

SECTION 2 - GENERAL REGULATIONS

2.01 COMPLIANCE WITH RULES AND REGULATIONS

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

2.02 COMMERCIAL ACTIVITY

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

2.03 ADVERTISING AND DISPLAY

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

2.04 SOLICITATION

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

2.05 RESTRICTED AREAS AND AIR OPERATIONS AREAS

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

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

2.06 AIRPORT SECURITY

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

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

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

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

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

2.07 PICKETING, MARCHING AND DEMONSTRATING

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

2.08 NONPROFIT FLYING CLUBS

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

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

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

c. Any qualified mechanic who is a registered member and part owner of the Aircraft owned and operated by a Flying Club shall not be restricted from doing Aircraft Maintenance work on Aircraft owned by the Flying Club and the Flying Club shall not become obligated to pay for such Aircraft Maintenance work except that such mechanics may be compensated by credit against payment of dues or flight time.

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

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

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

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

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

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

2.09 OPERATING PROCEDURES, EMERGENCY PROCEDURES & DIRECTIVES

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

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

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

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

2.10 AIRPORT FEES

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

2.11 AIRCRAFT STATE LICENSES

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

2.12 BASED AIRCRAFT REGISTRATION

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

2.13 AIRPORT BADGES AND IDENTIFICATION

- a. No person shall access the AOA through vehicle gates unless he or she is in possession of a valid gate card. Gate cards are issued at the sole discretion of the Director or authorized representative. All Persons who possess a valid gate card are responsible for any visitor or employee who enters the airfield under their escort or permission.
- b. The Airport Director has the right to rescind permission for the use of any access control device and to confiscate any Airport badge previously given to any Person for any lawful reason, including but not limited to violations of Airport security standards and violations of these Rules and Regulations.