



TENANT DIRECTIVE

MTN: 700.1

Date: April 1, 2004

TITLE: Written Directives and Procedures

I. Reference:

- A. This Directive supersedes MTN Tenant Directive 700.1, dated July 1, 1987.

II. Directive Statement:

- A. A MTN Tenant Directive is a definite, written course of action, method or procedure conveyed to tenants at Martin State Airport of a permanent nature to supplement Code of Maryland Regulations.
1. MTN Tenant Directives will be codified under a subject matter codification system.
 2. MTN Tenant Directives will be issued by the Manager, Martin State Airport.
 3. MTN Tenant Directives are to be retained until superseded or rescinded.
- B. A MTN Tenant Information Advisory is a codified announcement used to convey to tenants at Martin State Airport information of a short-term nature.
1. MTN Tenant Information Advisories will be serially numbered, using the current calendar year as prefix.
 2. MTN Tenant Information Advisories will be issued by the Manager, Martin State Airport.
 3. MTN Tenant Information Advisories do not have to be retained beyond the Retention Period Schedule listed in the upper left-hand corner of the cover page.

Jake R. West, Jr., Manager
Martin State Airport