



## RULES & REGULATIONS

**Adopted by the Stafford Regional Airport Authority February 8, 2000**

## **1.00 - PURPOSE**

These airport Rules and Regulations, hereinafter referred to as “Rules and Regulations”, are adopted to establish the necessary administrative, operational and safety Rules and Regulations for the management, and governing of the Stafford Regional Airport. The Rules and Regulations also ensure that airport tenants and customers operate in a safe and orderly fashion and to restrict (or prevent) any activity or action which would interfere with the use of the Airport. The planned, controlled and professionally engineered growth of the Airport, through FAA and VDOA Airport Improvement Program Grants, is identified as a primary objective to promote economic development in the Stafford County Region. This supplementary economic development will result in additional employment opportunities, enhanced quality of life, and a superior airport facility for the aviation community. A key purpose for the controlled growth, and Rules and Regulations, is to enhance the ability of the Stafford Regional Airport to fulfill its role as a reliever airport to Ronald Reagan Washington National Airport and Dulles International Airport in the Virginia Air Transportation System Plan. These Rules and Regulations apply to everyone using the Airport.

## 2.00 - DEFINITIONS

The following words and terms shall have the meaning indicated below:

**AOA:** See Airport Operations Area.

**Abandoned Vehicle:** Any vehicle which has remained stationary on the Airport in excess of 72 hours and is in a condition that would render the vehicle inoperable, including but not limited to, expired license plates, missing or flat tire or broken window.

**Accident:** Any collision between a vehicle and another vehicle, person or object which results in property damage, personal injury or death.

**Aeronautical Activity:** Any activity commonly conducted at airports 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. These activities include, but are not limited to, air taxi and charter operations, pilot training, aircraft renting, sightseeing, aerial photography, crop dusting, aerial advertising, aerial surveying, air carrier operations, skydiving, ultralight operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, or sale of aircraft parts, aircraft storage and tie-down rental.

**Aeronautical Service:** Any service which involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for the safety of aircraft operations commonly conducted on the Airport.

**AIM:** Airman's Information Manual.

**Aircraft:** A device which is used or intended to be used for flight in air. Examples of aircraft include, but are not limited to, airplane, sailplane, glider, rotorcraft (helicopter and gyroplane), balloon, blimp and ultralight.

**Aircraft Maintenance:** The inspection, overhaul, repair, preservation and the replacement of parts, but excludes Preventive Maintenance.

**Airport:** The entity of Stafford Regional Airport Authority.

**Airport Operations Area (AOA):** 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.

## **2.00 - DEFINITIONS (CONT.)**

**Airworthy:** Aircraft maintained to airworthiness standards as more particularly defined pursuant to Federal Aviation Regulations.

**Apron or Ramp:** Those areas of the Airport within the AOA designated for the loading, unloading, servicing or parking of aircraft.

**Authority:** The entity of Stafford Regional Airport Authority (SRAA).

**Building:** Includes the main portion of each structure, all projections or extensions therefrom and any additions or changes thereto, and shall include garages, outside platforms and docks, carports, canopies, eaves and porches. Paving, ground cover, fences, signs and landscaping shall not be included.

**Commercial Activity:** The exchange, trading, buying, hiring or selling of commodities, goods, services or property of any kind, or any revenue producing activity on the Airport.

**Commercial Operating Permit:** A license granting the right to perform an aviation related business function on the Airport which is in writing.

**Commercial Operator:** An individual or company performing an aeronautical service for compensation.

**Commercial Vehicle:** Any vehicle other than a private passenger vehicle.

**Entity:** A person, firm, corporation or partnership formed for the purpose of conducting the proposed activity.

**EPA:** The U. S. Environmental Protection Agency

**Equipment:** All machinery, together with the necessary supplies for the upkeep and maintenance, and all tools and apparatus necessary to the proper construction and completion of the work.

## 2.00 - DEFINITIONS (CONT.)

**Exclusive Right:** A power, privilege, or other right excluding or debarring another from enjoying or exercising a like power, privilege or right. An Exclusive Right may be conferred either by express agreement, by imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more parties but excluding others from enjoying or exercising a similar right or rights would be an Exclusive Right. The granting of an Exclusive Right to conduct a Commercial Aeronautical Activity on an airport developed or improved with federal funds is expressly forbidden by law.

**FAR:** Federal Aviation Regulations.

**Federal Aviation Administration (FAA):** The federal aviation agency established by the Federal Aviation Act of 1958, as amended, and re-established in 1967 under the Department of Transportation.

**Floor Space:** Within a building, the area of usable or net space available for operational purposes.

**Flying Club:** An entity engaged in the ownership or lease of aircraft and providing flying services (for example, aircraft rental and flight training) for its members.

**Franchise Agreement:** A contractual agreement in excess of five years involving land and granting the right to conduct business on the Airport which is in writing between the Authority and an entity.

**Franchisee:** An entity which has been granted the right to conduct business on the Airport through a *Franchise Agreement*.

**Full Service Fixed Base Operator (FBO):** An aviation business offering a number of aviation services to the general public, which services shall include, as a minimum, the following:

1. Aircraft Fueling,
2. Airframe and Power Plant Repair,
3. Aircraft Rental; and either
4. Air Taxi/Charter, or
5. Flight Training

**IFR:** Instrument Flight Rules as more particularly defined in Federal Aviation Regulations Part 91.

## **2.00 - DEFINITIONS (CONT.)**

**Improvements:** All buildings, structures and facilities including pavement, fencing, signs and landscaping constructed, installed or placed on, under or above any franchised or leased area by, or with the concurrence of, a franchisee or lessee.

**Individual User:** includes individual pilots, aircraft owners, tie-down and T-hangar renters, transient users and other individual users of the Airport.

**Large Aircraft:** Any aircraft weighing more than 12,500 pounds maximum certified takeoff weight.

**Lease:** A contractual agreement granting a leasehold interest in property on the Airport which is in writing between the Authority and an entity. A Lease does not grant the lessee the right to conduct a commercial activity on the Airport.

**Manager:** The Stafford Regional Airport Manager employed by the Authority.

**Motor Vehicle:** A self-propelled device in, upon or by which a person or property may be transported, carried or otherwise moved from point to point, except aircraft or devices moved exclusively upon stationary rails or tracks.

**Movement Area:** The runways, taxiways and other areas of an airport which are utilized for taxiing, air taxiing, takeoff and landing of aircraft.

**NFPA:** National Fire Protection Association

**Non-Commercial Activity:** Activities undertaken not for profit but for philanthropic, religious, charitable, benevolent, humane, public interest or similar purposes.

**Non-Movement Area:** Areas consisting of aircraft loading ramps and aircraft parking areas.

**NOTAM:** "Notice To Airmen" published by the FAA.

**Operational Areas:**

1. Landside - Those areas not involved in aircraft movement or operation.
2. Airside - Those areas involved in any aircraft movement or operation, i.e., runways, taxiways, Ramps, Tie-Down Areas, hangar areas, etc.

## **2.00 - DEFINITIONS (CONT.)**

**Operator:** See Commercial Operator.

**OSHA:** The Occupational Safety and Health Administration - the U. S. government office to which this document refers.

**Park:** To put or leave or let a motor vehicle or aircraft stand or stop in any location whether the operator thereof leaves or remains in such vehicle or aircraft when such standing or stopping is not required by traffic controls or conditions beyond the control of the operator.

**Person:** Any individual, firm, partnership, corporation, company, association, joint stock association or body politic, including any trustee, receiver, committee, assignee or other representative or employee thereof.

**Preventive Maintenance:** Simple or minor aircraft preservation operations and the replacement of small standard parts not involving complex assembly operations in accordance with FAR Part 43, Appendix A.

**Private Vehicle:** A vehicle transporting persons or property for which no charge is paid directly or indirectly by the passenger or by any other entity.

**Public Facility:** Those areas of the Airport provided for public use (e.g., terminal), but not including areas used by private businesses.

**Public Parking Facilities:** All vehicle parking provided for the public at the Airport.

**Ramp:** See Apron.

**Repair Station:** A Federal Aviation Administration approved facility utilized for the repair of aircraft which may include airframes, power plants, propellers, radios, instruments and accessories.

**Restricted Area:** Any area of the Airport posted to prohibit entry or to limit entry or access to specific authorized persons.

**Scheduled Operations:** All regularly scheduled operations of aircraft by a duly certificated air carrier (FAR 121, 125 or 135) holding an agreement with the Authority for the purpose of transporting passengers, mail and freight whose operation is either intra or interstate.

**Shall:** The words "shall", "must" or "will" are always mandatory.

## **2.00 - DEFINITIONS (CONT.)**

**Sponsor:** Stafford Regional Airport Authority.

**Solicitation or To Solicit:** To directly or indirectly, actively or passively, openly or subtly, ask (or endeavor to obtain by asking), request, implore, plead for, importune, or seek to try to obtain.

**SRAA:** Stafford Regional Airport Authority.

**Sublease:** A lease granted by a franchisee to another entity of all or part of the franchised or leased property.

**Tenant:** Any entity entering into a contractual relationship with the Authority for space to conduct its business or a sublessee who has written approval of the Authority.

**Terminal:** The passenger terminal facility, the designated vehicle parking facilities and all roadways associated therewith.

**Tie-Down Area:** A paved area suitable for parking and mooring of aircraft wherein suitable tie-down points have been located.

**Transient Aircraft:** An aircraft not using the Airport as its permanent base of operations.

**Vehicle:** A device in, upon or by which a person or property may be propelled, moved, or drawn, including a device moved by human or animal power, except aircraft or devices moved exclusively upon stationary rails or tracks.

**VFR at Night:** Shall have the meaning ascribed to that term in Federal Aviation Regulations Part 1, Subchapter A - Definitions.

**VFR Over the Top:** Shall have the meaning ascribed to that term in Federal Aviation Regulations Part 1, Subchapter A - Definitions.

### **3.00 - GENERAL PROVISIONS**

#### **3.01 - Authority for Implementation of Rules & Regulations**

The Stafford Regional Airport Authority 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 see that all airport operations are consistent with these Rules & Regulations, Stafford County ordinances and the laws of the Commonwealth of Virginia and the United States of America.

#### **3.02 - Rules and Regulations**

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, 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.

In the event of any conflict between these Rules and Regulations and any statute, ordinance, law, rule, regulation, order or ruling of any governmental entity cited in this section and exercising the same or similar jurisdiction, the latter shall prevail.

#### **3.03 - Explanation of Rights Reserved**

Stafford Regional Airport Authority, owner and operator of the Stafford Regional Airport, reserves all rights and powers to adhere to all Federal and State laws, and all contracts it has entered into including, but not limited to, all Federal and State Grant Agreements with the FAA

and VDOA for funding of improvements to the Airport. The Authority also reserves the right to make changes and modifications to these Rules and Regulations at any time.

### **3.00 - GENERAL PROVISIONS (CONT.)**

#### **3.04 - Explanation of Rights and Duties Imposed**

Notwithstanding anything to the contrary contained herein, the following rights, privileges and duties are hereby conferred and imposed upon individual users of the airport facilities, including but not limited to individual pilots, tie-down, T-hangar and corporate hangar renters and other tenants.

- a. Each individual user as defined herein shall meet and maintain all requirements, and regulations and standards for licensing, maintenance and repair of aircraft established by the Federal Aviation Regulations (FAR's) Safety Bulletins, Advisory Circulars, Virginia Aviation Law and all other Federal and State regulations and standards for licensing, maintenance and repair of aircraft.
- b. It shall be the duty of each individual user of the Airport to fully inform themselves of, and to keep current on, all Federal, State and County aviation Rules and Regulations and to completely and promptly comply therewith.
- c. Nothing contained herein shall restrict or limit the right of individual users to conduct maintenance and repairs on their own aircraft which are allowed by the FAA. However, all such repairs and maintenance shall be authorized and conducted strictly in accordance with Federal, State and Airport Rules and Regulations, Advisory Circulars, and Airworthiness Directives. Such repairs shall

be conducted within the area designated for owner maintenance or at authorized repair facilities on the Airport.

d. All individual users shall comply with these Rules and Regulations regarding common use areas and shall not allow any maintenance or repair activities or any part thereof to be conducted in said common areas.

### **3.05 - Acceptance of Rules by Use**

The use of the Airport shall constitute an acceptance by the user of these Rules and Regulations and shall create an obligation on the part of the user to obey these Rules and Regulations.

### **3.06 - Procedures and Addendums**

Written operational procedures and addendums to these Rules & Regulations shall be issued by the Authority.

## **3.00 - GENERAL PROVISIONS (CONT.)**

### **3.07 - Interpretation**

In the event that an interpretation of any provision of these Rules & Regulations is required, the Authority shall render such interpretation.

### **3.08 - Severability**

In the event that any provision of these Rules and Regulations shall for any reason be determined to be invalid, illegal or unenforceable in any respect, the other provisions of these Rules and Regulations shall remain in full force and effect.

### **3.09 - Rules and Regulations Availability**

All persons permitted to conduct business on the Airport shall keep a current copy of these Rules and Regulations in their place of business, and shall make the copy available upon request.

### **3.10 - Effective Date**

These Rules and Regulations shall be effective on the date approved by the Stafford Regional Airport Authority

#### **4.00 - INFRACTIONS and ENFORCEMENT**

##### **4.01 - Infraction Defined**

Infraction means any of the following:

- I. A violation of these Rules and Regulations.
- b. In the case of aeronautical service providers, a violation of lease terms.

##### **4.02 - Effect of Infraction**

Any infraction by any person may result in termination of the lease, contract or agreement under which such person is operating. Upon termination, such person shall be informed as to their eligibility for a new lease, contract or agreement.

##### **4.03 - Notice of Infraction and Termination**

The Stafford Regional Airport Authority, or designated agent, shall give notice of termination via the U.S. Postal Service, certified mail, to the person at the address listed on the relevant lease, contract or agreement, or to the last known address.

#### **4.04 - Hearings**

Any person whose lease, contract or agreement shall hereafter terminate may request a hearing thereon before the Authority provided such request is made in writing and received by the Authority within ten (10) calendar days from the date of the Authority's notice of termination to such person. The Authority shall, via certified mail, notify person requesting same of the date, time and location and such notice shall be mailed at least seven (7) days in advance of such hearing. At the hearing, the person requesting the hearing may appear, may be represented by counsel, and may present evidence. Upon completion of the hearing, the Authority shall affirm, revoke or modify the termination and shall give written notice of its action within thirty (30) days to the person requesting the hearing. Compliance with this hearing process is a prerequisite to initiating other legal or administrative action.

#### **4.05 - General**

In addition, any person violating these Rules and Regulations may be promptly removed, either temporarily or permanently, from the Airport by the Authority or its designated agent.

### **5.00 - INSURANCES**

#### **5.01 - General**

Each FBO, and aeronautical service provider, shall maintain the following insurance policies as required insurance under these Rules and Regulations:

**General Liability Insurance** - This insurance must be written on an "occurrence" basis, responding to claims arising out of any occurrences which may take place during the policy period. The general liability form shall provide limits of at least the following with no deductible:

\$5,000,000	Combined Single Limit for
	bodily injury and property damage,
\$5,000,000	each incident for personal and
	advertising injury,
\$5,000,000	product-completed operation
	aggregate; and

\$5,000,000 general aggregate.

*Stafford Regional Airport Authority Shall Be Named On The Policy  
As An Additional Named Insured*

**Business Automobile Liability Coverage** - Business liability insurance shall apply to any automobile, including all owned and hired and non-owned vehicles, to a combined single limit of at least \$1,000,000 per each accident and with a \$2,000,000 aggregate. Any statutorily required "No-Fault" benefits and uninsured motorist coverage shall be included.

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**Aircraft Liability Insurance** - This insurance shall provide aircraft liability, including temporary substitute aircraft and no-owned aircraft liability, to a combined single limit of at least \$1,000,000 limited to \$100,000 each passenger per occurrence. Coverage shall apply to bodily injury or death and mental anguish, including passenger injuries and property damage.

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## 5.00 - INSURANCES (CONT.)

**Hangarkeepers Insurance** - Hangarkeeper's legal liability coverage shall include protection for those lessees operating a hangar storage or aircraft maintenance/repair service to a limit of at least \$5,000,000 each occurrence.

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**Workers Compensation and Employers Liability Insurance** - This insurance shall pay the lessee's obligation under Workers Compensation Law of Virginia. Employers liability coverage shall provide limits of at least \$100,000 each accident for bodily injury and \$100,000 each employee for disease. The total policy limit for disease shall be at least \$500,000.

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The Authority reserves the right to require additional insurance coverage as appropriate for the scope of the activity.

## **6.00 - EMERGENCY REPORTING REQUIREMENTS**

### **6.01 - General**

In order to promote and maintain safety at the Airport, any tenant, pilot, FBO, or aeronautical service provider shall promptly contact 911 to any bodily injury requiring emergency medical attention. Immediately after contacting 911, report such emergency or any damage to property at the Airport, or any other accident, incident, occurrence or unsafe practice relating to any aircraft which any one of the above listed owns, leases, flies, or any aeronautical activity in which any are involved to the Authority.

## **7.00 - GENERAL REGULATIONS**

### **7.01 - 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 AOA, 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.

### **7.02 - Common-Use Areas**

Common-use areas include all runways for landing and taking 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 similar purpose for guiding or controlling flight in the air or the landing or 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 taxi lanes are also considered common-use areas. No FBO or other aeronautical service provider or person

shall use any common-use areas for the parking or storing of aircraft, the repair, servicing or fueling of aircraft or any other purpose other than taxiing, flying and operation of aircraft without the prior written consent of the Authority. Common-use area designations may be changed by the Authority at any time.

### **7.03 - Assigned Areas**

No person authorized to operate or conduct business activities at the Airport shall conduct any of its business activities, or park any aircraft, on any areas except those specified in the lease or written agreement. No aeronautical service provider shall occupy any common-use area except as authorized by these Rules and Regulations or by the Authority.

## **7.00 - GENERAL REGULATIONS (CONT.)**

### **7.04 - T-hangars**

- a. No person shall utilize these T-hangars for any commercial use.
- a. No person shall utilize these T-hangars for anything other than storage of the tenant's personal aircraft.
- a. No automobiles, motor trucks, motor homes, campers, tractors, motorcycles, boats or other such vehicles shall enter or be stored in T-hangars.
- a. The storage of furniture and other household items, refuse and debris in T-hangars is prohibited.
- a. T-hangar entrances shall be kept clear at all times.
- a. Lighting in hangars shall be restricted to installed electricity. Heating and/or air conditioning in any T-hangar shall be by approved systems or devices and subject to approval by the Authority.

### **7.05 Commercial Activities**

No person shall enter or remain on the Airport and sell, peddle, give away or offer for sale any goods, merchandise, property or services of any kind whatsoever without prior written consent of the Authority.

### **7.06 - Special Events**

No special event, including but not limited to air shows, air races, fly-ins, skydiving 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 and such other terms and conditions as the Authority may require.

## **7.00 - GENERAL REGULATIONS (CONT.)**

### **7.07 - Personal Aircraft Sales**

Nothing contained herein shall prohibit any person from selling such person's own aircraft. However, personal aircraft sales are limited to three (3) aircraft sales per calendar year. Aircraft sales in excess of three (3) per calendar year shall be deemed a commercial activity and subject to compliance with the Airport's Minimum Standards For Providing Aeronautical Services To The Public

### **7.08 - Advertising and Signage**

No person shall post, distribute or display signs, advertisements, circulars, printed or written matter at the Airport without prior permission from the Authority. This also applies to the dissemination of audible messages. No signs or other advertising shall be placed or constructed upon the Airport, or any building, or structure, or improvement thereon without having prior written approval from the Authority. The Authority may refuse permission for such signage if it determines that such signs do not conform to current Stafford County sign ordinances, are undesirable, unnecessary or may cause a safety hazard.

### **7.09 -Pedestrians**

All pedestrians at the Airport shall remain clear of the AOA unless enplaning or deplaning, or unless escorted by an authorized employee of an aeronautical service provider. Any pedestrian entering the area within the AOA must complete an *Acknowledgment of Risk and Liability Agreement*.

#### **7.10 - Litter and Refuse**

No person shall place, discharge or deposit in any manner papers, trash, food goods, rubbish or other refuse anywhere on the Airport, except in receptacles prescribed by the Authority. All litter and refuse materials must be bagged when transported in vehicles.

#### **7.11 - Animals**

No person shall enter the Airport with any animal, except a “seeing-eye” or “hearing” animal, any animal used for law enforcement support or any animal properly confined for shipment by air. All animals are prohibited on the AOA.

### **7.00 - GENERAL REGULATIONS (CONT.)**

#### **7.12 - Vehicular Traffic and Parking**

The traffic laws of the Commonwealth of Virginia shall apply to all streets, roads and vehicular parking areas 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 responding to an emergency situation, no person shall take or drive any vehicle on the Airport, other than on established streets, roads and vehicular parking facilities, unless prior written permission has been obtained from the Authority. Operators of unauthorized vehicles shall be subject to arrest and impoundment of vehicles at the owner’s expense. In addition to the aforementioned, the following rules apply to vehicles operated on the Airport:

a.

The operator of any vehicle must have a valid drivers license and be qualified to drive the vehicle being operated.

- b** No person shall operate a motor vehicle on the Airport in a reckless or negligent manner.
- a. No person shall operate a motor vehicle on the AOA portion of the Airport in excess of 15 miles per hour except for fire, emergency, or law enforcement vehicles responding to an actual emergency, or during an emergency exercise.
- b. Pedestrians and aircraft have the right-of-way at all times. When vehicles are operating on the AOA, they shall pass to the rear and at least 20 feet clear of taxiing aircraft.
- c. Parking on the tie-down ramp area is prohibited.
- d. Ground support vehicles shall not be parked upon any dirt, grass, or sod areas of the Airport without the prior written consent of the Authority.

## **8.00 -AIRCRAFT OPERATION AND AIRPORT TRAFFIC**

### **8.01 General**

- a. Every person operating an aircraft shall comply with and operate such aircraft in conformity with procedures recommended in the Airman's Information Manual (AIM), and these Rules and Regulations, and all pertinent statutes, ordinances, laws, rules, regulations, orders and rulings of the FAA, VDOA and other appropriate governmental agencies. Each person operating an aircraft is responsible for the safety of their operation and the safety of others exposed to such operation.**
- b. Due to the density of traffic at the Stafford Regional Airport, 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 requested aeronautical**

**activity shall not be conducted until properly coordinated and approved in writing by the Authority and until all other prerequisites to conduct such activity have been satisfied.**

**c. [TRAFFIC PATTERN]**

**d. [TRAFFIC PATTERN MAP]**

**e. All aircraft shall follow the appropriate taxiway and runway guidance marking and lighting when operating on the Airport.**

**f. Aircraft shall not be operated carelessly or negligently or with disregard of the rights or safety of others.**

**g. If the Authority, or its authorized representative, believes the conditions at the Airport are unsafe for takeoffs or landings, it shall be within their power to issue a NOTAM to close the Airport, or any portion thereof, for a reasonable time so the unsafe condition may be corrected.**

## **8.00 -AIRCRAFT OPERATION AND AIRPORT TRAFFIC (CONT.)**

- h.** In the event that any aircraft is damaged to the extent that it cannot be moved under its own power, the Authority shall be immediately notified by the pilot in command of the aircraft or an FBO if the pilot is unable to give notice. Subject to governmental investigations and inspection of the damaged aircraft, the owner or pilot of the aircraft, or the owner's agent or legal representative, shall take immediate action to remove the aircraft from all landing areas, taxiways, ramps, tie-down areas or other aircraft movement areas to a place designated by the Authority. 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, for any reason, fails to remove the damaged aircraft as required by the Airport or to remove it from the AOA as herein indicated, the FBO, to perform this function, may cause the removal and storage or disposal of such damaged aircraft at the sole expense of the aircraft owner.

- i. Every aircraft owner, operator or lessee shall pay when due all charges for services received or premises, equipment or goods leased or purchased.

## **8.02 -Taxiing**

- a. All aircraft shall be taxied at a reasonable, safe speed.
- b. Aircraft awaiting take-off shall stop prior to the hold line for 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.
- c. 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.
- d. No person shall taxi an aircraft until they have ascertained by visual inspection of the area that there will be no danger of collision with any person or object.
- e. Back taxiing on any runway is prohibited.

## **8.03 - Traffic Rules**

All pre-takeoff checks should be completed prior to crossing the hold line for the active runway.

## **8.00 -AIRCRAFT OPERATION AND AIRPORT TRAFFIC (CONT.)**

### **8.04 - Landings**

- a. Aircraft entering the traffic pattern shall do so as described in the AIM.
- b. All aircraft shall turn off the runway as soon as reasonably possible after landing and taxi only on designated taxiways.

### **8.05 - Flying Clubs**

All flying clubs desiring to base their aircraft and operate on the Airport must comply with the applicable provisions of these Rules and Regulations.

**a. The Club shall be a nonprofit entity organized for the express purpose of providing its members with aircraft for their personal use and enjoyment only. The ownership of the aircraft must be vested in the name of the Club, or owned ratably by all of its members.**

**b. Aircraft owned by the Club shall only be operated by club members. The Club shall not conduct charter, air taxi, rental or any other commercial operation. The club shall not conduct aircraft flight instruction except for members. Any qualified and properly licensed flight instructor who is a member and part owner of the aircraft owned and operated by the club shall not be restricted from performing flight instruction to other club members. All flight instruction activities shall be subject to the provisions of these Rules and Regulations.**

**c. Any qualified and properly licensed aircraft mechanic who is a member and part owner of the aircraft owned and operated by a flying club shall not be prohibited from performing maintenance on such aircraft and the club is not obligated to pay for such maintenance. All maintenance work shall be subject to the provisions of these Rules and Regulations.**

**d. 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.**

#### **8.00 -AIRCRAFT OPERATION AND AIRPORT TRAFFIC (CONT.)**

a. The flying club, with its application, shall furnish the Authority with the following documentation:

1. a copy of its charter and by-laws,
2. articles of associations,
3. partnership agreement or other documentation supporting its existence,
4. a roster, or list of its members including a names officers and directors,
5. evidence of insurance in the form of a certificate of insurance in the minimum amounts required by these Rules and Regulations, and the State of Virginia,
6. tail number and type of aircraft,

7. evidence that ownership is vested in the club; and
8. operating rules of the club.

d. A flying club shall comply with all Federal, State and County laws, ordinances, regulations and these Rules and Regulations.

d. If a flying club violates any of the foregoing, or permits any its members to do so, and the violation is not corrected within a reasonable amount of time set by the Authority, the club shall be required to terminate all operations on the Airport and vacate the Airport.

### **8.06 - Aerial Advertising**

Any person wishing to use the Airport to pick up or drop an aerial advertising banner shall obtain the prior written permission from the Authority. The Authority shall require such safeguards as deemed necessary to protect the Airport, aircraft using the Airport and the general public. These requirements may include, but are not limited to, bonds, insurance policies, additional security personnel, facilities and waivers/authorizations to the FARs issued by the FAA. The Authority may establish and charge reasonable fees for this activity. Any pedestrian activity within the runway/taxiway safety area shall be required to register with the Airport and sign applicable acknowledgment of Risk and Liability Agreement forms and approved by the Authority.

## **8.00 -AIRCRAFT OPERATION AND AIRPORT TRAFFIC (CONT.)**

### **8.07 - Sailplane Operations**

a. **General - The purpose of this section is to establish standard ground operating and safety procedures for the operation of glider aircraft and tow planes at the Airport. Persons who operate glider aircraft and tow planes shall comply with all items contained in this section.**

b. **Communications - An onboard radio capable of transmitting and receiving local UNICOM frequency [???.??] is required due to density of traffic. Notification to personnel operating the UNICOM of the presence of glider operations is also required.**

**c. Standard Operating Procedures - Operator shall submit written standard operating procedures to be reviewed, and approved, by the Authority and FAA Flight Standards Office prior to operating at the Airport.**

**d. Ground Operations - Personnel and Equipment - Operator shall not exceed a specified number of motor vehicles, (1) and personnel (3) to assist the glider and tow plane pilots while on the runway and taxiway. Said motor vehicle and personnel shall be pulled back and remain clear of the runway safety area (250 feet), and not obstruct any aircraft taxiway when not required for glider operations. Motor vehicle must be equipped with a yellow rotating light or strobe light visible from 360\* while in use on the AOA. No more than two glider passengers shall be present in the staging area at one time. Said passengers shall be escorted to and from the staging area by a member of the operating personnel referenced above.**

**e. Ground Operations - Glider Staging and Recovery - During the staging of the glider for departures, the tow plane shall remain behind the yellow hold short lines until the glider has taken the active runway. Upon return to the Airport, the tow plane shall follow published operating procedures. The glider must be removed from the active runway and parallel taxiway as soon as possible.**

**f. Registration and Acknowledgment of Risk and Liability Agreement - Due to the introduction of persons onto an active runway, and onto the runway and taxiway safety areas, any pedestrian within this area shall be required to register with the Authority and sign applicable acknowledgment of Risk and Liability Agreement forms approved by the Authority. The Authority may establish and charge reasonable fees associated with this activity.**

## **8.00 -AIRCRAFT OPERATION AND AIRPORT TRAFFIC (CONT.)**

### **8.08 - Ultralight Vehicles**

**a. All ultralight vehicles using the Airport must be equipped with a radio capable of sending and receiving the UNICOM frequency [???.??]**

**b. Before operating from the Airport, the ultralight operator shall be briefed, at the ultralight operator's expense, on Airport policy, traffic pattern procedures, and population areas by a certified FAA flight instructor employed by an Airport FBO or aeronautical service provider.**

**c. Ultralight vehicle operators shall maintain a minimum \$100,000 combined single limit insurance policy. Operators shall provide proof of insurance upon request of the Authority or its authorized representatives prior to ultralight operations at the Airport. The Authority may establish and charge reasonable fees associated with this activity.**

### **8.09 - Parachute Jumping**

Persons wishing to use the Airport for a parachute drop area shall obtain the prior written approval from the Authority as required by FAR 105.17. The Authority shall require such safeguards as it deems necessary to protect the Airport, aircraft using the Airport and the general public. These requirements may include, but are not limited to, bonds, insurance policies, additional security personnel, facilities and waivers/authorizations to FARs issued by the FAA. The Authority may establish and charge reasonable fees for this activity.

## **9.00 - ENVIRONMENTAL**

### **9.01 - General**

All users of the airport facilities shall comply with all safety and environmental Rules and Regulations adopted by the Authority.

### **9.02 - Aircraft Washing**

All aircraft and vehicle washing shall be conducted only in the area designated by the Authority and in compliance with all Airport environmental Best Management Practices (BMPs).

### **9.03 - Parked Aircraft and Aircraft Owner Self Maintenance & Repair**

a. No person shall park, store, tie down or leave any aircraft on any area of the Airport other than that designated by the Authority, or by a full service FBO subject to the approval of the Authority.

a. 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 supplying their own tie down rope, 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 severe weather. Owners of all aircraft shall be held solely responsible for any damage or loss resulting from the failure of such owner or pilot of such aircraft to comply with this rule.

a. Separate areas shall be designated by the Authority, or its agent, 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 or designated by the Authority of its agent from use by another person.

## **9.00 - ENVIRONMENTAL (CONT.)**

**d.** Repairs and maintenance to aircraft or engines shall be made in the area designated for this purpose by the Authority, and not on any part of the runway, taxiways, ramps or fueling service area. No person shall allow a person who is not an employee onto the Airport to perform maintenance on their owned or operated aircraft unless the aircraft requires repairs which cannot be adequately performed by an authorized full service FBO providing aircraft maintenance and repair services on the Airport. Any aircraft owner using an employee to perform aircraft maintenance shall be required to provide the Authority evidence of employment. An aircraft owner shall not contract with a second party, such as an aircraft maintenance company or contractor, to perform "scheduled" maintenance on their aircraft at the Airport unless said company is recognized by the Authority as an authorized maintenance FBO as defined in these Rules & Regulations. "Unscheduled" maintenance is limited to the following:

1. Warranted maintenance work that requires repair or additional attention by the warranty company.
2. A major malfunction or other condition that prevents the aircraft from being flown to another airport for maintenance.
3. Maintenance work that requires specialty service that is not being provided by an existing aeronautical service provider operating at the Airport.

**e. All aircraft maintenance shall be conducted strictly in accordance with these Rules & Regulations; all Federal, State, and County fire and safety regulations; all Federal, State and County Rules & Regulations; airworthiness directives, and other applicable rules & regulations.**

f. No aircraft engine shall be started on any aircraft unless a competent operator is in control of the aircraft.

**g. No aircraft engine shall be run up unless the aircraft is located in a designated run up area and is in such position that the propeller or turbine engine blast clears all hangars, shops, other buildings, persons, other aircraft and automobiles and other vehicles, or in the area and flight path of a landing aircraft.**

h. The starting or operation of aircraft engines inside any T-hangar is prohibited.

## **9.00 - ENVIRONMENTAL (CONT.)**

### **9.04 - Cleaning and Liquid Disposal**

No person shall clean any engines or other parts of an aircraft in any hangar with flammable substances. Fuels, oils, dopes, paints, solvents and acids shall not be disposed of or dumped into any drains, basins ditches or elsewhere on the Airport. Such liquids shall be disposed of at an approved waste disposal point off the Airport property.

### **9.05 - Cleaning Floors**

Floors shall be kept clean and free of oil. The use of volatile or flammable solvents for floor cleaning floors is prohibited.

### **9.06 - Drip Pans**

If required by aircraft design, drip pans shall be placed under engines and kept clean.

## **10.00 - FIRE PREVENTION**

### **10.01 - General**

All fire and safety related provisions of these Rules & Regulations, including hazardous materials, shall be in accordance with applicable sections of the NFPA Codes and Standards and all applicable laws, rules and regulations of the State, County and the Airport.

### **10.02 - Fire Extinguishers and Equipment**

The tenant of any hangar or building on the Airport shall be responsible for the furnishing and maintaining of adequate first aid and fire appliances meeting the minimum requirements of the County Fire Codes. All extinguishers and other such equipment shall be inspected annually. All fire doors and other fire prevention apparatus shall be accessible and kept unobstructed at all times.

### **10.03 - Open Flames**

- a. No person shall smoke on any portion of the AOA or in any hangar, room, building or area at the Airport except in designated smoking areas.
- a. No person shall initiate or maintain any open fires of any type on any part of the Airport.
- a. No person shall operate an acetylene torch, electric arc or similar flame or spark producing device on any part of the Airport except in areas within leased premises specifically designated for such use by the Airport Authority.
- a. The heating of engine oil to promote easier cold weather operations shall be restricted to steam, hot water, hot air or approved electric heaters.

## **10.00 - FIRE PREVENTION (CONT.)**

### **10.04 - Flammable or Volatile Liquid**

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. The procedures and precautions outlined in the criteria of NFPA pamphlet 410-D - Safeguarding Aircraft Cleaning, Painting, and Paint Removal, and NFPA pamphlet 410-F Aircraft Cabin Cleaning and Refurbishing Operations are hereby incorporated by reference and made part of this chapter as if fully set out herein, and shall be adhered to in all cleaning, painting and refurbishing operations using flammable and volatile liquids, including the storage of such liquids. No rags soiled with flammable substances shall be kept or stored in any building on the Airport.

### **10.05 - Handling and Storage of Hazardous Materials**

Explosives not acceptable for transportation under applicable federal requirements are not permitted on the Airport.

## **11.00 - AIRCRAFT FUELING & SELF-SERVICE FUELING**

### **11.01 - Fueling Operations**

Storage and dispensing of aviation fuels shall be in accordance with NFPA 407 and all Federal, State and County regulations. No person may store or dispense aviation fuels of any type unless authorized. No aircraft shall be refueled or defueled while the aircraft engine is running.

### **11.02 - Fuel Storage**

No fuel shall be stored on the Airport property other than in the fuel farm owned and maintained by the Authority.

### **11.03 - Fuel Servicing Vehicles**

Fuel servicing vehicles (herein after referred to as “refuelers”) operating on the Airport must comply with the following rules:

1. Refueler shall be owned or leased by the authorized operating agent.

2. The operator of the refueler shall purchase and maintain in force appropriate levels of insurance to protect the operator and the Airport from claims which may arise out of or result from the fueling services performed, whether such service is performed by refueler's 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 the Airport 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 shall furnish the Authority with a certificate of insurance with Stafford Regional Airport Authority as additional named insured for all required coverage. Certificates of Insurance, including all updated information and changes to coverage, shall be provided to the Authority annually.

3. Refuelers shall be held accountable for any damages, fuel spills, or environmental contamination resulting from its negligent operations, or equipment malfunction. All such damage shall be paid for by the refueler operator.

#### **11.04 - Self Fueling Activities**

Self-service fueling of aircraft shall be conducted in designated self-service fueling area only. An annual fee shall be paid to the Authority to obtain a permit to conduct self-fueling operations on the Airport.

### **11.00 - AIRCRAFT FUELING & SELF-SERVICE FUELING (CONT.)**

#### **11.05 - Fuel Spills**

In the event of fuel spillage and when there is no apparent presence of fire, fuel delivery units shall not be moved until the spillage is dispersed or removed. Spilled fuel must be cleaned up immediately and the area secured.

#### **11.06 - Contracts Prohibited**

An aircraft owner shall not contract with or permit a second party, such as a fuel service company or contractor, to refuel an aircraft. Refueling by such a second party is considered a commercial aeronautical activity and subject to the Airport Minimum Standards and applicable fees.

#### **11.07 - Fuel Flowage Fee**

The Authority reserves the right to collect a fuel flowage fee for the sale and distribution of aviation fuel at the Airport.

## **12.00 - OFF AIRPORT DEVELOPMENT**

### **12.01 - General**

Through-the-fence operations, as referenced in FAA Order 5190.6A - *Airport Compliance Requirements*, shall not be permitted to provide aeronautical services to the public.