partially dismantled aircraft or other motorized vehicles undergoing active repair.

#### **SECTION 200.4 WASHING AIRCRAFT**

The washing of aircraft is permitted only in the two designated areas, one being located next to the aluminum T-hangar complex on the west side of the hangar area and the other adjacent to the FedEx building on the East side of the hangar area. Only environmentally safe soaps and detergents are allowed to be used and all water run-off must stay on paved surfaces.

## **CHAPTER 300**

### **TRAFFIC**

#### **SECTION 300.1 PEDESTRIAN TRAFFIC**

No person shall enter upon the Restricted Area without authorization from Airport Management. Authorized Persons shall include Pilots, passengers, authorized contractors, and mechanics attached to the Airport, Commercial Operators, Persons having business with Commercial Operators, or duly authorized officials charged with enforcing local, state, or federal laws or regulations.

All Persons, when requested by Airport Management, shall present identification and show cause for entering the Landing Field.

This rule shall not prohibit the owner of a Hangar or an airplane access to his property when not engaged in a flying operation.

#### **SECTION 300.2 VEHICLE TRAFFIC**

No Person shall operate any Vehicle upon or drive across the Landing Field without authorization from Airport Management. Authorized persons shall include persons operating Vehicles, which are used for administrative, and maintenance purposes, Emergency Vehicles or Commercial Operators and their employees.

Authorization to enter upon the Air Side with a Vehicle to travel to and from their parked aircraft may be given to owners of hangars and aircraft based at the Airport, Pilots and mechanics employed by a Commercial Operator, and others whom Airport Management may deem necessary. Said authorization shall be given in writing and carried in the Vehicle while on the Airport. A gate access code will be considered written authorization.

Access to the Landing Field by authorized Vehicles shall be permitted so long as they do not interfere with normal operations and are not a hazard to parked or operating aircraft.

The parking of Vehicles is permitted in areas designated by Airport Management.

All vehicles authorized to drive on or within 250 feet of Runways or Taxiways must have a yellow rotating beacon.

Each vehicle operator and Airport personnel must have a valid driver's license.

The speed limit at Gaylord Regional Airport for vehicles driving on parking ramp, apron and taxiways is 20 mph and 10 mph close to aircraft. The airport manager has discretion on identifying and correcting non compliance to the speed limit to include barment from driving on airport aircraft movement areas.

## **SECTION 400**

### **HANGARS & BUILDINGS**

#### **SECTION 400.1 CONSTRUCTION & UTILIZATION**

##### **HANGAR AND BUILDING REGULATIONS**

In order to provide for uniform and desirable development at the Gaylord Regional Airport, it is desirable to adopt Rules, Regulations and Minimum Standards for the construction and maintenance of Hangars and other structures;

#### **SECTION 400.2 GENERAL CONDITIONS**

- A. Each lessee of a Building Site agrees to use the Site only in accordance with the restrictions herein set forth and to refrain from using the Site in any way inconsistent with or prohibited by the provisions of these regulations.
- B. It is the intent and purpose of these regulations to provide for the development and regulation of Hangars and other Structures and Improvements at the Airport by establishing uniform regulations to control the type of construction and to protect the character of the Airport and the surroundings as a whole.
- C. All plans for the Structures and Improvements shall be prepared by registered engineers and/or architects and shall require written approval of the Airport Director before any construction can take place.

#### **SECTION 400.3 DEVELOPMENT STANDARDS**

##### **A. SPACE OCCUPANCY**

###### **1. Minimum Setbacks**

(a) GENERAL. No Structure or Improvement shall be placed on any Site closer to a Property Line than herein provided. The following Structures and improvements are specifically excluded from these yard provisions:

- 1. Roof overhang, provided such overhang is approved in writing by Airport Management as hereinafter provided;
- 2. Steps and walks;
- 3. Driveways and aircraft ramps;

4. Fences, except no fence shall be placed upon a Site unless specific written approval is given by the Airport Management is hereinafter provided: The fence must meet FAA standards.
- (b) SIDE YARD. The minimum Side yard width for a Personal hangar is established as fifteen (15) feet from the Structure or Improvement to each side Property Line or Lease Line provided that any adjoining structure is at least fifteen (15) feet from the Property or Lease Line. In the event that an adjoining structure is less than fifteen feet from the Property or Lease Line, the minimum Side Yard width shall be a distance equal to thirty (30) feet minus the adjoining structure side yard setback; The minimum Side Yard width for a Commercial hangar is established at a minimum of sixty (60) feet from any adjoining structure or improvement unless the exterior wall of either the new or adjoining structure has a fire resistance rating not less than two hours
- (c) REAR YARD. The minimum rear yard width for a Private hangar is established as fifteen (15) feet from the Structure or Improvement to each side Property Line or Lease Line provided that any adjoining structure is at least fifteen (15) feet from the Property or Lease Line. In the event that an adjoining structure is less than fifteen feet from the Property or Lease Line, the minimum Rear Yard width shall be a distance equal to thirty (30) feet minus the adjoining structure side yard setback; The minimum Rear Yard width for a Commercial hangar is established at a minimum of sixty (60) feet from any adjoining structure or improvement unless the exterior wall of either the new or adjoining structure has a fire resistance rating not less than two hours
- (d) FRONT YARD. For any hangar, the front yard is the side containing the main door for aircraft. The front yard width shall be 95 feet from secondary Taxiway centerline for Group III aircraft (wingspan 79' -117') or 65 feet from secondary Taxiway centerline for Group I and II aircraft (wingspan less than 79').The minimum front yard width, if applicable, is established as ten. For any non-hangar structure, the front yard width shall be ten (10) feet from the Structure or Improvement to each front Property Line.
- B. COMPLETION OF CONSTRUCTION. After commencement of construction of any Structure or Improvement, the owner shall diligently prosecute the work thereon, to the end that the Structure or Improvement shall not remain in the partially finished condition any longer than reasonably necessary for completion thereof. The time limit for said completion shall be one (1) year unless delayed due to conditions beyond the control of the owner.
- C. LANDSCAPING. Every Site shall be landscaped, with a lawn so as to eliminate all erosion of soil, either by sand, rain, or snow.
- D. PARKING. All Vehicles shall be parked in area designated for Vehicles.
- E. ACCESS. Illegal or unauthorized traffic (Person and Vehicles shall not be allowed access to Taxiways through the Site.

F. STORAGE AND REFUSE MATERIALS. No materials, supplies, equipment, cars, trailers, recreational vehicles, boats or refuse, including trash containers, shall be stored or kept in any open area on the airport. Unless pre coordinated in writing with the permission of the airport director.

G. BUILDING CONSTRUCTION AND UTILITIES.

1. All buildings shall be sturdy and rugged and constructed of masonry, concrete, steel materials or wood frame and steel siding integrated with proper foundations and concrete slab construction. All design and colors shall be approved by the Airport Management. Building permits must be obtained from Otsego County. A copy of the final certificate of occupancy must be provided to the Airport Director.
2. Exterior wall and door colors shall be as follows:
  - i. The color of the exterior metal of new hangars constructed in the existing hangar area (east of Beechcraft Drive) will be a charcoal grey or a color that aesthetically matches the surrounding hangars as determined by the Airport Director.
  - ii. The color of the exterior metal of new hangars constructed in the new hangar area west of Beechcraft Drive shall be white as determined by the Airport Director. Hangars will have a 2' wide washed stone edged drainage bed along the base of said hangars under the roof drip edges in sufficient depth and type to minimize water splash discoloration to the bottom edges of the exterior hangar walls.
3. All on-site electrical, telephone, water, septic systems, or any other utilities shall be provided by the lessee. Paving from the Taxiway to the Hangar shall be at the lessee's expense.
4. An FAA Form 7460-1 must be filled out and submitted to the FAA. No construction is allowed to begin until proof of FAA approval has been submitted to the Airport Director. The form may be filed electronically at <https://oeaaa.faa.gov/oeaaa/external/portal.jsp>.
5. Business and Hangar owner wishing to install septic fields, power or gas lines or new utilities of any type must provide the airport management with a proposal and description of the work to be accomplished. Any upgrades to properties or damages as a result of installation or construction mishap is the responsibility of the hangar owner.

H. MAINTENANCE.

1. Lessees, at their own expense, shall keep said Sites, Structures and Improvements in good repair and of neat and attractive appearance.

(a) Lessee shall keep the entranceway to the leased Site reasonably clear from snow and ice during the winter season. Airport maintenance is not responsible for clearing snow from pedestrian doors or close in to Hangar doors.

(b) If maintenance of the Site or the exterior of any Structure or Improvement thereon is not properly performed, the Airport Management shall serve written (15) fifteen-day notice to the lessee of the Site. Such notice shall contain a list of all maintenance or other violations.

(c) The lessee of the Site upon which such notice is served shall have fifteen (15) days to correct the items listed on the notice.

(d) After the expiration of the fifteen (15) days from the date of service of the notice, the Airport Director shall order the work contained in the notice done. Such work shall include grass cutting. The expenses of such work shall be a joint expense of all of the lessees of the Site. Airport Management shall be reimbursed for all costs and expenses so incurred, together with interest at the highest rate permitted by law, but not to exceed ten percent (10%) per annum thereon, forthwith upon demand thereof. Entry upon a Site by the Airport Management for the purpose of such work or inspection as herein described shall not be a trespass, and the owner and all occupants shall be deemed to have consented thereto.

(e) Any provisions contained herein relative to approval by Airport Management shall not alleviate the requirements of meeting all the laws of the United States, of the State of Michigan and of Otsego County relative to property regulations, and laws and regulations promulgated by the United states, State of Michigan and Otsego County relative to aircraft traffic shall be strictly adhered to.

2. Lessee shall remove all refuse, garbage, and papers from the Site and shall keep the Site in a clean, safe, and sanitary condition at all times.

3. Aircraft maintenance in any Hangars or other Structures by persons other than Commercial Operators licensed by Airport Management, shall be limited to inspections and replacement of parts and repairs incident thereto prohibited to such repairs to not involve appliances using open flames or highly heated parts other than an electric soldering iron. The use of open flames or highly heated parts shall not be allowed unless otherwise authorized by the Airport Management.

I. SIGNS. No Sign of any type shall be allowed on any Site except for the identification of occupant such as name and address with letters and/or numbers to be a maximum of 12 inches (12") high and except for Signs approved by Airport Management pursuant to a license granted to a Commercial Operator.

J. AIRPORT CONSTRUCTION OR AIRPORT EVENT: For the purpose of community involvement or airport improvement, residents and guests of the airport will need to comply with temporary restrictions inconveniences or guidance that may affect normal comings and goings of both aircraft and resident vehicle traffic.

#### **SECTION 400.4 REGULATIONS OF USES**

Building Sites, Structures and Improvements shall only be used for the specific purposes authorized in the lease. In addition, no person shall engage in a Commercial Operation on A building Site without a license issued by Airport Management. No individual organization group or club shall conduct business of ant type without approval from the airport director.

## **SECTION 400.5      OTHER APPLICABLE REGULATIONS**

The Hangar Regulations listed herein shall be subject to other applicable regulations where such regulations are more restrictive or are more definitive than the provisions of these Hangar Regulations and are not inconsistent therewith.

## **SECTION 400.6      EFFECT OF INVALIDATION**

If any provision of these Hangar Regulations is held to be invalid by any court, the invalidity of such provision shall not affect the validity of the remaining provisions hereof.

## **SECTION 500**

### **FIRE REGULATIONS**

#### **SECTION 500.1 GENERAL FIRE SAFETY**

All Persons using the Airport shall exercise the utmost care to guard against fire or injury to persons or property.

All Persons shall comply with all applicable laws and regulations, insurance requirements and with “NO SMOKING”, “FIRE LANE”, and other regulations and signs posted by Airport Management. Smoking is permitted in designated areas only.

#### **SECTION 500.2 AIRCRAFT FIRE SAFETY**

No airplane shall be fueled or drained of fuel while the engine is running or while in a hangar or other enclosed space. Pre-flight fuel samplings are allowed in such areas.

The cleaning of engines or other parts of an airplane within an enclosure shall be with non-flammable liquids. If volatile flammable liquids are employed, cleaning operations shall be carried on in the open with the exception of Commercial Hangars.

#### **SECTION 500.3 STORAGE OF HAZARDOUS AND FLAMABLE MATERIALS**

Storage of hazardous and flammable materials by a Private or Commercial operator must be done in compliance with the International Fire Code and all applicable state and federal laws.

## **CHAPTER 600**

### **COMMERCIAL OPERATIONS**

#### **SECTION 600.1 GENERAL**

No Person shall engage in Commercial Operations on the Airport without a license issued by the Airport Director and the payment of the annual fee as from time to time specified by the Otsego County Board of Commissioners.

A license shall not be granted until the applicant has delivered to the Airport Management satisfactory documentation that the minimum standards, as set forth in Section 600.0, and the additional requirements, as provided in Sections 700.1-10 for the specific Commercial Operation requested, have been met.

As a further condition of the license, the Commercial Operator shall also agree to notify the Airport Director within five (5) days of any change in the information initially furnished to meet these standards and requirements.

Current copies of all required certificates and licenses must be placed on file with Airport Management.

#### **SECTION 600.2 MINIMUM STANDARDS**

All Commercial Operators shall meet and maintain the following minimum requirements to be licensed:

- A. Provide proof of sufficient financial experience and backing which, in the opinion of the Airport Management, will be adequate to permit acquisition, construction, and operation of the required facilities.
- B. Lease from Gaylord Regional Airport one (1) lot in the area designated for general aviation use on the Airport Master Plan.
- C. Provide a Hangar-type structure or facilities, the plans of which have been approved by Airport Management, of sufficient square footage and design to provide adequate space for the Commercial Operations to be rendered and adequate facilities for the welfare of the visiting public, including on-site public restroom facilities.

Said structure shall comply with all applicable governmental ordinances, building, and fire codes. Any and all alterations and additions to existing buildings shall be considered by the same as new construction and must be approved in writing by Airport Management prior to construction. All buildings will be subject to inspection by Airport Management and government building and fire inspectors. The premises and buildings shall be maintained in good repair and in a neat and attractive appearance.

- D. All improvements to the property, such as connecting Taxiways or aprons to the nearest Public Taxiways, utilities, approaches, drain tiling, and fill dirt, will be provided at the lessee's expense.
- E. Utilities will be brought by lessee to its property and buildings. Monthly utility fees will be paid by the lessee.
- F. Provide paved apron for aircraft parking at least two (2) times the area of the building and Hangar on space leased from the Airport.
- G. Carry insurance as specified by the Otsego County Board of Commissioners. Current certificates of all policies must be placed on file with Airport Management initially and upon renewal. Commercial Liability Insurance shall further include Otsego County as an additional insured. (See Exhibit B)
- H. Qualified and, when required by law, certificated personnel for the type of service offered shall be available during hours of operation.
- I. Flight and ground schools must be licensed by the MDOT/Bureau of Aeronautics and in accordance with FAA regulations.

### **SECTION 600.3      TEMPORARY LICENSES**

A temporary license with an established fee for a specified period of time may be granted by the Airport Management for a Commercial Operation not currently being offered at the Airport.

## **CHAPTER 700**

### **ADDITIONAL REQUIREMENTS FOR COMMERCIAL OPERATIONS**

#### **SECTION 700.1 AIRCRAFT SALES**

Any Commercial Operator desiring to engage in the sale of new or used aircraft must provide the following as a minimum:

**PERSONNEL** – One or more persons holding a current FAA Pilot Certificate with ratings appropriate for the type of aircraft to be demonstrated.

**HOURS OF OPERATION** – Eight (8) hours per day, five (5) days per week.

**PARTS & SERVICE** – An adequate supply of or access to parts and servicing facilities to provide maintenance service to customer's aircraft during warranty period.

#### **SECTION 700.2 AIRFRAME AND/OR POWERPLANT REPAIR**

Any Commercial Operator desiring to engage in airframe and/or power plant repair service must provide the following as a minimum:

**PERSONNEL** – One (1) person currently certificated by the FAA with ratings appropriate for work performed. Additional personnel shall be provided to keep office attended during normal working hours.

**HOURS OF OPERATION** – Eight (8) hours per day, five (5) days per week with provisions for emergency mechanical service on-call during weekends and holidays.

**EQUIPMENT** – Sufficient equipment, supplies, and availability of parts to perform maintenance in accordance with manufacturer recommendations or equivalent on various types of based aircraft.

#### **SECTION 700.3 AIRCRAFT RENTAL**

Any Commercial Operator desiring to engage in the rental of aircraft shall provide as a minimum the following:

**PERSONNEL** – One (1) person holding a current FAA Commercial Pilot Certificate with appropriate ratings. Additional persons to provide for office to be attended during normal hours.

**AIRCRAFT** – Own or have exclusive lease in writing for one (1) aircraft. A copy of the lease shall be given to Airport Management.

**HOURS OF OPERATION** – Eight (8) hours per day, six (6) days per week.

AIRCRAFT MAINTENANCE – According to current Federal Aviation Regulations.

#### **SECTION 700.4 FLIGHT TRAINING**

Any Commercial Operator desiring to engage in Pilot flight instruction shall provide as a minimum the following:

CERTIFICATION – In accordance with Federal Aviation Administration and Michigan Aeronautics Commission Rules and Regulations.

PERSONNEL – One (1) person certified by the FAA as a Certified Flight Instructor with proper ratings to cover training required. Additional persons as necessary to attend office during normal working hours.

AIRCRAFT – One (1) aircraft equipped for flight training under instructional conditions owned, or exclusively leased in writing, by the Commercial Operator.

HOURS OF OPERATION – Eight (8) hours per day, five (5) days per week.

#### **SECTION 700.5 AIR-TAXI OR CHARTER SERVICE**

Any Commercial Operator desiring to engage in air-taxi or charter service shall provide as a minimum the following:

PERSONNEL – One or more persons holding a current FAA Commercial Pilot Certificate appropriately rated to conduct air service offered. Additional personnel to attend office during normal working hours.

AIRCRAFT – One or more aircraft equipped for flight in accordance with Federal Air Regulations.

HOURS OF OPERATION – Eight (8) hours per day, five (5) days per week and provide on-call service during non-working hours.

CERTIFICATION – Operator must meet all provisions of Federal Air Regulations. The Commercial Operator must present to Airport Management their FAR 135 or 121 Air Taxi/Carrier Certificate.

#### **SECTION 700.7 HANGARING AIRCRAFT**

Any Commercial Operator desiring to engage in hangaring aircraft must provide as a minimum the following:

HOURS OF OPERATION: Eight (8) hours per day, seven (7) days per week and provide on-call service during non-working hours for a service charge.

## **SECTION 700.8 RADIO, INSTRUMENT OR PROPELLER SERVICE**

Any Commercial Operator desiring to provide radio, instrument, or propeller service shall as a minimum, provide the following:

PERSONNEL – One (1) qualified repairman to provide services as defined in FAA and MAC rules and regulations.

HOURS OF OPERATION – Eight (8) hours per day, five (5) days per week.

## **SECTION 700.9 AERIAL APPLICATIONS**

Any Commercial Operator desiring to engage in aerial application operations must provide as a minimum the following:

PERSONNEL – One (1) person holding a current FAA Commercial Pilot Certificate, properly rated for the aircraft to be used and meeting the requirements of FAA regulations and applicable regulations of the state.

AIRCRAFT – One (1) aircraft meeting all the requirements of FAA regulations and applicable requirements of the state.

CERTIFICATION – Hold an Agricultural Aircraft Operator Certificate issued by the FAA and comply with requirements of the state and political subdivisions thereof.

FACILITIES – A segregated chemical storage area protected from public access, which meets federal and state environmental standards and must provide the airport manager a list of chemicals and associated MSDS items being stored and or sprayed.

CLEAN UP – Any spills or leaks of chemicals will be cleaned up by the aircraft owner at their expense and must be inspected when completed by airport management.

HOURS OF OPERATION – Available on-call during daylight hours of the normal aerial application season.

## **SECTION 700.10 SPECIALIZED COMMERCIAL FLIGHT SERVICES**

Any Commercial Operator desiring to engage in the specialized commercial air activities including, but not limited to, those listed below:

- A. non-stop sightseeing flight that began and ended at the same airport
- B. banner towing and aerial advertising
- C. aerial photography or survey
- D. fire fighting or fire patrol
- E. power line or pipeline patrol

and any other operations specifically excluded from Part 135 of the Federal Aviation Regulations shall provide as a minimum the following:

PERSONNEL – One (1) person holding a current FAA Commercial Pilot Certificate with appropriate ratings for the aircraft to be flown.

AIRCRAFT – One (1) properly FAA-certificated aircraft.

#### **SECTION 700.11 MULTIPLE SERVICES**

Any Commercial Operator desiring to engage in two or more Commercial Operations must provide as a minimum the following before offering the service:

PERSONNEL – Multiple responsibilities may be assigned to personnel to meet personnel requirements for all activities.

AIRCRAFT – Aircraft may serve as multiple-use.

EQUIPMENT – All equipment required for each service must be provided.

SERVICE – All services required for each activity must be provided during hours of operation specified.

HOURS OF OPERATION – Operators will adhere to hours specified for the appropriate single activity.

NOTIFICATION – Notification must be given in writing to Airport Management prior to offering and immediately following discontinuance of the service.

#### **SECTION 700.12 PRO-RATION OF HOURS & NOTICES OF SERVICES**

Where a license has been granted to more than one Commercial Operator for the same Commercial Operation, Airport Management may pro-rate on a weekly basis the minimum hours of service requirement as stated above for such operation among those Operators licensed for such operation and may also exempt any national holiday from the schedule. Such action, however, shall not preclude the other Operators from offering such service at any time.

Airport Management may prepare appropriate notices detailing the type and hours of service offered by each Operator and designating the hours of service responsibilities. Such notices shall be posted by the Airport Management in appropriate public areas.

## **CHAPTER 800**

### **FLYING CLUBS**

#### **SECTION 800.1 REGULATIONS**

All flying clubs desiring to base their aircraft on the Airport must obtain a license from the Airport Director and meet the following requirements:

- A. Each club must be a non-profit corporation or association.
- B. Each member must be a bona fide owner of the aircraft or a stockholder in the corporate owner.
- C. The club may not derive greater revenue from the use of its aircraft than the amount necessary for the actual use of operation, maintenance, and replacement of its aircraft.
- D. The club must file with the Airport Director a current membership and club's officer's list and the current club mailing address.
- E. The club's aircraft will not be used by other than bona fide members for rental and by no one for commercial operations.
- F. Each aircraft owned by the flying club must carry insurance as specified by the Otsego County Board of Commissioners. Certificates of all policies must be placed on file with the Airport Management and upon renewal.

#### **SECTION 800.2 VIOLATIONS**

In the event that the club fails to comply with these conditions, Airport Management will notify the club in writing of such violations. If the club fails to correct the violations within the time specified, the Airport Director may take any action deemed advisable by Otsego County Corporate Counsel.

## **CHAPTER 900**

### **APPEALS AND VARIANCES**

#### **SECTION 900.1 APPEALS**

Any Person shall have the right to appeal actions and interpretations of these Rules, Regulations, and Minimum Standards by Airport Management to the County Administrator. Such appeals shall be in writing and filed within twenty-one (21) days of any such decision or interpretation.

#### **SECTION 900.2 VARIANCES**

The Otsego County Board of Commissioners shall have the authority to grant such variances as may be in harmony with the general purpose and intent of these Rules, Regulations, and Minimum Standards where a literal application of such regulations would result in an unreasonable and unnecessary difficulty or burden and the relief granted would not be contrary to the public interest, but would do substantial justice and be in accordance with the spirit of these Rules, Regulations, and Minimum Standards, based upon the following standards:

- A. safety concerns
- B. compatibility with the Airport Master Plan
- C. whether any nuisance conditions would be created such as traffic congestion, lighting, etc.
- D. any other reasonable alternative available to the variance
- E. self-created problem

#### **SECTION 900.3 CONDITIONS**

Any such variances may be allowed subject to any reasonable condition or conditions that the Otsego County Board of Commissioners may deem necessary to effectuate the purpose of these Rules, Regulations, and Minimum Standards.

## **SECTION 1000**

### **AIRPORT IMPOUNDMENT PROCEDURES**

#### **SECTION 1000.1 PROCEDURES**

This rule shall apply to all persons or entities who use the airport and its facilities:

- A. Airport Management may remove and impound any aircraft or other vehicles found on airport property:
  - 1. Parked in an area designed and posted as restricted area
  - 2. Parked in violation of these rules
  - 3. Abandoned on airport property for more than 14 days without prior notification and permission of Airport Management
  - 4. Whose owner has failed to pay parking fees for 15 days after the date of the first statement that a parking fee is due. The parking statement shall be attached to the aircraft or other vehicle.
  - 5. Parked in such a way as to constitute a hazard or impediment to the general public or to the movement and operation of aircraft or emergency equipment.
  
- B. The owner of the aircraft or vehicle shall be responsible for costs involved in removing, impounding, and storage of such aircraft or vehicle, and costs incurred by publication of the Notice of Impound. The Airport Director shall have any vehicle towed by a towing company, or any aircraft towed by Fixed-Base Operator licensed by MDOT/Bureau of Aeronautics.
  
- C. Any person affected by decision made within Gaylord Regional Airport pursuant to this Chapter may request a hearing before the County Administrator. The person shall request such a hearing in writing to the County Administrator not more than 30 days after the action of Airport Management except for the modification of the time limits provided in this section.

## **SECTION 1100**

### **Exhibits**

#### **SECTION 1100.1**

##### **Exhibits**

- A. Hangar Construction Checklist
- B. Insurance Requirements
- C. Receipt of Standards Document

**Exhibit A – Hangar Construction Checklist**

- \_\_\_\_\_ Identify site for proposed hangar in consultation with Airport Director
- \_\_\_\_\_ Sign lease agreement for site and provide proof of insurance
- \_\_\_\_\_ Prepare building plans and submit to Airport Director for review
- \_\_\_\_\_ Submit Form 7460-1 to FAA and provide approval to Airport Director
- \_\_\_\_\_ Submit building plans to County Land Use Services and secure approval
- \_\_\_\_\_ Provide proof of contractor’s insurance
- \_\_\_\_\_ Undertake construction
- \_\_\_\_\_ Provide a copy of occupancy permit to the Airport Director upon receipt

## **Exhibit B – Insurance Requirements**

### **GAYLORD REGIONAL AIRPORT INSURANCE REQUIREMENTS FOR LESSEES**

Lessee shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damage to property which may arise from or in connection with the Lessee's operation and use of the leased premises. The cost of such insurance shall be borne by the Lessee.

#### **1. Minimum Scope of Insurance**

Coverage shall be at least as broad as:

- a. Comprehensive General Liability
- b. Fire insurance, with the extended coverage endorsement and vandalism and malicious mischief endorsements attached, on any buildings or structure built on the premises leased.
- c. Workman's Compensation as required by the Labor Code of the State of Michigan and Employer's Liability Insurance, applicable to employers at the Airport and on the field.

#### **2. Minimum Limits of Insurance**

Lessee shall maintain limits no less than:

- a. Comprehensive General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
- b. Fire Insurance: Replacement cost of buildings or structures at the time of damage or destruction.
- c. Workman's Compensation and Employer's Liability: Workman's Compensation limits as required by the Labor Code of the State of Michigan and Employer's Liability limits of \$1,000,000 per accident.

#### **3. Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to and approved by the Commission. At the option of the Otsego County Board of Commissioners, either: The insurer shall reduce or eliminate such deductibles or self-insured retention as respects the Otsego County, its officials and employees; or the Lessee shall procure a bond

guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Exhibit B

4. Other insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

a. General Liability Coverage's

- The Gaylord Regional Airport, the County of Otsego, their officials, employees and volunteers are to be covered as insured as respects: Liability arising out of activities performed by or on behalf of the Lessee; defective products or services sold or performed by Lessee; Lessee's aircraft operating from the premises; and premises owned, leased or used by the Lessee. The coverage shall contain no special limitations on the scope of protection afforded to the County, its officials, employees or volunteers.
- The Lessee's insurance coverage shall be primary insurance as respects the County, their officials, employees and volunteers. Any insurance of self-insurance maintained by the County, their officials, employees or volunteers shall be excess of Lessee's insurance and shall not contribute with it.
- Any failure to comply with reporting provisions of the policies shall not affect coverage provide to, the County, their officials, employees or volunteers.
- Coverage shall state that Lessee's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

b. Worker's Compensation and Employer's Liability Coverage's

The insurer shall agree to waive all rights of subrogation against the County, their officials, employees and volunteers for losses arising from work performed by Lessee for the County.

c. Fire Insurance shall include the replacement cost of the Commission's property interest.

d. All coverage's

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Airport Director or its agents.

5. Acceptability of Insurers

Insurance is to be placed with insurers with a Bests' rating of no less than A:XIII.

6. Verification of Coverage

Lessee shall furnish the Airport Director or its agent with the original or certified copy of the insurance policy (ies) and with original endorsements affecting required coverage. The policy and certified copy for each insurance policy are to be signed by person authorized by that insurer to bind coverage on its behalf. Said policy shall name the Lessee, the Gaylord Regional Airport, the County of Otsego, their officials, employees and volunteers as additional insured.

7. Subcontractors

Lessee shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein. Said policy shall name the Lessee, the Gaylord Regional Airport, the County of Otsego, their officials, employees and volunteers as additional insured.

8. Building Contractors

Lessee shall require all building contractors retained to work on the leased premises, to provide Comprehensive General Liability Insurance with minimum limits of \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. Said policy shall name the Lessee, the Gaylord Regional Airport, the County of Otsego, their officials, employees and volunteers as additional insured.

All coverages shall be subject to all other applicable requirements stated herein.

Reviewed and Approved as to Form:

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Corporate Counsel

**Exhibit C – Receipt of Standards Document**

**Gaylord Regional Airport, Otsego County, Michigan**

**ACKNOWLEDGEMENT OF RECEIPT OF AIRPORT RULES, REGULATIONS AND  
MINIMUM STANDARDS ORDINANCE DOCUMENT**

I have received a copy of Airport Rules, Regulations and Minimum Standards Operating Instruction 1-08. I understand that this document is an ordinance of Otsego County and the requirements and guidelines contained are enforceable under the laws and statutes of the State of Michigan.

I understand that the Otsego County Board of Commissioners reserves the right to make changes in this ordinance and its application, as it deems appropriate and these changes may be made without notice.

Signature of Lessee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Lesser: \_\_\_\_\_ Date: \_\_\_\_\_