

RULES AND REGULATIONS
FOR AERONAUTICAL SERVICES AT THE
SHENANDOAH VALLEY REGIONAL AIRPORT
WEYERS CAVE, VIRGINIA 24486

REVISED FEBRUARY 20, 2013

WHEREAS, the Shenandoah Valley Regional Airport Commission (the Commission) has in force previously adopted Minimum Standards for commercial aeronautical activities to be conducted on the Shenandoah Valley Regional Airport (the Airport) which are combined with the Rules and Regulations for the operation of the Airport;

WHEREAS, the Commission now desires to amend and restate its Minimum Standards and establish separate Rules and Regulations for the operation of the Airport;

WHEREAS, the Commission is the owner of a public airport which has been developed and improved with Federal funds;

WHEREAS, the Commission desires to establish the Rules and Regulations for the orderly operation of activities on the Airport.

NOW, THEREFORE, the Commission hereby establishes these Rules and Regulations for the operation of the Shenandoah Valley Regional Airport.

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SECTION I.

GENERAL PROVISIONS

A. PURPOSE

The rules and regulations contained in this document, hereinafter referred to as the Rules and Regulations, are intended to provide a structure for the management, governing and effective use of the Shenandoah Valley Regional Airport and to do so in such a manner as to better maintain order and protect the safety of the public and tenants of the airport. The Rules and Regulations are intended to be reasonable, non-arbitrary and non-discriminatory.

B. DEFINITIONS

- 1) Aeronautical Activity means any activity commonly conducted at the Airport which involves, makes possible, or is required for the operation of aircraft, of which contributes to or is required for the safety of such operations. These activities include but are not limited to the following: general and corporate aviation, air taxi and charter operations, scheduled and nonscheduled air carrier operations, pilot training, aircraft rental and 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.
- 2) Aeronautical Operator means any person or entity that provided an aeronautical service at the Airport which is not provided by the Commission.
- 3) Aeronautical Operator Lease means any (a) lease agreement between the Commission and an aeronautical operator leasing property at the Airport, or (b) sub-lease agreement approved by the Commission between any tenant at the Airport and any person sub-leasing property at the Airport, in either case, for the purpose of providing aeronautical services at the airport.
- 4) 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 or permit from the Commission to provide such service.
- 5) Aircraft means a device which is used or intended to be used for flight in air. Examples or aircraft include but are not limited to: airplane, sailplane, glider, rotorcraft (helicopter, gyrocopter or auto gyro), balloon and blimp.
- 6) Airport means the Shenandoah Valley Regional Airport and all of the area, buildings, facilities and improvements within the boundaries of said airport as it presently exists or as it may exist when it is hereafter modified.

- 7) AGL means altitude expressed in feet measured above ground level.
- 8) ALP means the current Airport Layout Plan for the Shenandoah Valley Regional Airport which has been approved by the FAA.
- 9) Air Operations Area or AOA means the area of the Airport used or intended to be used for landing and takeoff or surface maneuvering or aircraft including the associated hangars and navigation and communication facilities.
- 10) Airport Manager/Executive Director means the person employed by the Commission to manage the Airport.
- 11) Commission means the Shenandoah Valley Regional Airport Commission established under Chapter 628, Virginia Acts of Assembly (1956), pursuant to the provisions of Article II, Chapter III, Title 5 of the Code of Virginia.
- 12) FAA means the Federal Aviation Administration and its successors.
- 13) FAR means the Federal Aviation Regulations as published and amended from time to time.
- 14) Fixed Base Operator or FBO means the Commission which is the exclusive provider of aviation fuels on the Airport.
- 15) FSDO means Flight Standards District Office (FAA).
- 16) IFR means the Instrument Flight Rules which govern the procedures for conducting instrument flight.
- 17) Landside means all buildings and surfaces used by surface vehicular and pedestrian traffic at the Airport.
- 18) Minimum Standards means the standards which are established by the Commission and amended from time to time, as the minimum requirements to be met by a tenant, sub-tenant or proposed tenant as a condition for the right to provide aeronautical services to the public at the Airport.
- 19) MSL means altitude expressed in feet measured from Mean Sea Level.

- 20) NFPA means National Fire Protection Association.
- 21) NOTAM means a Notice to Airmen published by the FAA. A method of notifying the flying public of conditions at the Airport that may affect flight.
- 22) NTSB means the National Transportation Safety Board and its successors.
- 23) Permit means a permit issued pursuant to Section I-E of these Rules and Regulations.
- 24) Permit Holder means a person to whom a permit has been issued pursuant to these Rules and Regulations.
- 25) Person means individual, firm, partnership, corporation, company, association or other entity.
- 26) Shall means mandatory and not directory.
- 27) Special Event means an Aeronautical Activity which does not comply with these Rules and Regulations or which, although it may comply with these Rules and Regulations may require an accommodation by other users of the Airport. Special Events include but are not limited to: fly-ins, skydiving, exhibitions, balloon operations, and similar events and activities.
- 28) Unicom means a nongovernmental communication facility which may provide airport information at certain airports. Locations and frequencies are shown on aeronautical charts and publications.
- 29) VFR means Visual Flight Rules which govern the procedures for conducting flight under visual conditions as described in FAR Part 91.
- 30) WADO means the FAA Washington Airports District Office.

C. AIRPORT OPERATIONS

The Airport will be open to all aircraft 24 hours a day, every day of the year, provided that the Airport may be closed when either the Commission or the Airport Manager/Executive Director determines that an unsafe condition exists. The Airport may remain closed until the unsafe condition has been corrected or no longer exists. FBOs and Aeronautical operators are not required to be open at all times the Airport is open.

naming the Commission as additional insured and with no deductible amount. Coverage shall apply to bodily injury or death, passenger injuries, including mental anguish, and property damage.

4. Current list of names and addresses of the students receiving flight instruction.
- b) Any person providing aircraft repair and/or inspection services, other than owner-preventive maintenance as defined in FAR Part 43, shall provide the Airport Manager/Executive Director with the aircraft registration number and the following to his satisfaction as a condition to the issuance of a permit:
1. Proof of proper and current licenses approved by the FAA with appropriate ratings to cover the types of repairs or inspection work being offered.
 2. Proof of county business license if applicable.
 3. Proof of 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 commission 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 Rules and Regulations.

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 \$1,000,000 each accident. Any statutorily required “No-Fault” benefits and uninsured/underinsured motorist coverage shall be included.

c) 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 Manager/Executive Director with the following to his satisfaction as a condition to the issuance of a Permit:

1. Proof of proper and current licenses approved by the FAA with appropriate ratings to cover the types of repairs or inspection work being offered.
2. Proof of county business license if applicable.
3. Proof of 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 commission 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 Rules and Regulations.

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 \$1,000,000 each accident. Any statutorily required “No-Fault” benefits and uninsured/underinsured motorist coverage shall be included.

d) Other aeronautical activities that may wish to operate on the Airport or require approval of the Commission prior to operating on the Airport.

4) Each permit shall be issued for a designated time and date or a period not to exceed six (6) months based on the contemplated activity, impact on the safety of airport

operations, past experience with the requestor, current circumstances and the civil aviation needs of the public.

- 5) The commission may establish and revise fees for issuance of Permits.

F. INSURANCE

- 1) Each aeronautical operator and each permit holder shall maintain the types and amounts of insurance described in paragraph F. (“Insurance”) and paragraph E. (Permits).
- 2) The aeronautical operator or permit holder 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 “B++” and a financial size of “Class VII” or better in the latest edition of Best’s Insurance Reports.
- 3) Each Aeronautical Operator and Permit Holder shall at the request of the Airport Manager/Executive Director deliver to the Airport Manager/Executive 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 Commission of termination or cancellation.
- 4) Each aeronautical operator and permit holder 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 aeronautical operator and permit holder shall promptly give the Airport Manager/Executive Director copies of all notices and claims of loss and any documentation or correspondence related to such losses. Each aeronautical operator and permit holder shall make all policies for required insurance, policy amendments and other related insurance documents available for inspection and photocopying by the Airport Manager/Executive Director or the Commission upon reasonable notice.
- 5) Each aeronautical operator and permit holder shall maintain the following insurance policies as required insurance under these Rules and Regulations:
 - a) Workers Compensation and Employers Liability Insurance. This insurance will pay lessee’s obligation under Workers Compensation Law of Virginia.

Employers liability coverage shall provide limits of at least \$100,000 each accident for bodily injury and \$100,000 each employee for disease. The total policy limit for disease shall be at least \$500,000.

- b) 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 Commission is to be included as additional insured.

The contractual liability coverage shall include protection for the aeronautical operator from claims arising out of liability assumed under the indemnification provision of these Rules and regulations.

- c) 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 \$1,000,000 each accident. Any statutorily required “No-Fault” benefits and uninsured/underinsured motorist coverage shall be included.
- d) 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 limited to \$100,000 each passenger per occurrence. Coverage shall apply to bodily injury or death and mental anguish, including passenger injuries and property damage.
- e) Hangarkeepers Liability Insurance. Hangarkeeper’s legal liability coverage shall include protection for those lessees operating a hangar storage or aircraft maintenance/repair service to a limit of at least \$1,000,000 each occurrence.

The Commission is to be included as additional insured.

The contractual liability coverage shall include protection for the aeronautical operator from claims arising out of the liability assumed under the indemnification provisions of these Rules and Regulations.

- 6) Any person providing an aeronautical service to the public at the Airport under the supervision of, or pursuant to an arrangement with, an aeronautical operator shall not be required to obtain the insurance described above if the insurance policy or policies of the aeronautical operator covers that person to the same extent and in same amount as the applicable insurance policy described above for the aeronautical operator.
- 7) Insurance for aircraft registration in Virginia shall be in accordance with Code of Virginia, Chapter 8.1, Title 5.1-88.1 through 6 and the minimum coverage shall be as follows:
 - \$50,000 bodily injury or death of one person.
 - \$100,000 bodily injury or death of two or more persons.
 - \$25,000 property damage protection.
 - \$250,000 single limit policy.

G. REPORTING REQUIREMENTS

- 1) In order to promote and maintain safety at the Airport, any pilot, aeronautical operator or FBO, is encouraged to promptly report to the Airport Manager/Executive Director any bodily injury requiring medical attention, or any damage to property at the Airport, or any other accident, incident, occurrence or unsafe practice relating to any aircraft which any one of the above owns, leases, flies, or any Aeronautical Activity in which any are involved. A report is attached as Exhibit "D". If the accident or incident report is required under NTSB, Part 830, a copy of that information may be submitted to the Airport Manager/Executive Director in lieu of the form in Exhibit "D".
- 2) The following are examples of accidents, incidents, unsafe practices or occurrences that shall be reported promptly to the Airport Management:
 - a) Aircraft landing off the runway without prior permission of the Airport Manager/Executive Director.
 - b) Aircraft breaking runway or taxiway lights.
- 3) The report shall include the following information:

- b) Aircraft Movement Areas – Those areas which encompass the runways, taxiways, takeoff and landing of aircraft, including aprons and parking areas.
 - c) Airfield Service Vehicles – Those vehicles operated by Airport Management and routinely used for service, maintenance, and construction on the Aircraft Movement Area.
 - d) Aircraft Support Vehicles – Those vehicles routinely used on the aircraft apron or parking areas in support of aircraft operations.
 - e) Service and Delivery Vehicles – Those vehicles operating on the AOA which pick up and deliver air cargo and airport and airline supplies.
- 2) All vehicles are required to register and obtain authorization from the airport management before a permit will be issued allowing the vehicles entry onto the AOA. No vehicle shall operate within the AOA unless it is required for delivery and pick up of air cargo, delivery of supplies to aeronautical operator’s hangars, aircraft servicing, airport maintenance, or in emergency conditions.
- 3) No vehicle will be given authorization to operate on the AOA unless it is in good mechanical order, with adequate lights, horn, brakes and clear vision from the driver seat. Trailers and semitrailers will not be permitted unless they are equipped with reflector lights and properly functioning brakes so that when disengaged from the towing vehicle, neither aircraft blast nor wind will cause them to become free rolling. Positive locking couplings will be required for all towed equipment.
- 4) All vehicle operators are required by this Airport to have a valid operator’s permit for a motor vehicle before operating a vehicle on the Airport property. In addition, all vehicles to be operated on Airport property are required to be registered with the State, except those not required by State statutes.
- 5) This Airport has established guidelines for operating within the AOA:
- a) General Vehicle Regulations
 - 1. No person shall operate a motor vehicle on the AOA at a speed in excess of 15 MPH.
 - 2. No person shall operate a motor vehicle on the Airport when such vehicle does not possess valid license tags issued by the appropriate

authority, and unless the vehicle and driver are registered with the Airport Manager/Executive Director.

3. The driver of any motor vehicle operated on the Airport must at all times comply with a lawful order, signal or directive of and authorized representative of the Airport, including the signals from the UNICOM OPERATOR.
4. No motor vehicle shall be operated on the Airport if it is so constructed, equipped or loaded as to endanger persons or property.
5. No person shall park a vehicle on the Airport other than in the area specifically established by Airport Management for parking the equipment.
6. All motor vehicles, except scooters, shall be equipped with two headlights and one or more tail lights; the headlights to be of sufficient brilliance to assure safety in driving at night, and all lights shall be kept lighted after sunset unless the vehicle is in a designated parking area.
7. All motor vehicles shall be equipped with two reflectors on the rear and two reflectors for each side (front and rear). A reflector will be considered adequate when it is so designed, located and maintained as to be visible for at least 500 feet when facing an oncoming vehicle with ordinary headlights.
8. No motor vehicle of any type shall cross passenger loading gates between an aircraft and the gate during any loading or unloading operations.
9. No person shall operate a motor vehicle on the Airport in a reckless manner or at a speed that will preclude collision with any other property or persons in the area.
10. Emergency conditions existing on the Airport will not mitigate or cancel any existing rule. During such conditions every driver of any motor vehicle shall make certain that his vehicle does not move in any direction which could interfere with any authorized operation necessary for the effective control of the emergency.

11. Any equipment which is not needed for repair or construction of runway or taxiway shall not be parked within a safety area. Parking of equipment on the Airport during hours when repairs or construction are not in progress shall not be closer than 500 feet to the edge of the runway, taxiway, ramp, or apron. During hours of daylight such equipment shall be marked by flags not less than three feet square made of alternating one foot squares of white and international orange cloth and during hours of darkness by obstruction lights when applicable.

b) Right-of-Way Between Motor Vehicles:

1. Emergency vehicles shall have the right-of-way over all other motor vehicles operating on the Airport.
2. On the apron fuel tenders shall have the right-of-way over other vehicles.
3. On the apron motor vehicles operated in support of air carrier operations have the right-of-way over administrative and maintenance vehicles except as noted in paragraph (4) below.
4. Maintenance and construction vehicles shall have the right-of-way when operating within routes specifically designated by the Airport Manager/Executive Director in each instance of repairs or construction requiring several movements within a short period of time, or during any extensive construction.

c) Right-of-Way Between Motor Vehicles and Aircraft:

1. With the exception of emergency vehicles operating under emergency conditions, all vehicles shall relinquish right-of-way to any aircraft moving under its own power.
2. With the exception of emergency vehicles operating under emergency conditions, all vehicles shall pass to the rear of any aircraft moving under its own power unless the aircraft is powering back.

who have access to the restricted areas of the airport, are in positions where their actions can have critical impact on the safety and security of the traveling public. In order to institute a program of security on the AOA, the following standards are hereby adopted:

1. The FBO, all aeronautical operators, airport tenants and contractors shall require persons with unescorted access to any area on the AOA to display an identification badge on their person at all times while on the AOA. Badges shall be issued by Airport Management or other persons designated by the Airport Manager/Executive Director or Commission to gain access the AOA. Issuance of a badge by an employer or other authorizing person shall constitute a representation by the employer or person authorizing access that the employee is permitted to be on the AOA. Additionally, the employer represents that for all employees hired subsequent to November 1, 1985, the employer has conducted a background check of that person. The background checks shall include, as a minimum, references and prior employment histories to the extent necessary to verify representations made by the employee relating to employment in the preceding five years.
2. The air carrier ramp shall be referred to as the Security Identification Display Area (S.I.D.A) and access badges will only be issued to those with a need to be in those areas, and only after site specific training has been conducted by the Airport Manager/Executive Director or his designee.
3. The Commission has adopted a color-coded system for the issuance of badges to regulate access in specific areas. The FBO, all Aeronautical Operators, airport tenants and contractors shall be required to adhere to the badge regulations at all times while on the AOA.
4. Any person or entity using the Airport shall be required to make periodic representations to the Commission no less frequently than annually that they are in compliance with this Paragraph K of these Rules and Regulations.
5. Any person found on the AOA without a badge will be required to leave the AOA immediately.
6. In the event that it is necessary to issue temporary identification cards, the Airport Manager/Executive Director or the person designated by the Airport Manager/Executive Director may issue a pre-registration card. When a temporary card is issued, it will only allow access for the time period of the card. Upon expiration of the time authorized on the card, it will be necessary to return the card

N. SPECIAL EVENTS

- 1) Any person wishing to sponsor a Special Event shall obtain the prior written approval of the Airport Manager/Executive Director. The Transportation Security Administration shall require such safeguards as they deem 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 a waiver/authorization to the FARs issued by the FAA. The Commission is prohibited by the FAA from closing the Airport for any activity which is not an Aeronautical Activity. The Commission may establish and charge reasonable fees for Special Events.
- 2) In the event any person or operator desires to conduct a Special Event at the Airport on the basis of a single usage, then the person shall make application to the Airport Manager/Executive Director and shall provide the following:
 - a) A temporary tower if required by FAA regulations.
 - b) Operate in the space designated by the Commission and not interfere with other operations at the Airport.
 - c) Insurance naming the Commission as an additional insured as follows: In the event there is no air show, the operator shall provide insurance in a single limit coverage in the amount of Five Million Dollars (\$5,000,000.00) per occurrence for the property damage. If the operator intends to conduct an air show or intends to conduct any aerobatics, then the operator shall provide insurance at least equal to the Commission's limit of liability insurance.
 - d) In the event the operator desires to conduct aerobatics, then it shall conduct those activities in the areas designated by the Commission.
 - e) Adequate personnel for crowd control so as to keep the airline ramp free for passengers of scheduled air carriers. The operators shall provide adequate personnel for parking at the Airport and, if necessary, will make arrangements for law enforcement personnel to provide for traffic control.
 - f) In its application, the operator shall provide an estimate of the number of people expected to attend and, at its own expense, provide rest room

facilities for the estimated number of people expected to attend the activity.

- g) All fuel sales for aircraft associated with the special activity shall be purchased from the Commission and no outside fuel sales shall be permitted.

O. UNICOM

The UNICOM operator shall be advised of any ground vehicle or aircraft traffic on the air operations area (AOA).

- 1) All ground vehicles are required to obtain clearance from the UNICOM operator before entering any active area of the (AOA).
- 2) All ground vehicles must obtain additional clearance before crossing an active runway.
- 3) All ground vehicles are to follow the taxiways while on the AOA unless authorized by the UNICOM operator to travel on the runways.
- 4) Tenants of the Airport and all personnel will be responsible for observing all traffic rules and vehicular activity on the public and private ramps and apron.

P. CONSTRUCTION ON THE AIRPORT

- 1) Construction contractor's equipment and personnel vehicles will be marked following the guidelines established in FAA Advisory Circular 150/5370-2 (as updated), Operational Safety on Airports During Construction, Section 9 – Vehicle on Airports.
- 2) During periods of construction activity within 125 feet of the runway edge, Airport requires that a radio operator be on the construction site with a two-way radio. The operator's function is to control and direct the movement of the construction equipment via information from the UNICOM operator.

SECTION II

AIRCRAFT OPERATION

A. RESPONSIBILITIES

- 1) Operation of all aircraft at the Airport shall be done in a safe and responsible manner and in compliance with these Rules and Regulations, the FARs, FAA Advisory circulars and the requirements of other appropriate governmental agencies. (One copy of each applicable document will be maintained in the pilot briefing room of each aeronautical operator.) Each person operating an aircraft is responsible for the safety of its operation and for the safety of others exposed to such operation.
- 2) Based aircraft shall be registered and insured in accordance with all applicable Federal and State statutes including, without limitations, Title 5.1 of the Code of Virginia, and local ordinances, as the same may be amended from time to time. All aircraft that remain in an unflyable condition (out of annual) must carry coverage known as “ground, not in motion” insurance in an amount of not less than \$50,000. The aircraft owner’s certificate of insurance shall be made available to the Airport Manager/Executive Director upon request. The Airport Manager/Executive Director will be solely responsible for determining when an unflyable is to be moved from the Airport.
- 3) All aeronautical activities and services for aircraft using the Airport landing facilities will be performed on the Airport. No aircraft will be allowed to taxi or be towed off the Airport for storage, service or pick up or to deliver cargo.

B. COMMUNICATIONS

The Airport is served by a Unicom radio which is manned from time to time by the Airport Commission (FBO). All arriving and departing aircraft having radio equipment permitting two-way communications should contact the Airport Unicom to obtain Airport advisory information and announce their intentions when within ten miles of the Airport. The pilots are also encouraged to maintain a listening watch on the Unicom frequency 123.0 at the Airport when operating within a 10-mile radius of the Airport. All arriving and departing Aircraft shall announce on the Unicom their intentions and the runway to be used for departure.

C. UNSAFE AIRPORT CONDITIONS

In the event the Airport Manager/Executive Director determines that conditions at the Airport are unsafe for landings or takeoffs, a NOTAM shall be initiated to close the Airport, or any

portion thereof, for a reasonable period of time or until those unsafe conditions can be corrected or not longer exist.

D. REMOVAL OF DAMAGED AIRCRAFT

In the event any aircraft is wrecked or damaged to the extent that it cannot be moved under its own power, the pilot shall immediately notify the Airport Manager/Executive Director, the aircraft owner and the Aeronautical Operator. Subject to governmental investigations and inspection of the wreckage, the owner or pilot of the wrecked or damaged aircraft, or the owner's agent or legal representative, shall as soon as reasonably possible obtain the necessary permission for removal of said aircraft from all landing areas, taxiways, ramps, tie-down areas and all other traffic areas, and park and store said aircraft in an area designated by the Airport Manager/Executive Director. If the owner of the aircraft fails for any reason to remove the wrecked or damaged aircraft from the AOA or Airport as requested by the Airport Manager/Executive Director the aeronautical operator may cause the removal and storage or disposal of the wrecked or damaged aircraft at the sole expense of the aircraft owner.

E. AIRCRAFT PARKING

No person shall park, store, tie-down or leave any aircraft on any area of the Airport other than that which is prescribed by the Airport Manager/Executive Director and is not prohibited by these Rules and Regulations.

- 1) Aircraft pilots, owners or agents shall properly secure their aircraft while parked or stored. Aircraft pilots, owners or agents are solely responsible for parking and tying down their aircraft, including any special security measures required by weather conditions or other conditions at the Airport. Aircraft pilots, owners or agents shall also be responsible for securing aircraft in a manner necessary to avoid damage to other aircraft or buildings at the Airport in the event of wind or other severe weather. Owners, pilots or agents of all aircraft shall be held solely responsible for any damage or loss resulting from the failure of such owner, pilot or agents of such aircraft to comply with these Rules and Regulations.
- 2) Each tie-down space being rented on a monthly basis shall be assigned to a specific aircraft. Tie-down spaces shall be designated by the Airport Manager/Executive Director. A person shall not knowingly take or use any aircraft tie-down facility when such facilities are already in actual use by or rented to another person. Tie-down space renters shall not sublease their space.

- 3) All cargo shall be loaded and unloaded in the leased areas of those aeronautical operators who provide that aeronautical activity.

F. TRAFFIC PATTERNS

- 1) All aircraft operating into and out of the Airport shall follow the most recent guidance issued by the Federal Aviation Administration regarding traffic pattern operations as non-towered airports contained in the Federal Aviation Regulations.
- 2) Traffic pattern altitude for the Airport is, 800 feet AGL for single-engine and multi-engine piston aircraft, and 1500 feet AGL for turbine aircraft.
- 3) All takeoffs or landings by powered Aircraft shall only be on the paved runways unless otherwise directed by the Airport Manager/Executive Director.
- 4) All taxiing to and from the runways shall be on the paved taxiways or taxilanes.

G. FIRE PREVENTION

The authority for all fire prevention at the Airport shall be the State and Local Fire Code and the 1990 edition of NFPA 407 including all NFPA Standards referenced in 407.

- 1) No aircraft shall be fueled or defueled while its engine is running or while in a hangar or other enclosed space. Fueling and defueling shall be done in such a manner and with such equipment that adequate connections for electrical grounding and bonding shall be continuously maintained.
- 2) The cleaning of engines or other parts of Aircraft shall not be carried on or in any hangar except with nonflammable substances. If flammable liquids are employed for this purpose, the operation shall be carried on outside in the open air in designated spaces. Flammable liquids shall be stored in Underwriters Laboratory (U.L.) approved containers. All Aircraft painting shall be done in accordance with safety procedures approved in writing by the Airport Manager/Executive Director.
- 3) All hangar and shop floors shall be kept clean and free of oil, gas and other flammable substances. No volatile, flammable solvent shall be used for cleaning floors. No rags soiled with flammable substances shall be kept or stored in any building on the Airport in such manner as to create any fire hazard.
- 4) No person shall smoke or produce any open flame anywhere within a hangar, building or structure in which any aircraft may be stored, or in which any gas, oil or

flammable substance is stored, or within 50 feet of any aircraft or any fueling facility, except in a designated smoking area. When heaters and open flames (acetylene torches for heating components, welding or soldering) and arc welding equipment are being used in the maintenance hangars, the aeronautical operator must adhere to state and local fire codes.

- 5) Any person 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.
- 6) Fuel services shall be administered by an authorized FBO attendant using the proper safety equipment. Individuals or aeronautical operators refueling their own aircraft from their own containers shall conduct such operations only in designated areas (see EXHIBIT “B”) using the approved equipment and procedures.
- 7) Any aircraft owner may self-fuel his own aircraft after obtaining a self-fueling permit from the Airport Manager/Executive Director. Procedures for obtaining a self-fueling permit are contained in EXHIBIT “C”. Those Aircraft owners who have obtained a self-fueling permit will adhere to the following rules governing self-fueling:
 - a) All Aircraft shall be fueled in the area designated by the Airport Manager/Executive Director for self-fueling. This area will be maintained by the Airport Manager/Executive Director who will provide and maintain fire extinguishers, grounding and bonding cables.
 - b) Both the approved fueling equipment and the fuel shall be brought to the designated self-fueling area when fueling is to be accomplished. A current self-fueling permit must be available for inspection upon request by the Airport Manager/Executive Director.
- 8) No Person shall have the right to sell fuel on the Airport except the Shenandoah Valley Regional Airport Commission which has exercised the proprietary exclusive right to sell fuel on the Airport.
- 9) The following general rules shall be followed in connection with the fueling of any aircraft:
 - a) Portable fire extinguisher shall be in vicinity of the fueling operation.

- b) All self-fueling shall be performed in the designated area for fueling and not on the ramps or outside parking areas. Fueling in hangars is prohibited.
- c) Applicable aircraft bonding and grounding requirements shall be followed.
- d) All funnels and fueling apparatus shall be metal and shall be bonded to the aircraft.
- e) Fueling personnel shall not carry lighters or matches on their person while engaged in fuel servicing operations.
- f) Where applicable, all electrical equipment used in the fueling operation shall be U.L. approved and all equipment shall be approved by the State Fire Marshall's local office.
- g) Comply with requirements of the State and Local fire Code and the current edition of NFPA 407 including all NFPA Standards referenced in 407.

H. FLYING CLUBS

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

- 1) The club shall be a non-profit entity (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 (salaries, bonuses, etc.). The club may not derive greater revenue from the use of its aircraft than the amount necessary for the operations, maintenance, and replacement of its aircraft.
- 2) Flying clubs may not offer or conduct charter, air taxi, or rental of aircraft operations. They may not conduct aircraft flight instruction except for regular members, and only members of the flying club may operate the aircraft. No flying club shall permit its aircraft to be utilized for 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 a lessee 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 doing maintenance work on aircraft owned by the club, and the club does not become obligated to pay for such maintenance work except that such mechanic and instructors may be compensated by credit against payment of dues or flight time.

- 3) All flying clubs and their members are prohibited from leasing or selling any goods or services whatsoever to any person or firm other than a member of such club at the Airport except that said flying club may sell or exchange its capital equipment.
- 4) The flying club, with its initial application, shall furnish the Commission 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 Million dollars (\$1,000,000.00), with the Commission 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 operating rules of the club. The books and other records of the club shall be available for review at any reasonable time by airport management or other representatives of the Commission. The flying club shall make annual certifications to the Commission that its insurance is in force, and the Commission may require certificates at other times to confirm that adequate insurance is in force.
- 5) A flying club must abide by and comply with all federal, state and local laws, ordinances, regulations, and the Rules and Regulations.
- 6) 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.

I. ULTRALIGHT VEHICLES

- 1) All ultralight vehicles using the Airport must be equipped with a radio capable of sending and receiving the UNICOM frequency of 123.000.
- 2) Before operating from the Airport, the ultralight pilot shall be briefed on airport policy, traffic pattern procedures, population areas to be avoided and commercial airline schedules.

- 3) There shall be no ultralight vehicle operations at the Airport during any period beginning fifteen (15) minutes before and ending fifteen (15) minutes after any scheduled air carrier or scheduled commuter takeoff or landing at the Airport.
- 4) Ultralight vehicle operators shall maintain a minimum \$100,000 combined single limit insurance policy. Operators shall provide proof of insurance upon request of the Airport Manager/Executive Director.
- 5) Ultra-light aircraft must follow the most current Federal Aviation Regulations regarding operations in the appropriate Class of Airspace for Shenandoah Valley Regional Airport.

J. AERIAL ADVERTISING – BANNER TOWING

Any person wishing to use the Airport to pick up or drop an aerial advertising banner shall obtain the prior written approval of the Airport Manager/Executive Director. The Airport Manager/Executive Director shall require such safeguards as he 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 Commission may establish and charge reasonable fees for this activity. The Commission will notify the applicant of the disposition of their application and any applicable fees with five (5) business days.

K. PARACHUTE JUMPING

Persons wishing to use the Airport for a parachute drop area shall obtain the prior written approval of the Airport Manager/Executive Director as required by FAR 105.17. The Airport Manager/Executive Director shall require such safeguards as he 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 Commission may establish and charge reasonable fees for this activity. The Commission will notify the applicant of the disposition of their application and any applicable fees within five (5) business days.

L. GLIDER/SAILPLANE OPERATIONS

Any person wishing to use the Airport to launch and recover gliders or sailplanes, motorized or non-motorized, shall obtain written permission from the Airport Manager/Executive Director 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 Airport Manager/Executive Director shall require such safeguards as he 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 Commission may establish and charge reasonable fees for this activity.

M. 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 aeronautical operator shall occupy any common use areas except as authorized by these Rules and Regulations or by the Commission.

N. HANDLING AND STORING HAZADOUS ARTICLES AND MATERIALS

1) Hazardous Materials

The Shenandoah Valley Regional Airport Commission is not a cargo handling agent at the Airport. Hazardous cargo, including explosives, corrosives, and radioactive materials are handled, stored, and transported to and from the Airport by the air carrier in accordance with the hazardous cargo specifications adopted by their company, in accordance with applicable Federal Regulations.

2) Fuel and Fueling Operations

- a) The Shenandoah Valley Regional Airport Commission is the fueling agent on the Airport.
- b) The Shenandoah Valley Regional Airport Commission, the fueling agent which dispenses fuel involving the public, has adopted Acceptable Training Standards for fueling safety practices as contained in the Airport Rules and Regulations, the Local Fire Code, and guidance contained in NFPA 407, Standard for Aircraft Fuel Servicing and AC 150/5230-4, Aircraft Fuel Storage, Handling and Dispensing on Airports.

O. 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 Commission. A copy of such Rules and Regulations as currently in force shall always be available at the office of the Airport Manager/Executive Director.

SECTION III. INFRACTIONS AND ENFORCEMENT

A. INFRACTION DEFINED

Infraction means any of the following:

- 1) A violation of these Rules and Regulations.
- 2) In the case of an FBO or aeronautical operator, a violation of the FBO lease or giving false or inaccurate information to the Commission or the Airport Manager/Executive Director in connection with the FBO Lease.
- 3) In the case of a permit holder, any violation of the terms of the permit or giving false or inaccurate information in connection with the permit.

B. EFFECT OF INFRACTION

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

C. NOTICE OF INFRACTION AND TERMINATION

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

D. HEARINGS

Any person whose permit, contract or agreement shall hereafter terminate may request a hearing thereon before the Commission provided such request is made in writing and received by the Airport Manager/Executive Director within ten (10) calendar days of the date of the Commission's notice of termination to such person. The Commission shall mail notice of the date, time and locations of such hearing to the person requesting same and such notice shall be mailed at least five (5) days in advance of such hearing date. At the hearing, the party requesting the hearing may appear, may be represented by counsel and may present evidence. Upon completion of the hearing, the Commission shall affirm, revoke or modify the termination and shall give prompt written notice of its action to the person requesting the hearing. Any determination of the Commission adverse to the person requesting the hearing shall be subject to appeal in accordance with the then-applicable laws of the Commonwealth of Virginia.

SECTION IV MISCELLANEOUS

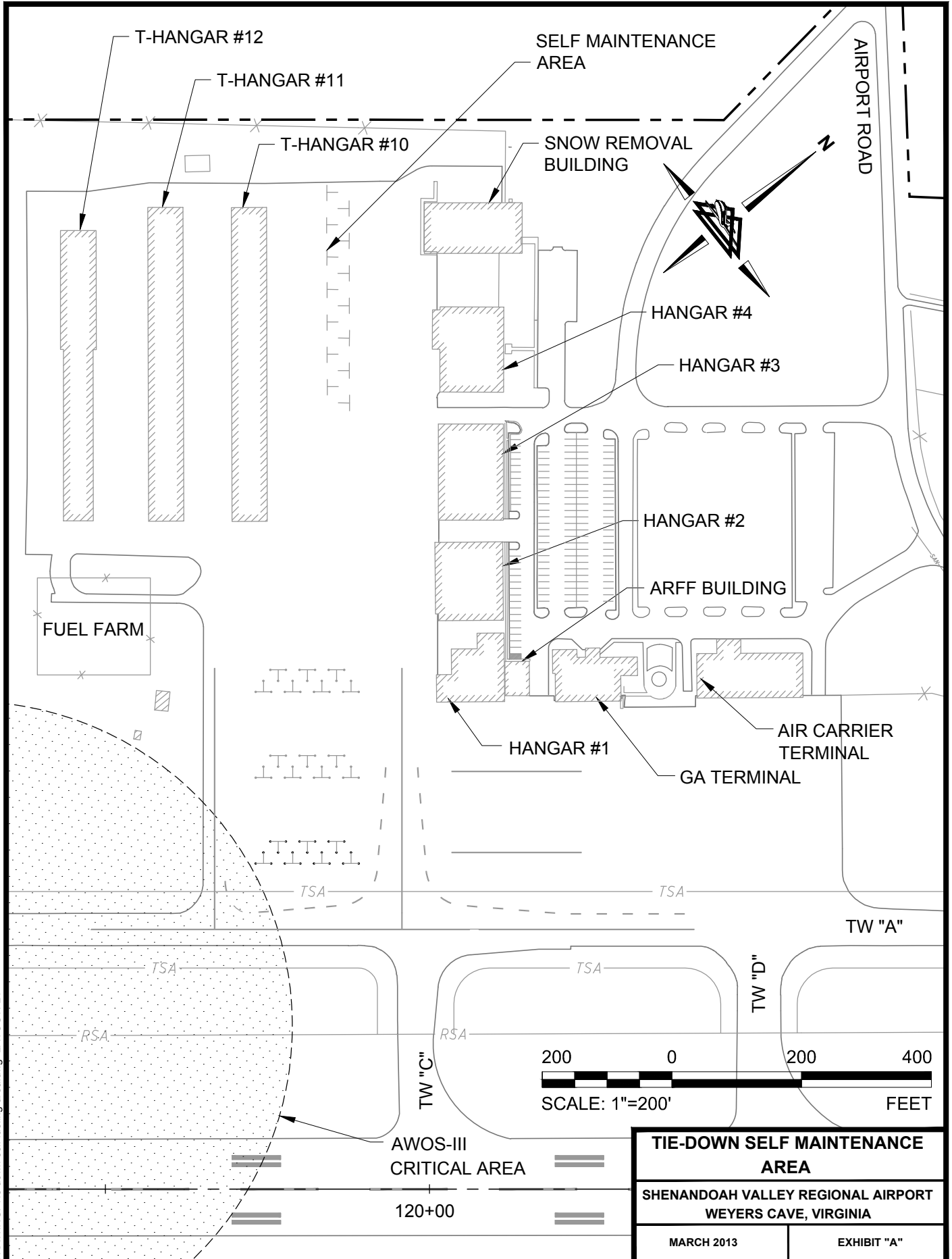
A. SEVERABILITY

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.

B. EFFECTIVE DATE

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

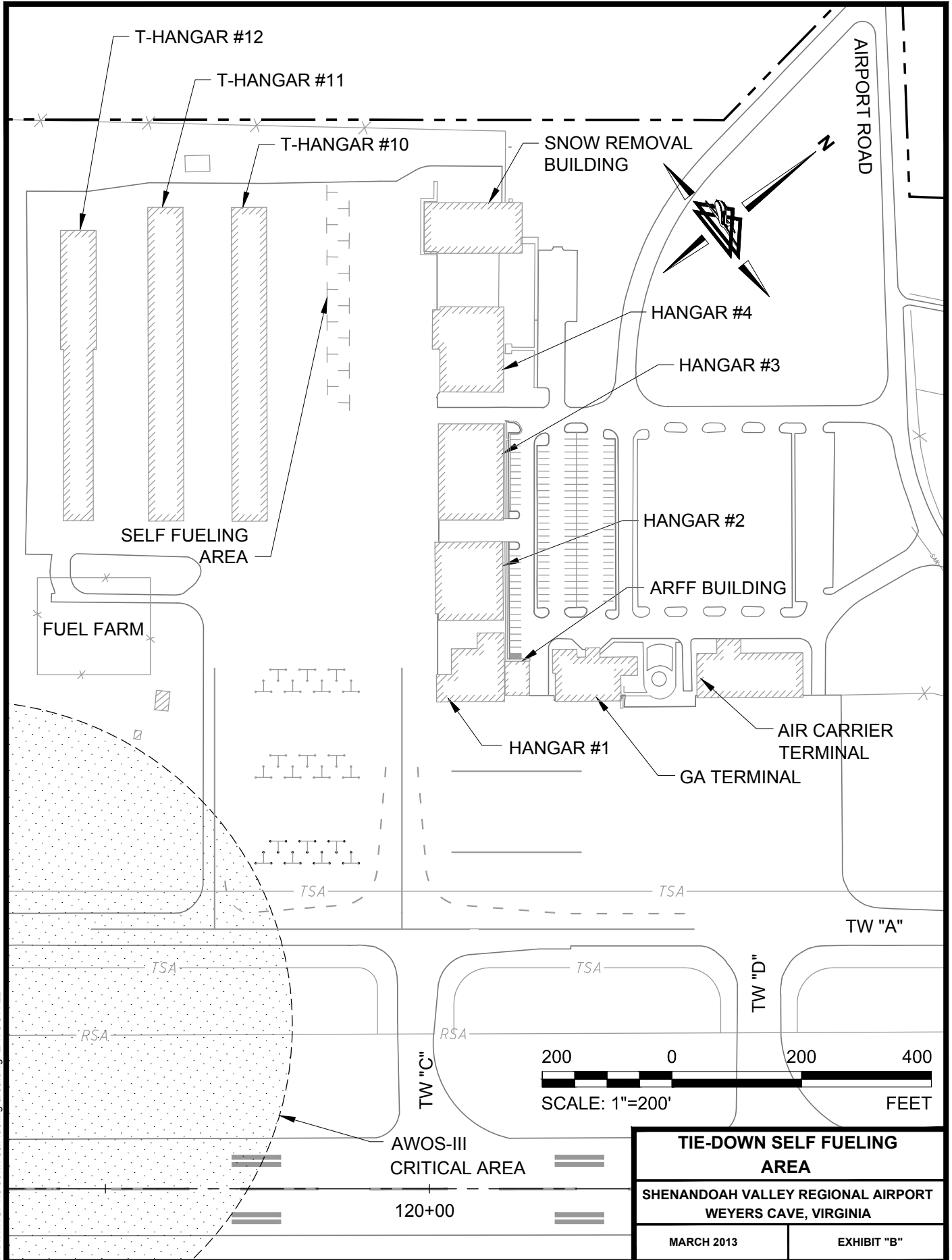
EXHIBIT "A"



DRAWING: Tie down self fueling area.dwg LAYOUT: L1

TIE-DOWN SELF MAINTENANCE AREA	
SHENANDOAH VALLEY REGIONAL AIRPORT WEYERS CAVE, VIRGINIA	
MARCH 2013	EXHIBIT "A"

EXHIBIT "B"



DRAWING: Tie down self fueling area.dwg LAYOUT: L2

TIE-DOWN SELF FUELING AREA	
SHENANDOAH VALLEY REGIONAL AIRPORT WEYERS CAVE, VIRGINIA	
MARCH 2013	EXHIBIT "B"

EXHIBIT C

PROCEDURES FOR OBTAINING A SELF-FUELING PERMIT SHENANDOAH VALLEY REGIONAL AIRPORT

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

- a) Submit a completed self-fueling application to the Airport Manager with the required approvals shown below in paragraphs b) and c) together with a check for the fee.
- b) Complete the approved self-fueling training course conducted by the Commission's Manager of Operations/Chief.
- c) Obtain approval from the Fire Marshall for equipment to be used in the self-fueling operation.
- d) The Commission reserves the right to require general liability insurance coverage based on type of 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.

EXHIBIT D

**ACCIDENT REPORTING FORM
SHENANDOAH VALLEY REGIONAL AIRPORT**

In accordance with the accident reporting provisions of the Rules and Regulations governing the operation of the Shenandoah Valley Regional 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 Manager 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 report.

1. Name _____ Age: _____

Address _____

Phone (H) _____ (W) _____
(C) _____

Date and Time of Occurrence _____

2. Nature and Extent of Injuries

Description of Accident/Injury

Name of Doctor or Hospital _____

3. Kind of Property and Extent of Damage (Use 5. & 6. Below for Vehicles and Aircraft)

Name of Owner _____

Address _____

Phone (H) _____ (W) _____
(C) _____

4. Reported to Police (circle) Yes No Report Number _____

Name of Police Department _____

Weather Conditions _____

5. Vehicle/Aircraft Identification (Number 1)

Name of Owner _____

Address _____

Phone (H) _____ (W) _____

(C) _____

N Number (or Tag and State) _____

Year & Make _____

Serial Number (VIN) _____

6. Vehicle/Aircraft Identification (Number 2)

Name of Owner _____

Address _____

Phone (H) _____ (W) _____

(C) _____

N Number (or Tag and State) _____

Year & Make _____

Serial Number (VIN) _____

7. Name of Witness _____

Address _____

Phone (H) _____ (W) _____

(C) _____

8. Name of Witness _____

Address _____

Phone (H) _____ (W) _____

(C) _____

9. Remarks or Additional Information

10. Signature _____

Date _____