



Rules and Regulations

Manassas Regional Airport
Manassas, VA

Adopted by City Council:
May 24, 2021

FOREWORD

MANASSAS REGIONAL AIRPORT PROVIDES MODERN FACILITIES AND EXCELLENT SERVICES FOR 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 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.

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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 property, 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 the shoulder of any roadway.
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.

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, hangered, 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 shall include garages, outside platforms and docks, carports, canopies, eaves and porches. Paving, ground cover, fences, signs and landscaping 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 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.
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.
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** -
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 unauthorized 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 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.

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.
70. **Unmanned Aircraft** - An Aircraft that is operated without the possibility of direct human intervention from within or on the aircraft.
71. **Unmanned Aircraft Systems (UAS)** – An unmanned aircraft and associated elements that are required for the pilot in command to operate safely and efficiently in the national airspace system.

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 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 owner, operators of based aircraft and/or employees 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 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 should be conducted in compliance with the requirements of FAA's amended policy on Flying Clubs as found in 81 FR 13719 and with the Airport's Minimum Standards.

2.09 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 facilitate the operation of the Airport.

b. During 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 Airport.

2.10 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 Director 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 complete a registration form and return it to the office of the Director.

2.13 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 discretion of the Director or authorized representative. 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 Rules and Regulations.
- 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

Airport users shall observe and obey 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 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 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 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 (electric or non-electric), scooter, moped personal assistive mobility device, motorized skateboard, hover board 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 standards of the Statewide Fire Prevention Code are applicable City-wide and incorporated by reference as part of these Rules and Regulations. 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 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.

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, 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.

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 forth 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 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 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 violation of applicable City 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 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. 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. 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 firefighting 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 applicable Airport Minimum Standards.

b. NEGLIGENT 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 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, any member of the crew able to do so, 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. No person shall enter an Aircraft without the consent of the Person in charge. 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.

All UAS activities should be conducted in compliance with the most current applicable FAA Part 107 regulations and Airport's Rules and Regulations.

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 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 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.

5. Space or Building heating systems or devices in any T-Hangar shall 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. 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.

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, 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 parked 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 parked 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 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. Prior written notification to the Director is required if the Motor Vehicle is to be parked for more than 48 hours

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.