

**DINWIDDIE
COUNTY
AIRPORT**

RULES AND REGULATIONS

JULY 2000

CHAPTER I

GENERAL INFORMATION

Section 1 **Purpose**

These airport Rules and Regulations are adopted to establish the necessary administrative, operational and safety regulations and standards for the management, government and use of the Dinwiddie County Airport. The provisions of this document are intended for the safe, orderly and efficient operation of the airport.

Section 2 **Scope**

The airport is owned and operated by the Dinwiddie Airport and Industrial Authority. The airport authority is organized under Chapter 94 of the 1980 Acts of Assembly of the General Assembly of Virginia as amended by Chapter 125 of the 1986 Acts of Assembly. All users, customers and visitors of the airport shall be governed by these airport Rules and Regulations. Administration of the terms of the Rules and Regulations shall be under the authority, responsibility and control of the airport manager. Policy making authority of these Rules and Regulations resides with the Dinwiddie Airport and Industrial Authority.

Section 3 **Definitions**

The following words and terms shall have the meaning indicated below unless the text clearly requires otherwise:

- a. **AGL** means an altitude expressed in feet measured above ground level.
- b. **AIM** means Airman's Information Manual which is a publication containing basic flight information and air traffic control procedures designed primarily for use as a pilot's instructional manual in the National Airspace System of the United States.
- c. **Aeronautical Activities** are any activity which involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. Aeronautical activities include, but are not limited to: air taxi and charter operations, pilot training, aircraft rental, aircraft hangar leasing, sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and service, sale of aviation petroleum products, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which directly relate to the operation of aircraft. In contrast, examples of activities

which are not aeronautical activities include: ground transportation (taxis, car rentals, limousine service, etc.), restaurants, and auto parking lots.

- d. **Airport** means Dinwiddie County Airport (PTB) and all of the property, buildings, facilities and improvements within the exterior boundaries of such airport as it now exists on the Airport Layout Plan or as it may hereafter be extended, enlarged or modified.
- e. **Airport Manager** means the designated person appointed by the Authority to manage the airport or his designee.
- f. **Airport Operation Area (AOA)** means the area of the airport used or intended to be used for landing, take off or surface maneuvering of aircraft including the associated hangars and navigational and communication facilities, and is off limits to the general public.
- g. **Airport Rules and Regulations** means a document adopted and formally approved by the airport authority within which are detailed provisions for the safe, orderly and efficient operation of the airport.
- h. **Approved Airport Layout Plan** means a graphic representation to scale of existing and proposed airport facilities, their location on the airport and the pertinent clearance and dimensional information required to show conformance with applicable standards. A current ALP approved by the FAA is a prerequisite to FAA approval of federal funding in support of any airport capital improvement project.
- i. **Authority** means the Dinwiddie Airport and Industrial Authority and its designated officials, officers, employees or representatives appointed by the Dinwiddie County Board of Supervisors and having the responsibility for policy, control, overall management and financial matters of the airport.
- j. **FAA** means the Federal Aviation Administration.
- k. **FAR** means the Federal Aviation Regulations.
- l. **FBO** means any Fixed Base Operator(s) duly licensed and authorized by written agreement with the Authority to operate at the airport under strict compliance with such agreement and pursuant to these Rules and Regulations and the Minimum Standards.
- m. **Flying Club** means an organization established to promote flying for pleasure, and develop skills in aeronautics, including pilotage, navigation and awareness and appreciation of aviation requirements and techniques.

- n. **Full Service FBO** means a Fixed Base Operator who provides retail aviation fuel and oil sales and aircraft maintenance per the Minimum Standards and Rules and Regulations.
- o. **IFR** means Instrument Flight Rules which govern the procedures for conducting instrument flight.
- p. **Individual Users** includes individual pilots, aircraft owners, tie-down and T-hangar renters, transient users and other individual users of the airport.
- q. **Landside** means all buildings and surfaces used by surface vehicular and pedestrian traffic on the airport.
- r. **Minimum Standards** means the standards which are established by the Authority as the minimum requirements to be met as a condition for the right to conduct an aeronautical activity on the airport.
- s. **MSL** means an altitude expressed in feet measured from Mean Sea Level.
- t. **NFPA** means the National Fire Protection Agency.
- u. **NOTAM** means a Notice to Airmen published by the FAA.
- v. **Person** means any individual, firm, co-partnership, corporation, association or company and indicates any trustee, receiver, assignee or similar representative thereof.
- w. **Tenant** means any person who has a written lease, rental agreement or other agreement with the Authority which grants that person certain rights and privileges on the airport.
- x. **Unicom** means a nongovernmental communication facility which may provide airport information at certain airports. Locations and frequencies are shown on aeronautical charts and publications.
- y. **VDOA** means the Virginia Department of Aviation.

Section 4 **Airport Manager**

The Airport Manager is authorized to take all actions necessary to regulate, benefit and protect the public who use the airport, to regulate aircraft and vehicular traffic at the airport and to oversee all airport operations consistent with the Minimum Standards, the

Rules and Regulations and the laws of the Commonwealth of Virginia. The airport manager is the Authority's representative at the airport. When an emergency exists at the airport, the airport manager is empowered to issue such directives and take such actions necessary to protect people, property and assets and promote the safe operation of the airport. Such directives and actions of the airport manager have the power of regulation as long as the emergency exists. In the airport manager's absence any member of the Authority shall have the power to act in his stead.

Section 5 **Rules and Regulations and Minimum Standards**

All aeronautical activities at the airport, all operation and flying of aircraft at the airport, and all business and other activities at the airport shall be conducted in conformity with these Rules and Regulations, the Minimum Standards, and all pertinent statutes, ordinances, laws, rules, regulations, orders and rulings of the FAA, VDOA, the Commonwealth of Virginia, and the NFPA, which are made a part of these Rules and Regulations by this reference. If any provision of these Rules and Regulations is held invalid, the remainder of the Rules and Regulations shall be valid. Future amendments, additions, deletions or corrections to these Rules and Regulations will be incorporated into the document as required and as directed by the Authority.

Section 6 **Special Events**

No special event, including but not limited to air shows, air races, fly-ins, skydiving, balloon festivals or other event requiring the general use of the airport, other than normal or routine airport traffic, shall be held unless formal written approval for the event has been granted by the Authority. Said approval shall specify the areas of the airport authorized for such special use, dates, insurance requirements and such other terms and conditions as the Authority may require.

Section 7 **Public Use**

The airport shall be open for public use 24 hours per day, 365 days per year, subject to restrictions due to weather, the conditions of the airport operations area, and special events and like causes, as may be determined by the Authority. The airport is provided by the Authority for the use, benefit, and enjoyment of the public.

Section 8 **Common Use Areas**

Common use areas include all runways for landing and take-off, taxiways, airport lighting, all apparatus or equipment for disseminating weather and wind information, for radio or other electrical communication and any other structure, equipment or mechanism having a similar purpose for guiding or controlling flight in the air or the landing and take-off of aircraft. All parallel and connector taxiways shall be common use areas. All apron taxiways through leased areas shall be considered common use areas available for use, in common, by all persons flying or operating aircraft on the airport and shall be kept

clear and available for aircraft traffic. T-hangar taxilanes are also considered common use areas. No FBO or other person shall use any common use areas for the parking or storing of aircraft, the repair, servicing or fueling of aircraft or for any other purpose other than the flying and operation of aircraft without the prior consent of the airport manager. Full service FBOs are permitted to fuel aircraft in the T-hangar taxilanes. Common use area designations may be changed by the Authority at any time.

Section 9 **Advertising, Signs and Solicitation**

No signs, circulars, or other advertising shall be placed or constructed upon the airport, or any building, or structure, or improvement thereon without having first obtained written approval from the Authority. The Authority may refuse permission for such signs if it determines that such signs are undesirable, unnecessary or may create a safety hazard. Any such permission may be rescinded at any time if such display or distribution ceases to conform to the policy of the Authority. Any signs advertising a business covered by a lease, any modification, painting or repairs to any building or appurtenances which are not specifically covered in the lease terminology must have prior clearance in writing by the Authority. It shall be unlawful for any person in any aircraft flying over the airport or over the territory within the boundaries of the airport, to cause or permit to be thrown out, discharged or dropped, any hand bills, circulars, cards, or other matter whatsoever. Soliciting funds requires the written authorization of the airport manager. This activity is restricted to those areas specified and directed by the airport manager.

Section 10 **Commercial Photography**

No person except representatives of the press on duty or during official assignments shall take still, motion or sound pictures for commercial purposes on the airport without permission of the Authority.

Section 11 **Storage of Property**

Unless otherwise provided in a lease or other agreement, no person shall use any area of the airport for the storage of property without permission of the Authority. No tenant or lessee on the airport shall store or stock material or equipment in such a manner as to constitute a hazard to personnel or property.

Section 12 **Damage and Injury**

Tenants, lessees and grantees shall be held fully responsible for all damage to buildings, equipment, real property, and appurtenances owned by or in the custody of the Authority, caused by negligence, abuse or carelessness on the part of their employees, agents, customers, visitors, suppliers, or persons with whom they do business. Any damage to or malfunctioning of buildings, structures, utilities or other airport property shall be reported at once to the Authority. Accidents resulting in damage to property or injury requiring professional medical treatment must be reported in person or by telephone to the airport

manager. Any person causing or liable for any damage to airport property shall be required to pay the Authority for the full amount of the damage. Any person failing to comply may be refused the use of any facility until full reimbursement has been made. The Authority, its agents or employees shall not be liable for loss, damages or injuries to persons or property arising out of any accident, incident or mishap of any nature whatsoever or from any cause whatsoever to any individual or property occurring on the airport or while using any of the airport facilities.

Section 13 Structural or Decorative Changes

No person shall modify, repair or expand any equipment or buildings owned by the Authority, nor shall any expansion, repair or change of mechanical, electrical, electronic or plumbing equipment, etc., be made without specific written approval of the Authority. Similarly, no person may move or install any equipment, signs, etc., in the public areas of the airport without express prior approval of the Authority. No individual, or group of individuals, corporate or otherwise, may make any structural changes or decorative changes or alterations, to or in any building, or upon any property owned by the Authority, without specific approval and prior written permission of the Authority. This shall include all present and future leaseholders, who now, or may ever operate a business or use space owned by the Authority. No person shall destroy, injure, deface, disturb in any way any building, sign equipment, marker or other structure, tree, flower, lawn or other public property on the airport. No person shall trespass on lawns and seeded areas on the airport.

Section 14 Pedestrians

No person shall enter upon the landing fields, runways, aprons, taxiways, service areas or those portions of buildings or hangars marked “restricted”, “private” or “employees only” except:

- a. Persons assigned to duty or transacting business thereon.
- b. Persons specifically authorized by the Authority.
- c. Passengers under appropriate supervision entering the apron while enplaning or deplaning.

Section 15 Unlawful Assembly or Conduct

No person shall conduct or participate in picketing or other demonstrations or assembly which in any manner obstructs buildings, grounds, roads, walks, approaches, or any other property of the airport, or tends to incite violence, breach of the peace or other unlawful conduct. Designated areas may be authorized by the Authority on receipt of written request agreeing to specified limitations.

Section 16 Trash Containers

No person shall keep uncovered trash containers in any area. No vehicles used for hauling trash, dirt, or other materials shall be operated on the airport unless such vehicle is constructed so as to prevent the contents thereof from dropping, sifting, leaking or otherwise escaping therefrom. Areas to be used for trash or garbage containers shall be designated by the airport manager. No person shall place, dump, or otherwise dispose of any refuse or debris (except in appropriate containers) upon, at, or about the airport and/or burn such refuse or debris without written permission of the Authority.

Section 17 **Animals**

With the exception of seeing-eye dogs, animals are not permitted in buildings, landing areas, ramp areas, aircraft parking and storage areas and fuel storage areas of the airport except for shipment or travel by air. Animals may be permitted in other areas of the airport if restrained by leash or confined in such a manner as to be under control.

Section 18 **Radio Interference**

No person shall operate any equipment or device on the airport which will interfere with any aircraft radio communication frequency or any aircraft navigational aid.

Section 19 **Lost or Mislaid Property**

Lost property shall be deposited at the airport manager's office and if not claimed by the owner within thirty (30) days, becomes the property of the Authority to be sold, used or disposed of at the discretion of the Authority. The Authority will attempt to locate the owner prior to disposing of the property.

Section 20 **Official Right of Access**

Nothing contained herein shall be construed to prevent any policeman, fireman, or other officer or employee from entering any part of the airport property when required in the performance of his official duties.

Section 21 **Acceptance of Rules by Use**

The use of the airport shall constitute an acceptance by the user of these regulations and shall create an obligation on the part of the user to obey these regulations.

Section 22 **Regulations and Standards Made Available**

All persons permitted to do business on the airport shall keep a current copy of the Rules and Regulations and Minimum Standards in their office or place of business and shall make the copies available to all persons.

CHAPTER II

AIRCRAFT OPERATIONS

Section 1 General

- a. Every person operating an aircraft shall comply with and operate such aircraft in conformity with procedures recommended in the AIM, and these regulations and all pertinent statutes, ordinances, laws, rules, regulations, orders and rulings of the FAA, Commonwealth of Virginia and other appropriate governmental agencies. Each person operating an aircraft is responsible for the safety of his operation and the safety of others exposed to such operation.
- b. All aeronautical activities other than the activities specifically described and allowed herein, shall be submitted to the Authority in writing for approval prior to engaging in such aeronautical activity. The written request should thoroughly describe the activity, the operations, and all provisions for insuring the safety of such operations. The requested aeronautical activity shall not be conducted until properly coordinated and approved in writing by the airport manager and until all other prerequisites to conducting such activity have been satisfied.
- c. No person shall operate any aircraft in the air or on the ground while under the influence of intoxicating liquor, narcotics, or other habit forming drugs, or operate an aircraft in the air or on the ground in a careless and reckless manner so as to endanger the life or property of another.
- d. All pilots of aircraft having radio equipment permitting two-way communications should contact the airport Unicom on 122.7 to obtain airport advisory information, and announce their intentions when they are within ten (10) miles of the airport. Pilots should also listen to the Automated Weather Observation System on 133.325. Pilots having radios permitting reception only should maintain a listening watch on the Unicom frequency at the airport when they are within ten (10) miles of the airport.
- e. All aircraft shall follow the appropriate taxiway and runway guidance marking and lighting when operating on the airport.
- f. If the airport manager or his designee(s), or in their absence the designated Full Service FBO manager, if any, believes the conditions at the airport are unsafe for takeoffs or landings, it shall be within his authority to issue a NOTAM to close the airport, or any portion thereof, for a reasonable time so the unsafe condition may be corrected. He shall have the right to deny the use of the airport or any portion thereof to any specific aircraft or class of aircraft, if in his opinion the use of the airport or any portion thereof by such aircraft might be likely to endanger persons or property or constitute a nuisance.

- g. In the event that any aircraft is wrecked or damaged to the extent that it cannot be moved under its own power, or in the event of personal injury or property damage, the airport manager shall be immediately notified by the pilot in command of the aircraft or the FBO if the pilot in command is unable to give notice. Subject to governmental investigations and inspection of the wrecked or damaged aircraft, the owner or pilot of the aircraft, or the owner's agent or legal representative shall take immediate action to move the aircraft from all landing areas, taxiways, ramps, tie-down areas and other traffic areas, and move it to a place designated by the airport manager. No such aircraft shall be permitted to remain exposed to view on the airport for more than 24 hours. If the owner of the aircraft fails for any reason to remove the wrecked or damaged aircraft from the airport as may be requested by the airport manager or to remove it from the airport operations area as herein indicated, the airport manager may cause the removal and storage or disposal of such wrecked or damaged aircraft at the sole expense of the aircraft owner. The airport manager and the FBO shall not be liable for damage which may result in the course of such removal.
- h. Experimental and exhibition parachute jumping at the airport will be permitted only on previous arrangements with the FAA and with the approval of the Authority.
- i. Every aircraft owner, operator or lessee shall pay when due all charges for services received or premises, equipment, or goods leased or purchased.
- j. The Authority shall have the right to deny use of the airport to any aircraft or pilot violating these or Federal Regulations.

Section 2 Parked Aircraft and Aircraft Owner Self Maintenance

- a. No person shall park, store, tie down or leave any aircraft on any area of the airport other than that designated by the airport manager or by a Full Service FBO subject to approval of the airport manager.
- b. The pilot or owner of an aircraft shall properly secure the aircraft while it is parked or stored. Aircraft pilots or owners are solely responsible for parking and tying down their aircraft, including any special security measures required by weather conditions or other conditions at the airport. Aircraft pilots or owners shall also be responsible for securing aircraft in a manner necessary to avoid damage to other aircraft or buildings at the airport in the event of wind or other severe weather. Owners of all aircraft shall be held solely responsible for any damage or loss resulting from the failure of such owner or the pilot of such aircraft to comply with this rule.
- c. Separate areas may be designated by the airport manager for FBO aircraft and itinerant tie-downs. No person shall use any aircraft anchoring or tie-down facilities

when such facilities are already in actual use by, rented to or designated by the airport manager for use by another person.

- d. Repairs to aircraft or engines shall be made in the areas designated for this purpose by the Authority, and not on any part of the landing area, taxiways, ramps or fueling service areas. Any aircraft owner utilizing an employee of his to perform aircraft maintenance may be required to provide the Authority evidence of employment in a form acceptable to the Authority. An employee is defined as an individual on the normal payroll of the employer, hired to perform a specific function on a full time basis for that employer. Social Security records, corporate identification, etc. shall be deemed acceptable evidence of employment. An aircraft owner may contract with a second party, such as an aircraft maintenance company or contractor, to perform maintenance on his aircraft provided the second party furnishes evidence to the Authority that he is in compliance with the following paragraph of the Rules and Regulations. The only exception to this requirement will be warranted maintenance work that requires repair or additional attention by the warranting company.
- e. All aircraft maintenance shall be conducted strictly in accordance with the Rules and Regulations and Minimum Standards; all Federal, State, and local fire and safety regulations; all Federal, State, and local rules and regulations; air worthiness directives, and other applicable rules and regulations. All personnel hired by the aircraft owner to perform maintenance on an aircraft at the airport must be properly licensed to perform the maintenance and must meet the insurance requirements set forth in Chapter III, Section 1, paragraph h, of the Minimum Standards.
- f. No aircraft engine or turbine shall be started or run unless a qualified pilot or mechanic is in the aircraft and attending the controls, except in the case of an aircraft that must be prop started by the pilot. In such cases, the main landing wheels shall be adequately blocked or other equally safe means employed to prevent inadvertent movement of the aircraft and the pilot must enter the aircraft immediately after the engine has started.
- g. No aircraft engine shall be run up unless the aircraft is in such a position that the propeller or turbine engine blast clears all hangars, shops, other buildings, persons, other aircraft and automobiles or vehicles in the area, and the flight path of landing aircraft.

Section 3 Taxiing

- a. All aircraft shall be taxied at the lowest reasonable, safe, speed in the ramp area or in the vicinity of other aircraft.
- b. No aircraft shall be taxied into or out of a hangar.

- c. Aircraft awaiting take-off shall stop off the runway in use and in a position so as to have a direct view of aircraft approaching for a landing and shall give full right-of-way to such approaching aircraft.
- d. No person shall taxi an aircraft until he has ascertained by visual inspection of the area that there will be no danger of collision with any person or object.
- e. Aircraft not equipped with adequate brakes shall not be taxied unless an attendant is at the wing to assist the pilot. When multi-engine aircraft with defective brakes must be moved, they shall be towed and not taxied.
- f. Aircraft being taxied, towed, or otherwise moved between sunset and sunrise shall have running lights burning.
- g. Aircraft on the taxiway must stop before entering the runway and allow aircraft which are exiting the runway in use to clear the runway. Aircraft clearing the runway after landing have the right-of-way over aircraft on the taxiway preparing to enter the runway.
- h. Back taxiing on any runway shall be done only if it can be done safely and only when associated taxiways are closed or when no other taxiing route is available.
- i. All pre-takeoff checks should be completed before taxiing to takeoff position on the runway.

Section 4 Aircraft Traffic Rules

- a. The attached traffic pattern maps (Appendixes B and C) are made a part of these regulations and each person operating an aircraft shall comply with such maps.
- b. In light, variable, or no wind situations, runway 05 - 23 shall be used.
- c. Except in cases of an emergency, all aircraft taking off shall proceed straight ahead to an altitude of at least 500 feet AGL and after ascertaining there is no danger of collision with other aircraft shall then follow normal practice as outlined in Appendixes B and C and the AIM.
- d. All aircraft intending to remain in the traffic pattern shall continue to climb to the traffic altitude of 800 feet AGL following procedures as described in the AIM, and thereafter follow the pattern as set forth in Appendixes B and C. Aircraft having flight characteristics which make the above procedure impossible shall be flown at approach altitudes for that type of aircraft and shall conform to the pattern shown as nearly as possible.

////////////////////////////////////

ircraft entering the traffic pattern shall do so at 800 feet AGL and follow procedures as described in Appendixes B and C and in the AIM.

- f. All IFR approaches in VFR weather conditions should be conducted in accordance with the applicable FARs and recommended procedures in the AIM.
- g. All aircraft shall turn off the runway as soon as reasonably possible after landing and taxi only on designated taxiways.

Section 5 Non-Commercial Sailplane Operations

The purpose of this section is to establish standard ground operating and safety procedures for the operation of glider aircraft at the airport. Persons who operate glider aircraft shall comply with all items contained in this section.

- a. An onboard radio capable of transmitting and receiving local Unicom frequency (122.7) is recommended. Notification to personnel operating the Unicom base station of the presence of glider operations for the purpose of pilot advisory information is also recommended.
- b. The operator shall not exceed one (1) motor vehicle and three (3) personnel to assist the glider and tow plane pilots while on the runways and taxiways without written approval from the airport manager. Said motor vehicle and personnel shall be pulled back from and remain clear of the runway safety area (250 feet from centerline), and not obstruct any aircraft taxiway when not required for glider operations. No more than two (2) glider passengers will be present in the staging areas at one time. Said passengers will be escorted to and from the staging area, from the terminal building by a member of the operating personnel referenced above and remain outside the 250 foot safety area except while actually acting as a passenger in the glider.
- c. During the staging of the sailplane for departure from the taxiways, the sailplane will be positioned no closer than 200 feet from runway centerline. The tow plane will remain behind the yellow hold short lines until the sailplane has taken the active runway. Upon return to the airport, the tow plane should be removed from the active runway and taxiways as not to impede the flow of other aircraft traffic when not required for glider operations. The sailplane must also be removed from the active runway and taxiway as soon as possible. When necessary, the sailplane and tow plane will be repositioned into the grass areas outside the 250 foot safety areas, adjacent to the taxiways to yield to taxiing aircraft.
- d. Due to the introduction of personnel onto an active runway, and into the runway safety areas, all personnel required for operation of the glider, or acting as a passenger in the glider shall be required to register in the terminal, and sign applicable liability waiver forms (Appendix D) approved by the Authority attorney.

Section 6 Flying Clubs

All flying clubs desiring to base their aircraft and operate on the airport must comply with the applicable provisions of the Rules and Regulations and Minimum Standards. However, they shall be exempt from regular fixed base operator requirements upon satisfactory fulfillment of the conditions contained herein.

- a. The club shall be a non-commercial, nonprofit entity (corporation, association or partnership) organized for the express purpose of providing its members with aircraft for their personal use and enjoyment only. The ownership of aircraft must be vested in the name of the flying club (or owned ratably by all of its members). The property rights of the aircraft shall be equal and no part of the net earnings of the club will inure to the benefit of any member in any manner. The club shall not derive greater revenue from the use of its aircraft than the amount necessary for the operations, maintenance, insurance and replacement, upgrading or expansion of its aircraft fleet.
- b. The club shall not conduct charter, air taxi, or rental operations. The club shall not conduct aircraft flight instruction except for regular members, and only members of the flying club may operate the aircraft. Any qualified mechanic who is a registered member and part owner of the aircraft owned and operated by a flying club shall not be restricted from doing maintenance work on aircraft owned by the club and the club does not become obligated to pay for such maintenance work except that such mechanics and instructors may be compensated by credit against payment of dues or flight time.
- c. All flying clubs and their members are prohibited from leasing or selling any goods or services whatsoever to any person or firm other than a member of such club at the airport except that said flying club may sell or exchange its capital equipment.
- d. The flying club, with its initial application, shall furnish the Authority a copy of its charter and by-laws, articles of association, partnership agreement or other documentation supporting its existence; a roster, or list of members, including names of officers and directors; evidence of insurance in the form of a certificate of insurance in the following minimum amounts: General Liability \$1,000,000.00 per occurrence, \$2,000,000.00 aggregate, with the Authority listed as an additional insured, (ten days prior notice of cancellation shall be filed with the Authority); number and type of aircraft; evidence that ownership is vested in the club; and operating rules of the club. Evidence of insurance will be submitted to the airport manager on an annual basis, during the renewal month of the policy. The books and other records of the club shall be available for review at any reasonable time by the Authority and airport manager.
- e. A flying club shall comply with all Federal, State and local laws, ordinances, regulations and the Rules and Regulations and Minimum Standards.

////////////////////////////////////

f a flying club violates any of the foregoing, or permits one or more members to do so, and the violation is not corrected within a reasonable time, as determined by the airport manager, the club will be required to terminate all operations on the airport and vacate the airport.

Section 7 Aerial Application Operators

Companies planning to use the airport as a staging area for aerial application of pesticides, herbicides, fertilizer or any other material dispensed from an aircraft must complete the application at Appendix E and provide the airport manager with the information requested below. Aerial applicators may not deliver any material to the airport prior to receiving an aerial application permit from the airport manager.

The following information must be received before the airport manager can consider any permit application.

- a. A copy of the applicants Virginia Commercial Pesticide Permit.
- b. A certificate indicating the applicant has Chemical Liability Insurance.
- c. A copy of a FAA waiver for aerial application.
- d. A copy of the applicant’s emergency plan which must include 24 hour phone numbers of applicant’s key personnel.
- e. Product labels and Material Safety Data Sheets (MSDS) for all material being used.
- f. The applicant must agree to:
 - 1. Have at least 200 pounds of absorbent material on site for spill protection, plus a shovel, brooms and containers in which to place the used material.
 - 2. Use a backflow preventor for any hoses attached to any water supply.
 - 3. If pesticides are to be stored on airport property, the applicant must provide and maintain locked and posted storage containers.

CHAPTER III

VEHICLE OPERATIONS

Section 1 General

The traffic laws of the Commonwealth of Virginia shall apply to the streets, roads and vehicular parking areas and Airport Operation Area at the airport, unless otherwise provided by law. All traffic, informational, and warning signs shall be obeyed. Except for fire fighting equipment, ambulance and emergency vehicles, no person shall take or drive any vehicle on the airport, other than on established streets, roads and vehicular parking facilities, unless permission has been first obtained from the airport manager or, in his absence, the designated Full Service FBO manager. This permission is not required for personal vehicles operated onto the tie-down ramp areas to and from a parked aircraft or to the T-hangar areas by T-hangar renters. The pilot in command of said aircraft, or his authorized representative, must operate the vehicle onto the ramp area. Operators of unauthorized vehicles shall be subject to arrest and vehicles towed, if necessary, at the owner's expense. In addition to the foregoing the following rules apply to vehicles operated on the airport:

- a. Unless otherwise posted, the speed limit on all airport roadways is 25 miles per hour (mph).
- b. No person shall operate a motor vehicle on the airport in a reckless or negligent manner. No person shall operate a motor vehicle on the Airport Operation Area portion of the airport in excess of 15 mph. The airport manager has the authority to deny, restrict or cancel the right of any motor vehicle driver to operate on the AOA.
- c. The operator of any motor vehicle must have a valid drivers license and be qualified to drive the vehicle being operated.
- d. Privately owned motor vehicles will not be parked, serviced or repaired inside any airport authority-owned building unless authorized by the airport manager.
- e. When parking on the apron, vehicles shall be parked clear of taxilanes and parked aircraft so as not to endanger, damage or interfere with such aircraft.
- f. Motor vehicles will not be parked or maneuvered closer than ten (10) feet from any aircraft. Specialized vehicles needed to service an aircraft are exempt from this rule.
- g. Pedestrians and aircraft shall have the right of way at all times. When vehicles are operating on the Airport Operation Area, they shall pass to the rear and at least 20 feet clear of taxiing aircraft.

////////////////////////////////////

he driver of an emergency vehicle, when responding to an emergency call or when in pursuit of an actual or suspected violator of the law, or when responding to, but not upon returning from a fire alarm, may deviate from these Rules and Regulations as follows:

1. Exceed basic maximum or posted speed limit.
 2. Disregard other provisions of these Rules and Regulations pertaining to parking, standing and direction of motion when the situation dictates, always observing due regard for the protection of life, limb and property.
- i. The airport manager has the right to tow or otherwise move any motor vehicle for reasons of safety, security, abandonment or police investigation.

CHAPTER IV

TENANT OPERATIONS

Section 1 **General**

- a. All tenant operators must pay the required fees and be granted permission to operate by the Authority.
- b. All tenant operators must be party to a fully executed lease or rental agreement with the Authority.

Section 2 **Compliance and Prohibited Activities**

- a. As a condition of receiving permission to operate, all tenant operators must show that they are in compliance with the Rules and Regulations and the Minimum Standards.
- b. Tenants are prohibited from subletting, or assigning the lease of, any premises located on Authority-owned real estate without prior written approval of the Authority.
- c. The tenant is responsible for training its employees on the contents of the Rules and Regulations, Minimum Standards and applicable portions of the tenant lease agreement with the Authority.
- d. Tenants must ensure that all tenant employees meet physical and mental standards necessary for the safe conduct of each employee's job task, especially as these tasks relate to safe and rational conduct in and around aircraft and all other areas of the Airport Operations Area.
- e. Tenants shall keep hangars, shops, offices, other buildings, structures and areas adjacent thereto free of waste material, rubbish, junk, landscaping litter and flammable material. Sanitation, trash and garbage receptacles will be placed in pedestrian traffic areas to accommodate and encourage the disposal of refuse. Restrooms will be maintained in clean and sanitary conditions. All floors, walls and ceilings will be maintained in clean, sanitary and well-lighted condition.
- f. Structural and decorative changes to any building, structure, ramp or other airport property requires prior written approval of the Authority and must comply with local building codes and inspections.

CHAPTER V

SAFETY PROCEDURES

Section 1 **General**

- a. No person other than an authorized airport employee shall turn heater or air conditioning equipment in public areas on or off, or operate any other airport equipment, except in exclusively leased areas.
- b. No person shall store, keep, handle, use, dispense or transport at, in or upon the airport any Class A or Class B explosives or any Class A poisons (as defined in Interstate Commerce Commission regulations), or other explosives or poisonous substances, liquids or gas, or any compressed gas without the written permission of the airport manager.
- c. Permission of the airport manager must be obtained for the movement of radioactive material and will only be given when such materials are packaged, marked, labeled, and limited as required by Interstate Commerce Commission and Federal Aviation Administration regulations and do not create an undue hazard to life or property on the airport.
- d. Any person, including the operators of aircraft causing overflows or spilling of excess oil or grease on any apron area shall be responsible for cleaning such areas.
- e. If required by aircraft design or whenever danger of oil leakage, drips or spillage exists, drip pans shall be placed under engines and kept clean.

Section 2 **Fire Prevention**

- a. No person shall smoke or carry lighted cigars, cigarettes, pipes, matches or any naked flame or fire in or on any fuel storage area, public landing area, ramp, apron, hangar, or aircraft parking area, or in any other place where smoking is prohibited by signs or within fifty (50) feet of any fuel carrier.
- b. No person shall operate an oxyacetylene torch, electric arc or similar flame or spark producing device on any part of the airport without first obtaining a permit from the airport manager. No such permit will be issued except for required maintenance and repair and then only after all applicable safety measures have been established.
- c. Fire extinguisher equipment shall not be tampered with at any time or used for any purpose other than fire fighting or fire prevention. All such equipment shall be inspected in conformity with the National Board of Fire Underwriters Regulations. Tags showing the date of last inspection shall be attached to each unit.

- d. No person shall keep or store any flammable liquids, gases, signal flares or other similar material in the hangars or in any buildings on the airport except in rooms or areas specifically approved for such storage by the airport manager.
- e. No person shall keep or store more lubricating oils than are necessary in or about hangars or buildings on the airport except in spaces specifically approved for such storage by the airport manager. No petroleum products or objectionable industrial waste shall be dumped or permitted to drain in ditches, ponding areas, sewer systems or storm drains.
- f. No person shall start the engine or engines of any aircraft when there is an accumulation of gasoline or any type of fuel on the ground or under the aircraft.
- g. Open fires of any type are prohibited on the airport unless approved by the airport manager.
- h. All tenants are responsible for supplying and properly maintaining fire extinguishers on tenant premises.
- i. No person shall use flammable or volatile liquids having a flash point of less than 100 degrees Fahrenheit in the cleaning of aircraft, aircraft engines, propellers, appliances, or for any other purpose. No rags soiled with flammable substances shall be kept or stored in any building on the airport with the exception of Authority approved aircraft maintenance facilities, and then only if kept or stored in accordance with local and state fire regulations.
- j. No person shall clean any engines or other parts of an aircraft in any hangar with flammable substances. If flammable liquids are used for this purpose, the operation shall be carried on in the open air. Fuels, oils, dopes, paints, solvents and acids shall not be disposed of or dumped into drains, on the aprons, catch basins, ditches (on or adjacent to the airport) or elsewhere on the airport. Such liquids shall be disposed of at an approved waste disposal point off airport property.
- k. Floors shall be kept clean and free of oil. The use of volatile or flammable solvents for cleaning floors is prohibited.

Section 3 Fueling Operations

- a. Persons who intend to use volatile or flammable liquids on the airport and/or fuel aircraft shall do so in accordance with the requirements of the National Fire Protection Association (NFPA) 407 Standard for Aircraft Fuel Servicing and FAA Advisory Circular 150/5230-4.

- b. No aircraft shall be fueled while its engine is running, or being heated, or while in a hangar or other enclosed place. Adequate connections for grounding of electricity shall be continuously maintained during fueling.
- c. Aircraft fuel handling at the airport shall be conducted at least fifty (50) feet from any hangar or other building. The FBO may fuel aircraft in the taxi lanes between the T-hangars.
- d. During fuel handling operations in connection with any aircraft at least two fifteen pound CO₂ or other acceptable type fire extinguishers shall be kept immediately available.
- e. Fuel service activity will cease when lightening discharges occur within the vicinity of the airport.
- f. During fueling operations in connection with any aircraft, no person shall operate any radio transmitter or receiver or any electrical switches or any radar equipment in such aircraft or do any act or use any material which is likely to cause a spark within fifty (50) feet of such aircraft. No airborne radar equipment shall be operated or ground tested wherein the directional high intensity beam is within one hundred (100) feet of another aircraft, an aircraft refueling operation, an aircraft refueling truck or flammable liquid storage facility.
- g. During fuel handling in connection with any aircraft, no passenger or passengers shall be permitted to remain in such aircraft. Only personnel engaged in the fuel handling, or in the maintenance and operation of the aircraft being fueled shall be permitted within fifty (50) feet of the aircraft being fueled.
- h. Persons engaged in aircraft fuel handling shall exercise care to prevent overflow of the fuel.
- i. No fuels shall be stored on airport property other than in the bulk storage and distribution system (fuel farm) owned and maintained by the Authority except:
 - 1. The fuel stored in the tanks on the fuel servicing vehicles.
 - 2. The fuel stored in a tank or container by the Authority used for the refueling of grounds maintenance equipment.
- j. Refueling units, when not in use, shall be stored or parked only in those locations designated or approved by the airport manager. Parking or storing refueling units inside a building or hangar is prohibited.
- k. An aircraft owner shall not contract with or permit a second party, such as a fuel service company or fuel contractor, other than an FBO licensed to do business at the

airport, to refuel his aircraft. Refueling by such a second party is considered a commercial aeronautical activity.

Section 4 Self Fueling Operations

- a. Persons may only self-fuel aircraft owned by them provided such operation is conducted in accordance with NFPA 407 and the Rules and Regulations and Minimum Standards. An aircraft owner may service his own aircraft provided he does so personally, or with his own full time employee and his own equipment in accordance with the established regulations of the Authority related to such work. Any aircraft owner utilizing an employee of his to perform aircraft self fueling may be required to provide the Authority evidence of employment in a form acceptable to the Authority. Social Security records, corporate identification, etc. shall be deemed acceptable evidence of employment.

- b. A person operating on the airport electing, with the written permission of the airport manager, to use fuel servicing vehicles (hereafter referred to as refuelers) for the purpose of personally dispensing fuel into their own aircraft, must meet the following rules:
 1. The person shall own the refueler.

 2. Refuelers and their systems shall be maintained and operated in accordance with Environmental Protection Agency (EPA), Federal, State, and local codes covering fuel dispensing on airports and NFPA 407. The applicable sections of FAA Advisory Circular 150/5230-4 shall also be followed.

 3. Refuelers shall not be stored or parked on airport property. Refuelers shall be positioned on airport property only when actually dispensing fuel to the owner's aircraft. Once fuel dispensing is complete, refuelers shall be immediately removed from airport property. Full service FBOs, permitted by written agreement with the Authority, shall be exempt from this requirement.

 4. Refuelers shall use only the entrance, exit, and route designated by the airport manager during the transportation of fuel onto and off of the airport.

 5. The operator of the refueler shall purchase and maintain in force insurance that will, in the opinion of the Authority, protect the refueler operator and the Authority from claims which may arise out of or result from the fueling services performed, whether such services be performed by the refueler operator's officers or employees, or by anyone for whose acts any one of them may be liable. The insurance coverage shall be such as to fully protect, in the opinion of the Authority, the Authority and the general public from any and all claims for injury or damage or both resulting or arising from any actions or omissions on the part of the refueler operator, its officers or employees. The

refueler operator shall furnish the Authority with a Certificate of Insurance naming the Authority as an additional insured for all coverage in addition to updated Certificates of Insurance reflecting any and all changes to the refueler operator's insurance coverage including, but not limited to, changes in coverage terms, coverage limits, insured risks, agents or insurers. Should any of the coverage be canceled, the issuing company or its agent will mail a thirty-day written notice of such cancellation to the Authority.

6. The refueler operator shall be accountable for any damages, fuel spills, or environmental contamination resulting from its negligent operations, or equipment malfunction. All such damages shall be paid for by the refueler operator. Adequate environmental insurance, or proof of financial ability to clean up a major spill must be provided to the Authority prior to bringing a fuel servicing vehicle onto airport property and conducting refueling activity. Refueler operators shall be fully responsible for the protection of all persons, including members of the public, employees of other contractors or subcontractors, and all public and private property which are affected by work performed by, or on behalf of the refueler operator.
 7. An annual fee of \$500.00 will be paid to the Authority to obtain a permit to conduct volume self-fueling operations at the airport. Volume self-fueling shall be defined as self-fueling of more than one owner aircraft, or aircraft larger than single, reciprocating engine type. A per trip fee shall also be paid by volume self-fueling operators to the Authority in the amount of \$10.00 for each round trip fueling operation conducted on airport property.
 8. Each refueler shall be conspicuously marked in letters of contrasting color, with the word "flammable" on both sides and rear of the cargo tank, and with the wording "emergency shutoff" and other appropriate operating instructions required at the emergency operating devices in letters at least two inches high. Each refueler will also be conspicuously marked on both sides and rear with the type and grade of fuel it contains in appropriate color schemes.
 9. A refueler cargo tank shall be supported by and attached to, or be part of, the vehicle upon which it is carried.
 10. Refueling with non-public refuelers shall be conducted only in those areas designated in writing by the airport manager.
- c. Aircraft owners who choose to self fuel shall pay a fuel flowage fee to the Authority as defined below for all fuel pumped in a fiscal year. A fuel flow report, invoice, or receipt with the appropriate remittance shall be provided to the airport manager by the last day of each month for the fuel dispensed on the airport during such month.

<u>Gallons Pumped</u>	<u>Fee per Gallon</u>
0 - 100,000	\$0.10
100,001 - 125,000	\$0.09
125,001 - 150,000	\$0.08
150,001 - 175,000	\$0.07
175,001 - 200,000	\$0.06
200,001 an above	\$0.05

CHAPTER VI

SECURITY REQUIREMENTS

Section 1 **General**

- a. Restricted areas are established for safety and security reasons. Except for passenger enplaning or deplaning of aircraft, the general public is prohibited from the AOA unless escorted by an authorized airport employee. The general public is also prohibited from all other areas of the airport posted as being restricted areas.
- b. Only flight crews, passengers going to and from aircraft, aircraft service and maintenance technicians, FAA or others authorized by the airport manager, shall be permitted into the AOA.
- c. Pedestrians or motor vehicle operators observed in other than public use areas without authorization by the airport manager will be considered trespassing and subject to arrest.
- d. Police officers and other local law enforcement officers have the power and authority to enforce laws, ordinances, rules and regulations within the airport boundaries.

Section 2 **Security of Aircraft and the AOA**

- a. Aircraft requiring the presence of security guards or police officers must coordinate this requirement with the airport manager.
- b. When the condition or mission of an aircraft requires security guards or police, the owner or operator of the aircraft is responsible for obtaining and paying security service personnel.
- c. Tenants are responsible for the security of all aircraft and other private property entrusted to their care on the AOA or other locations on their airport tenant-leased areas of responsibility.

Section 3 **Weapons**

- a. No person, except peace officers, duly licensed individuals, authorized airport employees or contractors, or members of the armed forces on official duty shall carry any firearms on the airport without the written permission of the Authority. Firearms packaged in appropriate containers for transport are exempt from this provision.