

VIRGINIA HIGHLANDS AIRPORT
RULES AND REGULATIONS

Adopted by the Virginia Highlands Airport Authority

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CHAPTER I

GENERAL PROVISIONS

Section 1 Purpose

Since the Virginia Highlands Airport Authority (hereinafter referred to as the "Authority") is responsible for the administration of the Virginia Highlands Airport at Abingdon, Virginia, (hereinafter referred to as the Airport), they have established these Rules and Regulations (Regulations) in order to foster, encourage, and ensure the economic growth and orderly development of aviation and related aeronautical activities at the Airport by ensuring adequate and safe aeronautical services and facilities to the users of the Airport. Furthermore, as a result of accepting financial assistance, the Airport Authority has a federal obligation to maintain the Airport and operate the aeronautical facilities and common use areas for the benefit of the public. Prudent and proper administration requires that Regulations be established to ensure that aeronautical activity at the Airport is conducted in the public interest and provides protection from irresponsible and unsafe operations. These Regulations apply to everyone using the Airport and they must be observed in the interest of safety, security, and the financial well being of all.

Section 2 Definitions

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

- a. "Aeronautical Activity" means any activity commonly conducted at the Airport, 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 carrier and charter operations, pilot training, aircraft renting, sightseeing, aerial photography, crop dusting, aerial advertising, aerial surveying, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, or sale of aircraft parts and aircraft storage. Examples of non-aeronautical activities are taxis, car rentals, limousines, restaurants, barber shops and/or auto parking lots.
- b. "Aeronautical Service" means any service which involves, makes possible, or is required for, the operation of aircraft, or which contributes to, or is required for, the safety of aircraft operations commonly conducted on the Airport by a person who has a lease from the Authority.

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- c. **“Aircraft” means a device which is used, or intended to be used, for flight in air. Examples of aircraft include, but are not limited to, airplane, sailplane, glider, rotorcraft (e.g., helicopter, gyrocopter or autogyro), balloon, and blimp.**
- d. **“Airport” means the Virginia Highlands Airport (VHA) and all of the area, buildings, facilities and improvements within the exterior boundaries of such Airport as they now exist or as they may hereafter be extended or enlarged.**
- e. **“Airport Authority” (VHAA) means those persons designated to serve as Airport Authority Members for the Virginia Highlands Airport.**
- f. **“Airport Director” means the designated person or persons appointed by the Authority.**
- g. **“Air Operation Area” or “AOA” means the area of the Airport used, or intended to be used, for landing and takeoff or surface maneuvering of aircraft, including the associated hangars, navigation and communication facilities.**
- h. **“Authority” means the Virginia Highlands Airport Authority.**
- i. **“FAA” means the Federal Aviation Administration.**
- j. **“FBO” means any person or entity with a lease or sublease and/or an operating agreement from the Authority to provide two (2) or more aeronautical services to the public at the Airport.**
- k. **“Minimum Standards” means the standards established by the Authority, amended from time to time, and are the minimum requirements to be met by an FBO or SASO or proposed FBO or SASO as a condition for the right to provide aeronautical services to the public at the Airport.**
- l. **“NOTAM” means a “Notice to Airmen” published by the FAA.**
- m. **“Person” means an individual, firm, partnership, corporation, company, association or other entity.**
- n. **“Specialized Aviation Service Operator” or (SASO) means any person or entity with a lease or sub-lease and/ or an operating agreement from the Authority to provide only a single aeronautical service to the public at the Airport.**
- o. **“Shall” means mandatory and not directory.**

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- p. “VDA” means the Virginia Department of Aviation.

Section 3 Airport Director

The Airport Director is authorized to take all actions necessary for the handling, policing, protecting and safeguarding of the public while present at the Airport; to regulate aircraft and vehicular traffic on the Airport and to oversee all Airport operations consistent with these Regulations and the laws of the State of Virginia. The Airport Director is the Authority’s representative at the Airport and shall report to the Authority.

Section 4 Rules and Regulations

All aeronautical activities at the Airport, all operation and flying of aircraft at the Airport, and all business and other activities at the Airport shall be conducted in conformity with these Regulations and with all pertinent rules, regulations, orders and rulings of the FAA and the VDA, as appropriate. In the event of any conflict between these Regulations and any law, rule, regulation or order of any governmental agency cited in this section exercising the same or similar jurisdiction, the latter shall prevail.

Section 5 Special Events

Special events, including, but not limited to, air shows, air races, fly-ins, skydiving or other similar events requiring the general use of the Airport, other than normal or routine Airport traffic, shall not be held unless formal approval has been granted by the Authority. Said approval shall specify the areas of the Airport authorized for such special use, dates, and such other terms and conditions as the Authority may require. Glider towing or launching operations shall not be conducted at the Airport without prior approval of the Authority. All unusual aeronautical activities, including but not limited to, balloons, parachuting, banner towing, and skydiving must have formal approval by the Authority prior to being conducted at the Airport.

Section 6 Public Use

The Airport shall be open for public use at all hours of the day, subject to regulations or restriction due to weather, the conditions of the Airport operational area, and special events and like causes, as may be determined by the Authority. The Airport is provided by Washington County, Virginia for the use, benefit, and enjoyment of all aviation and related activities, subject to these Regulations and applicable state and federal law.

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Section 7 Common Use Areas

Common use areas include all runways for landing and takeoff, taxiways, Airport lighting, all apparatus or equipment for disseminating weather and wind information, all radio or other electrical communication equipment and any other structure, equipment or mechanism having a similar purpose for guiding or controlling flight in the air or in the take-off and landing of aircraft. All parallel and connector taxiways shall be common use areas. All apron taxiways through leased areas shall be considered common use areas available to all persons flying or operating aircraft on the Airport and shall be kept clear and available for aircraft traffic. T-hangar taxi lanes are also considered common use areas. No FBO or other persons shall use any common use areas for the parking or storing of aircraft; the repair, servicing or fueling of aircraft; or for purposes other than the flying and operation of aircraft, without the prior consent or authorization of the Airport Authority. Common use designations may be changed from time to time by resolution of the Authority.

Section 8 Aircraft Owner Maintenance

- a. Nothing contained herein shall prevent any Person operating aircraft on the Airport from performing any services on its own aircraft, with its own employees (including, but not limited to maintenance, repair and fueling), which it may wish to perform subject to these Regulations. For the purpose of these Regulations, an employee is an individual on the normal payroll of the employer (aircraft owner) hired to perform a specific function for that employer. Any aircraft owner utilizing an employee to perform aircraft maintenance shall, at the request of the Airport Director, provide evidence of employment in a form acceptable to the Authority.**
- b. All repairs to aircraft or engines, other than specified in FAR 43, Appendix A, paragraph (c), made by the aircraft owner or FBO or SASO shall be made in the spaces or areas designated for such purpose by the Airport Director or Authority or in the leased area of the aircraft owner or FBO or SASO and shall not be made on any part of the landing area, taxiways, ramps or fueling or service areas. Reservations for the self-maintenance spaces can be made with the Airport Director. See EXHIBIT "A" for designated space location.**
- c. Self-fueling of aircraft - see CHAPTER II, Section 6 below.**

Section 9 Reporting Requirements

- a. In order to promote and maintain safety at the Airport, any pilot, FBO or SASO is encouraged to promptly report to the Airport Director any**

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bodily injury requiring medical attention, any damage to property at the Airport, or any other accident, incident, occurrence and unsafe practice relating to any aircraft which any one of the above owns, leases, flies, or relating to any Aeronautical Activity in which any are involved. Exhibit "D" is the form generally utilized in those instances. If the accident or incident report is required under NTSB, Part 830, a copy of that information may be submitted to the Airport Director in lieu of the form in Exhibit "D."

- b. The following are examples of accidents, incidents, unsafe practices or occurrences that shall be reported promptly to the Airport Director:**
 - 1. Aircraft landing off the runway without prior permission of the Airport Director.**
 - 2. Aircraft breaking runway or taxiway lights.**

- c. The report shall include the following information:**
 - 1. Location, date and time of incident and the identity of each Person and Aircraft involved.**
 - 2. Nature of any injuries suffered by any Person as a result of the incident and the name and address of any Person injured.**
 - 3. Nature and extent of any property damage occurring as a result of the incident and the name and address of the owner of the damaged property.**
 - 4. A narrative explaining circumstances of the incident occurred.**

Section 10 Vehicular Traffic and Parking

- a. Normal traffic laws of the State of Virginia shall apply to the streets roads and vehicular parking areas at the Airport, unless otherwise provided by law or these Regulations or by resolution of the Authority. No vehicle shall exceed a safe speed while operating on Airport property. Vehicles on Airport property will not be operated carelessly or negligently in any area or in disregard of the rights and safety of others. All traffic, informational, and warning signs shall be obeyed. Except for fire-fighting equipment, ambulance and emergency vehicles, no person shall take or drive any vehicle on the Airport other than on established and approved streets, roads and vehicular parking facilities unless permission has been first obtained from the Airport Director,**

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Airport Authority, and/or the FBO on the FBO's leased premises. The FBO is authorized to give such permission only on the leased premises.

- b. All vehicles shall be parked in designated parking areas, except when the temporary parking of an attended vehicle in an area not designated for parking is necessary for mechanical maintenance, loading or unloading of aircraft, and then only when such vehicle is attended by an operator at all times during such parking and is not parked in such a manner that would in anyway interfere with the operation or safe use of the Airport. No towed vehicle shall be parked or stored at the Airport without the approval of the Authority. No vehicles shall be "garaged" or stored in, or on, Airport vehicular parking areas. Parking of any vehicles at the Airport shall occur only when such vehicles are being parked for the purpose of otherwise lawfully utilizing the Airport facilities. Any person, or legal entity, desiring to so park any vehicle for any period in excess of seven (7) days shall do so only after notification to, and obtaining permission from, the Airport Authority or Airport Director. Unauthorized persons shall be subject to arrest, and unauthorized vehicles shall be towed and removed from Airport property at owner's expense.**

- c. Individual aircraft owners and pilots who own or rent spaces or hangars on the Airport may drive to their aircraft or hangar, as approved and directed by the Airport Director and, at their own risk, may park private vehicles in their hangars when the aircraft is not in the hangar. To obtain approval from the Airport Director to operate a private vehicle on the AOA, the owner shall show proof that they have automobile liability insurance of at least \$300,000.00 in force.**

Section 11 Pedestrians, Passengers and Sightseers

All pedestrians, air charter passengers, corporate aircraft passengers, and sightseers at the Airport shall remain behind the fence of the AOA, or in designated areas, and shall be escorted onto the AOA by the Airport Director, airport line personnel or FBO/SASO personnel. FBOs or SASOs are responsible for safety enforcement on their designated areas.

Section 12 Advertising and Signs

No signs, or other advertising, shall be placed or constructed upon the Airport, or upon any building or structure, or improvement thereon, without having first obtained approval from the Authority or the Airport Director. The Authority or Airport Director shall refuse permission for such signs if they find them undesirable, unnecessary or likely to create a safety hazard.

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Section 13 Acceptance of Regulations by Use

The use of the Airport or any of its facilities, in any manner shall create an obligation on the part of the user to abide by and obey these Regulations. Flight instructors shall have the duty to fully acquaint their students with these Regulations and shall be responsible for the conduct of students under their direction. When a student is flying solo, it shall be his/her responsibility to comply with all applicable Regulations.

Section 14 Operators to Keep Regulations Available

All persons licensed to do business or to conduct operations of any kind on the Airport shall keep a current copy of these Regulations prominently posted in their office or place of business and available to all persons.

Section 15 Insurance Requirements

- a. All Persons (FBOs and SASOs) providing aeronautical services to the public on the Airport shall maintain the applicable types and amounts of insurance described in this paragraph.
- b. The FBO or SASO shall use only responsible insurance companies of recognized standing which are authorized to do business within the State of Virginia. The insurance companies shall have a Best's rating of at least "A" and a financial size of "Class VII" or better in the latest edition of Best's Insurance Reports.
- c. Each FBO or SASO shall, at the request of the Authority, deliver to the Airport Director copies of all certificates of insurance for required insurance, any policy amendments and policy renewals, and any additional information related to required insurance. Each policy shall require the insurer to provide at least 30 days prior written notice to the Authority of termination or cancellation.
- d. Each FBO or SASO shall submit to the appropriate insurer timely notices and claims of all losses insured under any required insurance policy, pursue such claims diligently, and comply with all terms and conditions of required insurance policies. Each FBO or SASO shall promptly give the Airport Director copies of all notices and claims of loss and any documentation or correspondence related to such losses.
- e. Each FBO or SASO shall maintain the following insurance policies as required insurance under these Regulations:

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- 1. Workers Compensation and Employers Liability Insurance.** This insurance will pay the lessee's obligation under Workers Compensation Law of Virginia Employer's liability (Statutory Limits).
- 2. General Liability Insurance.** This insurance must be written on an "occurrence" basis, responding to claims arising out of any occurrences, which may take place during the policy period. The general liability form shall provide limits of at least the following with no deductible:

\$1,000,000 each occurrence for bodily injury & property damage.

\$1,000,000 each incident for personal and advertising injury.

\$1,000,000 product-completed operation aggregate.

\$1,000,000 general aggregate.

The contractual liability coverage shall include protection for the FBO or SASO from claims arising out of the liability assumed under the indemnification provision of these Regulations.

The insurance policy shall provide for contingent liability of the Authority on any claim or loss, and the Authority shall be named as an additional insured under FBO's or SASO's policy of insurance, as the Authority interest may appear. The FBO or SASO shall instruct the insurer to notify the Authority in writing, by certified mail, at least 30 days prior to cancellation or refusal to renew any policy. The FBO or SASO shall file certificates of all insurance required with the Authority.

Insurance against fire, windstorm or other casualty, including all standard extended coverage available, upon all of the FBO's or SASO's personal property, together with such medical payments coverage as the FBO or SASO may desire. In connection therewith, the FBO or SASO holds the Authority harmless against loss or damage to the FBO's or SASO's person or property by reason of any casualty other than the negligence or fault of the Authority.

- 3. Business Automobile Liability Coverage.** Business automobile liability insurance shall apply to any automobile, including all owned, hired and non-owned vehicles, to a combined single limit of at least \$300,000 each accident. Any statutorily required "No-Fault" benefits and uninsured/underinsured motorist coverage shall be included.

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4. **Aircraft Liability Insurance.** This insurance shall provide aircraft liability, including temporary substitute aircraft and non-owned aircraft liability, to a combined single limit of at least \$1,000,000 with a limit of \$100,000 for each passenger per occurrence. Coverage shall apply to bodily injury or death and mental anguish, including passenger injuries and property damage.

5. **Hangarkeepers Liability Insurance.** Hangarkeeper's legal liability coverage shall include protection for those lessees operating an aircraft storage hangar or aircraft maintenance/repair service hangar in the amount of not less than \$100,000 per aircraft and at least \$300,000 aggregate, to cover all aircraft stored in the hangar.

The Authority is to be included as additional insured.

The contractual liability coverage shall include protection for the FBO or SASO from claims arising out of the liability assumed under the indemnification provisions of these Regulations.

- f. **Any Person providing an aeronautical service to the public at the Airport under the supervision of, or pursuant to an arrangement with an FBO, shall not be required to obtain the insurance described above if the insurance policy or policies of the FBO or SASO covers that Person to the same extent, and in the same amount as the applicable insurance policy described above for the FBO or SASO.**

- g. **Insurance for aircraft registered in the Virginia shall be in accordance with Code of Virginia, 8.1, Title 5.1-88.1 through 6 and minimum coverage shall be as follows:**
 1. **\$50,000 bodily injury or death of one person.**
 2. **\$100,000 bodily injury or death of two or more persons.**
 3. **\$25,000 property damage protection.**
 4. **\$250,000 single limit policy.**

- h. **Each FBO or SASO agrees to indemnify and hold the Authority and each of their officers, officials, representatives, agents, employees, successors or assigns harmless from all claims and liabilities (including legal fees without limitation) arising out of the use of the Airport.**

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- i. **Anyone not employed by the Virginia Highlands Airport Authority but working on airport grounds for compensation of any kind shall show proof to the Airport Director of general liability and property damage insurance coverage in the amount set by the VHAA for each activity.**

Section 16 Permits

- a. **No Person may provide an Aeronautical Service at the Airport unless:**
 1. **The Person has an FBO or SASO lease with the Authority or a sub-lease approved by the Authority relating to the Aeronautical Activity.**
 2. **A Permit has been issued to the Person by the Airport Director authorizing the Person to provide the Aeronautical Service at the Airport. The requirements of this section do not apply to any Federal Aviation Administration (FAA) designated examiner.**
- b. **Permits shall be issued by the Airport Director to any Person who satisfies the conditions for the Aeronautical Activities they wish to provide.**
 1. **Any Person providing flight instruction under FAR Part 61 as a part time business with no more than three students at any one time shall provide the Airport Director with the following as a condition to the issuance of a Permit:**
 - (a). **Proof of proper and current instructor's certificate issued by the FAA with appropriate ratings to cover the types of instruction being offered, and a current medical certificate.**
 - (b). **Proof of the city or county business license if applicable.**
 - (c). **Proof of aircraft bodily injury and property damage liability insurance in the amount of \$1,000,000 with a limit of \$100,000 each passenger, naming the Authority as additional insured and with no deductible amount. Coverage shall apply to bodily injury or death, passenger injuries (including mental anguish) and property damage.**
 - (d). **Current list of names and addresses of the students receiving flight instruction.**
 - (e). **An executed Indemnification Agreement.**

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- (f). As required by Grant Assurances the public areas of the terminal are NOT to be used by any group or persons to conduct "for profit" business.

The public areas of the terminal building shall NOT be used by anyone, including the Permit holder to brief or debrief students and pilots taking instruction or for bi-annual flight reviews.

The public areas of the terminal building are described as the lobby, operations, flight planning, pilots lounge, restrooms, snack room and any other areas as designated by the Airport Authority.

2. Any Person providing aircraft repair and/or inspection services, other than owner preventive maintenance as defined in FAR Part 43, Appendix A (c), shall provide the Airport Director with the aircraft registration number and the following to his satisfaction, as a condition for the issuance of a Permit:

- (a). Proof of a proper and current FAA-issued certificate with appropriate ratings to cover the types of repairs or inspection work being offered.
- (b). Proof of the City or County business license, if applicable.
- (c). Proof of General Liability Insurance. This insurance must be written on an "occurrence" basis, responding to claims arising out of occurrences, which take place during the policy period. The general liability form shall provide limits of at least the following with no deductible:

\$1,000,000 each occurrence for bodily injury & property damage.

\$1,000,000 each incident for personal and advertising injury.

\$1,000,000 product-completed operation aggregate.

\$1,000,000 general aggregate.

Insurance may be purchased by a third party with approval of the Airport Director or the Airport Authority

The contractual liability coverage shall include protection for the Permit Holder from claims arising out of the liability assumed under the indemnification provision of these Regulations.

Business automobile liability insurance shall apply to any auto, including all owned, hired and non-owned vehicles, to a

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combined single limit of at least \$300,000 each accident. Any statutorily required "No-Fault" benefits and uninsured/underinsured motorist coverage shall be included.

(d). An executed Indemnification Agreement.

3. Any Person based outside of the boundaries of the Airport and providing warranty service to a customer whose aircraft is located on the Airport shall provide the Airport Director with the following, to his satisfaction, as a condition to the issuance of a Permit:

(a). Proof of proper and current FAA issued certificate with appropriate ratings to cover the types of repairs or inspection work being offered.

(b). Proof of the City or County business license, if applicable.

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

\$1,000,000 each occurrence for bodily injury & property damage.

\$1,000,000 each incident for personal and advertising injury.

\$1,000,000 product-completed operation aggregate.

\$1,000,000 general aggregate.

The Authority is to be included as additional insured.

The contractual liability coverage shall include protection for the Permit Holder from claims arising out of the liability assumed under the indemnification provision of these Regulations.

Business automobile liability insurance shall apply to any auto, including all owned, hired and non-owned vehicles, to a combined single limit of at least \$300,000 each accident. Any statutorily required "No-Fault" benefits and uninsured/underinsured motorist coverage shall be included.

(d). An executed Indemnification Agreement.

4. A permit fee of \$50.00 per year will be charged per category. Fee

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is cumulative with multiple categories. Categories are defined in the Minimum Standards.

CHAPTER II

AIRCRAFT OPERATION AND AIRPORT TRAFFIC

Section 1 General

- a. Every person operating an aircraft at the Virginia Highlands Airport shall comply with, and shall operate such aircraft in conformity with, these Regulations and all pertinent rules, regulations, orders and rulings of the, FAA, and VDA and other appropriate governmental agencies. Every person operating an aircraft is responsible for the safety of his/her operation and the safety of others exposed to such operation.
- b. Any air vehicle or aircraft that does not meet federal or state licensing requirements, or operators of such vehicles who do not meet such federal or state requirements, shall be prohibited from the Airport.
- c. As a non-ATCT Airport, all pilots of aircraft having radio equipment permitting two-way communications shall contact the Airport Unicom to obtain Airport Advisory information when they are within the Airport traffic area. Pilots having radios permitting reception only shall maintain a listening watch on the Unicom frequency at the Airport when they are within the Airport traffic area. All aircraft within a five-mile radius of the Airport should conform to these Regulations.
- d. The attached Traffic Pattern Chart, Exhibit B, is made a part of these Regulations, and every person operating an aircraft or air vehicle shall comply therewith.
- e. All aircraft shall follow the appropriate taxiway and runway guidance marking and lighting when operating on the Airport.
- f. Aircraft will not be operated in any area carelessly, negligently, nor in disregard of the rights and safety of others.
- g. In the event the Airport Director or Authority believes the conditions of the Airport to be unsafe for landings or takeoffs, it shall be within their purview to issue a NOTAM to close the Airport or any portion thereof.
- h. In the event any aircraft or air vehicle is wrecked or damaged to the extent that it cannot be moved under its own power, the Airport Director or Authority shall be immediately notified by the Operator

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and/or FBO or SASO. Subject to governmental investigations and inspection of the wreckage, the owner or pilot of the wrecked or damaged aircraft or air vehicle, or the owner's agent or legal representative shall, as soon as reasonably possible, obtain the necessary permission for removal from all landing areas, taxi-strips, ramps, tie-down areas and all other traffic areas, and place or store off Airport or where designated by the Airport Director or Authority. In the event the owner of the aircraft fails for any reason to promptly remove the wrecked or damaged aircraft from the Airport, as may be requested by the Airport Director or Authority, or to remove it from the traffic areas as therein indicated, the Airport Director or Authority may cause the removal and storage or disposal of such wrecked or damaged aircraft at the expense of the aircraft owner.

- i. On or after December 12, 1998 no future T-hangar, hangar space, or tie-downs shall be leased for the use of any aircraft except those which are properly registered with the FAA and are in compliance with the minimum liability insurance coverage required by the State of Virginia for aircraft.

Section 2 Parked Aircraft

- a. No person shall park, store, tie-down or leave any aircraft on any area of the Airport other than that prescribed by the Authority.
- b. No aircraft shall be parked or stored at the Airport unless it is properly tied down, secured, and locked while not in use. Aircraft owners are responsible for parking and tying down their aircraft, including any special security measures required by weather conditions or other conditions at the Airport. Aircraft owners shall also be responsible for securing aircraft in a manner necessary to avoid damage to other aircraft or buildings at the Airport in the event of winds or other severe weather. Owners of all aircraft shall be held responsible for any damage or loss resulting from the failure of such owner or the pilot of such aircraft to comply with this rule. This provision, however, does not exempt any FBO or others from any obligation they may otherwise have to aircraft owners and the Authority or to other persons or legal entities.
- c. A specific tie-down space shall be assigned each aircraft renting such on a monthly basis directly from the Authority. Separate areas shall be designated by the Authority and/or Airport Director for FBO aircraft and itinerant tie-downs. No person shall take or use any aircraft anchoring or tie-down facilities when such facilities are already in actual use by, or rented to another person.

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- d. All repairs to aircraft or engines shall be made in the spaces or area designated for this purpose by the Authority and/or Airport Director and not on any part of the landing area, taxi-strips, ramps or fueling or service areas of an FBO unless such FBO consents to such use for repairs. The Authority may have removed from the Airport or moved to another location on the Airport property any aircraft which have been allowed to fall into a state of disrepair, nonairworthiness, or derelict condition.
- e. No aircraft engine shall be started on an aircraft unless a competent operator is in control of the aircraft and brakes have been set or the wheels have been chocked with blocks that are equipped with ropes or other suitable means for removing such blocks.
- f. The engine shall be started, warmed up, and run up in the places designated for such purposes. No aircraft engine shall be run up unless the aircraft is in such a position that the propeller blast clears all hangars, shops, other buildings, persons, other aircraft and automobiles or vehicles in the area, and the flight path of landing aircraft. No aircraft shall be started or operated inside a hangar.

Section 3 Taxiing

- a. All aircraft shall be taxied at a low and reasonable speed and, if not equipped with adequate brakes, shall have an attendant beside a wing when the aircraft is taxied near buildings or other aircraft.
- b. Aircraft awaiting take-off shall stop off the runway in use and in a position so as to have a direct view of aircraft approaching for a landing and shall give full right-of-way to such aircraft.
- c. No person shall taxi an aircraft until he has ascertained that there will be no danger of collision with any person or object in the immediate area by visual inspection of the area and, when available, through information furnished by Airport attendants.
- d. Aircraft on the taxiway must stop before entering the runway and allow aircraft, which are exiting the runway in use to clear the runway. Aircraft clearing the runway after landing have the right-of-way over aircraft on the taxiway preparing to enter the runway.
- e. Back taxiing on any runway shall be done only when associated taxiways are closed or when no other taxi route is available.

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Section 4 Traffic Rules

- a. All pre-takeoff checks must be completed before taxiing to takeoff position on the runway. Takeoff will be made immediately after taxiing onto the runway.
- b. All aircraft taking off shall proceed straight ahead to an altitude of at least 500 feet AGL before executing any turn and after ascertaining there is no danger of collision with any other aircraft. Any aircraft remaining in the traffic pattern shall execute a 90 degree left turn at a horizontal distance not less than 1000 feet from the end of the runway.
- c. Aircraft intending to remain in the traffic pattern shall continue to climb to the traffic altitude of 1000 feet AGL for single-engine and multi-engine piston aircraft, 1500 AGL for turbine aircraft (500 AGL for helicopters and ultralight aircraft) after the first 90 degree turn and shall thereafter follow the pattern as set forth on the traffic pattern chart, Appendix B. All aircraft departing the Airport traffic pattern shall utilize applicable FAA departure procedures and standards.
- d. Aircraft having flight characteristics which make the above procedure impractical shall be flown at approach altitudes for that specific type of aircraft, but the pilot shall conform to the pattern shown as nearly as possible.
- e. Over noise sensitive areas, all aircraft within the traffic patterns for the Airport shall utilize the current noise abatement procedures adopted by the Authority. The patterns are established to minimize operations over sensitive areas. These procedures shall be displayed in a conspicuous place in terminal building(s) of the Airport.
- f. All IFR approaches in VFR weather conditions should be terminated before the pattern area, and the IFR aircraft should circle the field at normal pattern altitude and enter the normal VFR pattern unless the pilot is assured that continued operation can be completed safely.
- g. Aircraft on IFR clearances should not assume that they have priority over VFR aircraft, and they must maintain vigilance for VFR flights in or near the pattern of the field.

Section 5 Landings

- a. Aircraft entering the traffic pattern shall do so at an angle of 45 degrees on the downwind leg and at an altitude of 1000 feet AGL for single-engine and multi-engine piston aircraft, 1500 AGL for turbine aircraft

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(500 AGL for helicopters and ultralight aircraft), or as prescribed for a specific type of aircraft.

- b. All aircraft shall turn off the runway as soon as reasonably possible after landing and shall taxi only on designated taxi strips.

Section 6 Safety Regulations

- a. **General** – The purpose of this section is to provide fire prevention and self-fueling regulations for persons who service or fuel their own aircraft. Persons who intend to use flammable or volatile liquids on the Airport and/or fuel their own aircraft shall do so in accordance with the requirements of the National Fire Protection Association (NFPA) 407 (latest edition) Standard for Aircraft Fuel Servicing, FAA Advisory Circular 150/5230-4 (with Change), and all supplemental and superceding amendments and regulations. The following shall apply except where applicable codes differ, in which case the former shall prevail.
- b. **Flammable or Volatile Liquids** – No person shall use flammable or volatile liquids having a flash point of less than 100 degrees Fahrenheit in the cleaning of aircraft, aircraft engines, propellers, appliances, or for any other purpose. The procedures and precautions outlined in the criteria of NFPA 410 – Aircraft Maintenance (latest edition) are hereby incorporated by reference and made part of this chapter as if fully set out herein, and shall be adhered to in all cleaning, painting, and refurbishing operations using flammable and volatile fluids, including the storage of such fluids. If flammable liquids are used for this purpose, the operation shall be conducted in the open air. Fuels (including fuel draining for contaminants during pre-flight inspection), oils, dopes, paints, solvents and acids shall not be disposed of or dumped into drains, on the aprons, catch basins, ditches (on or adjacent to the Airport) or elsewhere on the Airport. Such liquids shall be disposed of at an approved waste disposal point off Airport property.
- c. **Cleaning Hangar Floors** – Floors shall be kept clean and free of oil. The use of volatile or flammable solvents for cleaning floors is prohibited.
- d. **Drip Pans** – Aircraft that consistently drip oil or fluids onto hangar floors shall have aircraft owner-supplied drip pans to protect floors and airport drainage systems.
- e. **Fueling Operations** – No fixed wing aircraft shall be fueled while its engine is running or while in a hangar or other enclosed place. Sufficient safeguards shall be maintained during fueling operations to

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ensure that electrostatic discharge does not occur. Persons may only self-fuel aircraft owned by them provided such operation is conducted in accordance with NFPA 407 and these regulations. Self-fueling shall be conducted only in those areas designated in Exhibit A or such areas that may be designated in writing from time to time by the Authority or the Airport Director. Any aircraft owner utilizing an employee to perform aircraft self-fueling may be required to provide the Airport Authority evidence of employment in a form acceptable to the Authority. Persons performing self-fueling shall be accountable for any damages, fuel spills, or environmental contamination resulting from their operation or equipment malfunction. All such damages shall be paid for by the person performing self-fueling. Persons performing self-fueling shall be fully responsible for the protection of all persons, including members of the public and all public and private property, which are affected by their action.

- f. **Fuel Storage** – The only authorized and approved fuel storage locations on Airport property are the bulk storage and distribution system (Fuel Farm) owned and maintained by the Authority or approved by the Authority.

- g. **Fuel Servicing Vehicles** – A person wishing to operate on the Airport and electing, with the written permission of the Authority, to use fuel servicing vehicles (hereinafter referred to as “refuelers”) for the purpose of personally dispensing fuel into their own aircraft, must meet the following rules:
 - 1. The persons shall own the refueler.
 - 2. Refuelers and their systems shall be maintained and operated in accordance with federal, state, and local codes covering fuel dispensing on airports and NFPA 407 (latest edition). The applicable sections of FAA Advisory Circular 150/5230-4 (with revisions) shall also be followed.
 - 3. Refuelers shall be inspected by the County Fire Marshall prior to being brought onto the Airport and inspected annually there after. A certificate of this inspection shall be maintained in the vehicle at all times and be available for inspection.
 - 4. During the transportation of fuel onto and off of the Airport, refuelers shall use only the entrance, exit, and route designated in Exhibit A, or such areas that may be designated in writing from time to time by the Authority

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or Airport Director. During fuel dispensing into the aircraft, the fueling vehicle shall be positioned with a clear exit path and shall not obstruct other aircraft or vehicular movements.

5. The operator of the refueler shall be responsible for protecting himself and the Authority from claims which may arise out of or result from the fueling services performed, whether such services be performed by the individual owner or the refueler operator's officers or employees, or by anyone for whose acts any one of them may be liable. The operator shall obtain and carry a general liability insurance policy in the amount of \$500,000 general aggregate and execute an indemnification agreement.
 6. Refueler operators shall be accountable for any damages, fuel spills, or environmental contamination resulting from operations or equipment malfunction. All such damages shall be paid for by the refueler operator and/or owner. Refueler operators shall be fully responsible for the protection of all persons including members of the public and all public and private property which are affected by work performed by, or on behalf of, the Refueler operator.
 7. Each refueler shall be conspicuously marked in letters of contrasting color, with the word "flammable" on both sides and rear of the refueling vehicle, and with the wording "emergency shutoff" and other appropriate operating instructions required at the emergency operating devices in letters at least two inches high. Each refueler will also be conspicuously marked in appropriate color schemes on both sides and rear with the type and grade of fuel it contains.
 8. A refueler cargo tank shall be supported by, and attached to, or be part of, the vehicle upon which it is carried.
- h. **Contracts Prohibited** – An aircraft owner shall not contract with or permit a second party, such as a fuel service company or fuel contractor, to refuel his aircraft. Refueling by such a second party is considered a commercial aeronautical activity.

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- i. No gravity fuel flow shall be permitted except for fueling of an aircraft with a NFPA approved container of capacity of no greater than 5 gallons. There shall be a bonding cable attached to the container for bonding to the aircraft or vehicle being fueled.**
- j. Fueling from a vehicle fuel tank into an aircraft is prohibited.**
- k. Fueling shall not take place within 50 feet of a structure or another aircraft. There shall be no ignition source located within 100 feet of a fueling or refueling operation, and a properly rated fire extinguisher shall be in attendance during any fueling operation.**
- l. Aircraft using MOOGAS must meet all requirements of applicable STC, if required.**
- m. No rags soiled with flammable substances shall be kept or stored in any building on the Airport in such a manner as to create any fire hazard.**
- n. All persons using the Airport area or the facilities of the Airport in any way shall exercise the utmost care to guard against fire and injury to persons or property.**

Section 7 Take Off, Landing, and Aircraft Operating Area

Taking off or landing on any area of the Airport except Runway 6–24 is prohibited. Operating of aircraft on any area of the Airport property except on the runway, taxiway, helipads or aprons areas is prohibited.

Section 8 Model Aircraft Operation Prohibited

The operation of model aircraft on or over Airport property is prohibited.

Section 9 Flying Clubs

All flying clubs desiring to base their aircraft and operate on the Airport must comply with the applicable provisions of these Regulations. However, they shall be exempt from regular FBO or SASO requirements upon satisfactory fulfillment of the conditions contained herein.

- a. The club shall be a non-profit entity (i.e., corporation, association or partnership) organized for the purpose of providing its members with aircraft for their personal use and enjoyment only. The ownership of aircraft must be vested in the name of the flying club (or owned ratably by all of its members). The property rights of the members of the club shall be equal and no part of the net earnings of the club will inure to the benefit of any member in any form (e.g., salaries and bonuses). The club may not derive greater revenue from the use of its aircraft than the**

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amount necessary for the operation, maintenance, and replacement of its aircraft.

- b. Flying clubs may not offer or conduct charter, air taxi, or rental of aircraft operations. Except for regular members, they may not conduct aircraft flight instruction, and only members of the flying club may operate the aircraft. No flying club shall permit its aircraft to be utilized for giving flight instruction to any person, including members of the club owning the aircraft, when such person pays or becomes obligated to pay for such instructions, except when instruction is given by an FBO, SASO or permittee based on the Airport who provides flight training. 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 performing maintenance work on aircraft owned by the club, and the club does not become obligated to pay for such maintenance work except that such mechanic and instructors may be compensated by credit against payment of dues or flight time.
- c. All flying clubs and their members are prohibited from leasing or selling any goods or services to any person or firm other than a member of such club at the Airport, except that said flying club may sell or exchange its capital equipment.
- d. With its initial application, the flying club shall furnish the Authority a copy of its charter and by-laws, articles of association, partnership agreement or other documentation supporting its existence; a roster or list of members, including names of officers and directors, to be revised on a semi-annual basis; evidence of insurance, in the form of a certificate of insurance with a limit of One Hundred Thousand Dollars (\$100,000.00) per person for personal injury and property damage and a total limit of One-Half Million Dollars (\$500,000.00), with the Authority as an additional named insured; number and type of aircraft; evidence that aircraft are properly certificated; evidence that ownership is vested in the club; and the operating rules of the club. The flying club shall make annual certifications to the Authority that its insurance is in force, and the Authority may require certificates review at other times to confirm that adequate insurance is in force.
- e. A flying club must abide by, and comply with, all Federal, State and local laws, ordinances, regulations, and these Regulations.
- f. A flying club, which violates any of the foregoing, or permits one or more members to do so, will be required to terminate all operations on Airport property.

Section 10 Ultralight Vehicles

- a. All ultralight vehicles (as defined in FAR 103) based at the Airport shall have a radio capable of sending and receiving the UNCOM frequency. Ultralight vehicles staying in the Airport traffic pattern or using the Airport for practice landings and take-off, will be required to have a

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radio on board capable of sending and receiving the UNCOM frequency.

- b. Before operating from the Airport, ultralight pilots shall be briefed on airport policy, traffic pattern procedures and populated areas to be avoided.**
- c. Ultralight vehicle operators shall maintain a minimum \$250,000 combined single limit insurance policy (see Virginia Law). Operators shall provide proof of insurance to the Authority upon request of the Airport Director.**

Section 11 Aerial Advertising - Banner Towing

Any Person wishing to use the Airport to pick up or drop off an aerial advertising banner shall obtain the prior written approval of the Authority. The Authority shall require such safeguards as it deems necessary to protect the Airport, aircraft using the Airport, and the general public. These requirements may include, but are not limited to, bonds, insurance policies, additional security personnel, facilities and waivers/authorizations to the FARs issued by the FAA. The operations shall be conducted from a mutually acceptable location on the airport that does not interfere with normal airport activities. The Authority may establish and charge reasonable fees for this activity.

Section 12 Parachute Jumping

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

Section 13 Glider/Sailplane Operations

Any Person wishing to use the Airport to launch and recover gliders or sailplanes shall obtain written permission from the Authority in advance of the operations. This will require advance coordination due to the need for additional personnel and equipment on the Airport to launch and recover the gliders and/or sailplanes. The Authority shall require such safeguards as it deems necessary to protect the Airport, aircraft using the Airport, and the general public. These requirements may include, but are not limited to, bonds, insurance policies and additional security personnel. The Authority may establish and charge reasonable fees for this activity.

Section 14 Hot Air Balloon Operations

Any Person wishing to use the Airport to launch and recover hot air balloons shall obtain written permission from the Authority in advance of the

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operations. This will require advance coordination due to the need for additional personnel and equipment on the Airport to launch and recover the hot air balloons. The Authority shall require such safeguards as it deems necessary to protect the Airport, aircraft using the Airport, and the general public. These requirements may include, but are not limited to, bonds, insurance policies and additional security personnel. The Authority may establish and charge reasonable fees for this activity.

Section 15 Crop Dusting and Spraying

Any Person wishing to use the Airport as a base to load chemicals onto aircraft for the purpose of crop dusting or spraying shall obtain written permission from the Authority in advance of the operations. This will require advance coordination due to the need for additional personnel and equipment on the Airport to handle and control the chemicals. The Authority, at the time of approval, shall designate a specific area on the Airport to be used for this operation. The Authority shall require such safeguards, as it deems necessary to protect the Airport, aircraft using the Airport, and the general public. These requirements may include, but are not limited to, bonds, insurance policies and additional security personnel. The Authority may establish and charge reasonable fees for this activity.

Section 16 Assigned Areas

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

Section 17 Compliance With Safety and Environmental Rules and Regulations

All users of the Airport shall comply with all safety and environmental Rules and Regulations adopted by the Authority. A copy of the Rules and Regulations as currently in force shall always be available at the office of the Airport Director.

Section 18 Handling of chemicals and other Hazardous Materials

Operators using chemicals or other hazardous materials shall store these materials in tank containers and buildings meeting State, County, and/or Federal standards. The location of on-airport storage areas will be determined by the Authority. Storage facilities shall be designed to protect the public and the natural environment from these materials. Any accidental spills or leaking of materials shall be reported immediately to the Authority, and the local Fire Chief, and the County of Washington.

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Section 19 Disposal of Chemicals and other Hazardous Materials

No chemicals, fuels, lubricants, or hazardous materials may be discharged into the storm water or sanitary sewer systems. All chemicals and used containers shall be disposed of by the lessee off airport property and in compliance with applicable state, local, and federal regulations.

CHAPTER III

INFRACTIONS AND ENFORCEMENT

Section 1 Infraction Defined

An Infraction is defined as any of the following:

- a. A violation of these Rules and Regulations.
- b. In the case of an FBO or SASO, a violation of the FBO or SASO lease or giving false or inaccurate information to the Authority or the Airport Director in connection with the FBO or SASO lease.

Section 2 Effect of Infraction

Any Infraction by any Person shall result in termination of the contract, agreement, or permit under which such person is operating. Upon termination, such Person shall not be eligible for a new contract or agreement for a minimum period of six (6) months.

Section 3 Notice of Infraction and Termination

The Authority, acting through the Airport Director or another whom it may from time to time designate, shall give notice of termination by sending a certified letter to the Person at the address listed upon the relevant permit, contract or agreement or, at the option of the Authority, at the person's last known address.

Section 4 Hearing

Any Person whose contract or agreement has been terminated may request a hearing before the Authority, provided such request is made in writing and received by the Airport Director within 15 calendar days of the date of the Authority's notice of termination to such Person. The Authority shall mail notice of the date, time and location of the hearing to the Person requesting same, and such notice shall be mailed at least 15 days in advance of such hearing date. At the hearing, the Person requesting the hearing may appear, may be represented by counsel, and may present evidence. Upon completion of the hearing, the Authority shall affirm, revoke or modify the termination and shall give prompt written notice of its action to the Person requesting the

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hearing. Any adverse determination of the Authority to the Person requesting the hearing shall be subject to appeal in accordance with the applicable laws of the Commonwealth of Virginia.

CHAPTER IV.

MISCELLANEOUS

Section 1 Severability

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

Section 2 Effective Date

These Rules and Regulations shall be effective thirty days following the date of their approval by the Authority.

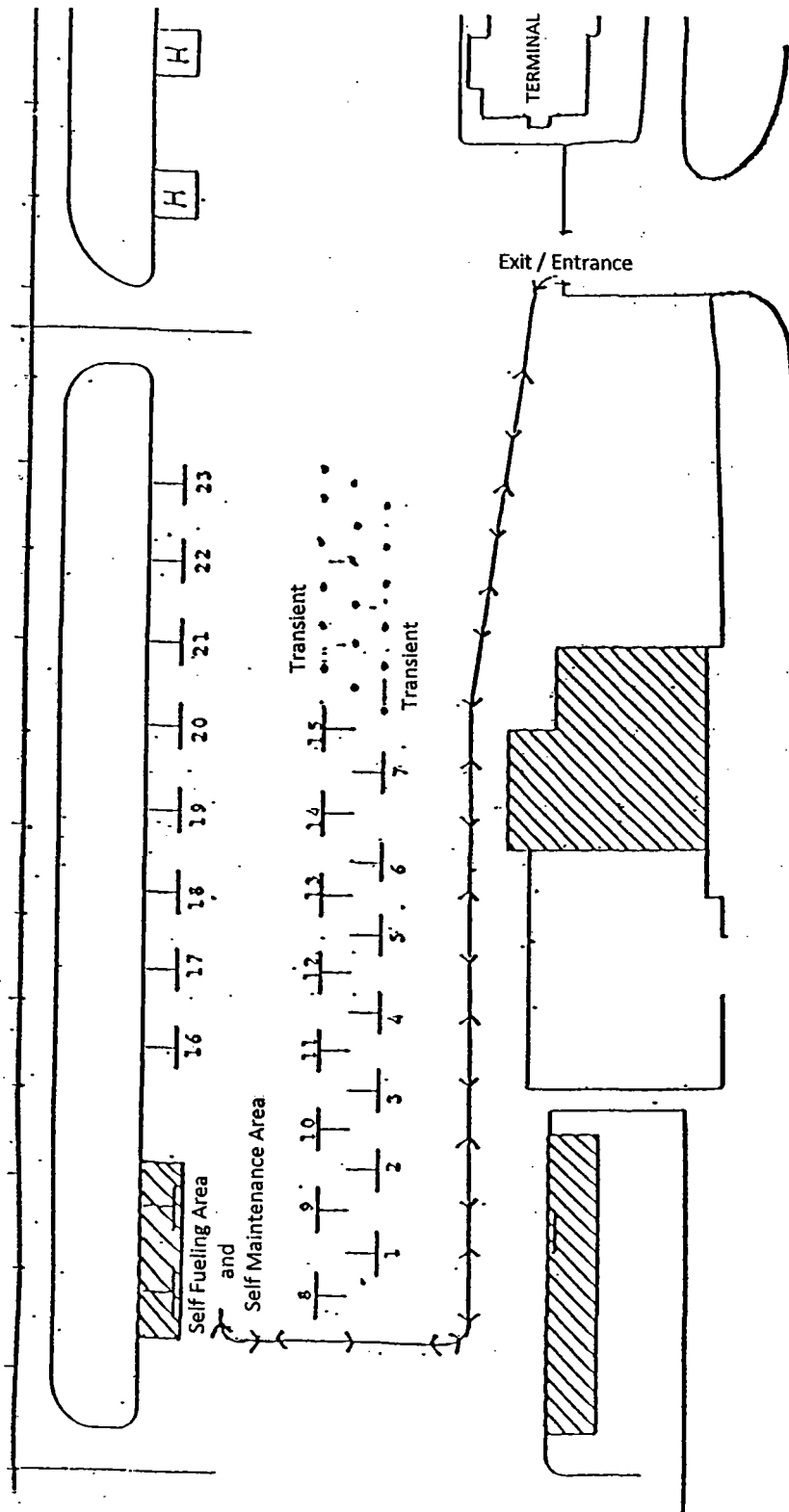
Section 3 Revisions

The Authority shall reserve the right to modify, alter, change or add to these Airport Rules & Regulations as needed.

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EXHIBIT A

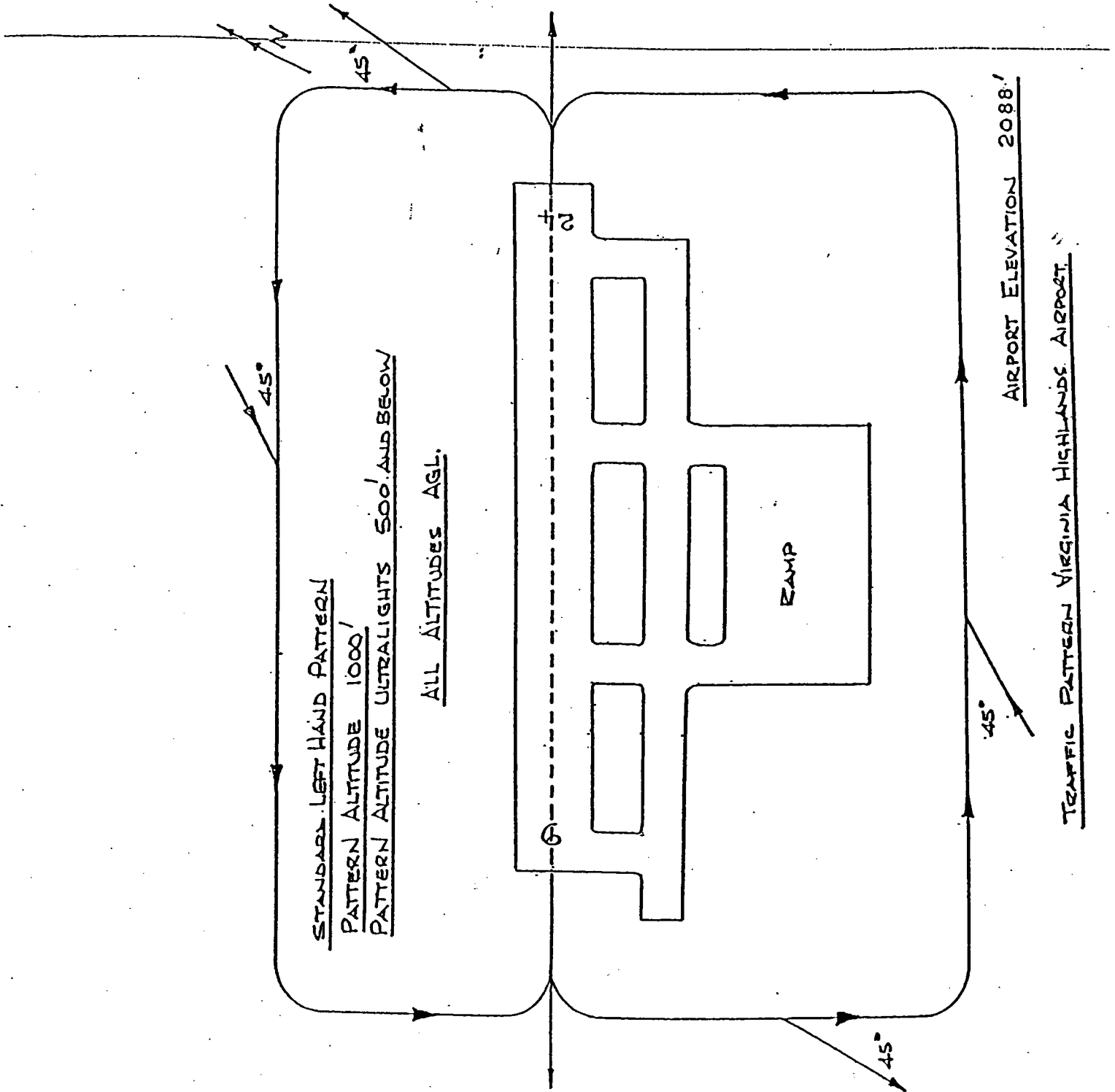
Location of Designated Area for Self Fueling and Self Maintenance



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EXHIBIT B

Traffic Pattern Pictorial.



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EXHIBIT C

PROCEDURE FOR OBTAINING A SELF-FUELING PERMIT

Any Person wishing to supply and dispense fuel into its own aircraft at the Airport must do so using their own employees and their own equipment, and they must obtain a self-fueling permit from the Authority. Applications for self-fueling permits are available at the Airport Director's office. The procedure for obtaining a self-fueling permit is as follows:

- a. Submit a completed self-fueling application to the Airport Director with the required approvals (see paragraphs b. & c.) together with a check for the fee.**
- b. Complete the approved self-fueling training course conducted by the Fire Marshall or the Airport Director.**
- c. Obtain approval from the Fire Marshall for equipment to be used in the self-fueling operation.**
- d. Obtain any general liability insurance coverage that the Authority reserves the right to require on the fueling equipment to be used.**
- e. Pay the annual permit fee of \$50.00 and a flowage fee for all gallons over 500 pumped per year.**

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EXHIBIT D

**ACCIDENT REPORTING FORM
VIRGINIA HIGHLANDS AIRPORT**

In accordance with the accident reporting provisions of the Regulations governing the operation of the Virginia Highlands Airport, it is mandatory to report any damage to public property and any injury requiring medical attention. Damage to privately owned property located within the confines of the Airport is to be reported to the owner. The Airport Director will help you with contacting the owner.

This form is for local Airport usage and does not replace the reporting requirements of NTSB-830 with regard to aircraft accidents and incidents. A copy of a Federal accident report may be submitted in lieu of this form.

1. Name of person _____

_____ Age _____

Address

Phone (H) _____ (W) _____

Date and time of occurrence _____

2. Nature and extent of injuries

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Description of accident/injury _____

Name of doctor or hospital _____

3. Kind of property and extent of damage (use reverse for vehicles and aircraft)

Name of owner _____

Address _____

Phone (H) _____ (W) _____

4. Reported to police _____

Report number _____

Name of police department _____

Weather condition(s) _____

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5. Vehicle/Aircraft identification (number 1)

Name of owner _____

Address _____

Phone (H) _____ (W) _____

N Number (or TAG & state) _____

Year & Make

Model

Serial number

(VIN) _____

6. Vehicle/Aircraft identification (number 2)

Name of owner _____

Address _____

Phone (H) _____ (W) _____

N Number (or TAG & state) _____

Year & Make

Model

Serial number

(VIN) _____

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7. Name of Witness

Address

Phone (H) _____ (W) _____

8. Name of Witness

Address

Phone (H) _____ (W) _____

9. Remarks or additional information _____

10. Signature _____ Date _____

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**SELF-FUELING PERMIT
Fifty-Dollar Fee (\$50.00)**

Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Business Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Tail Number Of Aircraft To Be Fueled:

N _____

N _____

N _____

I have obtained general liability insurance coverage that the Authority requires on the fueling equipment that is to be used.

Signature

Date

A copy of insurance policy must be attached.

Public Notary

Date

My Commission Expires