

**MANASSAS REGIONAL AIRPORT COMMISSION
REGULAR MEETING
AGENDA**

March 18th 2021

**7:00 PM –City Hall, Council Chambers
9027 Center Street
Manassas, VA 20110**

ITEM 1. Consideration of approval of minutes of the regular meeting held on January 21st 2021.

ITEM 2. Review of expenses.

COMMENTS FROM THE PUBLIC

ITEM 3. The “Comments from the Public” agenda item is for members of the public to address the Airport Commission for less than three (3) minutes each. Please state your full name, your city/county and state of domicile, and your interest in, and/or affiliation with, the Airport prior to speaking. No prior notice is necessary to speak during this portion of the agenda. Members of the public may also address the Airport Commission for longer than three minutes if they ask the Airport Director for a place on the agenda at least five (5) working days before the meeting or if a member of the public is specifically requested by a Commission Member to address the Commission.

AIRPORT DIRECTOR’S REPORT

ITEM 4. Airport Director’s Report

PRESENTATIONS

ITEM 5. Quarterly Report on Airport Operations and Fuel Flowage- Jolene Berry

OLD BUSINESS

ITEM 6. Make a recommendation to City Council regarding the proposal received for Parcels 5 & 6 and a recommendation to award a Franchise to Council.

CONSENT AGENDA

All items listed under the consent agenda are considered to be routine and will be enacted by one motion. If separate discussion is desired, that item will be removed from the consent agenda and considered separately.

ITEM 7. (Reserved for Consent Agenda Items)

COMMITTEE REPORTS IF AVAILABLE

ITEM 8. 8.1 Rules and Regulations
8.2 RFFP Review Committee

NEW BUSINESS

ITEM 9. Approve the draft Rules and Regulations for FAA review City Council approval.

INFORMATION ITEMS

ITEM 10. (Reserved for addition of any Information item)

COMMISSION COMMENTS

ITEM 11. Commission Members may make comments or raise questions on matters of interest to the Commission.

ADJOURNMENT

MANASSAS REGIONAL AIRPORT COMMISSION REGULAR MEETING MINUTES

January 21, 2021

The Manassas Regional Airport Commission held its regular meeting in the Airport Conference Room on the above date, attended Chairman Dan Radtke, Vice Chairman Tom Lemmon, Juan Cabrera, Harry Clark, Richard H. Seraydarian, Howard Goodie, Ross Snare, James L. Uzzle, John Snider, and Lawrence R. Pigeon.

Airport Personnel in Attendance: Juan E. Rivera (Airport Director), Richard Allabaugh (Airport Operations)

Chairman Radtke called the meeting to order at 7:00 p.m.

ITEM 1. **Airport Director's Report**

- 1.1 Maintenance Division Quarterly Report (Staff: Doug McCauley)

ITEM 2. **Consent Agenda**

All items listed under the consent agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items. If a separate discussion is desired, that item will be removed from the consent agenda and considered separately.

SUGGESTED MOTION: "I move that the Consent Agenda be approved".

SUGGESTED MOTION #2: "I move that Items # and # be removed from the Consent Agenda and be added as Items # and #, respectively, and that the remaining Consent Agenda items be approved as it now appears".

- 2.1 Approval of Minutes: Regular Meeting of December 17th, 2020

Member Lemmon MOVED for the approval of all items on the Consent Agenda as written. **SECONDED by Member Clark CARRIED UNANIMOUSLY.**

ITEM 3. **Committee Reports**

- 3.1 Rules and Regulations Report (Mr. Tom Lemon: Vice-Chair)

ITEM 4. **New Business**

- 4.1 Approve the FY 2021 Airport Commission Meeting Calendar (Staff: Juan Rivera)

Member Snider MOVED for the approval of the FY 2021 Airport Commission Meeting Calendar. **SECONDED by Member Pigeon CARRIED UNANIMOUSLY.**

- 4.2 Approve AOPA's Aviator Showcase Event from September 29, 2021, to October 1, 2021 (Staff: Juan Rivera)

Item 1

Member Snider MOVED for Approve AOPA’s Aviator Showcase Event from September 29, 2021, to October 1, 2021, **SECONDED by Member Cabrera CARRIED UNANIMOUSLY.**

- 4.3** Consideration of a Request by The Freedom Museum to extend their Letter of Agreement for a six (6) month period past the March 1st termination date (Staff: Juan Rivera)

Member Clark MOVED that the Airport extend the current Freedom Museum Letter of the Agreement termination date of March 1 2021 to June 1, 2021, to facilitate the vacating of all of their displays and materials from the lobby and back office by that date **SECONDED by Member Uzzle Motion Carried with a Voted Count: “9 (Nine)” Yes, Radtke, Lemmon, Cabrera, Clark, Seraydarian, Goodie, Snider, Snare and Pigeon. “1 (One) No, Uzzle.**

ITEM 5. Old Business

- 5.1** Approve FY 2022 Operating Budget and CIP Budget (Staff: Juan Rivera)

Member Snider MOVED for Approve FY 2022 Operating Budget and CIP Budget **SECONDED by Member Snare CARRIED UNANIMOUSLY.**

- 5.2** Consideration of approving a month to month Hangar Lease Agreement with American Aviation Services, and consideration of approving a month to month Hangar Lease Agreement with American Helicopter (Staff: Juan Rivera)

Member Pigeon MOVED for Approve of a month-to-month Hangar Lease Agreement with American Aviation Services, and consideration of approving a month-to-month Hangar Lease Agreement with American Helicopter **SECONDED by Member Seraydarian CARRIED UNANIMOUSLY.**

ITEM 6. Commission Members Comments

Commission Members may make comments or raise questions on matters of interest to the Commission.

ADJOURNMENT

Member Uzzle MOVED that the meeting adjourn. **SECONDED by Member Snare and CARRIED UNANIMOUSLY.**

The meeting adjourned at 7:41 P.M.

Secretary

Chairman

Date Approved



Memorandum

March 12, 2021

TO: Manassas Regional Airport Commission
FROM: Airport Director

RE: AIRPORT DIRECTOR'S REPORT FOR MARCH 2021

REQUEST FOR FRANCHISE PROPOSAL (RFFP)

The Airport Commission’s recommendation regarding the RFFP received from Chantilly Holdings, LLC will go to the City Council on March 22, 2021 for a Public Hearing and their consideration of the first reading of the Ordinance.

T-HANGAR OCCUPANCY RATE

West T-Hangars: 58 out of 59 Rented
98% Rented – No change.

East T-Hangars: 92 out of 97 Rented
95% Rented – No change.

East and West Hangars – 150 out of 156 – 96% Rented

Waiting List Status

Notice will be sent out next week. Finishing up paperwork from new tenants.

Breakdown

Total on List – 169

East Side – 157

West Side – 119

60x50 - 15

TIE-DOWN OCCUPANCY RATE

West Tie-Down: 36 out of 85 Rented
42% Rented – No Change.

East Tie-Down: 82 out of 86 Rented
95% Rented – No Change.

East and West Tie-Down – 118 out of 171 Rented – 69% Rented

Squatters

N/A

March 12, 2021
Airport Director's Report for March
Page Two

NOISE COMPLAINTS

There was one (1) noise complaints recorded by Airport Operations in the month of February 2021 (1 Helicopter Overflight).

A noise complaint form is available on the Airport's website for citizens who have noise concerns. The form can be completed and submitted online, or a citizen can call the Noise Hotline 24/7 at (703) 257-2576. Staff is continuing to exercise contacts with operators in an effort to educate on Noise Program. A good percentage of the recent complaints are from operators outside of our based tenants, particularly military.

TAXIWAY G/TAXILANE Y (CONSTRUCTION)

The project is complete. The final close-out paperwork is being developed by Delta Airport Engineers. It is anticipated that the close-out and final Engineer's Report will be completed by the end of March 2021.

RUNWAY 16R/34L REHABILITATION (Construction Phase)

The runway is open for use. The contractor is shut-down for the winter. They will be required to apply an additional application of paint on the runway, grade area of the runway shoulders and plant additional grass in the spring. This project should be closed-out in the spring of 2021 (April).

FAA ATC TOWER LEAK & ROOF REPLACEMENT

The staff is in the process of getting prices for just replacing the roof on the base building and the tower and not including the work on the catwalk. It is anticipated that the catwalk will be rebid in the spring of 2021 and the work will proceed as needed in the FY 2022 budget timeframe. The increased cost to replace the roof is due to the FAA requiring that the work be done at night after hours and the contractor does not have access to the roof through the tower cab due to COVID 19 restriction put in place by the FAA. The Airport staff had inquired about the tower closing for 3-4 days to get the work done in daylight hours and have full use of the tower cab. The Tower Manager indicated that the decision would have to be made at a higher level.

TERMINAL BUILDING ROOF REPLACEMENT

The work on the terminal roof has been completed.

SE CORPORATE PAD SITE

The Airport must reimburse the VDOA for those areas of the SE Corporate Pad site development that was not eligible for State funding. The Director has reached out to the Aviation Department to let them know that the FBO was open on March 8th and that they should send the Airport an invoice.

AIRPORT RULES AND REGULATIONS UPDATE

The Rules and Regulations are being reviewed by the City Attorney. The FAA reviewed the Rules and Regulations and provided a few comments that have been addressed in the final document.

March 12, 2021
Airport Director's Report for March
Page Three

OBSERVATION ROAD RELOCATION AND DRAINAGE IMPROVEMENTS

FEMA is expected to approve the Conditional Letter of Map Revision (CLOMAR) the week of March 15th. RS&H has responded to all of the comments that FEMA had regarding the CLOMAR.

TERMINAL ELEVATOR REPAIR

The terminal building elevator has been repaired and upgraded and is open for use by the public.

CHANTILLY AIR FBO (Chantilly Air Jet Center)

Chantilly Air Jet Center opened on March 8, 2021. This is a soft opening and a grand opening is expected to take place in the spring.

MASTER PLAN UPDATE

The Airport staff is working with the FAA, State and RS&H to complete the scope of services for this project. An independent fee estimate must be conducted prior to the project starting.

TAXIWAY B REHABILITATION

The Airport staff is working with Delta to finalize the scope of services for this project.

TERMINAL BUILDING BATHROOM UPGRADES

Starting the week of March 22nd the Airport Maintenance staff will oversee the renovation of the downstairs bathrooms. While the bathrooms are being renovated, the public and tenants will have to use the upstairs bathrooms. The men's and women's bathrooms will be completed separately and only one bathroom will be closed at a time.

UPCOMING EVENTS

N/A



Juan E. Rivera, Director
Manassas Regional Airport

Item 4a

ORG	OBJECT	ACCOUNT DESCRIPTION	ORIGINAL ESTIM REV	ESTIM REV ADJ	REVISED ESTIM REV	ACTUAL YTD REVENUE	REMAINING REVENUE	% COLL
57097400	315001	Interest on Pooled Cash	0	0	0	-4,370.45	4,370	100.0
57097400	315200	Leases and Rents	-2,133,220	0	-2,133,220	-1,594,678.40	-538,542	74.8
57097400	315204	Hangar Rentals	-958,790	0	-958,790	-691,777.06	-267,013	72.2
57097400		Total 57097400 Use of Money & Prope	-3,092,010	0	-3,092,010	-2,290,825.91	-801,184	74.1
57097600	317510	Airport Tie-Down Fees	-70,000	0	-70,000	-81,874.01	11,874	117.0
57097600	317520	Airport Fuel Flowage Fees	-233,270	0	-233,270	-154,531.56	-78,738	66.2
57097600	317530	Airport Security Surcharge	-54,000	0	-54,000	-37,285.66	-16,714	69.0
57097600	317535	Airport Car Rental Revenue	-20,200	0	-20,200	-9,872.69	-10,327	48.9
57097600		Total 57097600 Sales & Connections	-377,470	0	-377,470	-283,563.92	-93,906	75.1
57097700	318000	Miscellaneous Revenues	-2,500	0	-2,500	-20,206.86	17,707	808.3
57097700	318426	Card Replacement Fees	-200	0	-200	0.00	-200	0.0
57097700	318436	Legal Expense Reimbursement	-500	0	-500	0.00	-500	0.0
57097700	318650	Airport Commercial Op Permit	-6,600	0	-6,600	-2,970.00	-3,630	45.0
57097700	318710	Cash Over/Short-Airport	0	0	0	2.96	-3	100.0
57097700	318906	Sale of ROW/Easement	0	0	0	-45,200.00	45,200	100.0
57097700		Total 57097700 Other Local Rev-Genera	-9,800	0	-9,800	-68,373.90	58,574	697.7
57097900	322071	VA State Reimbursements	-35,000	0	-35,000	-5,172.12	-29,828	14.8
57097900		Total 57097900 State Non-Categorica	-35,000	0	-35,000	-5,172.12	-29,828	14.8
57098200	332010	FAA Tower Rent from Fed Govt	-15,580	0	-15,580	-11,682.00	-3,898	75.0
57098200	332011	FAA Tower Reimbursements	-25,700	0	-25,700	-11,067.95	-14,632	43.1
57098200		Total 57098200 Federal Non-Categori	-41,280	0	-41,280	-22,749.95	-18,530	55.1
57099100	346500	Contr Surplus-Encumbrances	0	-46,344	-46,344	0.00	-46,344	0.0
57099100		Total 57099100 OFS-Contribution fro	0	-46,344	-46,344	0.00	-46,344	0.0
Revenue Total			-3,555,560	-46,344	-3,601,904	-2,670,685.80	-931,218	74.1

Item 4a

ORG	OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
57003703	411000	Salaries and Wages	590,000	0	590,000	355,658.37	0.00	234,342	60.30
57003703	411020	Board and Elections Stipends	11,700	0	11,700	1,850.00	0.00	9,850	15.80
57003703	411075	S&W-Housing Stipend	3,200	0	3,200	0.00	0.00	3,200	0.00
57003703	412000	S&W-On-Call	23,300	0	23,300	15,421.42	0.00	7,879	66.20
57003703	416000	S&W-Overtime	25,000	0	25,000	12,881.72	0.00	12,118	51.50
57003703	416010	Hours Worked on a Holiday	800	0	800	755.39	0.00	45	94.40
57003703	420000	Employee Benefits	240,000	0	240,000	0.00	0.00	240,000	0.00
57003703	420002	Deferred Compensation	0	0	0	1,492.15	0.00	-1,492	100.00
57003703	420004	FICA	0	0	0	27,529.72	0.00	-27,530	100.00
57003703	420006	Virginia Retirement System	0	0	0	43,166.60	0.00	-43,167	100.00
57003703	420008	Group Health	0	0	0	39,482.42	0.00	-39,482	100.00
57003703	420010	Worker's Compensation	0	0	0	3,580.83	0.00	-3,581	100.00
57003703	420012	Group Term Life Insurance	0	0	0	4,484.83	0.00	-4,485	100.00
57003703	420014	Long Term Disability	0	0	0	1,466.83	0.00	-1,467	100.00
57003703	420016	Unemployment	0	0	0	36.52	0.00	-37	100.00
57003703	420031	Car Allowance	6,030	0	6,030	3,992.32	0.00	2,038	66.20
57003703	431000	Professional Services	70,000	16,245	86,245	17,764.39	2,500.00	65,980	23.50
57003703	431004	Legal Fees	25,000	0	25,000	0.00	0.00	25,000	0.00
57003703	432000	Temporary Help Services	2,500	0	2,500	0.00	0.00	2,500	0.00
57003703	435000	Print Bind Photo Services	1,500	0	1,500	1,026.51	0.00	473	68.40
57003703	436000	Advertising Services	50,000	604	50,604	6,723.81	0.00	43,880	13.30
57003703	439000	Other Purchased Services	18,000	8,052	26,052	15,154.31	10,900.00	-2	100.00
57003703	439010	Board Fees	0	0	0	40.00	0.00	-40	100.00
57003703	441000	Information Technology Charges	49,850	0	49,850	29,080.00	0.00	20,770	58.30
57003703	441005	Phones and Voicemail Charges	19,260	0	19,260	11,235.00	0.00	8,025	58.30
57003703	441045	IT GIS Mapping Charges	18,450	0	18,450	10,760.00	0.00	7,690	58.30
57003703	441050	IT Purchases Mid-Year	1,000	0	1,000	0.00	0.00	1,000	0.00
57003703	442000	Motor Vehicle Charges	46,440	0	46,440	27,090.00	0.00	19,350	58.30
57003703	444000	Cost Allocation Charges	182,050	0	182,050	106,195.00	0.00	75,855	58.30
57003703	447000	Radio Charges	1,550	0	1,550	905.00	0.00	645	58.40
57003703	451001	Utilities	17,000	0	17,000	14,602.68	7,751.27	-5,354	131.50
57003703	451002	City Utility Charges	125,000	0	125,000	68,947.01	0.00	56,053	55.20
57003703	452003	Cell Phone Charges	4,500	0	4,500	3,445.90	0.00	1,054	76.60
57003703	452007	Cable/Satellite TV Service	3,000	0	3,000	973.94	0.00	2,026	32.50
57003703	452008	Telephone Service Charges	150	0	150	104.26	101.25	-56	137.00
57003703	452009	Long Distance Charges	100	0	100	22.34	0.00	78	22.30
57003703	453000	Insurance	32,000	0	32,000	33,043.00	0.00	-1,043	103.30
57003703	454001	Operating Leases	3,500	1,607	5,107	1,843.50	1,816.50	1,447	71.70
57003703	455001	Mileage	1,000	0	1,000	0.00	0.00	1,000	0.00
57003703	455002	Training and Travel	12,500	0	12,500	1,035.00	0.00	11,465	8.30
57003703	455005	Meeting / Business Expense	4,500	0	4,500	4,493.78	0.00	6	99.90
57003703	458000	Dues Memberships & Other Exp	6,900	0	6,900	1,724.83	0.00	5,175	25.00

Item 4a

57003703	461000	Office Supplies	3,500	0	3,500	641.81	0.00	2,858	18.30
57003703	462000	Other Supplies	10,000	0	10,000	8,550.60	0.00	1,449	85.50
57003703	463000	Books and Subscriptions	500	0	500	45.93	0.00	454	9.20
57003703	464000	Uniforms and Safety Apparel	3,000	0	3,000	3,067.84	0.00	-68	102.30
57003703		Total 57003703 Airport Operations	1,612,780	26,508	1,639,288	880,315.56	23,069.02	735,903	55.10
57003710	433000	Maintenance Services	55,000	8,855	63,855	20,683.48	31,827.98	11,343	82.20
57003710	433001	Refuse Collection Services	6,000	0	6,000	3,715.84	1,984.16	300	95.00
57003710	433003	Janitorial Services	25,000	883	25,883	9,749.18	5,528.98	10,605	59.00
57003710	433006	Mowing Services	17,200	4,981	22,181	8,014.72	4,746.91	9,419	57.50
57003710	433008	HVAC	8,000	0	8,000	6,200.00	0.00	1,800	77.50
57003710	433009	Elevator Services	6,000	0	6,000	150.00	0.00	5,850	2.50
57003710	433010	Snow Removal	25,000	0	25,000	9,846.80	0.00	15,153	39.40
57003710	433012	Airfield Lighting Maintenance	2,500	0	2,500	3,226.50	0.00	-727	129.10
57003710	433014	Elevator Inspections	1,200	0	1,200	300.00	0.00	900	25.00
57003710	433015	Vehicle/Apparatus Maintenance	30,000	0	30,000	20,238.68	0.00	9,761	67.50
57003710	439000	Other Purchased Services	36,000	0	36,000	21,943.65	0.00	14,056	61.00
57003710	439004	Paving Services	15,000	0	15,000	0.00	0.00	15,000	0.00
57003710	439008	Hazmat Disposal	17,000	0	17,000	10,287.38	348.03	6,365	62.60
57003710	439014	Security Services	91,800	4,176	95,976	66,255.36	30,907.06	-1,187	101.20
57003710	454004	Miscellaneous Rentals	2,000	0	2,000	0.00	0.00	2,000	0.00
57003710	462000	Other Supplies	25,000	0	25,000	5,232.00	0.00	19,768	20.90
57003710	462001	Tools	10,000	0	10,000	448.78	0.00	9,551	4.50
57003710	462044	Airfield Lighting Supplies	15,000	0	15,000	4,481.00	0.00	10,519	29.90
57003710	462046	Airport Hanger Supplies	20,000	0	20,000	3,338.07	0.00	16,662	16.70
57003710	462047	Airfield Supplies	11,000	0	11,000	6,401.91	0.00	4,598	58.20
57003710	462048	Security Supplies	20,000	0	20,000	18,503.07	0.00	1,497	92.50
57003710	462052	Terminal Grounds Supplies	3,500	0	3,500	963.48	0.00	2,537	27.50
57003710	462067	Maintenance Supplies	2,500	0	2,500	1,824.87	0.00	675	73.00
57003710	466000	Building and Repair Materials	30,000	0	30,000	6,890.08	0.00	23,110	23.00
57003710	467000	Fuels/Oils/Lubricants	5,500	0	5,500	4,381.86	0.00	1,118	79.70
57003710	468000	Vehicle/Equipment Parts/Supp	25,000	0	25,000	26,774.29	0.00	-1,774	107.10
57003710	471000	Equipment & Machinery Purch	25,000	0	25,000	47,315.16	0.00	-22,315	189.30
57003710		Total 57003710 Airport Maintenance	530,200	18,894	549,094	307,166.16	75,343.12	166,585	69.70
57003711	433000	Maintenance Services	14,000	0	14,000	213.60	0.00	13,786	1.50
57003711	433008	HVAC	2,500	0	2,500	0.00	0.00	2,500	0.00
57003711	433009	Elevator Services	3,000	0	3,000	971.25	0.00	2,029	32.40
57003711	433014	Elevator Inspections	1,000	105	1,105	750.00	0.00	355	67.90
57003711	462000	Other Supplies	3,000	0	3,000	0.00	0.00	3,000	0.00
57003711		Total 57003711 FAA Tower Nonreimbur	23,500	105	23,605	1,934.85	0.00	21,670	8.20
57003712	433000	Maintenance Services	12,000	837	12,837	7,314.85	2,911.42	2,611	79.70
57003712	451002	City Utility Charges	18,500	0	18,500	9,287.28	0.00	9,213	50.20
57003712	451003	Heating Fuel Oil or Gas	1,000	0	1,000	399.33	1,100.67	-500	150.00
57003712		Total 57003712 FAA Tower Reimbursab	31,500	837	32,337	17,001.46	4,012.09	11,323	65.00
57003713	416000	S&W-Overtime	3,000	0	3,000	0.00	0.00	3,000	0.00

Item 4a

57003713	433003	Janitorial Services	2,500	0	2,500	0.00	0.00	2,500	0.00
57003713	439000	Other Purchased Services	15,000	-8,000	7,000	0.00	0.00	7,000	0.00
57003713	439014	Security Services	500	0	500	0.00	0.00	500	0.00
57003713	462000	Other Supplies	12,000	0	12,000	0.00	0.00	12,000	0.00
57003713		Total 57003713 Airport-Special Proj	33,000	-8,000	25,000	0.00	0.00	25,000	0.00
57003793	462000	Other Supplies	75,000	0	75,000	0.00	0.00	75,000	0.00
57003793	481001	Principal - Bonds Payable	205,560	0	205,560	205,558.29	0.00	2	100.00
57003793	481021	Interest - Bonds Payable	34,860	0	34,860	34,853.44	0.00	7	100.00
57003793	492575	Transfer to Airport Capital	500,000	8,000	508,000	507,315.00	0.00	685	99.90
57003793	496004	Contrib to Net Position	509,160	0	509,160	0.00	0.00	509,160	0.00
57003793		Total 57003793 Airprt Capex-Finance	1,324,580	8,000	1,332,580	747,726.73	0.00	584,853	56.10
Expense Total			3,555,560	46,344	3,601,904	1,954,144.76	102,424.23	1,545,335	57.10

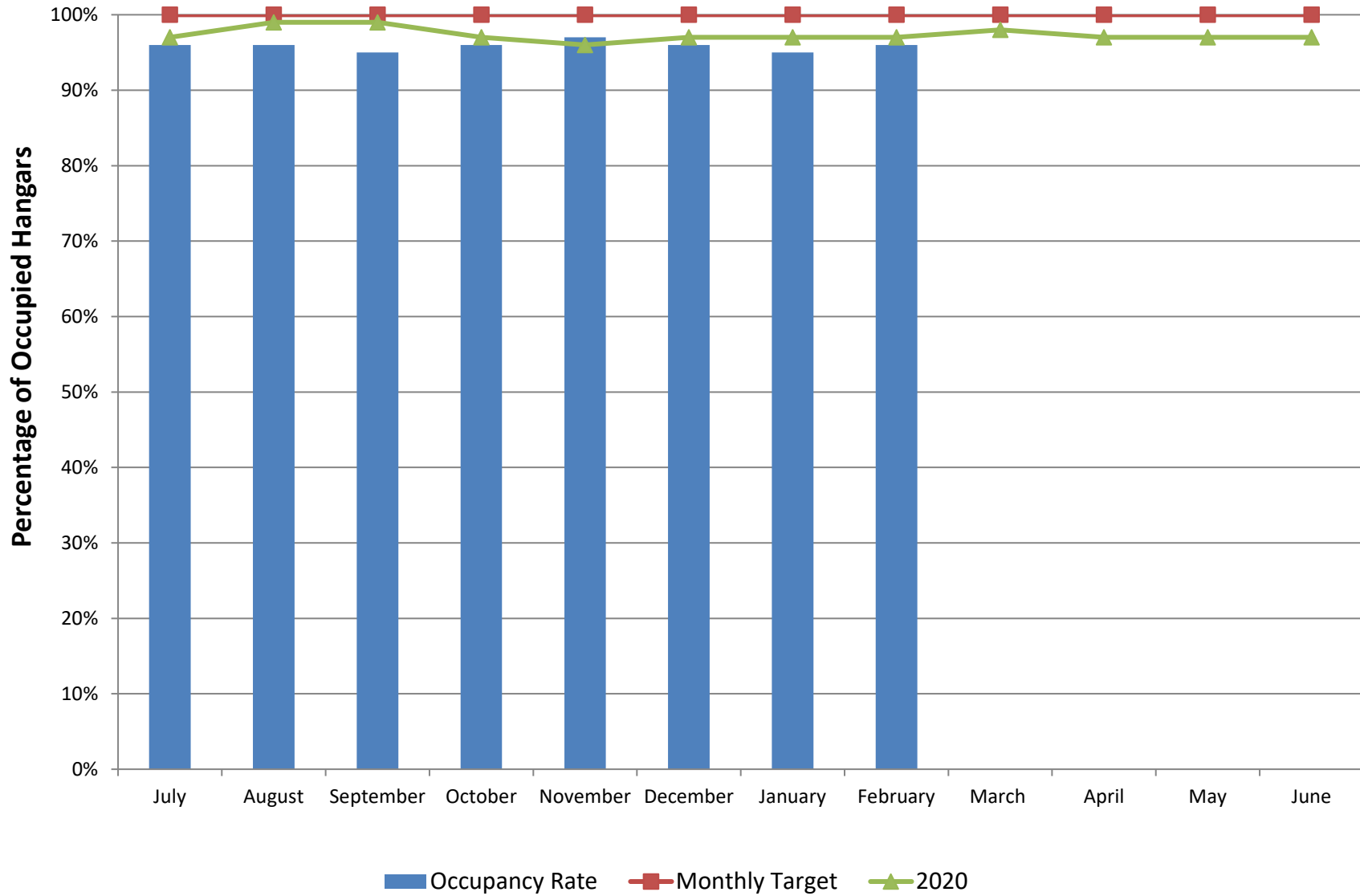
3/12/2021

Aging Report

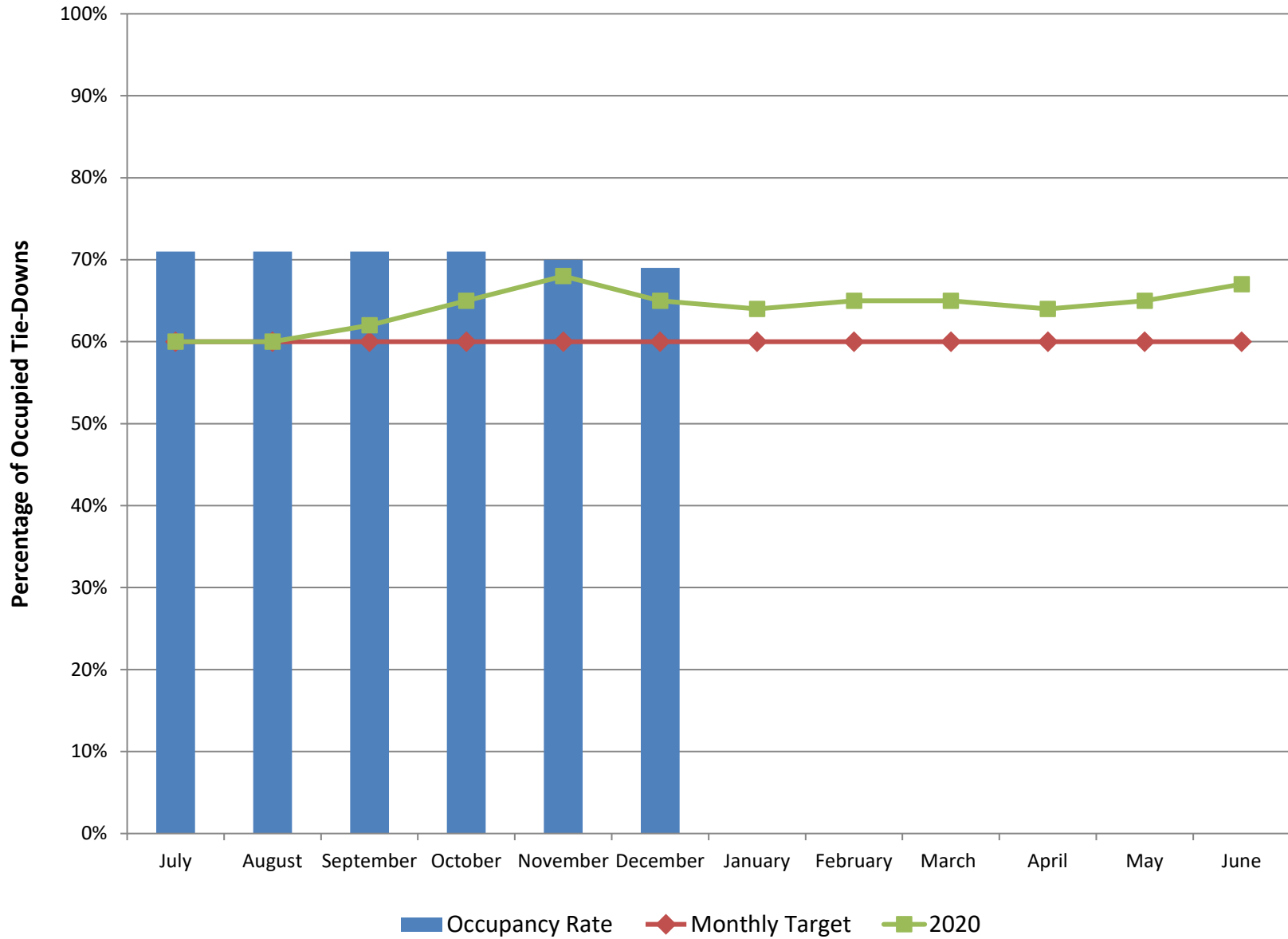
Item 4a

Customer Id	Customer Name	Unpaid Balance	Billed Amount	Adjusted Amount	Paid Amount	30 to 60 Days Past	61 to 90 Days Past	91 to 120 Days Past	Over 120 Days Past	Total Due Now
36,504	JONES, FORREST	\$51.47	\$1,500.00	\$0.00	\$1,448.53	\$51.47	\$0.00	\$0.00	\$0.00	\$51.47
38,602	RIGNEY, JOHN	\$320.00	\$320.00	\$0.00	\$0.00	\$80.00	\$80.00	\$80.00	\$80.00	\$320.00
42,215	AMERICAN HELICOPTERS INC	\$5,149.11	\$5,149.11	\$0.00	\$0.00	\$1,716.37	\$1,716.37	\$1,716.37	\$0.00	\$5,149.11
42,744	AMERICAN AVIATION SERVICES LLC	\$29,542.35	\$29,822.81	\$0.00	\$280.46	\$9,015.48	\$9,015.48	\$9,015.48	\$2,495.91	\$29,542.35
46,729	CAMPBELL, DANA L	\$13.00	\$13.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13.00	\$13.00
46,846	RAVEN AVIATION, LLC	\$160.00	\$160.00	\$0.00	\$0.00	\$80.00	\$80.00	\$0.00	\$0.00	\$160.00
67,838	LASKER, MELISSA	\$282.67	\$282.67	\$0.00	\$0.00	\$80.00	\$80.00	\$122.67	\$0.00	\$282.67
67,842	THOMAS, EDWARD	\$80.00	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00	\$0.00	\$80.00
68,822	REBOOT CHARITY	\$90.00	\$90.00	\$0.00	\$0.00	\$90.00	\$0.00	\$0.00	\$0.00	\$90.00
341,293	FLIGHTWORKS INC	\$13,875.30	\$13,875.30	\$0.00	\$0.00	\$6,937.65	\$6,937.65	\$0.00	\$0.00	\$13,875.30
		\$49,563.90	\$51,292.89	\$0.00	\$1,728.99	\$18,050.97	\$17,909.50	\$11,014.52	\$2,588.91	\$49,563.90

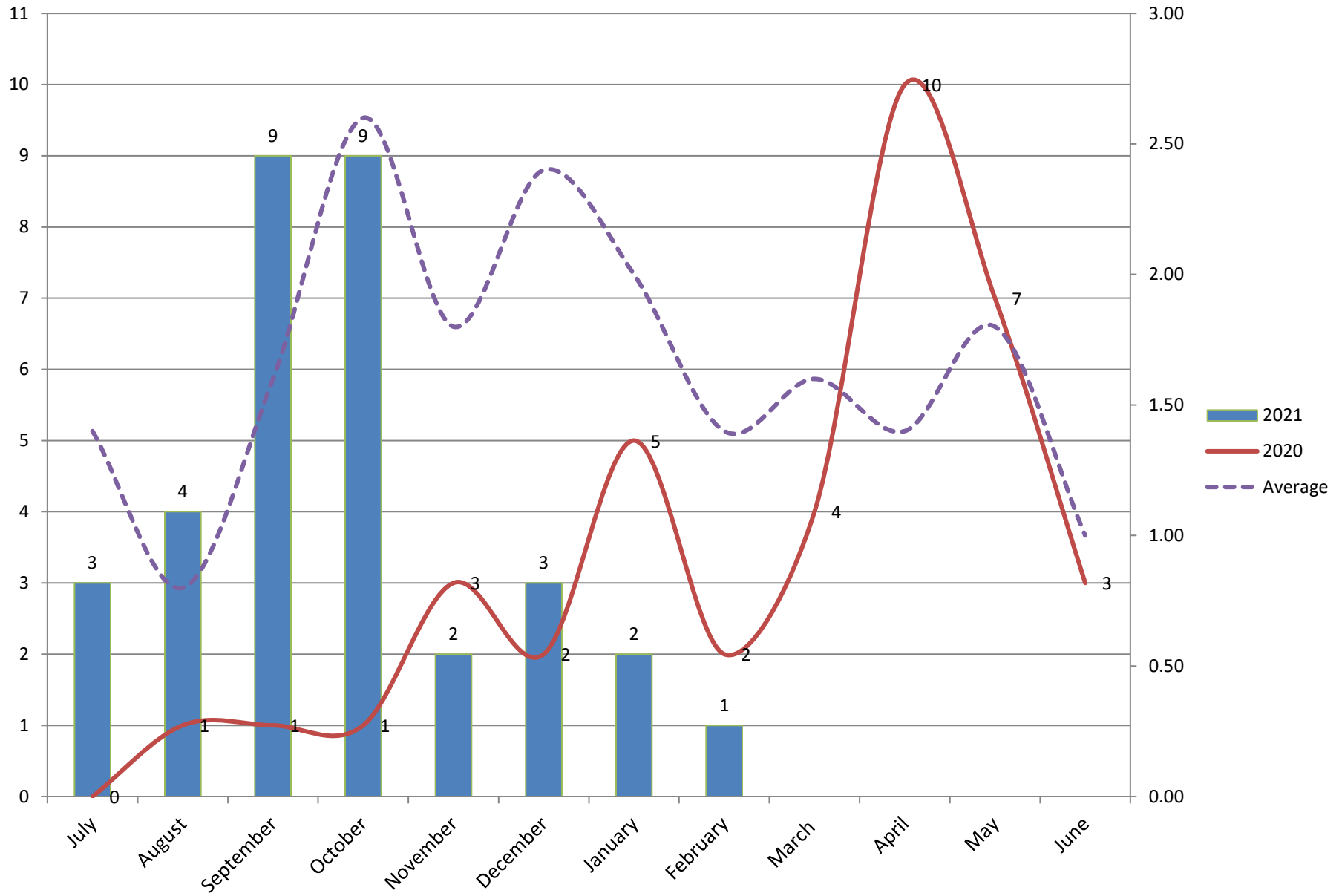
FY2021 Hangar Occupancy Rates



FY2021 Tie-Down Occupancy Rates



Noise Complaints FY 2020-2021





AIRPORT COMMISSION AGENDA STATEMENT

MEETING DATE: March 18, 2021

TIME ESTIMATE: 5 minutes

AGENDA ITEM TITLE: Quarterly Report on Airport Operations and Fuel Flowage

DATE THIS ITEM WAS LAST CONSIDERED BY COMMISSION: N/A

SUMMARY OF ISSUE/ TOPIC: This is a quarterly presentation on the Airport's number of Operations and Fuel Flowage. Information will be presented on PowerPoint slides with an analysis on past numbers and future trends.

STAFF RECOMMENDATION: N/A

DISCUSSION (IF NECESSARY): No Discussion

BUDGET/FISCAL IMPACT: N/A

STAFF: Jolene Berry, 257-8279

Airport Director

Attachment



Manassas Regional Airport

V I R G I N I A

Item 6

AIRPORT COMMISSION AGENDA STATEMENT

MEETING DATE: March 18th 2021

TIME ESTIMATE: 5 Minutes

AGENDA ITEM TITLE: Make a recommendation to City Council regarding the proposal received for Parcels 5 & 6 and a recommendation to award a Franchise to Council.

DATE THIS ITEM WAS LAST CONSIDERED BY COMMISSION: N/A

TOPIC: 1 RFFP was received by council on February 22nd 2021; selection committee will review and make recommendations to Airport Commission.

STAFF RECOMMENDATION:

DISCUSSION (IF NECESSARY): N/A

BUDGET/FISCAL IMPACT: N/A

STAFF: Juan River, 703-361-1882



AIRPORT COMMISSION AGENDA STATEMENT

MEETING DATE: March 18, 2021

TIME ESTIMATE: 10 minutes

AGENDA ITEM TITLE: Approve the draft Rules and Regulations for FAA review City Council approval.

DATE THIS ITEM WAS LAST CONSIDERED BY COMMISSION: N/A

SUMMARY OF ISSUE/ TOPIC: In October, the Rules and Regulations Committee convened to review the existing Rules and Regulations and discuss the potential changes. The Rules and Regulations was solicited for public comment on October 29th for a total of 70 days. Staff received 6 comments from 5 people. A public work session was held on February 9th and 25th to review the comments and potential changes.

STAFF RECOMMENDATION: Recommends approval.

DISCUSSION (IF NECESSARY): No Discussion

BUDGET/FISCAL IMPACT: N/A

STAFF: Juan Rivera, 361-1882

Airport Director

Attachment



City of Manassas Manassas Regional Airport Executive Summary – Rules and Regulations

PUBLIC COMMENT RESPONSES

Number of People: 5

Total Submitted Comments:

Total Consolidated Comments: 0

Document Changes:

Insertions –

Deletions –

Formatting -

Moves –

Section 6 – Aircraft Fuels and Oil Sales and Service (SASO)

1. **Comment:** Page 22, Line 4 “I would like to ask that Airport require at least a good faith effort on FBOs to provide unleaded fuel. A large percentage of the GA piston fleet, including many of the planes based at HEF, can operate using unleaded fuel. See <https://www.flyingmag.com/when-will-we-see-unleaded-av-gas/>

While there a number of considerations about which type of unlead fuel would work best for our airport, the lack of any unleaded fuel is something the airport Commission should remedy. Perhaps the easiest option, regularly available in the Manassas area from fuel distributors like Quarles, is ethanol free 93 octane gasoline. This fuel would work in all Rotax powered aircraft and many lower and mid-power Lycoming and Contintinel aircraft, like Cessna 172s and Piper Cherokees. For instance, here is the Service Instruction from Lycoming showing a number of engines that could operate using 93 octane, ethanol free, fuel: <https://www.lycoming.com/sites/default/files/SI1070AA%20Specified%20Fuels.pdf>

Alternatively there are specialized fuel vendors like Swift that have there own fuel authorized for use in many GA piston powered aircraft. See <https://www.swiftfuelsavgas.com/> They claim 110k aircraft could use their fuel.

I am well aware of the FAA's unleaded fuel initiative but that is not making timely progress on a replacement fuel. Moreover, it seems pointless to wait for that when a vast majority of aircraft at the field could utilize lead-free fuel that is available today.

There numerous benefits from not using lead based fuels for the environment, the nearby residents of the City of Manassas and Prince William County, and aircraft owners. Many aircraft perform better with lead free fuel and Rotax engines actually prefer unleaded fuel to 100LL.

Item 9

Finally, 100LL has long been the only option at HEF besides Jet fuel. APP does not voluntarily offer lead-free fuel today and there is no indication that Chantilly will do so either. City must step into the market failure and incentivize - either through fee reduction, tax breaks, or other incentives - or compel lead-free fuel. Everybody wins with lead-free fuel, the only thing impeding its adoption at HEF seems to be a lack of desire from our single FBO to provide it or the airport fuel farm to be able to store it. In either case, it's the role of the minimum standards to address that impediment.

Staff Analysis: This topic needs to be discussed with the FBOs. With strict fuel quality requirements, an addition of another type of fuel would require a separate truck and separate tank. Currently, there is no additional space in the consolidated fuel farm for additional tank storage. The Airport is always looking for opportunities to be environmentally friendly while expanding services to our tenants and customers.

Staff Recommendation: Recommend revising language in Section 6.2(2) to be flexible with the type of aviation gasoline offered.

2. Minimum types of aviation Fuel offered shall be Jet-A turbine fuel and aviation gasoline (100LL or such other fuel that may be developed for the operation of piston engine aircraft).

Times Submitted: 1

Article 8 – Airframe and Power plant Repair (SASO)

2. **Comment:** Page 25, Line 4 “I would like to propose a new #5 for the section 8.2. It would read:

"The airport shall publish on it's website a listing of Airframe and Powerplant repair facilities open to the public at the airport"

Staff Analysis: A list of repair facilities at the Manassas Airport is already listed on our website under our “Business Directory” and “Business Map.”

Staff Recommendation: General Inquiry. No recommendation.

Times Submitted: 1

Article 10 – Aircraft Rental

3. **Comment:** Page 27, Line 12 “Proposed rules say two aircraft are required for rental aircraft operators. We have been a non-tenant operator since 2016 and have always had only one aircraft. Also, we do not have a facility to have one employee on duty when open. We operate by appointment with the instructors, or the renter takes the plane him/herself. Request that the wording be changed to apply to tenant operators, or make exceptions for non-tenant operators. Alternatively, if flight instruction is provided in addition to rental, apply the least stringent requirement (1 aircraft for instruction).

Staff Analysis: The Minimum Standards under flight training requires only one (1) fixed wing or one (1) rotary wing Aircraft. It is not uncommon for operators to rent the same aircraft in order to provide additional services to their customers. Researching other airports, the one (1) aircraft requirement for Aircraft Rental seems to be the standard.

As far as addressing the “least stringent requirement,” the Minimum Standards are written so that if an operator offers multiple services, the greater requirement applies to cover that standards.

Non-Tenant Operators are not required to have office space in order to conduct business on the Airport. This is noted in Section 16.1(2)B of the Minimum Standards.

Staff Recommendation: Recommends changing the Section 10.2 to require only one (1) fixed wing or one (1) rotary wing Aircraft.

Recommend changing Section 10.2 (2) to say:

“2. A minimum of one (1) employee for scheduling and dispatching Aircraft.”

Times Submitted: 1

4. **Comment:** Page 27, Section 10.2, Line 12-13 “It states that aircraft rental businesses have to have 2 aircraft available and one employee on duty during operating hours.

We are a non-tenant operator, as we don't have a permanent facility. We have a parking space next to Westside aviation on the West ramp. The school offers aircraft rental and flight instruction in our Cessna 172, N676CH. Does this section apply to non-tenant operators?

Staff Analysis: The Minimum Standards apply to all operators on the field. A non-tenant business, such as TakeOff Aviation, would acquire a commercial operating permit and comply with the applicable sections as they pertain to your business. If you are renting aircraft, as it is proposed, you would need two aircraft. Flight Instruction only requires one aircraft. The higher of the two requirements would apply.

Staff Recommendation: General Inquiry. No recommendation.

Times Submitted: 1

Article 21 – Flying Clubs

5. **Comment:** NOVA Flying Club objects to the language that implies clubs must own their own aircraft. We believe this will cause an undue burden, as most clubs starting off do not have the cash reserves to purchase and own.

However, while not owned by the club, NOVA’s aircraft is leased from an individual who is, by default, an associate member of the club.

Staff Analysis: The comment refers to Article 21, Section 19.2(A). It must be clear in the Minimum Standards that the aircraft be used for the flying club and no other commercial purpose. The comment made brings up a valid point that most new flying clubs can’t initially own an aircraft outright. However, it is possible for the club to lease an aircraft for their specific use. There is a concern that a single member is leasing the aircraft to the club, which potentially violates the current Minimum Standards.

Staff conducted additional research on the subject and found that an aircraft has to be “registered/vested in the name of the Club” or “owned proportionately by its member.” It is also clear that language should be placed in the Minimum Standards to note that “No Club Aircraft should be used for commercial purposes.” Some airports choose to omit the aircraft ownership information and just require the aircraft to be registered in the name of the flying club.

Staff Recommendation: Recommends restructuring Article 21 to be consistent with the rest of the Minimum Standards (Statement of Concept, Minimum Standards, and Facilities). Add separate section clarifying aircraft ownership requirements under new Section 21.2(1) and deleting language from old Section 21.2(A). Add new section 21.3(1) to address storage requirements.

- 1 Flying Clubs shall be a nonprofit entity (corporation, association, or partnership) 1 organized for the express purpose of providing its members with one or more Aircraft, for their personal use and enjoyment only. The property rights of the members of the Flying Club shall be equal and no part of the net earnings of the Flying Club will inure to the benefit of any member in any form (salaries, bonuses, etc.). The Flying Club may not derive greater revenue from the use of its Aircraft than the amount necessary for the operations, Aircraft Maintenance, and replacement of its Aircraft.
- 2 The ownership of all Aircraft (“Club Aircraft”) must be owned by the Flying Club or owned proportionately by all its members. Club Aircraft must be registered under the Flying Club’s name and not be used for any Entity except its members.

Section 21.3 Facilities

The Flying Club shall lease from the Airport sufficient land for the following facilities:

1. A paved Apron or hangar space sufficient to tie down, park, and maneuver a minimum of one (1) Small Aircraft, a minimum of one thousand (1,000) SF.

Item 9

2. With the prior written permission of the Commission, these requirements may be satisfied by a sublease of such space from an existing Full-Service FBO, Franchise holder, or Leaseholder.
3. Flying Clubs are exempt from all other building and classroom requirements as it pertains to Aircraft Rentals and Flight Training.

Times Submitted: 1

Appendix A - Insurance Matrix

6. **Comment:** Insurance Matrix “Insurance Matrix – \$10,000,000 for turbine *helicopter* liability is not available from my carrier.”

Staff Analysis: \$10,000,000 in aircraft liability for a turbine powered helicopter is quite excessive given most privately owned helicopters of this category range from \$400,000 to \$2,000,000. Government owned helicopters are usually self-insured, but do exceed \$10,000,000 based on the equipment. The Risk Manager checked with insurance carriers and our broker and found that a \$2-\$3 million dollar liability for turbine helicopters was more realistic and attainable by operators.

Staff Recommendation: Recommends adding separate sections for Piston and Turbine Helicopters with a minimum liability coverage of \$1,000,000 and \$3,000,000 respectively. It is also recommended at the coverage be “smooth” or a “combine single limit” that applies to all bodily injury and property damage out of a single occurrence.” Remove “per passenger” limit.

Times Submitted: 1

7. **Comment:** Insurance Matrix “Articles 10, 11, 12, & 13 wherever “not applicable” is indicated, perhaps we should say “Coverage is required if” For example, in article 10 you might say:

“Coverage required if Aircraft are being serviced by Entity or owned by an entity other than the rental company”

Staff Analysis: Under Articles 10, 11, 12, & 13, the matrix says “Not applicable unless Aircraft are being serviced by Entity or owned by an Entity other than the rental company.” The comment is language semantics, but draws more attention to the possible requirement than being “not applicable.”

Staff Recommendation: Recommend changing language where present from “Not applicable...” to “Coverage required if...” throughout the document. E.g

“Not applicable unless Entity is performing their own services.” To

“Coverage required if Entity is performing their own services.”

Times Submitted: 1

Item 9

8. **Comment:** Insurance Matrix “I spoke with Kevin Twiss, Claims Manager, AVP Aero-Global for a bit this morning. He mentioned the two biggest issues is our need for the City of Manassas to be added as an Additional Insured and requiring Products/Completed Operations coverage for Airport Liability coverage for those risks specifically mentioned in Articles 6, 8 and 9. He said he sees a lot of claims where the policyholders think they have Products & Completed Operations coverage when in reality they only have Premises Liability coverage.

Staff Analysis: An additionally insured certificate is already required for all insurance documents submitted to the City. A catchall phrase was included in draft insurance matrix to make this a requirement.

The second part to this comment. Administratively, the Airport needs to work with the Risk Manager to ensure that policyholders have the required coverage based on the type of operations they are conducting.

Staff Recommendation: Work with the Risk Manager to develop a workflow when receiving insurance documents to ensure Entities have proper coverages.

Times Submitted: 1

9. **Comment:** Insurance Matrix “You might consider adding a catch-all statement at the bottom that allows either the Airport Director or Risk Management to require additional limits of liability or other insurance coverage based upon the type of business operation or change in the entity’s risk exposure.

Staff Analysis: No analysis required.

Staff Recommendation: Recommend adding additional catchall statement:

“Airport Director or Rick Management may require additional limits of liability or other insurance coverage based upon the type of business operation or change in the entity’s risk exposure.”

Times Submitted: 1

Item 9

10. **Comment:** Insurance Matrix “I reviewed the disclaimer language with the City Attorney and he made a few adjustments. See below.

Disclaimer: The Manassas Regional Airport Minimum Insurance Requirements are established solely for the purpose of protecting the interests of the City of Manassas under this contract, and should not be relied upon or used for any particular purpose. Specifically, each vendor / tenant /company / contracting party [whatever is appropriate] should exercise its own independent judgment and discretion in determining the insurance coverages and amounts necessary to fully protect its interests. The City of Manassas shall not be held responsible in any way for, and specifically disclaims any liability arising out of or in any way connected to, reliance on or use of any of the information contained or referenced on this Matrix or Minimum Standards for Airport Aeronautical Service and Aeronautical Activity Providers. The information contained or referenced in this Matrix is not intended to constitute and should not be considered legal or professional advice, nor shall it serve as a substitute for the recipient obtaining such advice.

Staff Analysis: No analysis required.

Staff Recommendation: Incorporate disclaimer language into Insurance Matrix

Times Submitted: 1

11. **Comment:** Insurance Matrix “Each policy of insurance required should be issued by an “A” rated-Class VI or better (according to the A.M. Best’s Rating Organization) insurance company authorized by the Commonwealth of Virginia to issue such policy in this State “

Staff Analysis: No analysis required.

Staff Recommendation: Incorporate language in an “info” box with the disclaimer and catchall language.

Times Submitted: 1

12. **Comment:** Insurance Matrix “Environmental Impairment Liability coverage limits for those where the coverage applies are too low.” Broker “feels that in the event of an Environmental Liability claim 1M in coverage will be spent rather quickly. It’s hard to assign a minimum amount of limits due to the unknown damages that could result if/when a loss occurs but thinks a minimum amount between 2 – 5 million should be considered.”

Staff Analysis: The Airport is located in the Chesapeake Bay Watershed and is subjected to strict DEQ environmental compliance. In past few years, the Airport has doubled its Environmental Coverage to protect against additional liability rising from environmental claims. As noted by the broker, an individual operator will exhaust a claim of \$1 million quickly.

Item 9

Staff Recommendation: Recommend increasing the minimum Environmental Impairment Liability to \$2 Million.

Times Submitted: 1

13. **Comment:** Insurance Matrix “Require a Waiver of Subrogation for all aircraft.”

Staff Analysis: A Waiver of Subrogation is an endorsement that prohibits an insurance carrier from recovering the money they paid on a claim from a negligent third party. No additional analysis required.

Staff Recommendation: Recommend including Waiver of Subrogation as a requirement for Aircraft Liability.

Times Submitted: 1

General Comments

14. **Comment:** I tried to find anything that addresses flying clubs specifically but I couldn't find anything. Could you please help me to identify the areas that you believe address flying clubs? The only thing that I saw that looked like it might pertain to us was the minimum insurance requirements. Although we are not a commercial operation, I believe our insurance meets the minimums that I saw listed. I guess I am really just trying to understand any impact this will have or any changes that will be required by our flying club as a result of this. Any guidance would be greatly appreciated.

Staff Analysis: General inquiry. No analysis.

Staff Recommendation: General inquiry. No recommendation.

Times Submitted: 1

Manassas Regional Airport

Rules and Regulations

Manassas, VA

Adopted by City Council:

February 9, 2015

FOREWORD

MANASSAS REGIONAL AIRPORT PROVIDES MODERN FACILITIES AND EXCELLENT SERVICES FOR ~~BUSINESS AND~~ GENERAL AVIATION AND RELATED BUSINESSES IN NORTHERN VIRGINIA AND THE WASHINGTON, D.C. AREA. AS A CATALYST FOR OUR COMMUNITY'S ECONOMIC VITALITY, MANASSAS REGIONAL AIRPORT ACHIEVES THE HIGHEST LEVELS OF SAFETY, CUSTOMER SATISFACTION AND FISCAL RESPONSIBILITY.

These Rules and Regulations are intended to provide the basic guidelines for Aeronautical Activities at the Manassas Regional Airport. Additional, activity-specific requirements may be imposed in Lease Agreements, Franchise Agreements or other agreements between the City of Manassas and Persons engaging in Aeronautical Activities at the Airport. In the event of a conflict between these Rules and Regulations and other agreements, the most stringent **applicable** requirements shall apply. The Airport is owned by the City of Manassas and operated by the City of Manassas. The Manassas Regional Airport Commission has eight representatives from the City of Manassas and two from Prince William County. The Commission is established by the Manassas City Council to operate and maintain existing and future facilities, oversee construction, prepare reports and annual budgets and make recommendations to the City Council. Day-to-day operations and the implementation of the policies of the Commission are the responsibility of the Airport Director.

TABLE OF CONTENTS

FOREWORD	1
SECTION 1 - DEFINITIONS	4
SECTION 2 - GENERAL REGULATIONS	10
2.01 COMPLIANCE WITH RULES AND REGULATIONS	10
2.02 COMMERCIAL ACTIVITY	10
2.03 ADVERTISING AND DISPLAY	10
2.04 SOLICITATION	10
2.05 RESTRICTED AREAS AND AIR OPERATIONS AREAS	11
2.06 AIRPORT SECURITY	11
2.07 PICKETING, MARCHING AND DEMONSTRATING	12
2.08 NONPROFIT FLYING CLUBS	12
2.09 OPERATING PROCEDURES, EMERGENCY PROCEDURES & DIRECTIVES	13
2.10 AIRPORT FEES	14
2.11 AIRCRAFT STATE LICENSES	14
2.12 BASED AIRCRAFT REGISTRATION	14
2.13 AIRPORT BADGES AND IDENTIFICATION	14
SECTION 3 - PERSONAL CONDUCT	15
3.01 COMPLIANCE WITH SIGNS	15
3.02 USE AND ENJOYMENT OF AIRPORT PREMISES	15
3.03 ENVIRONMENTAL POLLUTION AND SANITATION	15
3.04 ANIMALS	16
a. GENERAL REGULATIONS	16
b. TERMINAL REGULATIONS	17
3.05 PRESERVATION OF PROPERTY	17
3.06 UNATTENDED OR ABANDONED PROPERTY	17
3.07 AIRPORT CONSTRUCTION	18
3.08 RESTRICTED ACTIVITIES	
SECTION 4 - FIRE AND SAFETY	19
4.01 GENERAL	19
4.02 FUELING OPERATIONS	19
4.03 NON-COMMERCIAL SELF-FUELING	20
4.04 SMOKING	23
4.05 OPEN FLAME OPERATIONS	23
4.06 FRANCHISE AGREEMENT AND LEASE AGREEMENT HOUSEKEEPING	24
4.07 STORAGE OF MATERIALS	24
4.08 HAZARDOUS MATERIALS	24
4.09 MOTORIZED GROUND EQUIPMENT AROUND AIRPORT	25
4.10 OPERATING MOTOR VEHICLES IN HANGARS	25
4.11 AIRCRAFT ELECTRICAL AND ELECTRONIC SYSTEMS	25
4.12 ELECTRICAL EQUIPMENT AND LIGHTING SYSTEMS	25
4.13 CONTAINERS	25
4.14 DOPING, SPRAY-PAINTING AND PAINT STRIPPING	26
4.15 FIRE EXTINGUISHERS	26
SECTION 5 – AERONAUTICAL ACTIVITIES	27
5.01 GENERAL RULES	27
a. COMPLIANCE WITH ORDERS	27
b. NEGLIGENT OPERATIONS PROHIBITED	27
d. AIRCRAFT ACCIDENTS	27
e. TAMPERING WITH AIRCRAFT	28
f. CERTIFICATION OF AIRCRAFT AND LICENSING OF PILOTS	28
5.02 AIRPORT OPERATIONAL RESTRICTIONS	28
a. RESTRICTIONS	28
b. TAKEOFFS AND LANDINGS	29
c. BANNER TOWING	29
d. KITES, MODELS, & ROCKETS	29
e. ULTRALIGHT VEHICLES	29
f. PARACHUTING	29

Item 9

g. LIGHTER-THAN-AIR VEHICLES	29
5.03 TAXI AND GROUND RULES	30
a. AIRCRAFT PARKING	30
b. DISABLED AND/OR DERELICT AIRCRAFT	30
c. STARTING AND RUNNING AIRCRAFT ENGINES	31
d. AIRCRAFT TAXI OPERATIONS	32
5.04 AIRCRAFT MAINTENANCE IN T-HANGARS	32
a. PERFORMANCE OF AIRCRAFT MAINTENANCE	32
b. CERTIFIED SPECIALISTS	33
c. ASSEMBLY OF AMATEUR-BUILT EXPERIMENTAL AIRCRAFT	33
5.05 LIMITATIONS ON ACTIVITIES IN AIRCRAFT HANGARS	33
5.06 FOREIGN OBJECT DEBRIS (FOD)	35
SECTION 6 - MOTOR VEHICLES	36
6.01 GENERAL TRAFFIC REGULATIONS	36
a. AUTHORITY	36
b. TRAFFIC SIGNS AND SIGNAL DEVICES	36
c. PEDESTRIAN RIGHT-OF-WAY	36
d. VEHICLE CONDITION	36
e. CLOSING OR RESTRICTING USE OF AIRPORT ROADWAYS	36
f. SLOW-MOVING VEHICLES, EQUIPMENT, & MACHINERY	37
g. TOWING OF BAGGAGE CARTS AND PODS	37
6.02 LICENSING	37
6.03 PROCEDURE IN CASE OF A VEHICLE ACCIDENT	37
6.04 SPEED LIMITS	37
a. AOA SPEED LIMIT	37
The speed limit for all vehicles operating on the AOA is 15 MPH.	37
b. SAFE SPEED	37
c. MAXIMUM SPEED	38
6.05 VEHICLE OPERATIONS ON AIR OPERATIONS AREA (AOA)	38
a. PERMISSION	38
b. PARKING	38
c. VEHICLES CROSSING TAXIWAYS AND RUNWAYS	38
d. VEHICLES OPERATING ON TAXILANES, AND/OR APRONS	39
e. DRIVING ACROSS PASSENGER LOADING LANE	39
f. RESTRICTED PARKING	39
g. RIGHT-OF-WAY AIRCRAFT	39
6.06 PUBLIC PARKING	39
a. COMPLIANCE WITH TRAFFIC SIGNS	39
b. PARKING SPACES	39
c. PARKING CHARGES	40
d. PARKING DURATION	40
6.07 RESERVED PARKING	40
6.08 LOADING AND UNLOADING VEHICLES	40
6.09 AUTHORITY TO REMOVE VEHICLES	40
6.10 ISSUANCE OF TRAFFIC CITATIONS	40
SECTION 7 - AIRPORT MINIMUM STANDARDS	41
SECTION 8 –ENFORCEMENT, DENIAL OF ACCESS OR USE, NOTICE OF VIOLATION, REMOVAL, AND NOTICE OF TRESPASS	42
8.01 ENFORCEMENT	42
8.02 PENALTIES AND REMOVAL	42
SECTION 9 –HEARINGS AND APPEALS	43
SECTION 10 –AMENDMENTS TO THE AIRPORT RULES AND REGULATIONS	43

SECTION 1 - DEFINITIONS

1.01 Unless specifically defined otherwise herein, or unless a different meaning is apparent from the context, the terms used in these Rules and Regulations shall have the following definitions:

1. **Abandoned Motor Vehicle** - Means a Motor Vehicle, trailer, or semitrailer or part of a Motor Vehicle, trailer, or semitrailer that:
 - a. Is inoperable and is left unattended on ~~public-public~~ property, ~~other than an interstate highway or primary highway~~, for more than forty-eight hours, or
 - b. Has remained illegally on public property for more than forty-eight hours, or
 - c. Has remained for more than forty-eight hours on private property without the consent of the property's owner, regardless of whether it was brought onto the private property with the consent of the owner or person in control of the private property, or
 - d. ~~Is inoperable, left unattended, or both on an interstate highway, or~~
 - e. Is inoperable, left unattended, or both on the shoulder of ~~any primary road~~ way.
2. **Accident** - Any collision between a Motor Vehicle and another Motor Vehicle, Person, or object which results in property damage, personal injury, or death.
3. **Aircraft Accident** – An occurrence associated with the operation of an Aircraft which takes place between the time any Person boards the Aircraft with the intention of flight and all such Persons have disembarked, and in which any Person suffers death or serious injury, or in which the Aircraft receives Substantial Damage.
4. **Aeronautical Activity (Activities)** - 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.
5. **Aircraft** - A device that 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.
6. **Aircraft Maintenance** - The inspection, overhaul, repair, preservation and the replacement of parts including Preventive Maintenance.
7. **Airport** - Manassas Regional Airport.
8. **Airport Commission (the Commission)** - The body established by the Manassas City Council to operate and maintain the Airport's existing and future facilities, oversee construction at the Airport, prepare reports and annual budgets relating to the Airport, hear appeals, and make recommendations to the City Council relating to the Airport.

Item 9

9. **Airport Operations Area (AOA)** - Area of the Airport used or intended to be used for the landing, take off, or surface maneuvering of Aircraft. The AOA is divided into two areas: the 'Movement' area and the 'Non-movement' area.
10. **Air Traffic Control** - A service operated by appropriate authority to promote the safe, orderly, and expeditious flow of air traffic.
11. **Airworthy** – An Aircraft maintained to Airworthiness standards as more particularly defined pursuant to Federal Aviation Regulations.
12. **Apron(s)** - Those areas of the Airport within the AOA designated for the loading, unloading, servicing, or Parking of Aircraft.
13. **Based Aircraft (to Base an Aircraft)** - Any Aircraft that remains or is housed, hangared, or tied-down at the Airport for more than 60 days in a 12 month period and which is required to have a state-issued aircraft license.
14. **Building(s)** - Includes the main portion of each structure, all projections or extensions there from ~~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~~are not be included.
15. **City** - The City of Manassas, Virginia.
16. **Commercial Activity** - The exchange, trading, buying, hiring, or selling of goods, services or property of any kind, or any revenue producing activity on the Airport.
17. **Commercial Operating Permit** - A written license issued by the Airport Commission granting the right to perform aviation related business functions on the Airport.
18. **Commercial Operator** - A Person or Organization engaged in Commercial Activity and licensed by the Airport.
19. **Commercial Vehicle** - A Commercial Vehicle is defined as a loaded or empty Motor Vehicle, trailer, or semitrailer, designed or regularly used for carrying freight, merchandise, or more than ten passengers. A Commercial Vehicle shall include buses, but shall not include vehicles used for vanpools.
20. **Control Tower** - The Air Traffic Control facility located at the Airport.
21. **Director** - The Manassas Regional Airport Director employed by the City of Manassas.
22. **EPA** - The United States Environmental Protection Agency.
23. **Equipment** - All machinery, together with the necessary supplies for ~~upkeep~~service and maintenance, and all tools and apparatus necessary to the proper construction and completion of work.

24. **Emergency** - Any occasion or instance such as a hurricane, tornado, storm, flood, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, fire, nuclear accident, pandemic or any other natural or man-made catastrophe that warrants action to save lives and to protect property, public health, and safety.
25. **FAR** - Federal Aviation Regulations.
26. **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.
27. **Flying Club** - A club that meets all provisions of Section 2.08 of these Rules and Regulations.
28. **Foreign Object Debris (FOD)** - Any object, live or not, located in an inappropriate location in the airport environment that has the capacity to injure airport or air carrier personnel and damage aircraft.
29. **Franchise Agreement** – An agreement between a Person and the City Council which allows that Person to exclusively use public property at the Airport in a manner that is not permitted to the general public for a period in excess of five (5) years^[JB1].
30. **Franchisee** - A Person that has been granted a Franchise Agreement at the Airport.
31. **Full-Service Fixed Base Operator (FBO)** - An aviation business offering a number of aviation services to the general public, which services shall include Aircraft fuel and oil sales and services, airframe and power plant repair, as well three (3) or more of the following Aeronautical Activities:
 1. Sale of new Aircraft parts and components
 2. Aircraft charter
 3. Aircraft hangar storage
 4. Flight training and Aircraft rental
 5. Avionics repairs and sales
 6. Aircraft refurbishing and or painting
 7. Sale of new and used Aircraft
32. **Gate Card** - Refers to any airport ID, access card, and/or airport badge issued by the Airport. Gate cards are the property of the Airport and must be returned upon termination of employment, termination of lease or whenever requested by the Director.
33. **Hangar - Corporate** – A structure with a minimum of 10,000 square feet designed for the storage of one or more large corporate Aircraft or multiple smaller Aircraft. Such structures may include offices, kitchens, bunk rooms, toilets and shower facilities.

Item 9

34. **Hangar – Executive or Intermediate** – A portion of a row of hangars, comprising a minimum of 1,800 square feet for the storage of larger Aircraft. Such structure may include an office, kitchen, bunk rooms, toilets, and shower facilities.
35. **Hangar - T-Hangar** - A specific type of storage hangar that are row hangars typically used for the storage of single engine or small twin engine Aircraft with common walls and roof systems classified as Group III Aircraft Hangar and Use Group S-1 in accordance with National Fire Protection Association Standard (NFPA) 409. The T-hangars do not provide any automatic fire protection and the type of construction is the minimum allowable by code against fire spread and is therefore subject to relatively more stringent fire protection precautions.
36. **Incident** – An occurrence other than an Aircraft Accident, associated with the operation of an Aircraft, which affects or could affect the safety of operations.
37. **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.
38. **Large Aircraft** - Any Aircraft weighing more than 12,500 pounds maximum certificated takeoff weight.
39. **Lease Agreement** – An agreement between a Person and the City Council which allows that Person to exclusively use public property at the Airport in a manner that is not permitted to the general public for a period of not more than five (5) years.
40. **Lessee** - A Person that has been granted a Lease Agreement at the Airport.
41. **Maintenance** – Maintenance other than Aircraft Maintenance.
42. **Motor Vehicle** – As defined by Virginia Code §46.2-100, every vehicle that is self-propelled or designed for self-propulsion. This includes but not limited to automobiles, motorcycles, and any other motor driven devices as defined by the Virginia Code.
43. **Movement Area** - The Runways, Taxiways and other areas of the Airport that are utilized for the taxiing, air taxiing, takeoff and landing of Aircraft.
44. **NFPA** – National Fire Protection Association Standard.
45. **Non-Commercial Activity** - Activities that are undertaken not for profit.
46. **Non-Commercial Self-Fueling** – The dispensing of fuel into an Aircraft by an owner of the Aircraft from facilities and equipment that are provided by that owner.
47. **Non-Movement Area** - Areas consisting of Aircraft loading Aprons and Aircraft parking areas.
48. **Operational Areas** -

Item 9

1. Landside - Those areas outside of the AOA.
2. Airside - Those areas involved in any Aircraft movement or operations, i.e., Runways, Taxiways, Aprons, tie-down areas, hangar areas, etc., also known as the AOA.
49. **Park** (Parking, Parked)- 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 Motor Vehicle or Aircraft when such standing or stopping is not required by traffic controls or conditions beyond the control of the operator. Fuel trucks that are in the process of fueling Aircraft are not considered to be Parked.
50. **Person** - Any individual, firm, partnership, corporation, company, association, joint stock association, business entity, or body politic; including any trustee, receiver, committee, assignee or other representative or employee thereof.
51. **Preventive Maintenance** - Simple or minor Aircraft preservation operations and the replacement of small standard parts not involving complex assembly operations in accordance with 14 CFR Part 43, Appendix A, paragraph C.
52. **Private Vehicle** - A Motor Vehicle transporting Persons or property for which no charge is paid directly or indirectly by the passenger or by any other Person.
53. **Public Facility** - Those areas of the Airport provided for public use (e.g. Terminal), but not including areas used by private businesses.
54. **Public Parking Facilities** - All Motor Vehicle parking provided for the public at the Airport.
55. **Repair Station** - A Federal Aviation Administration approved facility utilized for the repair of Aircraft that may include airframes, power plants, propellers, radios, instruments, and accessories.
56. **Restricted Area** - Any area of the Airport posted to prohibit entry or to limit entry or access to ~~specifically un~~authorized Persons.
57. **Runway(s)** - A defined rectangular surface on the Airport prepared or suitable for the landing and takeoff of Aircraft.
58. **Scheduled Operations** - All regularly scheduled operations of Aircraft by a duly certificated air carrier (FAR 121, 125 or 135) holding an agreement with the City for the purpose of transporting passengers, mail and freight whose operation is either intrastate or interstate.
59. **Shall** - The words "shall", "must", or "will" are ~~always~~ mandatory.
60. **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 obtain.

Item 9

61. **Standard Parts** – Those parts that meet published specifications that include information clearly establishing design, materials, manufacture and uniform identification requirements. Examples include National Aerospace Standards (NAS), Army-Navy Aeronautical Standard (AN), Society of Automotive Engineers (SAE), and American National Standards Institute (ANSI) etc.
62. **Sublease** - A lease granted by a Franchisee or Lessee to another Person of all or part of the franchised or leased property.
63. **Substantial Damage** - Means damage or failure which adversely affects the structural strength, performance or flight characteristics of the Aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairing or cowling, dented skin, small puncture holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wing tips are not considered "Substantial Damage."
64. **Taxilane(s)** – The portion of the Aircraft parking area used for access between Taxiways and Aircraft parking positions.
65. **Taxiway(s)** – A defined path established for the taxiing of Aircraft from one part of an airport to another.
66. **Tenant** – Any Person entering into a contractual relationship with the City to conduct its business, or a sublessee who has the written approval of the City.
67. **Terminal** - The passenger terminal facility, the designated Motor Vehicle parking facilities serving that facility, and all roadways associated therewith.
68. **Tie-Down Area** - A paved or grass area suitable for the Parking and mooring of Aircraft wherein suitable tie-down points have been located.
69. **Transient Aircraft** - An Aircraft that is not using the Airport as its permanent base of operations.

SECTION 2 - GENERAL REGULATIONS

2.01 COMPLIANCE WITH RULES AND REGULATIONS

- a. Any permission granted by the City, directly or indirectly, expressly, or by implication or otherwise, to any Person to enter or to use the Airport or any part thereof, is conditioned upon compliance with these Rules and Regulations and the Minimum Standards of the Airport. In the event that these Rules and Regulations conflict with FAA regulations, the FAA regulations shall supersede these Rules and Regulations. In the event that differing specific requirements are imposed upon a Person by other Lease Agreements, Franchise Agreements or other agreements with the City of Manassas, the most stringent applicable requirements shall apply.
- b. Any permission granted by the Director, after approval by the Airport Commission if such is necessary, under these Rules and Regulations, is conditioned upon the payment of any and all applicable fees and charges as established by the City.
- c. Any Person violating any of these Rules and Regulations shall be held accountable as provided by these Rules and Regulations, by any applicable law, or by any applicable administrative or contractual actions.

2.02 COMMERCIAL ACTIVITY

No Person shall occupy, sublease or rent space, and no Person shall carry on any Commercial Activity on the Airport without first complying with the Minimum Standards and obtaining written authorization for such activity from the City or its authorized representative.

2.03 ADVERTISING AND DISPLAY

No Person shall post, distribute, or display signs, advertisements, literature, circulars, pictures, sketches, drawings, or other forms of printed or written material on or at the Airport without the prior written permission of the City ~~of or~~ its authorized representative. Such actions are subject to reasonable restrictions to protect traffic, the public, businesses, and other uses of the Airport by the public. These reasonable restrictions may limit leafleting to a defined stationary area, may limit the number and sizes of signs and may require that someone attend the signs. Signs displayed on the Airport must comply with all applicable local laws, including those governing zoning.

2.04 SOLICITATION

No Person shall Solicit fares, alms, or funds for any purpose or conduct any poll within the Airport grounds without first obtaining permission from the City or its authorized representative. Such actions are subject to reasonable restrictions to protect traffic, the public, businesses, and other uses of the Airport by the public. These reasonable restrictions may limit solicitation to a defined stationary area, may limit the number and sizes of signs and may require that someone attend the signs.

2.05 RESTRICTED AREAS AND AIR OPERATIONS AREAS

No Person may, without the prior authorization of the Director or his authorized agent, enter the Airport Operations Area (AOA) or any Restricted Area on the Airport except:

- a. Persons assigned to duty thereon and entering in accordance with a security clearance pursuant to a security program established or authorized by the Airport Commission.
- b. Aircraft owners, operators and their employees, pilots, passengers, and those engaged in an Aeronautical Activity.
- c. Persons and/or entities authorized by the Director to perform Aeronautical Activities.
- d. Police and fire and rescue personnel performing their duties.

All persons operating on the AOA shall complete the Airport's Driver Training Movement and/or Non-Movement requirements.

2.06 AIRPORT SECURITY

Any Person using the Airport in any capacity shall follow the security requirements adopted by the Commission.

- a. Each Person and Tenant who has a Franchise Agreement or Lease Agreement, or other agreement with the Airport and whose leased, franchised, or otherwise assigned area forms a part of the Airport's perimeter fence, or whose leased, franchised, or otherwise assigned area is in the main Terminal shall make every reasonable effort to prevent, restrict and deter unauthorized access to the Aircraft Operations Area through their leased, franchised, or otherwise assigned area.
- b. Each Person and Tenant who has a Franchise Agreement, Lease Agreement, or other applicable agreement with the Airport shall be responsible for maintaining its outside Apron and parking lot lighting system(s) in good working order and shall replace broken lamps and fixtures within 48 hours of becoming aware of the problem. Lights that cannot be repaired within 48 hours shall be reported to the Director.
- c. No person shall "piggy-back" through an Airport gate. Any Person that has been issued an Airport gate card shall stop and allow the gate to close before proceeding. Cardholders are responsible for any visitor or employee who enters the airfield under their escort. Reference Section 2.13.
- d. All Aircraft ~~that are to be left~~ unattended for any period of time shall be secured against unauthorized access by using any combination of key removal, door locks, throttle locks, control locks, propeller locks/chains, or other appropriate devices. Aircraft shall be secured in accordance with Section 5.03(3) of these Rules and Regulations.

e. All Buildings and hangars, when unattended for any period of time, shall be closed and locked so as to prevent unauthorized entry.

f. No Person shall tamper with or block-open any Airport security gate or door except for emergencies, maintenance or special event. Written permission from the Director or authorized representative is required prior to leaving a door or gate open. Should permission be granted, an individual with a valid gate card must be present during the duration that the door or gate is open. The Airport should be notified of any open or stuck gate.

g. No fuel truck shall be parked within fifty (50) feet of a perimeter security fence.

h. No Aircraft shall be parked within ten (10) feet of a perimeter security fence.

2.07 PICKETING, MARCHING AND DEMONSTRATING

Picketing, marching and demonstrating on the Airport shall be governed by Section 102-42 of the Code of the City of Manassas.

2.08 — NONPROFIT FLYING CLUBS

~~All Flying Clubs desiring to Base their Aircraft and operate at the Airport must comply with the following provisions:~~

~~a. A Flying Club shall be a nonprofit entity (corporation, association or partnership) organized for the express purpose of providing its members with one or more Aircraft, for their personal use and enjoyment only. The ownership of the Aircraft, or Aircraft, must be vested in the name of the Flying Club (or owned ratably by all its members). The property rights of the members of the Flying Club shall be equal and no part of the net earnings of the Flying Club will inure to the benefit of any member in any form (salaries, bonuses, etc.). The Flying Club may not derive greater revenue from the use of its Aircraft than the amount necessary for the operations, Aircraft Maintenance and replacement of its Aircraft.~~

~~b. Flying Clubs may not offer or conduct charter, air taxi, or rental of Aircraft operations. They may not conduct Aircraft flight instruction except for regular members, and only members of the Flying Club may operate the Aircraft. No Flying Club shall permit its Aircraft to be utilized for the giving of flight instruction to any Person, including members of the club owning the Aircraft, when such Person pays or becomes obligated to pay for such instruction, except when instruction is given by a Franchisee or Lessee or Tenant based on the Airport who provides flight training, and who has an approved Commercial Operating Permit. Flying Club flight instructors may be compensated by credit against payment of dues or flight time.~~

~~e. 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 Aircraft Maintenance work on Aircraft owned by the Flying Club and the Flying Club shall not become obligated to pay for such Aircraft Maintenance work except that such mechanics may be compensated by credit against payment of dues or flight time.~~

~~d. All Flying Clubs and their members are prohibited from leasing or selling any goods or services whatsoever to a Person other than a member of such Flying Club at the Airport, except that said Flying Club may sell or exchange its capital equipment.~~

~~e. All Flying Clubs, with its required permit request, shall furnish the Director a copy of its charter and bylaws, articles of association, partnership agreement and/or other documentation supporting its existence. The Flying Club shall also supply a roster, or list of members, including the names of officers and directors, which shall be revised on a semi-annual basis. Other documentation that must be provided shall identify the number of Aircraft owned; prove that Aircraft are properly certificated; demonstrate that ownership is vested in the Flying Club; and detail the operating rules of the Flying Club. The books and other records of the Flying Club shall be available for review by the Director or his authorized agent at any reasonable time.~~

~~f. Each Flying Club will provide the Director annually, evidence of insurance in the form of a certificate of insurance in the following minimum amounts:~~

1. General Liability	\$100,000 per person
2. General Liability	\$300,000 per accident
3. Property Damage	\$100,000

~~A ten-day notice of cancellation shall be filed with the Director. The City of Manassas shall be name additional insured on all applicable policies.~~

~~g. Any Flying Club that violates any of the foregoing, or permits a member to do so must inform the Director of such violation, and may be required to terminate its operations at the Airport.~~

2.09^[JB2] OPERATING PROCEDURES, EMERGENCY PROCEDURES & DIRECTIVES

Written operating procedures and directives issued by the Director shall be considered as addenda to, and shall have the full force and effect of, these Rules and Regulations.

a. When an emergency exists at the Airport, the Director or his authorized representative shall be empowered to take any action which, within his/her discretion and judgment, is necessary or desirable to protect the health, welfare and safety of Persons and property, and ~~to~~ facilitate the operation of the Airport.

b. During ~~such~~ an emergency, the Director or his authorized representative may suspend these Rules and Regulations, or any part thereof, in his/her discretion and judgment, by providing notice of such suspension to all Franchisees, Lessees, Tenants, and others, using any appropriate communication method including e-mail, fax, phone, or text messaging; and, he/she may, in addition, issue such oral orders, rules and regulations as may be necessary.

c. The Director or his authorized representative shall at all times have the authority to take such reasonable action as may be necessary for the proper handling of the conduct of members of the public at the ^[JB3]Airport.

2.10^[JB4] AIRPORT FEES

In accordance with the Code of Virginia §5.1-44, the City may establish fees or other charges for the use of the Airport or for services and activities at the Airport. All Airport fees and charges shall be paid on or before the date due. The City shall charge a late fee for all fees and charges that are not received by the due date. A list of fees and charges are listed in the Airport Minimum Standards. The Airport may assess penalties, violations, or fees if Airport Rules and Regulations are broken.

2.11 AIRCRAFT STATE LICENSES

All Aircraft that are based in the Commonwealth of Virginia in excess of 60 days during a 12-month period are required to be licensed by the Virginia Department of Aviation pursuant to §5.1-5. On the Airport, these Aircraft must display the license decal at all times, or the owners must make available the aircraft registration card when requested.

2.12 BASED AIRCRAFT REGISTRATION

All Aircraft owners that Base their Aircraft at the Airport shall ~~immediately~~ complete a registration form and return it to the office of the Director.

2.13^[JB5] AIRPORT BADGES AND IDENTIFICATION

a. No person shall access the AOA through vehicle gates unless he or she is in possession of a valid gate card. Gate cards are issued at the ~~sole~~ discretion of the Director or authorized representative. ~~All~~ Persons who possess a valid gate card are responsible for any visitor or employee who enters the airfield under their escort or permission.

b. The Airport Director has the right to rescind permission for the use of any access control device and to confiscate any Airport badge previously given to any Person for any lawful reason, including but not limited to violations of Airport security standards and ~~violations of these~~ Rules and Regulations.

~~b.c.~~ All Gate Card Holders shall successfully complete the requirements of the Airport's Driver Training Program every 2 years prior to accessing the AOA.

SECTION 3 - PERSONAL CONDUCT

3.01 COMPLIANCE WITH SIGNS

~~All~~ Airport users shall observe and obey ~~all~~-posted signs, fences, and barricades prohibiting entry upon an AOA or Restricted Area or governing the activities or demeanor of the public while on the Airport.

3.02 USE AND ENJOYMENT OF AIRPORT PREMISES

a. No Person(s) singly or in association with others shall by his/her or their conduct, or by congregating with others, prevent any other Person or Persons lawfully entitled thereto from the use and enjoyment of the Airport and its public facilities or any part thereof. No Person singly or in association with others shall by his/her or their conduct, or by congregating with others, prevent any other Person or Persons lawfully entitled thereto from passage from place to place, or through entrances, exits or passageways on the Airport.

b. No Person shall remain in or on any public area, place, or facility at the Airport, in such a manner as to hinder or impede the orderly passage in or through, or the normal or customary use of such area, place, or facility, by Persons or vehicles entitled to such passage or use.

c. 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.

d. 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, special events, restricted operations as indicated in section 5.02, and like causes as determined by the City. The City provides the Airport for the use, benefit, and enjoyment of the public.

3.03 ENVIRONMENTAL POLLUTION AND SANITATION

a. Each Person while on Airport property shall conduct his/her activities thereon in such a manner as not to cause littering or any other form of environmental pollution.

b. No Person shall dispose of garbage, papers, refuse, or other forms of trash, including cigarettes, cigars and matches, except in receptacles provided for such purpose.

c. No Person shall dispose of any fill or building materials or any other discarded or similar waste materials on Airport property, except as approved in writing by the Airport **Commission Director**. No liquids shall be placed in storm drain or other systems which will result in water pollution having passed through such drain or system.

d. No Person shall operate or maintain a comfort station, toilet or lavatory facility at the Airport other than in a clean and sanitary manner. Any amount of solid or liquid material from such facility that may be spilled ~~in any amounts~~ at the Airport shall be reported to the Director immediately. In no case shall any refuse be burned at the Airport.

e. No Person shall cause any smoke, dust, fumes, gaseous matter or any other matter to be emitted into the atmosphere or carried by the atmosphere except normal emissions from internal combustion engines, jet engines, smoke from cigarettes, cigars, or pipes, or Aircraft Maintenance activities.

f. Any Person(s) who spills one (1) gallon or more of any petroleum product anywhere on the Airport shall immediately contact Airport Operations. The Person who spills the petroleum product shall submit a written report of the incident to the Director's Office within 48 hours of the spill.

g. Any Person(s) who spills 5 gallons or more of Jet A, Kerosene, 100LL or any other petroleum product on the Airport shall contact Airport Director and the City's Safety and Hazardous Materials Officer, or the Fire Marshal, or both, immediately. The Person who spills the petroleum product shall submit a written report of the incident to the Director's Office within 48 hours of the spill

h. Appropriate industry standards shall be followed to minimize the use of ethylene glycol. Proper techniques should be used when de-icing Aircraft to ensure that only the amount of chemical needed to complete the job is applied. To the extent possible, other de-icing and anti-icing techniques should be utilized to minimize the use of ethylene glycol. These techniques are described in detail in the FAA Advisory Circular number 20-117. Efforts must be made to collect overspray from Apron areas to the extent feasible. Collected materials must be disposed of properly or properly recycled. Quantities of deicer used (inclusive of quantities disposed of or recycled) must be reported to the Director on a monthly basis.

i. The use of salt or sodium chloride based products for de-icing and the anti-icing of Runways, Taxiways, or Aprons is prohibited on Airport property. Salt can be used for treating parking lots sidewalks or streets only.

3.04 ANIMALS

a. GENERAL REGULATIONS

No Person shall enter any part of the Airport with a domestic animal unless such animal is constantly restrained by a leash or is confined in such a manner as to be completely under his/her control.

1. Except for animals that are to be or have been legally transported by air and are properly confined for air travel, no Person shall permit any exotic or wild animal under his control or custody to enter the Airport.

2. No Person other than an appropriate federal, state or local official shall hunt, pursue, trap, catch, injure or kill any animal on the Airport.

3. No Person shall feed or undertake any other act to encourage the congregation of birds or other animals on the Airport.

4. No Person shall ride on horseback within the boundaries of the Airport except in those areas so specified by easements.

5. Under no circumstances shall a domestic animal be permitted within the Aircraft Operational Area (Airside) unless it is appropriately constrained.

b. TERMINAL REGULATIONS

1. No Person shall enter the Terminal with a domestic animal, unless such animal (1) is to be or has been legally transported by air and is kept restrained by a leash or is otherwise confined so as to be completely under control, (2) is a K-9 police dog or a search and rescue animal under the control of authorized handlers or law enforcement officers, or (3) is a service animal for the disabled.

2. No Person shall permit, either willfully or through a failure to exercise due care or control, any animal to urinate or defecate upon the sidewalks or grounds of the Airport or upon the floor or carpet of the Terminal or any other Building used in common by the public. In the event that an animal does urinate or defecate in violation of this Rule, the Person responsible for the animal shall immediately clean up the area and shall be liable for any associated costs.

3.05 PRESERVATION OF PROPERTY

No Person may destroy, injure, deface or disturb any Building(s), sign, equipment, or other structure, tree, flower, lawn, or other property within the Airport boundaries.

a. No Person shall travel upon the Airport other than on roads, walks, or other rights-of-way provided for such specific purpose.

b. No Person shall alter, add to, or erect any Building on the Airport, or make any excavation on the Airport, without prior written approval of the ~~Commission~~Airport Director.

c. Any Person causing or being responsible for any injury, destruction, damage or disturbance of property at the Airport shall report such damage to the Director or his authorized representative immediately and shall be liable for the full amount of the damage.

d. No Person shall alter, add to, or erect any sign on the Airport without the Director's approval and in a manner that is inconsistent with the City's zoning ordinances.

3.06 UNATTENDED OR ABANDONED PROPERTY

a. No Person shall willfully abandon any personal property on the Airport.

b. The Director or his authorized representative may remove any luggage, bags or parcels left unattended. All unattended, bags, parcels or luggage are subject to being searched or disposed of according to all applicable federal, state, and local laws and regulations.

3.07 AIRPORT CONSTRUCTION

- a. No Person shall willfully interfere with, or hinder the progress of, any construction project(s) conducted at the Airport.
- b. No Person shall enter into or upon any construction area on the Airport without the prior permission of the Director or a construction manager or superintendent, or without the proper safety attire.

3.08 RESTRICTED ACTIVITIES

- a. No Person shall operate a bicycle, golf cart, ~~or [UB6] scooter~~ or similar vehicle on any Runway, Taxiway, Taxilane, or Apron without prior permission of the Director. Strollers and wheelchairs can be used for their intended purpose as a means of transporting children and individuals from landside to airside.
- b. No Person shall walk or run on any Runway, Taxiway, Taxilane, or Apron without prior permission of the Director. The Director may authorize such activities in order to accommodate special events that are held at the Airport, or in the case of emergencies. Walking or running on a Taxilane or Apron is permitted if the action is required as a part of that Person's employment, or is associated with an Aeronautical Activity.

SECTION 4 - FIRE AND SAFETY

4.01 GENERAL

All chapters and referenced standards of the Statewide Fire Prevention Code now in existence, or hereafter promulgated are hereby incorporated by reference as part of these Rules and Regulations ~~of the Airport~~, and are to be enforced by the City of Manassas Fire Marshal. The purpose of this Section 4 is to provide fire prevention and self-fueling regulations and standards for those Persons who service or fuel Aircraft. A Copy of NFPA 407 and the Virginia Statewide Fire Prevention Code are available in the offices of the City's Fire Marshal and Building Official. Copies of relevant FAA documents are available for reference in the Director's office.

4.02 FUELING OPERATIONS

Fuel sales to the public shall only be conducted on the Airport by a Full Service Fixed Base Operator and in accordance with the Airport Minimum Standards. All fueling operations, including self-fueling, at the Airport shall be conducted in accordance with the Statewide Fire Prevention Code, and FAA Advisory Circular 150/5230-4, Section 17. No deviations from the procedures of NFPA 407 are permitted without the prior written approval of the City Fire Marshal. All fueling operations, including self-fueling, shall comply with the following requirements:

- a. All Aircraft, refueling apparatus and containers shall be bonded in accordance with NFPA 407.
- b. No Aircraft shall be fueled while the Aircraft is being pre-heated.
- c. Hot fueling or fueling while an Aircraft engine is running is prohibited unless the fueling personnel are properly trained and the Aircraft is equipped for such operations.
- d. No person shall smoke within 50 feet of an Aircraft that is undergoing fuel servicing.
- e. No Aircraft shall be fueled when lightning is observed or evident in the ~~immediate~~ vicinity of the Airport.
- f. Extreme caution shall be exercised at all times to prevent fuel spills. When a spill occurs, servicing shall cease immediately and the person in charge shall call Airport Operations and/or 911. Section 3.03 (f) should be referenced as the situation applies.
- g. Persons engaged in the fueling of Aircraft shall exercise care to prevent overflow of fuel, and shall be personally and financially responsible for all costs of cleanup if spillage should occur.
- h. No Aircraft shall be fueled while it is inside of any Building or structure.

i. No fuel vehicle designed for or employed in the transportation of fuel shall be operated on a Runway or Taxiway without an operating beacon and continuous two-way radio communications with the Control Tower. During periods when the Control Tower is not in operation, the vehicle operator shall self-announce his or her position and his or her intentions prior to crossing an active Runway on the Common Traffic Advisory Frequency (CTAF) (133.1). The vehicle operator shall also announce when he or she is clear of all-active Runways and Taxiways

j. No fuel vehicle shall be Parked within 50 feet of any Airport Building.

k. Aircraft fuel servicing personnel shall not carry lighters, or matches in their possession while performing servicing operations, or loading and unloading operations.

l. Defueling of Aircraft in a hangar is prohibited.

m. No Aircraft shall be fueled on the Runway, Taxiway or Taxilane.

4.03 NON-COMMERCIAL SELF-FUELING

Non-Commercial Self-Fueling is the dispensing of fuel into an Aircraft by an owner of the Aircraft from facilities and equipment that are provided by that owner. This Section 4.03 applies exclusively to the dispensing of fuel by Persons into Aircraft at the Manassas Regional Airport. This Section 4.03 shall not apply to Aircraft fuels and oil sales and services by a Full-Service FBO.

Any Person desirous of engaging in Non-Commercial Self-Fueling shall be accorded a fair and reasonable opportunity, without unjust discrimination, to qualify to receive a Non-Commercial Self-Fueling permit, if one is necessary. A Person that has a Franchise Agreement, Lease Agreement, or other Agreement expressly granting them the rights to perform commercial fueling are not required to apply for a Non-Commercial Self-Fueling permit.

No Person who dispenses over 1,200 gallons of fuel annually in their Aircraft shall engage in Non-Commercial Self-Fueling activities unless a valid Non-Commercial Self-Fueling permit authorizing such activity has been issued by the Airport. Any Person who dispenses less than 1,200 gallons of fuel annually in their Aircraft may engage in Non-Commercial Self-Fueling without obtaining a permit, so long as industry standards and these Rules and Regulations are adhered to.

Any person who negligently engages in Non-Commercial Self-Fueling shall be responsible for any and all costs associated therewith, including, but not limited to, any required cleanup, any property or personal damage, or any reasonable remedial measures undertaken by the City.

a. Non-Commercial Self-Fueling < 1,200 gallons

1. All Aircraft Non-Commercial Self-Fueling operations shall be done in a safe manner using methods that will not cause spillage. Some method of bonding shall be used at all times and shall be done in accordance with industry standards.

Item 9

2. An Aircraft owner/operator may fuel his or her Aircraft.
3. Except in the Airport's consolidated fuel farm, no more than 5 gallons of fuel shall be stored in any Building or structure on the Airport at any time. A safety fuel container (with a self-closing lid) shall be used at all times.
4. A non-conductive funnel shall be used to reduce the chance of spillage during Non-Commercial Self- Fueling operations, unless a hose with an approved nozzle is being used.
5. A working fire extinguisher shall be available and located in close proximity during all Non-Commercial Self-Fueling operations.
6. All Non-Commercial Self-Fueling devices, containers, pumps, fuel trucks and tanks are subject to inspection and approval by the City Fire Marshal.

b. Non-Commercial Self-Fueling > 1,200 gallons

1. The permit shall not reduce or limit the Permittee's obligations with respect to these Non-Commercial Self-Fueling Standards, which shall be incorporated by reference into the permit. The requirements of Section (a) above are incorporated into this Section (b) by reference.
2. Prior to issuance of a permit, and at any time, upon the request by the Director, the Permittee shall provide evidence of ownership (and/or lease agreement) of any Aircraft being fueled by the Permittee or his employee(s). Aircraft that are leased must be under the complete operational control of the Permittee and leased for a minimum of two (2) years. The Permittee may be required at any time by Airport staff to show proof that the Person fueling the Aircraft is an employee of the Permittee.
3. The Permittee shall report all fuel dispensed during each calendar month and submit a summary report along with the appropriate fuel flowage fee to the Director on or before the 10th of each month.
4. The Permittee, shall during the term of the permit, and for three (3) years thereafter, maintain records identifying the total number of aviation fuel gallons purchased and delivered. Records shall be made available for audit by the Director or representatives from the City. In the case of a discrepancy, Permittee shall promptly pay, ~~in cash,~~ all additional fees and charges due to the Airport, plus interest on the unpaid balance at the maximum rate allowable by law from the original due date.
5. The Permittee shall arrange and demonstrate that satisfactory arrangements have been made for the purchase of fuel through either an authorized Full-Service FBO at the Airport or through a reputable off-airport aviation petroleum supplier/distributor, as determined in the sole discretion of the Director.

Item 9

6. The Permittee shall utilize the Airport's fuel farm facility to store his or her bulk fuel. If there is room for expansion in the Airport's fuel farm, the Permittee may expand the fuel farm at his or her expense with written permission of the Airport Commission. Under no circumstance shall the Airport be responsible for expanding the fuel farm.

7. A Permittee who is authorized in writing by the Airport to construct or install a fuel storage facility at the Airport shall do so at their cost and in a manner approved by the City. In no event shall the total storage capacity be less than:

- i. 12,000 gallons for Jet A Fuel
- ii. 10,000 gallons for 100 LL Fuel (Avgas)

8. The use of a fuel truck for storing fuel or fueling directly from a fuel truck to avoid using a tank in the Airport's fuel farm is prohibited.

9. Permittee shall utilize a single refueling vehicle for each type of fuel to be dispensed. Avgas re-fuelers shall have a minimum capacity of 750 gallons and Jet re-fuelers shall have a minimum capacity of 1,200 gallons. All refueling vehicles shall be capable of bottom loading.

i. Each refueling vehicle shall be equipped and maintained to comply at all times with all applicable safety and fire prevention requirements as set fourth in the Airport Rules and Regulations, the City of Manassas Fire Codes, and the National Fire Protection Association (NFPA) Codes.

ii. Prior to transporting Fuel onto the Airport, the Permittee shall provide the Airport with a Spill Prevention Contingency and Control Plan (SPCC) which meets the regulatory requirements of the Virginia Department of Environmental Quality (DEQ) for above-ground fuel storage facilities. A copy of such SPCC Plan shall be filed with the Airport Director at least ten (10) business days prior to such implementation. Such Plan shall describe, in detail, those methods that shall be used by the Permittee to clean up any potentially hazardous fuel spills. This plan shall also describe, in detail, which methods the Permittee intends to use to prevent any ~~such~~ spill from occurring.

iii. In accordance with all applicable regulations and appropriate industry practices, the Permittee shall develop, maintain, and at all times abide by Standard Operating Procedures (SOP) for fueling, and shall ensure compliance with standards set forth in FAA Advisory Circular 00-34A, entitled "Aircraft Ground Handling and Servicing (including updates)." The SOP shall include a training plan, fuel quality assurance procedures, record keeping, and emergency response procedures for fuel spills and fires. The SOP shall be submitted to the Director no later than ten (10) business days before the Permittee commences Non-Commercial Self-Fueling at the Airport. The Airport shall conduct inspections on a periodic basis to ensure compliance with the SOP.

iv. The dispensing of fuel must meet all applicable Airport, Commonwealth of Virginia, and Federal regulations, including Federal Aviation Administration (FAA) Advisory Circulars, as well as American Standard Testing Method (ASTM) D-910 for Av-Gas, ASTM D-1655 for Jet Fuel and ASTM D-439-58 for Mogas, and NFPA 407.

v. Prior to the Non-Commercial Self-Fueling of any Aircraft, the Permittee shall provide to the Director a copy of the FAA's aircraft registration certificate for that Aircraft ~~verifying sole ownership~~ by the Permittee, or proof of being the lessee of said Aircraft and that he or she has complete operational control over the Aircraft.

vi. Prior to the Non-Commercial Self-Fueling of any Aircraft, the Permittee shall provide insurance coverage in amounts no less than those specified in Appendix B of the Airport Minimum Standards, to include \$3,000,000 of Pollution Liability Insurance.

vii. When not in use, refueling vehicles shall be stored on the Permittee's leased or franchised or otherwise assigned area, unless prior permission has been granted in writing to the Permittee by the Director for storage of the vehicle on another site.

viii. Permittees who do not have written permission from a Full-Service FBO which allows the user to fuel on the Full-Service FBO's leased premises shall coordinate with and receive written permission from the Director for the location of, and access routes to, an alternative fueling location.

4.04 SMOKING

Smoking or carrying lighted smoking materials or striking matches or other lighting devices shall not be permitted on any Apron area, nor in any area on the Airport where smoking is prohibited by the City, nor in any hangars, shops, or other Buildings in which flammable liquids are stored or used.

4.05 OPEN FLAME OPERATIONS

a. No Person shall conduct any open flame operations on the Airport unless specifically approved in advance in writing by the Director. Engine pre-heaters that generate open flames shall not be permitted in hangars.

b. Lead and carbon burning, fusion gas and electric welding, blow-torch work, reservoir repairs, engine testing, battery charging, and all operations involving open flames shall be restricted to approved repair shop sections that meet the requirements of the Fire Marshal.

4.06 FRANCHISE AGREEMENT AND LEASE AGREEMENT HOUSEKEEPING

All Franchisees, Lessees, and Tenants shall keep the space franchised, leased, or occupied by them free from rubbish and the accumulation of any debris. The use of volatile or flammable solvents for cleaning floors is prohibited. Only metal receptacles with a self-extinguishing covers shall be used for the storage of oily waste rags and similar materials. The contents of these receptacles shall be removed daily by Persons occupying the space. When necessary, drip pans shall be placed under engines and other equipment and kept clean at all times.

4.07 STORAGE OF MATERIALS

a. No Person shall keep or store material or equipment in such manner as to constitute a fire hazard ~~or to be in~~ violation of applicable City ~~codes, or federal~~ codes federal or state laws. Except in the Airport's consolidated fuel farm, no more than 5 gallons of fuel in approved containers shall be stored in any Building or structure on the Airport at any time.

b. Permitted gasoline, kerosene, ethyl, jet fuel, ether, lubricating oil, oxygen, compressible gases, and all other flammable gases or liquids shall be stored only in strict accordance with Virginia Uniform Statewide Building Code.

c. No Person shall keep, transport, or store lubricating oils on the Airport except in strict compliance with the applicable codes of the City of Manassas and the Commonwealth of Virginia.

d. No Person shall store vehicles, trailers, or equipment such as campers, boats, recreational vehicles, or tractor trailers on Airport property unless the vehicle or equipment is used in conjunction with an approved commercial operation, and has the prior written approval of the Director.

4.08 HAZARDOUS MATERIALS

a. No Person shall keep, transport, handle, or store at, ~~in, or upon~~ the Airport any cargo containing hazardous articles which are barred from transportation by civil Aircraft in the United States in accordance with the provisions of 49 CFR Part 171, and those regulations on this subject that may in the future be promulgated by the FAA or other competent authority.

b. No Person may offer, and no Person may knowingly accept, any hazardous article for shipment at the Airport except in compliance with all federal, state and local regulations and statutes.

c. Only those hazardous materials used in the maintenance of Aircraft, engines and components may be stored and utilized on the Airport. Such materials must be stored in accordance with the applicable codes, standards, and recommended practices of the City of Manassas, the Commonwealth of Virginia and the FAA FAR's (Federal Aviation Regulations).

4.09 MOTORIZED GROUND EQUIPMENT AROUND AIRPORT

No Person shall Park motorized ground equipment near any Aircraft in such a manner so as to prevent it or the other ground equipment from being readily driven or towed away from the Aircraft in case of an emergency.

4.10 OPERATING MOTOR VEHICLES IN HANGARS

No person shall operate a Motor Vehicle in any hangar except for entering or departing the hangar for vehicle storage. This exception only applies when a hangared Aircraft is being operated or serviced outside of the hangar.

4.11 AIRCRAFT ELECTRICAL AND ELECTRONIC SYSTEMS

No airborne radar equipment shall be operated or ground tested in any area on the Airport where the directional beam of high intensity radar is within 300 feet of an Aircraft fueling operation, Aircraft fueling truck or flammable liquid storage facility, unless an approved shielding device is used during the radar operation. Extreme caution shall be exercised when operating airborne radar equipment when people are within 300 feet of the directional beam.

4.12 ELECTRICAL EQUIPMENT AND LIGHTING SYSTEMS

- a. ~~As a matter of safety, o~~Only electrical equipment and lighting systems installed and maintained in accordance with the Virginia Uniform Statewide Building Code shall be permitted within hangars or maintenance shelters. All electrical equipment and lighting systems are subject to inspection by the City Fire Marshal.
- b. All power-operated equipment or electrical devices shall be shut off when not in actual use.

4.13 CONTAINERS

- a. Persons doing business on the Airport must keep their trash in covered containers adjacent to sidewalks or roads in any public area of the Airport.
- b. No Person shall operate an uncovered Motor Vehicle hauling trash, dirt, or any other material on the Airport unless prior permission is obtained from the Director or his authorized representative.
- c. ~~As a matter of safety, a~~Any Person spilling dirt or any other materials from a Motor Vehicle operated on the Airport must immediately remove such material and assume clean-up responsibility.
- d. Trash dumpster lids must be closed at all times and the surrounding area must be clear of debris.

4.14 DOPING, SPRAY-PAINTING AND PAINT STRIPPING

- a. The use of "dope" (cellulose nitrate or cellulose acetate dissolved in volatile flammable solvents) within any hangars is prohibited.
- b. For paint, varnish, or lacquer spraying operations, the arrangement, construction, ventilation and protection of spraying booths and the storing and handling of materials shall be done in accordance with NFPA Standards. The Director must approve all painting operations at the Airport. No approval will be granted unless the proper permits from the Virginia Department of Environmental Quality (DEQ) and the Environmental Protection Agency (EPA) are in place and the facility has been approved by the City Fire Marshal.

4.15 FIRE EXTINGUISHERS

- a. Fire extinguishing equipment at the Airport shall not be tampered with at any time nor used for any purpose other than fire fighting or fire prevention. All such equipment shall be maintained in accordance with the standards of the NFPA. Tags showing the date of the last inspection shall be attached to each unit showing the status of such equipment.
- b. All Persons occupying hangars, Aircraft Maintenance Buildings, or shop facilities shall supply and maintain readily accessible fire extinguishers of a type and number that are determined by appropriate laws and building code. Fueling vehicles designed for the transport and transfer of fuel shall carry on board at least (2) fire extinguishers, one located on each side of the vehicle. All extinguishers shall conform to applicable NFPA Standards.

SECTION 5 – AERONAUTICAL ACTIVITIES

5.01 GENERAL RULES

a. COMPLIANCE WITH ORDERS

All Aeronautical Activities at the Airport shall be conducted in compliance with all federal, state and local laws, current applicable Federal Aviation Regulations, these Rules and Regulations, the directions of the Control Tower and ~~any~~ applicable Airport Minimum Standards.

b. NEGLIGENCE OPERATIONS PROHIBITED

In accordance with 14 CFR Part 91.13, no person shall operate Aircraft at the Airport in a careless or reckless manner so as to endanger the life or property of others.

c. CLOSURE OF AIRPORT

The Director or his authorized representative shall have the right at any time to close the Airport when such action is considered to be necessary ~~and desirable~~ to avoid endangering Persons or property and to be consistent with the safe and proper operation of the Airport. The Director shall have the right to close the Airport in its entirety or any portion thereof to air traffic, to delay or restrict any flight or other Aircraft operation, to direct refusal of takeoff permission to Aircraft, and to deny the use of the Airport or any portion thereof to any specified class of Aircraft or to any individual or group, when any such action is considered to be necessary and desirable to avoid endangering Persons or property, and to be consistent with the safe and proper operation of the Airport. In the event the Director or his authorized representative believes the condition of the Airport to be unsafe for landings or takeoffs, it shall be within his authority to issue, or cause to be issued, a NOTAM (notice to airmen) closing the Airport or any portion thereof.

d. AIRCRAFT ACCIDENTS

1. The pilot operator of any Aircraft involved in an Aircraft Accident or Incident on the Airport shall in addition to all other reports required by other agencies, make a prompt and complete report concerning said Aircraft Accident or Incident to the office of the Director. The operator of an Aircraft involved in an Aircraft Accident or Incident on the Airport requiring NTSB notification under FAR Part 830 shall also immediately notify the Director. If a written report is submitted to the NTSB, a copy of the report shall also be submitted to the Director.

2. The pilot, ~~or~~ any member of the crew able to do so, ~~or~~ the owner, or lessee of an Aircraft involved in an accident defined in 49 CFR Part 830 shall immediately report such accident to the Virginia State Police in accordance with 24 VAC 5-20-290.

3. No Aircraft involved in an Aircraft Accident or Incident shall be moved from the accident scene unless first authorized by an official of either the NTSB or FAA, or the Director, acting in accordance with all applicable federal, state, and local laws and regulations.

4. After its release by authorities, if the owner of the Aircraft fails for any reason to remove a wrecked or damaged Aircraft in a timely manner from the Airport as may be requested by the Director, the Director may cause the removal and storage or disposal of such wrecked or damaged Aircraft at the sole expense of the Aircraft owner. These costs may include cost for business lost.

5. The pilot or operator of an Aircraft involved in an Aircraft Accident or Incident shall be responsible for all costs associated with the event.

e. TAMPERING WITH AIRCRAFT

No Person shall interfere or tamper with an Aircraft, or put in motion such Aircraft, or use or remove any Aircraft, Aircraft parts, instruments, or tools without positive evidence of the permission of the owner ~~thereof~~. No person shall enter an Aircraft without the consent of the Person in charge ~~thereof~~. Any violation of this Section may result in the Person's prosecution pursuant to Manassas City Code Sections 78-76 and 78-77.

f. CERTIFICATION OF AIRCRAFT AND LICENSING OF PILOTS

All Aircraft operating at the Airport shall be appropriately certified or registered with all applicable federal, state and local agencies. All pilots using the Airport shall possess an appropriate pilot's license in accordance with FAA regulations, if the Aircraft being flown requires a license by the FAA.

5.02 AIRPORT OPERATIONAL RESTRICTIONS

a. RESTRICTIONS

Unless contrary to FARs (Federal Aviation Regulations), the Director may designate or restrict or prohibit the use of Runways, Taxiways or Aprons at the Airport with respect to, but not limited to, the following types of operations:

1. Experimental flights
2. Equipment demonstration
3. Air shows
4. Maintenance flight checks
5. Fly-ins
6. Special Events as approved by the Airport Commission
7. Emergency Exercises

b. TAKEOFFS AND LANDINGS

1. Every Person operating an Aircraft shall comply with and operate such Aircraft in conformity with instructions given by the Control Tower.
2. When the Control Tower is closed, every person operating an Aircraft shall comply with and operate such Aircraft in conformity with procedures recommended and outlined in the latest version of the Aeronautical Information Manual (AIM).
3. Any Person operating or controlling an Aircraft landing at or taking off from the Airport shall maintain engine noise within applicable noise limits as promulgated by the Federal Government, the Commonwealth of Virginia, City of Manassas, or the Airport, whichever is the most restrictive.

c. BANNER TOWING

Due to the heavy volume of powered Aircraft traffic at the Airport, Aircraft banner tow pickups and drop-offs from the Airport are prohibited within the Airport safety areas, as outlined in FAA Advisory Circular 150/5300, section 305, tables 3-1, 3-2, and 3-3.

d. KITES, MODELS, & ROCKETS

No kites, model airplanes, rockets or other objects shall be flown on the Airport without prior written authorization from the Director.

e. ULTRALIGHT VEHICLES

All ultralight vehicle operations at the Airport must comply with FAR 103.

f. PARACHUTING

Under special circumstances, the Airport Director may authorize parachuting as prescribed in FAR Part 105, Parachute Operations.

g. LIGHTER-THAN-AIR VEHICLES

Lighter-than-air vehicles (airships and blimps) may only be moored in the areas designated by the Director. A map of the designated mooring areas is available from the Director.

5.03 TAXI AND GROUND RULES

a. AIRCRAFT PARKING

1. No Person shall Park an Aircraft in any area on the Airport except those designated, and in the manner prescribed, by the Director. If any Person uses unauthorized areas for Aircraft Parking, the Aircraft so Parked may be removed by or at the direction of the Director at the risk and expense of the owner or operator thereof. The Director shall not be liable for damages to any Aircraft or loss of personal property that might result from the act of removal.
2. No person shall leave an Aircraft Parked and unattended on the Airport without properly securing the Aircraft with either wheel chocks and or tie-down ropes, and in accordance with Section 2.06 of these Rules and Regulations.
3. No person shall Park an Aircraft in a tie-down space unless that Person has an approved tie-down Lease Agreement with the Airport and has provided the Airport with all documents required by the Lease Agreement. Aircraft found to be Parked in a tie-down space without an approved tie-down Lease Agreement will be subject to removal by the Airport, at no risk or liability to the Airport, and at the expense of the owner of the Aircraft.

b. DISABLED AND/OR DERELICT AIRCRAFT

An Aircraft owner shall be responsible for the prompt removal of any disabled Aircraft and associated parts as instructed by the Director or authorized representative. Such Aircraft and associated parts may be removed by the Director at the owner's or operator's expense and without liability for damage which may be incurred as a result of such removal.

1. No Person shall Park or store any Aircraft in a non-flyable condition on Airport property, including any leased or franchised premises, for a period in excess of ninety (90) days, without the written permission of the Director.
2. No Person shall store or retain Aircraft parts or components as inventory anywhere on the Airport, other than in an enclosed, authorized facility, or in a manner approved in writing by the Director.

3. Whenever any Aircraft is Parked, stored or left in non-flyable condition on the Airport in violation of the provisions of this Section, the Airport shall so notify the owner or operator thereof by certified or registered mail, and require removal of said Aircraft within fifteen (15) days of the mailing of such notice. If the owner or operator is unknown or cannot be found, the Director shall conspicuously post and affix such notice to the said Aircraft, and require removal of said Aircraft within fifteen (15) days of the date of posting. Upon failure of the owner or operator of said Aircraft to remove said Aircraft as required, the Director shall cause the removal of such Aircraft from the Airport and the access gate card will be revoked. All costs incurred by the Airport shall be recoverable against the owner or operator thereof. The Director shall not be liable for damages to any Aircraft or loss of personal property that might result from the act of removal.

c. STARTING AND RUNNING AIRCRAFT ENGINES

1. No Aircraft engine shall be run at the Airport unless a pilot, certified A & P (airframe and power plant) mechanic, or other qualified individual to run the engines of that particular type of Aircraft is at the controls.

2. No Person may run an engine of an Aircraft Parked on the Airport in a manner that could cause injury to Persons or damage to ~~any other~~ property, or in a manner that could endanger the safety of operations on the Airport.

3. The designated areas for Aircraft engine run-ups for Aircraft that have a gross weight of 12,500 pounds or less are the holding bays located at the end of Runways 16L-34R, 16R-34L, and Taxiway Kilo. Aircraft may also use apron areas and aircraft parking areas. Reference item 2 of this section.

4. The designated areas for Aircraft engine run-ups for Aircraft that have a gross weight greater than 12,500 pounds are the holding bays located at the end of Runway 16L-34R, 34L and Taxiway Kilo. Reference item 2 of this section.

5. At no time shall engines be run-up for pre-flight test or maintenance/repair except in the areas designated, unless it is necessary to have ground maintenance personnel present while conducting the engine run-ups. In that case, the Aircraft shall be situated in an area so that the propeller or jet blast does not endanger Persons or property behind the Aircraft. In no case will the operator of an Aircraft block any Runway, Taxiway or Taxilane while conducting such maintenance/repair run-ups.

6. Noise emanating from Aircraft engines during ground operations shall be maintained within the applicable ~~noise~~ limits as promulgated by the Federal Government, the Commonwealth of Virginia, the City of Manassas, or the Airport, whichever is the most restrictive.

7. The starting or operating of Aircraft engines inside any hangar is prohibited. This shall not be construed as prohibiting the use of tractors with NFPA-approved exhaust systems when moving Aircraft within any hangar.

8. Maintenance engine run-ups in designated areas are restricted to the hours of 7:00AM to 10:00PM, Monday through Sunday. Operations conducted after these hours must be submitted for approval in writing to the Director. Engine run-ups associated with preflight activity are permitted at all hours.

d. AIRCRAFT TAXI OPERATIONS

1. No Person shall taxi an Aircraft in the AOA until they have ascertained that there will be no danger of collision with any Persons or objects. No Person shall taxi an Aircraft within the movement area until they have received clearance from the Control Tower, during Control Tower operating hours.

2. All Aircraft shall be taxied at a safe and reasonable speed.

3. No Aircraft shall be taxied into or out of any hangar under its own power.

4. During the period between sunset and sunrise, no person shall operate, move, or Park an Aircraft unless:

- i. The Aircraft is clearly illuminated; or
- ii. The Aircraft has lighted position lights; or
- iii. The Aircraft is in an area marked by obstruction lights.
- iv. The Aircraft is moved by a dolly or tug.

5. All Aircraft operations shall be confined to hard-surfaced Runways, Taxiways, and Aprons, unless otherwise approved by the Director or as directed by Air Traffic Control.

5.04 AIRCRAFT MAINTENANCE IN T-HANGARS

a. PERFORMANCE OF AIRCRAFT MAINTENANCE

Aircraft owners/lessees and their employees may make repairs and perform Aircraft Maintenance on their own Aircraft, not in violation of Federal Aviation Administration Regulations, in T- Hangars. Such Aircraft Maintenance is also subject to the Manassas Regional Airport Minimum Standards, the limitations contained in these Rules and Regulations and any restrictions on such activities as may be promulgated by an applicable Franchise Agreement, Lease Agreement, or other applicable agreement.

b. CERTIFIED SPECIALISTS

An Aircraft owner/lessee may employ an FAA certified specialist for Aircraft Maintenance activity to his/her own Aircraft in a T- Hangar provided the certified specialist is registered with the Airport prior to performing Aircraft Maintenance as defined herein, and provided that the certified specialist complies with the Manassas Regional Airport Minimum Standards, and with the limitations on Aircraft Maintenance activities as specified in these Rules and Regulations and any applicable Franchise Agreement, Lease Agreement, or other applicable agreement.

Aircraft Maintenance activities shall not be in violation of NFPA 409 for Group III Aircraft Hangar, Use Group S-1.

c. ASSEMBLY OF AMATEUR-BUILT EXPERIMENTAL AIRCRAFT

Lessees or Franchisees of hangars may accomplish assembly of an amateur-built experimental Aircraft project in his/her leased or franchised T-hangar. The Aircraft builder must maintain compliance with any applicable Franchise Agreement, or Lease Agreement, any applicable By-Laws of the hangar association, the Manassas Regional Airport Minimum Standards, and all limitations contained in these Rules and Regulations.

5.05 LIMITATIONS ON ACTIVITIES IN AIRCRAFT HANGARS

1. Except for oil in containers, not more than five aggregate gallons of flammable liquid or gases, including but not limited to gasoline, dope, paint, thinner, or solvent (other than fuel in Aircraft fuel tanks), shall be stored in any facility housing Aircraft, except as is necessary for use inside repair shops by approved Fixed Base Operators or Certified Repair Stations. The storage of such fluids shall be in NFPA, Department of Transportation (DOT) or Underwriters Laboratories, Inc (UL) approved containers, or in unopened original containers. A separate Building for such storage may be required by the City of Manassas in its sole discretion.
2. The washing of Aircraft with running water within a hangar not equipped with a functioning floor drainage system is prohibited.
3. Lessees or Franchisees or Tenants of all hangars will exercise reasonable care to keep oil, grease, and similar substances off the floor.
4. Lessees or Franchisees or Tenants shall conduct no Commercial Activity of any kind whatsoever in, from or around Aircraft hangars except as allowed by a Franchise Agreement, Lease Agreement, or any other agreement with the City of Manassas.

Item 9

5. Space or Building heating systems or devices in any T-Hangar shall ~~only~~ be approved systems or devices as listed by the Underwriters Laboratories, Inc., and shall be installed in the manner prescribed by the Underwriters Laboratories, Inc., and approved by the City of Manassas Fire Marshal. The use of kerosene heaters or any type of open flame heaters or apparatus is prohibited in hangars. Natural gas or LP gas-fueled heaters may be permanently installed in hangars that are suitably plumbed for such devices, only after receipt of approval of the Director and the City of Manassas Building Official. Heating units must be installed in accordance with the City's Fire Code and Building Code requirements.

6. The proper and legal disposal of used oils, fluids, tires and other similar consumables related to Aircraft and Motor Vehicles is the sole responsibility of the hangar Franchisee, Lessee, or Tenant.

7. Hangar Franchisees, Lessees or Tenants shall not cause an electrical overload on the hangar circuit.

8. Aircraft hangars shall not be used for any purpose that would constitute a nuisance or would interfere with the reasonable use and occupancy of any other Buildings and structures.

9. Only non-flammable cleaning agents or solvents shall be used when cleaning Aircraft, Aircraft engines or Aircraft parts and other equipment. When the use of flammable solvents cannot be avoided, to the satisfaction of an authorized Airport representative, only liquids having flash points in excess of 100 degrees Fahrenheit shall be used and special precautions shall be taken to eliminate ignition sources.

No person shall use a volatile flammable substance for cleaning purposes inside any hangar; ~~except that s~~ Small amounts of solvent dispensed onto a rag may be used for cleaning purposes in a hangar so long as the hangar door is fully open so as to avoid the building up of flammable and/or potentially toxic fumes.

10. No Person shall operate any machinery or equipment in a hangar that produces unshielded sparks.

11. No Aircraft or Aircraft component shall be suspended or lifted utilizing the hangar's structure or any component of the building. Lifting devices resting on the floor but not attached to any portion of the hangar are permitted.

12. Tools, equipment, and material that constitute a fire hazard are prohibited in hangars.

13. No tools, machines, or maintenance fixtures may be attached to any hangar structure or floor that would have a negative effect on the structural integrity of the hangar, as determined by the Airport Director in consultation with the City's Building Official.

14. T-Hangar occupants shall maintain an approved, ten (10) pound minimum, dry chemical fire extinguisher suitable for use on Types “B” and “C” fires. The extinguisher shall carry a current inspection certificate from an approved fire equipment company or the City Fire Marshal. The ten pound minimum pertains to the amount of dry chemical stored, not the net weight of the extinguisher.

15. A low-current, constant current/constant voltage charger with an output of no more than 3 amps that is used to trickle charge batteries is allowed in T-hangars.

5.06 FOREIGN OBJECT DEBRIS (FOD)

a. Each Person employed at Airport shall be responsible for the proper disposal of FOD on Aprons and the AOA. FOD shall be properly disposed of in containers that prevent the introduction of the FOD to Aprons and the AOA.

~~b. Lessees, Franchisees, or other occupants of Apron areas shall place suitable containers labeled “Foreign Object Debris” at every gate, remote Aircraft parking area, and maintenance facility.~~

~~c. Containers labeled “Foreign Object Debris” shall be used only for the disposal of FOD. All FOD containers shall be emptied on a regular basis by the owner of the container [JB8].~~

SECTION 6 - MOTOR VEHICLES

6.01 GENERAL TRAFFIC REGULATIONS

a. AUTHORITY

The City of Manassas has the authority to establish regulations relating to traffic and traffic control at the Airport. Said regulations shall include, but not necessarily be limited to, regulations for parking, standing, stopping, one-way roadways, through roadways, stop or yield intersections, speed restrictions, cross walks, safety zones, bus stops, matters pertaining to all forms of commercial ground transportation traffic lanes, signal devices, limitations on roadway use, and Restricted Areas. In the absence of specific Airport regulations regarding traffic and traffic control, the existing laws of the City of Manassas and/or the Commonwealth of Virginia shall be observed.

b. TRAFFIC SIGNS AND SIGNAL DEVICES

The City will post, erect or cause to be erected all speed signs, signs, markers, and signal devices pertaining to traffic control within the boundaries of the Airport. Failure to comply with the directions indicated on such signs, markers or devices erected or placed in accordance herewith shall be a violation of these Rules and Regulations.

c. PEDESTRIAN RIGHT-OF-WAY

The operator of any Motor Vehicle shall yield the right-of-way to a pedestrian who crosses within a marked pedestrian crosswalk, except where the movement of traffic is being otherwise actively regulated by the City of Manassas Police, authorized Airport security officers, or traffic control devices. The driver of a Motor Vehicle must always exercise due care for the safety of any pedestrian upon a roadway.

d. VEHICLE CONDITION

No Person shall operate upon the Airport premises any Motor Vehicle which is in an unsafe condition as to endanger Persons or property, or which has attached thereto any object or equipment (including that which is being towed) which drags, swings, or projects so as to be hazardous to Persons or property.

All fuel trucks, golf carts and tugs shall be equipped with an operating flashing amber light or beacon when operating on a Runway, Taxiway, or Taxilane.

a. Beacon Requirements: Must be visible from all directions!

b. Non-Movement Area – Flashing or Steady Yellow

e. CLOSING OR RESTRICTING USE OF AIRPORT ROADWAYS

The Director or his authorized representative is authorized to close or restrict the use of all Airport roadways to vehicular traffic in the interest of public safety.

f. SLOW-MOVING VEHICLES, EQUIPMENT, & MACHINERY

Every slow-moving vehicle, equipment or machinery designed for use at speeds of less than fifteen (15) miles per hour that is operated on Airport roadways shall be equipped with and display a triangular slow-moving vehicle emblem, mounted on the rear, or in case of towed units, on the rearmost unit being towed.

g. TOWING OF BAGGAGE CARTS AND PODS

The number of baggage carts and pods being towed on the Airport will not exceed three (3). This will include the towing of baggage carts and pods on the Airport roadways.

6.02 LICENSING

a. No Person shall operate a Motor Vehicle on the Airport without a valid operator's or commercial license.

b. No person shall operate any motorized equipment on the Airport unless the operator is properly trained and familiar with the equipment being operated.

c. No person shall store or Park a vehicle on the Airport that does not have a required current license, registration, or valid state inspection sticker.

6.03 PROCEDURE IN CASE OF A VEHICLE ACCIDENT

The driver of any Motor Vehicle involved in an Accident on the Airport shall immediately stop such Motor Vehicle at the scene of the accident. The driver shall immediately, by the quickest means of communication, give notice of the Accident to the City Police Department and the Director.

6.04 SPEED LIMITS

a. AOA SPEED LIMIT

The speed limit for all vehicles operating on the AOA is 15 MPH.

b. SAFE SPEED

No Person shall drive a Motor Vehicle on the Airport at a speed greater than what is reasonable and prudent under the conditions and having regard to the actual and potential hazards, then existing.

c. MAXIMUM SPEED

No Person shall drive a Motor Vehicle on the streets and other vehicular traffic areas on the Airport, including parking areas, in excess of the posted speed limits ~~indicated on signs posted and maintained by the Airport~~, or in excess of the governing speed limit in the absence of such signs.

6.05 VEHICLE OPERATIONS ON AIR OPERATIONS AREA (AOA)

a. PERMISSION

No Motor Vehicle shall be permitted on the AOA unless the Director has granted specific permission to such Motor Vehicle or such Motor Vehicle is utilized for, or in conjunction with, Aeronautical Activities. Such Motor Vehicle shall at all times yield the right-of-way to Aircraft.

b. PARKING

No Motor Vehicle shall be pParked on any portion of the AOA with the exception of leased or franchised property. Only those Motor Vehicles necessary for the servicing of Aircraft and the maintenance of the Airport may be pParked on the AOA.:-

c. VEHICLES CROSSING TAXIWAYS AND RUNWAYS

1. All Motor Vehicles operating on or across Taxiways or Runways shall be equipped with operable two-way radios, shall be in continuous communication with the Control Tower, and shall have an operating orange/yellow rotating flashing beacon, unless such Motor Vehicle is under escort by a Motor Vehicle that is properly authorized and equipped. During an emergency, blue/red-flashing lights are acceptable for police, fire and rescue vehicles.
2. During periods when the Control Tower is not in operation, a Motor Vehicle operator shall self-announce via radio his or her position and his or her intentions prior to operating on or crossing an active Runway or Taxiway. The Motor Vehicle operator shall also self-announce via radio when they are clear of all-active Runways and Taxiways.
3. The installation of two-way radios in a Motor Vehicle shall not be construed as permission to operate a Motor Vehicle on the AOA without the prior permission of the Director.
4. Any Person operating on or across Taxiways, Taxilanes or Runways shall have successfully completed the Airport Driver Familiarization Training Program and shall have received prior permission from the Director or his authorized representative. Anyone accessing Runways or Taxiways, must get approval by Air Traffic Control during operating hours or self-announce during non-towered operations.

d. VEHICLES OPERATING ON TAXILANES, AND/OR APRONS

1. No person shall operate a Motor Vehicle on or across a Taxilane, and/or Apron for any purpose other than for official Airport business, an emergency, or for the purpose of accessing a leased tie-down or hangar. Taxilanes and Taxiways shall not be used for the sake of convenience or “joy riding.”
2. All Motor Vehicles that do operate on Taxilanes, and/or Aprons shall have an operating orange/yellow rotating flashing beacon or operating vehicle hazards, except when under escort by a Motor Vehicle authorized and properly equipped. During an emergency, blue/red-flashing lights are acceptable for police, fire and rescue vehicles.
3. No person shall operate a motorcycle anywhere on airport property without a helmet.

e. DRIVING ACROSS PASSENGER LOADING LANE

Motor Vehicles shall yield the right-of-way to passengers boarding or disembarking Aircraft, or where cargo is being loaded or unloaded.

f. RESTRICTED PARKING

1. No Person shall Park a Motor Vehicle in contravention of applicable federal, state or local laws.
2. No Person shall Park a Motor Vehicle on the grass unless the Director grants prior permission.

g. RIGHT-OF-WAY AIRCRAFT

Aircraft taxiing on any Runway, Taxiway, Taxilane, and/or Apron shall always have the right-of-way over Motor Vehicle traffic.

6.06 PUBLIC PARKING

a. COMPLIANCE WITH TRAFFIC SIGNS

Operators of Motor Vehicles using the Public Parking Facilities at the Airport shall observe and comply with all regulatory and directional traffic signs entering and departing said Facilities.

b. PARKING SPACES

Motor Vehicles shall be parked in marked spaces only. No Person shall Park a Motor Vehicle in any space marked for Parking of vehicles in such a manner as to occupy a part of another space.

c. PARKING CHARGES

No Person shall Park a Motor Vehicle in any area requiring payment for Parking therein without paying the required parking ~~charges-fee~~ for the right and privilege of Parking therein.

d. PARKING DURATION

No Motor Vehicle shall remain in any Public Parking Facility on the Airport for more than 48 consecutive hours without prior written permission from the Director.

6.07 RESERVED PARKING

No Person shall Park any Motor Vehicle in any reserved Parking area without a valid permit issued by the Director permitting Parking in such a reserved area. Each vehicle Parked in said area shall prominently display the identifying insignia provided by the Director or shall display other markings acceptable to the Director. Every such vehicle shall be Parked only in the space or area specifically assigned to it.

6.08 LOADING AND UNLOADING VEHICLES

No Person shall stop a Motor Vehicle for loading, unloading or any other purpose on the Airport other than in areas specifically designated for such use and only in the manner prescribed by signs, lines, and other means provided. Stopping at the curbsides of the Terminal shall be restricted specifically to loading and unloading of the public, passengers, and their baggage. Unattended vehicles may be cited and may be towed away in accordance with Subsection 6.09 of these Rules and Regulations.

6.09 AUTHORITY TO REMOVE VEHICLES

The Director or his authorized representative may remove or cause to be removed from any restricted or reserved areas, any roadway or right-of-way, or any other area on the Airport, any Motor Vehicle which is disabled, abandoned, or illegally or improperly Parked. The Director shall not be liable for damages to any Motor Vehicle or loss of personal property that might result from the act of removal.

6.10 ISSUANCE OF TRAFFIC CITATIONS

The City of Manassas Police Department is authorized to issue traffic citations to Motor Vehicle operators who violate any provisions of this Section 6 of the Rules and Regulations, as well as any applicable federal, state, or local law governing Motor Vehicles.

SECTION 7 - AIRPORT MINIMUM STANDARDS

All Persons holding Lease Agreements, permits, Franchise Agreements, operating agreements or other agreements with the Airport shall conduct their operations in accordance with these Rules and Regulations, the provisions of the latest City Council approved version of the Airport Minimum Standards, and the provisions of any applicable Lease Agreement, Franchise Agreement, permit, or other applicable agreement. In the event of a conflict between these Rules and Regulations and other agreements, the most stringent applicable requirements shall apply.

SECTION 8 –ENFORCEMENT, DENIAL OF ACCESS OR USE, NOTICE OF VIOLATION, REMOVAL, AND NOTICE OF TRESPASS

8.01 ENFORCEMENT

The Director, or his authorized representative, is authorized to enforce these Rules and Regulations.

8.02 PENALTIES AND REMOVAL

- a. In addition to any penalties and remedies otherwise provided by City ordinance, State law, the Virginia Department of Aviation, the Federal Aviation Regulations, and all other rules and regulations promulgated by the FAA, any Person violating these Rules and Regulations may be removed or ejected from the Airport pursuant to a No Trespass Notice issued by the Director. Other consequences for a violation of these Rules and Regulations may include, but are not limited to, warnings, letters of violation, suspensions, or, if the terms allow for it, the termination of the Lease Agreement, Franchise Agreement, or other applicable agreement under which such Person is operating at the Airport.
- b. After investigation, the Director may issue to any Person that has violated these Rules and Regulations a written No Trespass Notice. The No Trespass Notice shall be served upon the Person in violation and it shall identify the provision(s) of these Rules and Regulations that have been violated, the time and date of the violation(s), the effective time and date after which the Person may not be present at the Airport, and the duration of the No Trespass Notice. A copy of the No Trespass Notice shall be sent by United States mail, certified, return receipt requested, to the last known address of the Person on file in the Office of the Director, or as otherwise provided by the Person. An additional copy shall be kept on file at the Office of the Director.

SECTION 9 –HEARINGS AND APPEALS

Any Person aggrieved by a decision of the Director regarding enforcement of the airport rules, regulations and minimum standards may appeal that decision to the Commission within ten days after the Director's decision by delivering notice of such appeal to the City Attorney. The Commission shall set a date for a hearing on the Director's decision. If the Director has issued a No Trespass Notice, the Commission shall hear the appeal no later than its next regular meeting. The Commission's hearing may be continued from time to time at the Commission's discretion. At the hearing, the Person requesting the hearing may appear, may be represented by counsel, and may present evidence. The Commission may by majority vote affirm, modify or reverse the Director's decision. An appeal may be taken to the City Council from any final decision of the Commission. The Council shall decide upon the schedule and process for any such appeal.

SECTION 10 –AMENDMENTS TO THE AIRPORT RULES AND REGULATIONS

Amendments to these Rules and Regulations may be proposed by the Director or the Airport Commission members. A recommended change shall be forwarded, in writing to the Director. The Director shall have the proposed amendment studied by the appropriate Airport staff and the Commission's Executive Committee, and then shall forward the proposal to the full Commission. The Airport Commission shall review the proposed amendment (s) and direct the Airport staff to post a notice on the bulletin board in the Terminal and in the pilot's planning rooms located in the Full Service Fixed Base Operators (FBOs). The proposed amendments shall also be posted on the Airport's web site. Copies of the proposed amendment (s) shall be available for review in the Airport Administration Office during regular business hours. A comment period of not less than 30 days from the posting of the notice shall be provided. Comments must be in writing to the Director and must be received within the comment period. All comments will be considered by the Director and Commission. After considering all the comments, the Airport Commission will forward its recommendation to the City Council for approval or disapproval. If the amendment (s) is adopted by the City Council, the Director will either have the amendment incorporated in the next update to the Rules and Regulations, or he will issue an Operations Directive. Approved amendments will become effective immediately following approval by the City Council, unless otherwise specified.