

Paul C. Miller Airport

9100 Vinton Ave. NW Sparta, MI 94345

Kent County

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**Airport Courtesy Car Policy**

Visitors to Paul C. Miller Airport will have access to an airport courtesy car. Use of the car is limited to short trips in the Sparta Area (30 mile radius from the airport). The car will be provided free of charge. Users will need to provide proof of insurance and a license to drive; liability for use of the case is assumed by the user. Overnight use of the car can be arranged in special circumstances.

# **Section 1:**

The courtesy car can be utilized to any fly-in visitor of Paul C. Miller Airport, provided:

* They have a valid United States Driver’s License.
* They have proof of car insurance.
* They sign the Use of Airport Courtesy Car form which indemnifies the Village from all claims regarding their use of the courtesy car.
* They are over the age of 21.

Use of the courtesy car is restricted by the following:

* Only the individual providing driver’s license and insurance information is allowed to operate the car.
* The car can only be issued for a period no longer than two (2) hours, unless special arrangements have been made with the Airport Manager or their designee.
* The car can only be taken to areas within a thirty (30) mile radius of the Sparta Airport. Maps highlighting this area can be obtained from the Airport Manager or their designee.

While using the courtesy car, drivers are required to follow all applicable laws of the State of Michigan. In addition they are required to observe the following:

* Prohibited from the consumption of any alcohol or other chemical which may impair driving ability during the period in which he/she is in possession of the courtesy car. May not operate the courtesy car while under the influence of alcohol or other chemical which may impair driving ability.
* Agrees to refrain from use of cellular phone to talk, text message, or otherwise communicate while operating the courtesy car.
* Agrees to refrain from use of cigarettes, cigars, e-cigarettes, or the like while inside the courtesy car.

# **Section 2:**

For fly-in visitors staying overnight in the Sparta area, use of the courtesy car during overnight hours can be arranged with the Airport Manager; such arrangements must be made by noon the day of use. The following restrictions apply:

* Fly-in overnight visitors cannot take the car before 4:30 PM and must return the car no later than 8:30 AM the following day. If this occurs on a Saturday or during a period when the terminal building is closed, keys will be left in the locked box at the terminal building.
* Fly-in visitors will be required to list the location they will be staying overnight, as well as any anticipated stops for food, etc. before taking the car.
* All other restrictions still apply.

For fly-in visitors arriving after business hours (8:00 AM to dusk, Monday-Friday), use of the courtesy car can be arranged prior to noon on the day of use. The following restrictions apply:

* Copies of the user’s driver’s license, insurance and signed Use of Airport Courtesy Car form must be e-mailed or faxed to the Airport Manager or designee by noon on the day of arrival.
* Keys to the courtesy car will be secured and the airport manager will provide the pilot with the means of accessing the keys on arrival.
* All other restrictions still apply.

Use of the courtesy car over multiple days (including weekends) will not be allowed.

# **Section 3:**

**Cost for use:** There is no cost for use of the courtesy car at the airport. Monetary donations and refueling of the car after the use are graciously welcomed.

**Responsibility for moving violations, etc.:** Users are solely responsible for any legal actions which may stem from their use of the courtesy car, including tickets, law suits, or repair costs.

If a user of the courtesy car does not return the car as scheduled, the airport manager will contact the Sparta Police Department. In cases where the courtesy car is retuned damaged, the airport manager, with the assistance of the Village Attorney’s office, will be responsible for filing claim and arrange for repairing damage.