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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TRANSPORTATION  
LANSING

GLORIA J. JEFF  
DIRECTOR

December 19, 2003

The Honorable Shirley Johnson, Chair  
Senate Appropriations Subcommittee  
on Transportation  
Michigan State Senate  
P.O. Box 30036  
Lansing, Michigan 48909-7536

The Honorable Judson Gilbert II, Chair  
Senate Transportation Committee  
Michigan State Senate  
P.O. Box 30036  
Lansing, Michigan 48909-7536

The Honorable Scott Shackleton, Chair  
House Appropriations Subcommittee  
on Transportation  
Michigan House of Representatives  
P.O. Box 30014  
Lansing, Michigan 48909-7514

The Honorable Gene DeRossett, Chair  
House Transportation Committee  
Michigan House of Representatives  
P.O. Box 30014  
Lansing, Michigan 48909-7514

Dear Senators Johnson and Gilbert and Representatives Shackleton and DeRosset:

Public Act 162 of 2003, Section 361(1) requires the Multi-Modal Transportation Services Bureau to prepare an annual report regarding its program functions, role in comprehensive transportation programs, and administrative costs of full-time equated classified positions. Enclosed is the report.

If you have any questions regarding this report, please contact me or Rob Abent, Director, Multi-Modal Transportation Services Bureau at 517-335-9568.

Sincerely,

Gloria J. Jeff  
Director

Enclosure

Cc with enclosures:

Members of the Senate and House Appropriations  
Subcommittees on Transportation  
Members of the Senate and House Standing  
Committees on Transportation  
Members of the State Transportation Commission  
Craig Thiel, Senate Fiscal Agency  
William Hamilton, House Fiscal Agency  
Ronald DeCook  
Rob Abent

**Programs, Functions and Legal Authority of the Multi-Modal  
Transportation Services Bureau**

**Michigan Department of Transportation**

**September 26, 2003**

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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### **Administration (UPTRAN)**

The FY2004 appropriation bill for the Michigan Department of Transportation (MDOT) lists the Multi-Modal Transportation Services Bureau as two separate bureaus in Sections 114 through 118 - the Bureau of Aeronautics and the Bureau of Urban and Public Transportation (UPTRAN). For UPTRAN, the administration program includes the following.

#### Major Staff Activities/Functions:

- Administration of each of the individual programs in this document with the exception of Aeronautics/Airport programs starting on page 28.
- Coordinate the development, review, and approval of the annual public transportation program and UPTRAN's portion of the STIP.
- Budget development and control, including accountability of CTF and MTF (interaccount grant) revenues and monitoring and evaluating expenditures.
- Personnel management.
- Development and implementation of procedures and administrative practices.
- Intra-agency, inter-agency and intergovernmental coordination.
- Purchasing, payment vouchers, MAIN transactions and records.
- Public information.
- Development and maintenance of Bureau information management systems.
- Program development, evaluation/tracking and reporting.
- Development and oversight of contract documents and contract processing.

STC Policy: Division of Authority Policy 10001; Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3; and State Rail Freight Policy, 10012.

State Law: Section 10b(3)(a-j) of Act 51, of the Public Acts of 1951, as amended.

Federal Law: None.

### **Local Bus Operating Assistance**

This program provides funding for operating expenses of local transit agencies/authorities. Act 51, of the Public Acts of 1951, as amended, sets the state assistance at up to 50 percent of eligible operating expenses for urbanized areas over 100,000 population and up to 60 percent for nonurbanized areas and urbanized areas under 100,000 population. This program is required under Act 51 as the third priority for expenditure/appropriation of Comprehensive Transportation Funds. The following commission policy or state and federal law mandate this program:

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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STC Policy: Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.  
State Law: Sections 10e(4)(a) of Act 51, of the Public Acts of 1951, as amended.  
Federal Law: None.

Major Staff Activities/Functions:

- Development and management of an application process for recipients of state funds.
- Development of procedures and administrative practices.
- Distribution and administration of payments.
- Oversight of funding recipients to ensure compliance with state laws, rules, and regulations.
- Program development, evaluation/tracking and reporting.
- Technical assistance.

While not all of the activities/functions above are individually mandated, the combined effect of the following commission policy or state laws, rules, or regulations is that these activities/functions must be taken to implement the program:

STC Policy: Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.  
State Law: Sections 10b(3)(a-e), 10e(4)(a), 10e(6), 10h(1), and 10h(2) of Act 51, of the Public Acts of 1951, as amended; and Act 51 Administrative Rules R247.4101-247.4307.  
Federal Law: None.

**Federal Nonurban Operating and Capital**

This program provides Federal 49 USC 5311 funds for operating or capital assistance in nonurbanized areas of the state (under 50,000 population) including intercity bus service. This program is permitted under Act 51, of the Public Acts of 1951, as amended, and is required to make use of federal transit funds allocated to Michigan for specific purposes/projects. The following commission policy or state and federal law mandate this program:

STC Policy: Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3  
State Law: Section 10e(4)(c) of Act 51, of the Public Acts of 1951, as amended.  
Federal Law: TEA-21, Title 49, United States Code, Chapter 53, Section 5311.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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Major Staff Activities/Functions:

- Development and management of an application process for recipients of federal funds.
- Application and management of federal grant funds.
- Development of procedures and administrative practices.
- Distribution and administration of grants, contracts and/or payments.
- Oversight of funding recipients to ensure compliance with state and federal laws, rules, and regulations.
- Program development, evaluation/tracking and reporting.
- Technical assistance.

While not all of the activities/functions above are individually mandated, the combined effect of the following commission policy or state or federal laws, rules, or regulations is that these activities/functions (with the exception of technical assistance) must be taken to implement the program:

STC Policy:	Division of Authority Policy 10001 and Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.
State Law:	Sections 10b(3)(a-e), Sections 10e(4)(c), 10e(6), 10e(11), 10e(13), 10e(18), 10h(1), and 10h(2) of Act 51, of the Public Acts of 1951, as amended; and Act 51, Administrative Rules R247.4101-247.4307.
Federal Law:	TEA-21, Title 49, United States Code, Chapter 53, Section 5311 and 49 CFR Part 18 and 49 CFR Part 19.

**Freight Property Management - State-Owned Rail Line Management Program**

MDOT owns nearly 700 miles of active rail lines and contracts with private railroad companies to provide service to rail users located on those lines. The State-Owned Line Management Program includes contracts with those private operators or other contractors for the management of the lines' physical property. This program is one of the programs that meet the Act 51 requirement to distribute not less than 10% of the annual Comprehensive Transportation Fund appropriation for intercity passenger and freight programs.

STC Policy:	Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.
State Law:	1976 PA 295, Sections 15, 16 and 17, permissive.
Federal Law:	None.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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Major Staff Activities/Functions:

- Identify areas where capital improvements are needed.
- Design, bid, and inspect the construction of improvement/rehabilitation projects.
- Inspect all bridges on the lines at least once every two years.
- Development and implementation of procedures and administrative practices.
- Program development, evaluation/tracking and reporting.

STC Policy: Division of Authority Policy 10001 and Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.

State Law: 1976 PA 295, Sections 15, 16 and 17, permissive; 1993 PA 354, Section 331, mandatory; and Act 51, Section 10b(3)(f),(g), and(i).

Federal Law: None.

**Detroit/Wayne County Port Authority**

Under the Port Authority Program, MDOT contracts with the Detroit-Wayne County Port Authority (DWCPA) to provide legislatively-earmarked funding to support port operations for the movement of goods and the promotion/development of transportation, industrial, recreational, and commercial facilities within its jurisdiction. This program is one of the programs that meet the Act 51 requirement to distribute not less than 10% of the annual Comprehensive Transportation Fund appropriation for intercity passenger and freight programs.

STC Policy: Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.

State Law: 1978 PA 639, Section 24, mandatory.

Federal Law: None.

Major Staff Activities/Functions:

- Prepare and execute annual contract.
- Administer contract.
- Development and implementation of procedures and administrative practices.
- Program development, evaluation/tracking and reporting.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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STC Policy: Division of Authority Policy 10001 and Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.

State Law: 1978 PA 639, Section 24, mandatory; and Act 51, Section 10b(3)(f),(g) and (j) of Act 51, of the Public Acts of 1951, as amended.

Federal Law: None.

### **Intercity Bus Equipment**

This program provides capital assistance to ensure that safe, modern vehicles are used to serve intercity bus travelers throughout Michigan. It enhances the operating safety and attractiveness of such service through provision of new equipment. This program is permitted under Act 51, of the Public Acts of 1951, as amended, and is one of the programs that meet the Act 51 requirement to distribute not less than 10% of the annual Comprehensive Transportation Fund appropriation for intercity passenger and freight programs. The following commission policy or state and federal law mandate this program:

STC Policy: Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3

State Law: Section 10e(4)(b) of Act 51, of the Public Acts of 1951, as amended; and Section 1(2) of Act 295 of the Public Acts of 1976.

Federal Law: None.

#### Major Staff Activities/Functions:

- Development and management of an application process for recipients of state funds.
- Development of procedures and administrative practices.
- Distribution and administration of grants, contracts and/or payments.
- Oversight of funding recipients to ensure compliance with state laws, rules, and regulations.
- Program development, evaluation/tracking and reporting.
- Vehicle procurement and disposal.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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The following commission policy or state laws, rules, or regulations allow the above staff activities/functions to be taken to implement this program:

STC Policy:	Division of Authority Policy 10001 and Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.
State Law:	Sections 10b(3)(a-e), 10e(4)(b), 10e(6), 10e(11), and 10e(13) of Act 51, of the Public Acts of 1951, as amended; Sections 1(2), 14, and 16 of Act 295 of the Public Acts of 1976; and Act 51, Administrative Rules R247.4101-247.4307.
Federal Law:	None.

### **Rail Passenger Services**

This program currently is comprised of two main work areas:

1. Development and implementation of Intercity Passenger and High Speed Rail
2. Oversight and related activities associated with the operating contracts for the Grand Rapids-Chicago *Pere Marquette* and the United States portion of the Toronto-Chicago *International* services.

This program is permitted under Act 51, of 1951 and is one of the programs that meet the Act 51 requirement to distribute not less than 10% of the annual Comprehensive Transportation Fund appropriation for intercity passenger and freight programs.

The appropriation amount for this program includes both state and federal expenditure authority.

STC Policy:	Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.
State Law:	Section 10(e) (16) of Act 51, of the Public Acts of 1951, as amended.
Federal Law:	None.

Development and Implementation of Intercity Passenger and High Speed Rail includes projects and studies on the federally designated Detroit-Chicago Corridor designed to increase ridership and revenue and decrease travel time. They can be categorized into the five components: a) Track infrastructure; b) Train control and communications system; c) Stations; d) Equipment and e) Grade crossing improvements and elimination. The Operating Subsidies program provides funding to Amtrak for the operation of the Pere Marquette (Grand Rapids-Chicago service) and the International (Port Huron-Chicago service). Act 51 and Amtrak's federal authorizing legislation allow for purchase of services.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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Major Staff Activities/Functions:

- Work with MDOT, other States, local units of government, and federal agencies to develop plans and studies and to research important topics related to passenger rail.
- Meet with local units of government and community leaders on current rail passenger issues and opportunities for adding passenger rail to address local and regional transportation needs.
- Monitor and oversee project completion.
- Distribution and monitoring of grants and project funds.
- Work with Amtrak, the federal government and local governments to increase awareness of state supported Amtrak services.
- Develop and implement marketing programs to increase awareness of state-supported Amtrak services.
- Development and implementation of procedures and administrative practices.
- Program development, evaluation/tracking and reporting.
- Upon the effective date of Executive Order 2003-14, functions required by federal law and regulations for oversight the Detroit People Mover and Trolley Line Service.

STC Policy:	Division of Authority Policy 10001 and Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.
State Law:	Section 10b(3)(b) and (g); of Act 51, of the Public Acts of 1951, as amended. Act 0162 of P.A. 2003 (FY 2004 Appropriation Bill).
Federal Bill:	Title 49 USC, Subtitle V, Part D, Chapter 261, Section 26101; Swift Rail Development Act, TEA-21, Subtitle F – High Priority Projects, Section 1602, No. 391; and Amtrak Authorization, Title 49 USC, Subtitle V, Part D Chapter 243, Section 24704(a).

### **Freight Preservation and Development**

This program preserves and improves Michigan's rail freight transportation infrastructure. Investments are directed to continue the safe and efficient operation of state-owned rail properties and facilities (See **Freight Property Management - State-Owned Rail Line Management Program**, Page 3) and to construct freight facilities to support Michigan's economic development (**Freight Economic Development Program**, below).

This program is permitted under Act 51, of 1951 and is one of the programs that meet the Act 51 requirement to distribute not less than 10% of the annual Comprehensive Transportation Fund appropriation for intercity passenger and freight programs.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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Under the Freight Economic Development Program, loans (which can be converted to grants over time if certain contractual conditions are met) are awarded to businesses/industries locating or expanding in Michigan which require rail service or to governmental entities interested in assisting these businesses. The program funds up to 50% of eligible project costs associated with the construction of railroad spur tracks, rail yards and related facilities. Project approval is based upon job creation or retention, increased rail carloadings, and other economic benefits.

The appropriation amount includes state and federal expenditure authority.

STC Policy: State Rail Freight Policy 10012 and Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.

State Law: 1976 PA 295, Section 17, permissive.

Federal Law: None.

Major Staff Activities/Functions:

- Develop, maintain, and distribute application materials.
- Review submitted applications and recommend projects for funding.
- Administer contracts through construction and repayment phases of project
- Development and implementation of procedures and administrative practices.
- Program development, evaluation/tracking and reporting.

STC Policy: State Rail Freight Policy 10012 and Division of Authority Policy 10001 and Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.

State Law: 1976 PA 295, Section 17, permissive; and Section 10b(3)(f), (g), and (j) of Act 51, of the Public Acts of 1951, as amended.

Federal Law: None.

**Rail Infrastructure Loan Program [Commonly referred to as the Michigan Rail Loan Assistance Program (MiRLAP)]**

The MiRLAP program provides no-interest loans to railroads or other parties owning rail facilities. These loans, for rail infrastructure improvements, fund up to 90% of the rail portion of project costs. The loan recipient must provide the 10% match. The program operates as a self-sustaining revolving loan fund and conducts annual calls for projects. This program is one of the programs that meet the Act 51 requirement to distribute not less than 10% of the annual Comprehensive Transportation Fund appropriation for intercity passenger and freight programs.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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STC Policy: State Rail Freight Policy 10012 and Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.

State Law: 2002 PA 747, an amendment to 1976 PA 295 (had been included in appropriations boilerplate prior to 2002), mandatory.

Federal Law: None.

Major Staff Activities/Functions:

- Prepare and distribute annual application materials.
- Review submitted applications and recommend projects for STC and Ad Board approval.
- Administer contracts during construction phase of project (repayment phase is coordinated through Bureau of Finance and Administration).
- Development and implementation of procedures and administrative practices.
- Program development, evaluation/tracking and reporting.

STC Policy: State Rail Freight Policy 10012 Division of Authority Policy 10001 and Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.

State Law: 2002 PA 747, an amendment to 1976 PA 295 (had been included in appropriations boilerplate prior to 2002), mandatory; and Section 10b(3)(f), (g), and (j) of Act 51, of the Public Acts of 1951, as amended.

Federal Law: None.

**Intercity Bus Service Development**

This program provides financial support to intercity bus passenger services across the state of Michigan to avoid isolation of small communities, support tourism and economic development, and provide a connection to the national bus system.

The funds are also used to fund intercity rail service development and projects that develop and support intermodal coordination between intercity bus, rail, and local transit.

The program is permitted under Act 51, of the Public Acts of 1951, as amended, and is one of the programs that meet the Act 51 requirement to distribute not less than 10% of the annual Comprehensive Transportation Fund appropriation for intercity passenger and freight programs. A portion of this program is required to make use of federal transit

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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funds allocated to Michigan for specific purposes/projects.

The appropriation amount for this program includes state, federal and local expenditure authority. The following commission policy or state and federal law mandate/permit this program:

STC Policy:	Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.
State Law:	Section 10e(4)(b) of Act 51, of the Public Acts of 1951, as amended; Sections 1(2) of Act 295 of the Public Acts of 1976; Act 432 of 1982; and Act 271 of 1990.
Federal Law:	TEA-21, Title 49, United States Code, Chapter 53, Section 5311f.

Major Staff Activities/Functions:

- Development and management of an application process (service contract) for recipients of state and federal funds.
- Application and management of federal grant funds.
- Development of procedures and administrative practices.
- Distribution and administration of grants, contracts and/or payments.
- Oversight of funding recipients to ensure compliance with state and federal laws, rules, and regulations.
- Program development, evaluation/tracking and reporting.

The following commission policy or state or federal laws, rules, or regulations allow the above staff activities/functions to be taken to implement this program:

STC Policy:	Division of Authority Policy 10001 and Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.
State Law:	Sections 10b(3)(a-e), 10e(4)(b), 10e(6), 10e(11), and 10e(13) of Act 51, of the Public Acts of 1951, as amended; Sections 1(2), 14, and 16 of Act 295 of the Public Acts of 1976; and Act 51, Administrative Rules R247.4101-247.4307.
Federal Law:	TEA-21, Title 49, United States Code, Chapter 53, Section 5311f and 49 CFR Part 18 and 49 CFR Part 19.

### **Intercity Bus and Limousine Regulatory**

This program includes the licensing and safety inspection of intercity bus carriers operating in the state of Michigan, licensing and regulation of limousines, and administration of the federal Motor Carrier Safety Assistance Program (MCSAP), which tracks safety compliance of all motor carriers domiciled in Michigan.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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This portion of the program is required under Act 432 of 1982 and Act 271 of 1990. *(Note: The Bureau also receives an annual grant from MDOT of State Police for motor carrier inspections.)* The following commission policy or state and federal law mandate/permit this program:

STC Policy: Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.  
State Law: Act 432 of 1982 and Act 271 of 1990.  
Federal Law: None.

Major Staff Activities/Functions:

- Application and management of MCSAP grant funds.
- Development and implementation of procedures and administrative practices.
- License and regulate intercity bus carriers and limousine operators.
- Inspect motor coaches to ensure safety.
- Program development, evaluation/tracking and reporting.

The following commission policy or state or federal laws, rules, or regulations allow the above staff activities/functions to be taken to implement this program:

STC Policy: Division of Authority Policy 10001 and Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.  
State Law: Act 432 of 1982; Act 271 of 1990; and Act 432 Administrative Rules R474.101-474.106.  
Federal Law: None.

### **Marine Passenger**

This program provides capital assistance to Michigan's two publicly owned ferry operations - the Eastern Upper Peninsula Transportation Authority and the Beaver Island Transportation Authority to improve dock infrastructure, vessels, and support equipment. Residents of Beaver, Drummond, Neebish, and Sugar Islands depend on these services for transportation to the mainland.

This program is permitted under Act 51, of the Public Acts of 1951, as amended, and is one of the programs that meet the Act 51 requirement to distribute not less than 10% of the annual Comprehensive Transportation Fund appropriation for intercity passenger and freight programs. The following commission policy or state and federal law mandate this program:

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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STC Policy: Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.  
State Law: Sections 10e(4)(b) of Act 51, of the Public Acts of 1951, as amended; and Section 1(2) of Act 295 of the Public Acts of 1976.  
Federal Law: None.

Major Staff Activities/Functions:

- Development and management of an application process for recipients of state funds.
- Application and management of federal grant funds.
- Development and implementation of procedures and administrative practices.
- Distribution and administration of grants, contracts and/or payments.
- Oversight of funding recipients to ensure compliance with state and federal laws, rules, and regulations.
- Program development, evaluation/tracking and reporting.
- Technical assistance.

The following commission policy or state or federal laws, rules, or regulations allow the above staff activities/functions to be taken to implement this program:

STC Policy: Division of Authority Policy 10001 and Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.  
State Law: Sections 10b(3)(a-e), 10e(4)(b), 10e(6), 10e(11), and 10e(13) of Act 51, of the Public Acts of 1951, as amended; Sections 1(2), 14, and 16 of Act 295 of the Public Acts of 1976; and Act 51. Administrative Rules R247.4101-247.4307.  
Federal Law: None.

### **Intercity Terminal Development**

This program provides funding for construction of safe and convenient facilities for the public traveling by intercity bus and rail. Significant segments of the population served include students, families, the disabled, and the elderly. Intercity terminals contribute to economic development in local areas. The funds may be used to match federal grants to transit agencies for intercity terminal projects.

This program is permitted under Act 51, of the Public Acts of 1951, as amended, and is one of the programs that meet the Act 51 requirements to distribute not less than 10% of the annual Comprehensive Transportation Fund appropriation for intercity passenger and freight programs.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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When used to match federal capital grants, this program meets the Act 51 requirement to use Comprehensive Transportation Funds to match federal grants. The following commission policy or state and federal law mandate/permit this program:

STC Policy: Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.  
State Law: Section 10e(4)(b) of Act 51, of the Public Acts of 1951, as amended; and Section 1(2) of Act 295 of the Public Acts of 1976.  
Federal Law: TEA-21, Title 49, United States Code, Chapter 53, Section 5311f.

Major Staff Activities/Functions:

- Development and management of an application process for recipients of state funds.
- Application and management of federal grant funds.
- Development and implementation of procedures and administrative practices.
- Distribution and administration of grants, contracts and/or payments.
- Oversight of funding recipients to ensure compliance with state and federal laws, rules, and regulations.
- Program development, evaluation/tracking and reporting.
- Technical assistance.

While not all of the activities/functions above are individually mandated, the combined effect of the following commission policy or state or federal laws, rules, or regulations is that these activities/functions must be taken to implement the program:

STC Policy: Division of Authority Policy 10001 and Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.  
State Law: Sections 10b(3)(a-e), Sections 10e(4)(b), 10e(6), 10e(11), and 10e(13) of Act 51, of the Public Acts of 1951, as amended; Sections 1(2), 14, and 16 of Act 295 of the Public Acts of 1976; and Act 51 Administrative Rules R247.4101-247.4307.  
Federal Law: TEA-21, Title 49, United States Code, Chapter 53, Section 5311f and 49 CFR Part 18 and 49 CFR Part 19.

**State-Owned Rail Line Divestiture**

Legislation enacted in 1998 mandated that MDOT divest itself of four segments of the state-owned rail system that were not subject to long-term contracts. The objective is to return commercially-viable rail operations to the private sector.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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The Bureau is finalizing negotiations for a long-term lease to the current contractual operator of the "Hillsdale County System." Following the completion of this lease, the Bureau will proceed with the divestiture of the remaining two lines (the "Vassar Area System" and "Ann Arbor and Northwest Michigan System").

STC Policy: State Rail Freight Policy, 10012; and Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.

State Law: 1976 PA 295, Sections 10-10g, mandatory.

Federal Law: None.

Major Staff Activities/Functions:

- Arrange for appraisals of property and rail infrastructure.
- Develop prequalification packets and review submitted information.
- Develop Requests for Proposals (RFPs).
- Review submitted RFPs to determine successful bidders.
- Negotiate contracts with successful bidder or, if no successful bidders, with lessee.
- Administer sales/lease contracts.
- Development and implementation of procedures and administrative practices.
- Program development, evaluation/tracking and reporting.

STC Policy: State Rail Freight Policy 10012 and Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.

State Law: 1976 PA 295, Sections 10-10g, mandatory; and Section 10b(3)(f),(g), and (i) of Act 51, of the Public Acts of 1951, as amended.

Federal Law: None.

### **Rail Safety Program**

The Rail Safety Program assists road authorities, industries and railroad companies in improving safety for motorists and railroad workers. Primary functions within the program include:

1. Conduct on-site reviews at all public grade crossings in the state (approximately 4800 on local roads and 300 on state trunklines) every two years to assess current traffic safety conditions and needs. Notify appropriate railroads/road authorities of needed improvements.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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2. Convene and lead diagnostic study team reviews (DTRs) to determine the most appropriate warning devices at specific grade crossings.
3. Convene and lead DTRs to determine the advisability of establishing new public at-grade crossings and, if a new crossing is warranted, the most appropriate warning devices to be installed.
4. Document the outcomes of DTRs in DTR reports and Confirming Orders transmitted to the affected parties.
5. Investigate and initiate action to resolve "less than standard" railroad track clearance complaints, applications for close clearance variances, and railroad employee complaints concerning shelter house conditions and safe walkways.

STC Policy:	Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.
State Law:	1993 PA 354, 11 sections: DTRs – permissive except in conjunction with certain road improvement projects (then mandatory); on-sites – permissive; orders, new crossings and close clearance and safe space issues – mandatory. Administrative Rules: Sanitation and shelter concerns – (R460.1461-1481) mandatory.
Federal Law:	Manual on Uniform Traffic Control Devices, which is adopted by reference in accordance with Title 23 USC Section 109(d) and Title 23 CFR Part 655.603.

Major Staff Activities/Functions:

- Conduct on-site reviews; notify railroads and/or road authorities of needed improvements.
- Schedule, conduct and issue reports on diagnostic study team reviews.
- Issue Confirming Orders based on DTR outcomes.
- Investigate close clearance and rail employee safety issues.
- Coordinate administrative hearings to resolve disputes relative to a number of issues, including warning devices at private crossings, fencing along railroad rights of way, and funding for grade separations.
- Collect affidavits from railroad companies certifying that bridges have been inspected as required.
- Development and implementation of procedures and administrative practices.
- Program development, evaluation/tracking and reporting.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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STC Policy:	Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.
State Law:	1993 PA 354, 11 sections: DTRs – permissive except in conjunction with certain road improvement projects (then mandatory); on-sites – permissive; orders, new crossings and close clearance issues – mandatory. Administrative Rules: Sanitation and shelter concerns – (R 460.1461-1481) mandatory.
Federal Law:	Manual on Uniform Traffic Control Devices, which is adopted by reference in accordance with Title 23 USC Section 109(d) and Title 23 CFR Part 655.603.

### **Road and Bridge Programs - Rail Grade Crossing**

The Bureau uses Road and Bridge program funds for the Rail Grade Crossing Program which consists of:

1. Local Grade Crossing Program
2. Grade Separation Loan Program

The Local Grade Crossing Program assists local road authorities and railroad companies in enhancing safety at railroad grade crossings. Provides state and/or federal funding for projects which improve motorist safety at the approximately 4800 public grade crossings of roads under the jurisdiction of some 370 local road authorities. Three primary functions take place within the program:

- A. Prioritization – develop an annual prioritized list of crossings most in need of enhancement.
- B. Warning device upgrades – install active warning devices (flashing lights and gates) at crossings with only passive signing (crossbucks or stop signs) or enhance the level of warning at actively-signed crossings (such as by adding gates to supplement existing flashing lights).
- C. Crossing closures – work with county, city, village and township governments to promote the elimination of redundant crossings through the closure of local roads. This supports a Federal goal of eliminating 25% of the crossings nationwide.

The Grade Separation Loan Program provides loans to local road authorities to assist in the construction of grade separations to replace existing at-grade crossings. The program, developed in FY2001, has received limited interest from its intended audience and has yet to generate a project.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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STC: Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.

State Law: 1951 PA 51, Sections 11 (1)(c) and (14) (permissive for Grade Separation Loan); 1993 PA 354, Section 301, mandatory for Local Grade Crossing.

Federal Law: Title 23 USC, Section 130 and 23 CFR Part 924, mandatory for Local Grade Crossing.

Major Staff Activities/Functions:

- Develop an annual prioritized list of crossings most in need of enhancement.
- Attend diagnostic team reviews and provide information on available funding.
- Obtain all necessary applications, estimates, etc. from railroads and road authorities and issue funding authorizations for eligible projects.
- Pay project invoices as work progresses and conduct final inspection to verify work completion.
- Work with local officials to identify and accomplish grade crossing closures.
- Develop contracts to provide appropriate incentive payment to local governments.
- Administer contracts/funding authorizations through construction phase.
- Serve on, and provide support to, the Crossing Surface Task Force.
- Develop application materials and distribute to potential applicants.
- Review applications as submitted.
- Develop/negotiate contracts with successful applicants.
- Administer contracts from inception through loan repayment.
- Development and implementation of procedures and administrative practices.
- Program development, evaluation/tracking and reporting.

STC: Division of Authority Policy 10001 and Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.

State Law: 1951 PA 51, Section 11(1)(c) and (14) (permissive for Grade Separation Program); 1993 PA 354, Section 301, mandatory.

Federal Law: Title 23 USC, Section 130 and 23 CFR Part 924, mandatory for Local Grade Crossing.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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### **Specialized Services**

The Specialized Services program provides operating assistance for public transportation services primarily geared toward the elderly and persons with disabilities. This program is required under Act 51, of the Public Acts of 1951, as amended, to be funded each year at no less than \$3,600,100. The following commission policy or state and federal law mandate this program:

STC Policy:	Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.
State Law:	Section 10e(4)(c)(i) of Act 51, of the Public Acts of 1951, as amended.
Federal Law:	None.

#### Major Staff Activities/Functions:

- Development and management of an application process for recipients of state funds.
- Development and implementation of procedures and administrative practices.
- Distribution and administration of grants, contracts and/or payments.
- Oversight of funding recipients to ensure compliance with state laws, rules, and regulations.
- Program development, evaluation/tracking and reporting.
- Technical assistance.

While not all of the activities/functions above are individually mandated, the combined effect of the following commission policy or state laws, rules, or regulations is that these activities/functions must be taken to implement the program:

STC Policy:	Division of Authority Policy 10001 and Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.
State Law:	Sections 10b(3)(a-e), 10e(4)(c)(i), 10e(6), 10e(11), and 10e(13) of Act 51, of the Public Acts of 1951, as amended; and Act 51, Administrative Rules R247.4101-247.4307.
Federal Law:	None.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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### **Municipal Credit Program**

This program, administered by the Detroit Department of Transportation (DDOT) and the Suburban Mobility Authority for Regional Transportation (SMART), assists local communities in southeast Michigan in funding public transportation services. This program is required under Act 51, of the Public Acts of 1951, as amended, to be funded each year at no less than \$2,000,000. The following commission policy or state and federal law mandate this program:

STC Policy:	Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.
State Law:	Section 10e(4)(c)(iv) of Act 51, of the Public Acts of 1951, as amended.
Federal Law:	None.

#### Major Staff Activities/Functions:

- Development and implementation of procedures and administrative practices.
- Distribution and administration of grants, contracts and/or payments.
- Oversight of funding recipients to ensure compliance with state laws, rules, and regulations.
- Development and implementation of procedures and administrative practices.
- Program development, evaluation/tracking and reporting.

While not all of the activities/functions above are individually mandated, the combined effect of the following commission policy or state laws, rules, or regulations is that these activities/functions must be taken to implement the program:

STC Policy:	Division of Authority Policy 10001 and Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.
State Law:	Sections 10b(3)(a-e) and 10e(4)(c)(iv) of Act 51, of the Public Acts of 1951, as amended; and Act 51, Administrative Rules R247.4101-247.4307.
Federal Law:	None.

### **Bus Transit Capital**

This program provides capital grants, largely as match to federal grants, to local transit systems and specialized services providers. This program is required under Act 51, of the Public Acts of 1951, as amended, which requires the use of Comprehensive Transportation Funds to match federal grants.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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This program is also required to expend federal funds allocated to Michigan for specific projects. The following commission policy or state and federal law mandate this program:

STC Policy:	Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.
State Law:	Sections 10b(3)(f), 10e(4)(c)(ii), and 10e(14) of Act 51 of the Public Acts of 1951, as amended.
Federal Law:	TEA-21, Title 49, United States Code, Chapter 53, Section 5307, Section 5309, and Section 5310.

Major Staff Activities/Functions:

- Development and management of an application process for recipients of state and federal funds.
- Application and management of federal grant funds.
- Development of procedures and administrative practices.
- Distribution and administration of grants, contracts and/or payments.
- Oversight of funding recipients to ensure compliance with state and federal laws, rules, and regulations.
- Program development, evaluation/tracking and reporting.
- Technical assistance.

While not all of the activities/functions above are individually mandated, the combined effect of the following commission policy or state or federal laws, rules, or regulations is that these activities/functions must be taken to implement the program:

STC Policy:	Division of Authority Policy 10001 and Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.
State Law:	Sections 10b(3)(a-e), 10b(3)(f), 10e(4)(c)(ii), 10e(6), 10e(11), 10e(13), 10e(14), 10e(18), and 10e(21) of Act 51, of the Public Acts of 1951, as amended; and Act 51 Administrative Rules R247.4101-247.4307.
Federal Law:	TEA-21, Title 49, United States Code, Chapter 53, Section 5307, Section 5309, and Section 5310 and 49 CFR Part 18 and 49 CFR Part 19.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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## **Ridesharing**

This program provides grants to Local Rideshare Offices (LROs) for rideshare matching, service development, and organizational efforts. The Rideshare program assists persons in finding alternative transportation services for the work commute. This program is permitted under Act 51, of the Public Acts of 1951, as amended, and is required under Public Act 557 of 1978. The following commission policy or state and federal law mandate/permit this program:

STC Policy:	Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.
State Law:	Section 10e(4)(c) of Act 51 of Public Acts of 1951, as amended, and Act 557 of the Public Acts of 1978.
Federal Law:	None.

### Major Staff Activities/Functions:

- Development and management of an application process for recipients of state funds.
- Development of procedures and administrative practices.
- Distribution and administration of grants, contracts and/or payments.
- Oversight of funding recipients to ensure compliance with state laws, rules, and regulations.
- Program development, evaluation/tracking and reporting.
- Technical assistance.

While not all of the activities/functions above are individually mandated, the combined effect of the following commission policy or state laws, rules, or regulations is that these activities/functions (with the exception of technical assistance) must be taken to implement the program:

STC Policy:	Division of Authority Policy 10001 and Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.
State Law:	Sections 10b(3)(a-e) and 10e(4)(c) of Act 51, of Public Acts of 1951, as amended; Act 557 of the Public Acts of 1978; and Act 51 Administrative Rules R247.4101-247.4307.
Federal Law:	None.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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## **Vanpooling**

This program funds the continuation of “MichiVan” vanpool services to qualified commuting groups of four or more persons throughout the state. The program is self-supporting except for service development and administrative costs. MichiVan is an energy-efficient form of transportation that contributes to the relief of traffic congestion and air pollution. The program serves both employer and employee needs. This program is permitted under Act 51, of the Public Acts of 1951, as amended, and is required under Public Act 557 of 1978. The following commission policy or state and federal law mandate this program:

STC Policy:	Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.
State Law:	Section 10e(4)(c) of Act 51 of Public Acts of 1951, as amended; and Act 557 of the Public Acts of 1978.
Federal Law:	None.

### Major Staff Activities/Functions:

- Development and management of an application process (service contract) for recipients of state funds.
- Development of procedures and administrative practices.
- Distribution and administration of grants, contracts and/or payments.
- Oversight of funding recipients to ensure compliance with state laws, rules, and regulations.
- Program development, evaluation/tracking and reporting.
- Technical assistance.

While not all of the activities/functions above are individually mandated, the combined effect of the following commission policy or state laws, rules, or regulations is that these activities/functions must be taken to implement the program:

STC Policy:	Division of Authority Policy 10001 and Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.
State Law:	Sections 10b(3)(a-e) and 10e(4)(c) of Act 51 of Public Acts of 1951, as amended; Act 557 of the Public Acts of 1978; and Act 51 Administrative Rules R247.4101-247.4307.
Federal Law:	None.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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### **Bus Property Management**

This program provides for expenditures related to vehicle insurance and the maintenance of state owned loaner transit vehicles and facilities. This program is permitted under Act 51, of the Public Acts of 1951, as amended. The following commission policy or state and federal law permit this program:

STC Policy: Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.  
State Law: Section 10e(4)(c) of Act 51 of the Public Acts of 1951, as amended.  
Federal Law: None.

#### Major Staff Activities/Functions:

- Development of procedures and administrative practices.
- Distribution and administration of payments.
- Development and implementation of procedures and administrative practices.
- Program development, evaluation/tracking and reporting.

The following commission policy or state laws, rules, or regulations allow the above staff activities/functions to be taken to implement this program:

STC Policy: Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.  
State Law: Sections 10b(3)(a-e) and 10e(4)(c) of Act 51 of the Public Acts of 1951, as amended; and Act 51 Administrative Rules R247.4101-247.4307.  
Federal Law: None.

### **Service Development and New Technology**

This program provides funds for State and local transit related projects in areas of research, development, demonstration, training, planning and coordination, and special operational and technical projects. This program is permitted under Act 51, of the Public Acts of 1951, as amended, and is required to make use of federal funds allocated to Michigan for specific projects/purposes.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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The appropriation amount includes state, federal and local expenditure authority.

The following commission policy or state and federal law mandate/permit this program:

STC Policy:	Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.
State Law:	Section 10e(4)(c) of Act 51 of Public Acts of 1951, as amended.
Federal Law:	TEA-21, Title 49, United States Code, Chapter 53, Section 5313(b).

Major Staff Activities/Functions:

- Development and management of an application process for recipients of state and federal funds.
- Application and management of federal grant funds.
- Development of procedures and administrative practices.
- Distribution and administration of grants, contracts and/or payments.
- Oversight of funding recipients to ensure compliance with state and federal laws, rules, and regulations.
- Program development, evaluation/tracking and reporting.
- Technical assistance.

While not all of the activities/functions above are individually mandated, the combined effect of the following commission policy or state or federal laws, rules, or regulations is that these activities/functions must be taken to implement the program:

STC Policy:	Division of Authority Policy 10001 and Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.
State Law:	Sections 10b(3)(a-e) and 10e(4)(c) of Act 51 of Public Acts of 1951, as amended; and Act 51 Administrative Rules R247.4101-247.4307.
Federal Law:	TEA-21, Title 49, United States Code, Chapter 53, Section 5313(b) and 49 CFR Part 18 and 49 CFR Part 19.

### **Planning Grants**

Several urban transit agencies utilize Federal Transit Administration funds under 49 USC 5307 for planning tasks directly related to the area's transit program. The Planning Grants program provides matching funds on an 80 percent FTA, 10 percent state, and 10 percent local basis. The federal funds are granted directly to local transit agencies. This program is permitted under Act 51, of the Public Acts of 1951, as amended.

The following commission policy or state and federal law permits this program:

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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STC Policy: Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.

State Law: Section 10e(4)(c) of Act 51 of the Public Acts of 1951, as amended.

Federal Law: TEA-21, Title 49, United States Code, Chapter 53, Section 5307 of TEA 21.

Major Staff Activities/Functions:

- Development and management of an application process for recipients of state funds.
- Development of procedures and administrative practices.
- Distribution and administration of grants, contracts and/or payments.
- Oversight of funding recipients to ensure compliance with state and federal laws, rules, and regulations.
- Program development, evaluation/tracking and reporting.

The following commission policy or state or federal laws, rules, or regulations allow the above staff activities/functions to be taken to implement this program:

STC Policy: Division of Authority Policy 10001 and Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.

State Law: Sections 10b(3)(a-e) and 10e(4)(c) of Act 51 of the Public Acts of 1951, as amended; and Act 51 Administrative Rules R247.4101-247.4307.

Federal Law: TEA-21, Title 49, United States Code, Chapter 53, Section 5307, and 49 CFR Part 18 and 49 CFR Part 19.

**Regional Service Coordination**

This program facilitates regional travel across one or more county lines into areas outside of current service areas. Projects focus on multi-county service and are not intended for expansion of new services within the county. Funding from this program includes start-up expenses, capital equipment and facility modification, coordination studies, and operating assistance. Distribution of the regional transportation service funds is determined through an annual application process and can be for single or multi-year projects. This program is permitted under Act 51, of the Public Acts of 1951, as amended.

**Programs, Functions and Legal Authority of the  
Multi-Modal Transportation Services Bureau**

The following commission policy or state and federal law permit this program:

STC Policy: Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.  
State Law: Section 10e(4)(c) of Act 51 of the Public Acts of 1951, as amended.  
Federal Law: None.

Major Staff Activities/Functions:

- Development and management of an application process for recipients of state funds.
- Development of procedures and administrative practices.
- Distribution and administration of grants, contracts and/or payments.
- Oversight of funding recipients to ensure compliance with state laws, rules, and regulations.
- Program development, evaluation/tracking and reporting.
- Technical assistance.

The following commission policy or state laws, rules, or regulations allow the above staff activities/functions to be taken to implement this program:

STC Policy: Division of Authority Policy 10001 and Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.  
State Law: Sections 10b(3)(a-e), 10e(4)(c), 10e(6), 10e(11), 10e(13), and 10e(18) of Act 51, of the Public Acts of 1951, as amended; and Act 51 Administrative Rules R247.4101-247.4307.  
Federal Law: None.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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### **Work First (Transportation to Work) Initiative**

This program provides operating and some capital assistance for projects that increase public transportation services over and above the normal transportation-related support services that focus on the needs of providing access to jobs for low income individuals. Service plans are developed at the local level, which include input from local transit providers, specialized services agencies, the local Family Independence Agency Director and a representative from the local Michigan Works! Agency. This program also includes securing and matching federal Job Access and Reverse Commute grants for transportation to work projects. This program is permitted under Act 51, of the Public Acts of 1951, as amended, and is required to make use of federal funds allocated to Michigan for specific projects/purposes.

The appropriation amount includes state and federal expenditure authority.

The following commission policy or state and federal law mandate this program:

STC Policy:	Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3
State Law:	Section 10e(4)(c) of Act 51 of the Public Acts of 1951, as amended.
Federal Law:	TEA-21 (PL 105-178) as amended by the TEA-21 Restoration Act (PL105-206), Title III, Section 3037.

#### Major Staff Activities/Functions:

- Development and management of an application process for recipients of state funds.
- Application and management of federal grant funds.
- Development of procedures and administrative practices.
- Distribution and administration of grants, contracts and/or payments.
- Oversight of funding recipients to ensure compliance with state and federal laws, rules, and regulations.
- Program development, evaluation/tracking and reporting.
- Technical assistance.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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While not all of the activities/functions above are individually mandated, the combined effect of the following commission policy or state or federal laws, rules, or regulations is that these activities/functions (with the exception of technical assistance) must be taken to implement the program:

STC Policy:	Division of Authority Policy 10001 and Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3
State Law:	Sections 10b(3)(a-e), 10e(4)(c), 10e(6), 10e(11), 10e(13), and 10e(18) of Act 51, of the Public Acts of 1951, as amended; and Act 51 Administrative Rules R247.4101-247.4307.
Federal Law:	TEA-21 (PL 105-178) as amended by the TEA-21 Restoration Act (PL105-206), Title III, Section 3037 and 49 CFR Part 18 and 49 CFR Part 19.

### **Aeronautics and Commission Administration/Management**

The Michigan Aeronautics Commission is responsible for the safe development of aviation in Michigan, and in concert with federal and local governments, to maintain safe and cost effective facilities that will serve the needs of commercial and private air users. In addition, the Commission undertakes efforts to improve the accessibility of Michigan communities by facilitating retention and development of commercial passenger and freight services. Programs and activities provide for the protection and promotion of safety, effecting uniform laws relating to development and regulation of aeronautics; developing and implementing aeronautical rules and regulations, developing a statewide system of airports; developing and implementing programs to improve commercial passenger and cargo service, developing and implementing methods to insure the future of Michigan's airport system, minimizing the loss of open to the public airports; elimination of costly and unnecessary duplication of functions, coordinating activities and programs with federal authorities, all to be done to further the public interest and aeronautical progress within the State of Michigan.

#### Major Staff Activities/Functions:

- Administrative support to the Aeronautics Commission.
- Public information coordination.
- Distribution and administration of contracts, grants, loans and payments.
- Oversight of funding recipients to ensure compliance with state and federal law, regulations and rule; project status reports.
- Preparation of Project Budgets and Control Statements.
- Project closure review and preparation of final account statements to Federal Aviation Administration and local airport sponsors.
- Audit review and coordination.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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- General aviation reports, financial allotment status, expenditures and revenues.
- Review Bid Statements.
- Review and analyze aviation revenue .
- Purchasing, payment voucher MAIN transactions and records.
- Development and implementation of procedures and administrative practices.
- Program development, evaluation/tracking and reporting.

STC Policy:	Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3
State Law:	The authorities, responsibilities, and functions of the Michigan Aeronautics Commission and the Bureau of Aeronautics are authorized in the Aeronautics Code, Sections 259.1 through 259.401 MCLA.
MAC Authority:	None.
Federal Law:	None.

### **Air Transport**

The Air Transport program provides aircraft, pilots, and mechanics in support of MDOT's role in airport inspection, navigation aid and weather systems maintenance, safety and education, airport development programs as well as other bureau responsibilities and program activities. Secondly, the air transport program is responsible for providing safe, efficient and reliable air transport service to the executive, legislative and judicial areas of government and other state agencies. Air Transport also provides and maintains aircraft to support the mission of MDOT of Transportation including land use determination, and aerial photography for highway design/survey. Air Transport personnel provide support for other Bureau activities and provides maintenance for all its aircraft, limited maintenance of Department of Natural Resources, Department of Military and Veterans Affairs, and Michigan State Police aircraft.

#### Major Staff Activities/Functions:

- Scheduling flights.
- Flight operations .
- Aircraft maintenance.
- Development and implementation of procedures and administrative practices.
- Program development, evaluation/tracking and reporting.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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STC Policy:	Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.
MAC Authority:	This service is approved and authorized by the Michigan Aeronautics Commission action in May 1984 and is included in State Travel Regulation Guidelines.
State Law:	None.
Federal Law:	Air Transport is operated under 14 CFR, Parts 61, 91, and 43.

### **Aviation Safety and Education**

The Aviation Safety program has two components. An internal safety and training program is designed to provide recurrent training for the bureau's pilots and aircraft maintenance personnel. The second component of the safety program is an active external safety initiative for Michigan pilots. This program is conducted in cooperation, and under the terms of a Memorandum of Understanding, with the Federal Aviation Administration.

The Aviation Education program is primarily for teachers in the K-12 schools. It is designed to show educators how aviation concepts can be included in everyday classroom activities as a motivator for learning. The program also seeks to promote aviation as a career option for young people. Program components include:

#### Major Staff Activities/Functions:

- Bi-Annual simulator and/or flight training necessary to comply with pilot currency requirements of the Federal Aviation Regulations (FARs).
- Initial training for pilots seeking initial approval to fly MDOT aircraft.
- Upgrade/transition training for pilots transitioning to different aircraft types.
- Renewal of Flight Instructor Certification.
- Periodic safety meetings for pilots and maintenance personnel.
- Dissemination of critical and timely information related to specific flight operations.
- Presentation of safety seminars across the state.
- Production of a quarterly safety publication, *Michigan Aviation*.
- Plan and provide Annual Aviation/Aerospace Teacher Workshop.
- Maintain Aviation education resource center.
- Participation in school career awareness events.
- Development and implementation of procedures and administrative practices.
- Program development, evaluation/tracking and reporting.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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STC Policy: Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.

MAC Authority: None.

State Law: MCL 259.1 Aeronautics code; declaration of intent.

Federal Law: 14 CFR Part 61.56, 61.57, 61.197; FAA Advisory Circular AC 61-91H.

### **All Weather Airport Access**

This program implements the Michigan Aeronautics Commission policy ACP 4640.45 for Radio Navigation Aids (Nav aids) which was adopted August 11, 1977. At that time, the policy included the actual criteria for selection and planning activities. At some point in the early to mid 1980's, this policy was redesignated ACP 4640.45A, due to the addition of ACP 4640.45B, Aviation Weather Reporting and Dissemination, and all criteria and planning was removed, and became the All Weather Airport Access Plan.

#### Major Staff Activities/Functions:

- Install and maintain Very High Frequency Omni-directional Range stations with Distance Measuring Equipment (VOR/DME).
- Install and maintain Automated Weather Observation Systems (AWOS)
- Install and maintain Weather Briefing Systems.
- Install and maintain Ground Communication Outlets (GCO).
- Develop Instrument Approach Procedures.
- Development and implementation of procedures and administrative practices.
- Program development, evaluation/tracking and reporting.

STC Policy: Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.

MAC Authority: MAC Program Guidance Documents 10024 and 10025

State Law: The legal basis for all of this section's activities is in Michigan Laws relating to aviation, MCL 259.1 through 259.208 and Rules R 259.201 and R 259.281 through R 259.295.

Federal Law: In addition, standards specified in Federal Air Regulations, 49 CFR 14, are the foundation upon which all aviation controls and services are developed.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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### **Aircraft Electronic (Avionics) Program**

The Electronic Facilities Section is authorized as a FAA approved repair station. Section personnel are certified under FAA regulations to conduct repairs, calibration, and installation of avionics equipment in state owned aircraft. This service is also offered, and frequently provided, to the Michigan State Police, as well as the Departments of National Resources and Military Affairs (National Guard).

#### Major Staff Activities/Functions:

- Scheduled maintenance activities which are required to ensure the equipment continues to operate in accordance with Federal Aviation Administration standards.
- Unscheduled maintenance activities that become necessary to repair equipment or return it to standards.
- Development and implementation of procedures and administrative practices.
- Program development, evaluation/tracking and reporting.

STC Policy:	Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.
MAC Authority:	None.
State Law:	None.
Federal Law:	Repair, calibration, and installation of certain avionics equipment are required by federal aviation regulations in order to operate aircraft, 14CFR43.

### **Aeronautics Capital Improvement Program**

The Bureau maintains and updates a 5-year funding program. The program provides a view of funding needed in the future at each of the public-use airports. Any capital improvement project involving state or federal funds must be environmentally cleared. The Bureau has been appointed by FAA to act as lead agency for environmental review. Bureau staff review and coordinate environmental documentation on all airport projects and maintains an updated as-built construction file for all state capital improvement projects. The Bureau coordinates Disadvantage Business Enterprise (DBE) requirements with airport sponsors, other department bureaus, and FAA, which involves developing DBE programs for sponsors involved with federal and state funded projects.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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The Aeronautics Capital Improvements Program consists of the following components:

**Federal/State/Local Grants**

This program involves the administration of federal, state, and local funds for capital improvement projects to over 100 eligible state airports. Eligible airports are required to adhere to an airport master plan, environmental property acquisition, and contractual requirements for airport sponsors. The Bureau prepares a statewide program for airport development and manages individual program projects. The majority of these grants are 90% federal, 5% state match, and 5% local match.

Major Staff Activities/Functions:

- Identification of airport projects eligible for federal funding.
- Coordination with the Federal Aviation Administration (FAA).
- Consultation with Airport Sponsors for development of five year plan.
- Project management during active construction.
- Preparation of material for consideration by Aeronautics' Commission
- Development and implementation of procedures and administrative practices.
- Program development, evaluation/tracking and reporting.

STC Policy:	Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.
MAC Authority:	MAC Guidance Documents 10030 and 10097.
State Law:	Required - Section 51 and Section 54 of Act 327 of PA 1945.
Federal Law:	Required - Airport and Airway Improvement Act (AAIA) of 1982; Capacity Noise Improvement and Inter-modal Transportation Act of 1992; State Block Grant Program (SBGP) Agreement of 1993 between the State of Michigan and the Federal Aviation Administration.

**State/Local Grants**

This program matches state and local funds for capital improvement projects. State funds must be matched by local funds at a 50-50 basis or under the small airports program, at a 90-10 ratio. This program is targeted to smaller projects, or to projects that do not meet the federal funding or eligibility criteria.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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Major Staff Activities/Functions:

- Coordination with airport sponsors to verify acceptance of local match fund availability.
- Programming coordination with Aeronautics' Commission for approvals and transfer of funds.
- Development and implementation of procedures and administrative practices.
- Program development, evaluation/tracking and reporting.

STC Policy: Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.

MAC Authority: MAC Guidance Documents 10030 and 10097.

State Law: Required - Section 51 and Section 54 of Act 327 of 1945.

Federal Law: None.

### **Airport Loans**

The program consists of administering airport sponsors' requests for loans to Michigan airports. Loans are issued to publicly-owned airports for airport improvement projects on a priority basis and are allowed to borrow up to \$100,000. The interest rate is established by the state treasurer and has a maximum of six percent. The repayment schedule dictates yearly installments for a 10-year period or less. Loans can be used for local-only projects or as part of the airport sponsor's match in state/local or federal/state/local projects.

Major Staff Activities/Functions:

- Verification with airport sponsor on terms of the loan.
- Coordination with State Treasurer for loan application.
- Development and implementation of procedures and administrative practices.
- Program development, evaluation/tracking and reporting.

STC Policy: Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.

MAC Authority: MAC Guidance Document 10027.

State Law: None.

Federal Law: None.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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## **Airport Zoning Plans**

Airport zoning plans are prepared for an individual airport and may cover height and land use restrictions. Some zoning ordinances involve the bureau through representation on their boards. Over 40 airports have adopted an airport zoning ordinance. The Bureau is responsible for advertising and promoting zoning for height and land use control.

### Major Staff Activities/Functions:

- Programming to assist facilities in meeting height and land use standards established by FAR's, the tall Structures Act, and MAC.
- Provide assistance and advise to Airport Zoning Boards.
- Development and implementation of procedures and administrative practices.
- Program development, evaluation/tracking and reporting.

STC Policy:	Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3
MAC Authority:	MAC Guidance Document 10028.
State Law:	Required - Airport Zoning Act 23 (All Sections) of PA 1950 and Section 151 of Act 327 of PA 1945 .
Federal Law:	Federal Grant Assurances pursuant to Airport and Airway Improvement Act of 1982, as amended, 49 U.S.C. 471.

## **Safety and Compliance Programs - Hazard Evaluation and Determinations**

The Bureau administers the Michigan Tall Structures Act. Under the requirements of the act, the Bureau reviews proposed construction of utility lines, tall structures, radio and television towers in the vicinity of airports and airways for airport safety and airspace protection. A permit is issued for those proposals that do not adversely affect navigable airspace.

### Major Staff Activities/Functions:

- Quality control of applications .
- Coordination with requesting agencies to resolve application discrepancies.
- Issuance and transmitting of permits.
- Development and implementation of procedures and administrative practices.
- Program development, evaluation/tracking and reporting.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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STC Policy: Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.

MAC Authority: MAC Guidance Document 10041.

State Law: Required - Act 259 of PA 1959; Section 151 of Act 327 of PA 1945. Administrative Rules: MAC General Administrative Rules – (R259.201 – R259.401).

Federal Law: None.

### **Safety and Compliance Programs - Licensing of Public-Use Airports**

The Bureau annually completes a compliance evaluation/tracking and licenses each of the approximately 240 open-to-the-public airports in Michigan. This is done to assure the airports comply with the standards of the Michigan Aeronautics Code and to gather data for a state directory and aeronautical chart.

#### Major Staff Activities/Functions:

- On-site annual airport inspections .
- Coordination with FAA on inspection criteria standards and criteria.
- Preparation and issuance of public display license.
- Follow-up with Airport Manager to correct discrepancies.
- Development and implementation of procedures and administrative practices.
- Program development, evaluation/tracking and reporting.

STC Policy: Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.

MAC Authority: None.

State Law: Required – Sections 86-89a of Act 327 of PA 1945. Administrative Rules: MAC General Administrative Rules – (R259.201 – R259.401).

Federal Law: None.

### **Safety and Compliance Programs - Aircraft Registration**

Approximately, 7,000 aircraft based in the state are registered by the Bureau each year. Annual registration is required by state law. Registration funds are deposited in the state's Aeronautics Fund to support aviation programs.

#### Major Staff Activities/Functions:

- Analysis of historical registration documents.
- Coordination with FAA national listings of aircraft.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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- Preparation and mailing of invoices.
- Issuance of aircraft registration decals.
- Collection and deposit of revenue.
- Development and implementation procedures and administrative practices.
- Program development, evaluation/tracking and reporting.

STC Policy: Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.

MAC Authority: None.

State Law: Required – Sections 76-79a of Act 327 of PA 1945.

Federal Law: None.

### **Safety and Compliance Programs - Airport Manager Licensing**

The Bureau tests and licenses all public-use airport managers, as required by the Michigan Aeronautics Code. The Bureau also provides support and assistance by attending local airport meetings, community forums, and small group discussions concerning the entire spectrum of managing and operating an airport.

#### Major Staff Activities/Functions:

- Administer close book examinations to designated Airport Managers and assistants.
- Provide periodic education and training programs for managers and airport personnel.
- Preparation and mailing of annual invoices.
- Collection and deposit of revenue.
- Development and implementation of procedures and administrative practices.
- Program development, evaluation/tracking and reporting.

STC Policy: Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.

MAC Authority: None.

State Law: Required – Section 86 of Act 327 of PA 1945. Administrative Rules:MAC General Administrative Rules – (R259.201 – R259.401).

Federal Law: None.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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### **Safety and Compliance Programs - Flight School Licensing**

The Bureau licenses flight schools as required by the Michigan Aeronautics Code. Flight schools requesting an initial license receive an on-site, detailed review of compliance items as well as guidance materials to assist them in serving their customers.

#### Major Staff Activities/Functions:

- Periodic reviews of flight school operating agreement with the sponsoring airport.
- Verification of required insurance.
- Random review of school curriculum.
- Collection and deposit of revenues.
- Development and implementation of procedures and administrative practices.
- Program development, evaluation/tracking and reporting.

STC Policy: Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.  
MAC Authority: None.  
State Law: Required – Section 85 of Act 327 of PA 1945.  
Federal Law: None.

### **Safety and Compliance Programs - Aircraft Dealers Licensing Program**

The Bureau licenses approximately 225 aircraft dealers statewide. Annual licensing is required by state law to engage in the business of selling aircraft. Licensing fees are deposited in the state aero fund to support aviation programs.

#### Major Staff Activities/Functions:

- Preparation and mailing of annual invoices.
- Collection and deposit of revenue.
- Development and implementation of procedures and administrative practices.
- Program development, evaluation/tracking and reporting.

STC Policy: Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.  
MAC Authority: None.  
State Law: Required – Section 82 of Act 327 of PA 1945.  
Federal Law: None.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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### **Safety and Compliance Programs - Airport Cone Program**

In order to enhance safety, by clearly defining turf runways and clearly marking threshold locations, the Bureau administers a program to provide distinctive three-foot diameter cones for public-use airports. The cones are installed free of charge through a coordinated effort involving Bureau and local airport staff.

#### Major Staff Activities/Functions:

- Identification of general aviation (GA) airports needing cones for runway marking.
- Physical placement of cones at new airports where cones were non-existent.
- Coordination with designated Airport Managers for maintenance requirements.
- Development and implementation of procedures and administrative practices.
- Program development, evaluation/tracking and reporting.

STC Policy: Commission Policy on the Programs and Functions of the  
Multi-Modal Transportation Services Bureau, Resolution 2003-3.  
MAC Authority: MAC Guidance Document 10023.  
State Law: None.  
Federal Law: None.

### **Safety and Compliance Programs - Windsock Program**

The Bureau obtains windsocks through a competitive contract, based on price and quality, for distribution to public-use airports. Standardization of windsocks throughout the state enhances safety.

#### Major Staff Activities/Functions:

- Identification of FA airports needing new or replacement wind indicating devices.
- Physical placement of windsocks at new airports.
- Coordination with Airport Managers for maintenance of windsocks.
- Development and implementation of procedures and administrative practices.
- Program development, evaluation/tracking and reporting.

STC Policy: Commission Policy on the Programs and Functions of the  
Multi-Modal Transportation Services Bureau, Resolution 2003-3.  
MAC Authority: MAC Guidance Document 10022.  
State Law: None.  
Federal Law: None.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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## **Safety and Compliance Programs - Michigan Airport Directory and Aeronautical Chart**

The Bureau publishes an annual Airport Directory and Aeronautical Chart using data from airport inspections and numerous other local, state, and federal sources through the aviation network. One complimentary chart is provided to each licensed pilot in Michigan. The data found in the Airport Directory serve as a reference to pilots seeking operational data information.

### Major Staff Activities/Functions:

- Collation of material relevant to airports, airways, airspace on an annual basis.
- Analysis of aviation information determining publication change requirements.
- Coordination for publication of directory and chart.
- Distribution of directories and chart.
- Coordination with FAA on significant changes.
- Development and implementation of procedures and administrative practices.
- Program development, evaluation/tracking and reporting.

STC Policy:	Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.
MAC Authority:	MAC Guidance Document 10026.
State Law:	Section 51 of Act 327 of PA 1945 (Permitted).
Federal Law:	None.

## **Operation of State Airports**

The Bureau is responsible for the operation of department and MAC owned airports statewide. This responsibility currently extends to five airports. These responsibilities are all currently delegated, through contractual agreements, to various public and private agencies.

### Major Staff Activities/Functions:

- Development and periodic review of contractual operational agreements.
- Programming to insure facility meets FAA safety requirements.
- Provide assistance and advise to Airport Advisory Councils.
- Conduct physical inventories of equipment annually or as needed.
- Development and implementation of procedures and administrative practices.
- Program development, evaluation/tracking and reporting.

<p style="text-align: center;"><b>Programs, Functions and Legal Authority of the Multi-Modal Transportation Services Bureau</b></p>
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STC Policy:	Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.
MAC Authority:	Each property acquisition and operations contract approved by MAC on an individual basis.
State Law:	Chapter VI of Act 327 of PA 1945 (Permitted).
Federal Law:	None.

### **Air Service**

Michigan's aviation system in 2002 served over 36 million passengers on scheduled air carrier aircraft at 18 commercial service airports. As emphasized by the \$33.8 billion in goods exported internationally in 2002, Michigan's commerce depends upon a quality multi-modal transportation system. Aviation is an important element of that system, transporting both people and goods quickly, safely, and efficiently. Additionally, Michigan's extensive tourism industry requires efficient air transportation to support development. Since Michigan is removed from the nation's primary east/west highway corridors and has a peninsular geography, quality air service is essential for access to and from many Michigan communities and to support our state's economic growth.

#### Major Staff Activities/Functions:

- Resolution of air service problems, preservation/expansion of scheduled air services where applicable.
- Coordination with federal agencies on specific subjects affecting Michigan's access to the national and international air transportation network.
- Implementation of the Air Service Program to undertake projects at Michigan airports developing and improving airport facilities and services, supporting/enabling community growth initiatives.
- Preparation of analysis and formal comment on federal rulemaking, carrier route restructuring and legislative actions.
- Review of intrastate air service applications as needed to assure compliance with applicable regulations.
- Development and implementation of procedures and administrative practices.
- Program development, evaluation/tracking and reporting.

**Programs, Functions and Legal Authority of the  
Multi-Modal Transportation Services Bureau**

STC Policy:	Commission Policy on the Programs and Functions of the Multi-Modal Transportation Services Bureau, Resolution 2003-3.
MAC Authority:	Air Service Program was approved and authorized by Michigan Department of Transportation Aeronautics Commission November 8, 1991. It was amended July 17, 1992 and again on July 7, 1994. The legal basis for the Division's activities is found in Michigan laws relating to Aviation, MCLA 259.1 through 259.401, Public Act 327 of 1945.
State Law:	None.
Federal Law:	Federal laws, rules, regulations and technical publications govern activities affecting Michigan's access to the national transportation system and set forth parameters for Division activities. These include the Aviation Deregulation Act of 1978 (PL 95-504) and regulations governing its implementation, Essential Air Service Program (Federal Aviation Act 1958 Section 419 & 14 CFR 398), Access to High Density Airports (49 USC 41714 & 14 CFR Part 93 Subparts K&S), annual Federal Aviation Appropriations Act (PL 108-7), annual or multi-year Federal Authorization Act for federal programs (PL 106-181).

MULTI-MODAL TRANSPORTATION SERVICES BUREAU  
 FY2004 FTE'S  
 SALARIES, LONGEVITY, INSURANCE, FICA, AND RETIREMENT

POSITION DESCRIPTION	SALARY RANGE	LONGEVITY RANGE	INSURANCE RANGE	RETIREMENT & FICA RANGE
SECRETARIES - 13 FTEs	32,051 42,971	0 1,040	4,638 13,148	6,096 11,731
TECHNICIANS - 13 FTEs	37,396 59,988	0 1,040	4,916 13,567	10,144 16,784
ANALYSTS/ACCOUNTANTS - 39 FTEs	36,791 54,685	0 1,040	1,172 13,457	8,815 16,573
SPECIALISTS - 17 FTEs	53,745 67,693	0 1,040	1,278 13,564	14,585 19,223
AIRCRAFT PILOTS - 2 FTEs	55,917 55,917	480 610	13,481 13,481	15,906 15,961
MECHANICS - 5 FTEs	40,946 54,977	260 790	9,812 13,374	11,729 15,961
ENGINEERS - 13 FTEs	56,919 76,818	0 1,040	5,698 13,929	15,490 23,312
VEHICLE SERVICES COORDINATORS- 6 FTEs	54,685 54,685	370 610	3,181 13,457	14,645 16,468
TRANSPORTATION PLANNER - 1 FTE	59,090	1,040	5,675	16,554
RAILROAD SAFETY INSPECTORS - 4 FTEs	45,101 49,506	0 790	5,471 13,349	12,244 13,886
SUPERVISORS/MANAGERS - 19 FTEs	62,535 74,771	300 1,040	5,722 13,852	17,526 22,661
STATE DIVISION ADMINISTRATORS - 4 FTEs	90,097 95,797	260 1,020	8,864 13,334	23,744 27,856
SENIOR MANAGEMENT EXECUTIVE - 1 FTE	102,563	610	14,317	24,663