

RULES AND REGULATIONS

FOR THE

SUFFOLK EXECUTIVE AIRPORT

SUFFOLK, VIRGINIA

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CHAPTER I

GENERAL PROVISIONS

SECTION 1 PURPOSE

1.1 These airport rules and regulations hereinafter referred to as “Rules and Regulations” are adopted to establish the rules and regulations necessary for the management and use of the Suffolk Executive Airport.

The purpose of these Rules and Regulations is to improve and maintain safety standards, improve economic conditions, and reduce the risk of liability at the Suffolk Executive Airport for all tenants and members of the general aviation community. It shall also be used to insure a viable means of support for air transportation for the citizens of and visitors to the City of Suffolk. The intent of these Rules and Regulations is:

- A. To establish procedures for the conduct of activities at the Suffolk Airport.
- B. To protect the public health, safety, and financial interest of all the citizens of Suffolk.
- C. To insure that all persons wishing to conduct business at the Suffolk Airport are treated equally without regard to sex, race, or religion, and are in full compliance with all existing laws of the City, State, and Federal governments.

SECTION 2 DEFINITIONS

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

1.2.1 AGL: An altitude expressed in feet measured above ground level.

1.2.2 AIM: Aeronautical Information Manual. A publication containing basic flight information and air traffic control procedures designed primarily for use as a pilot’s instructional and reference manual in the National Airspace System of the United States.

1.2.3 Aeronautical Activity/Aeronautical Activities: Any activity 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. Aeronautical activities include, but are not limited to: air taxi and charter operations, pilot training, aircraft rental, aircraft hanger leasing, sight-seeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sales of aviation petroleum products, repair and maintenance of aircraft, sales of aircraft parts and any other activities which directly relate to the operation of aircraft. In contrast, examples which are not “Aeronautical Activities” include: ground transportation (taxis, car rentals, limousine service, etc.), restaurants, and in-flight food catering and auto parking lots.

1.2.4 Aeronautical Service/Aeronautical Services: Providing any aeronautical activity for others as an occupation, business, or hobby.

1.2.5 Airport: Suffolk Executive Airport and all of the property, buildings, facilities and improvements within the exterior boundaries of such airport as it now exists on the airport layout plan, or as it may hereafter be extended, enlarged or modified.

1.2.6 Airport Manager: That person or persons employed, designated or appointed by the City of Suffolk to manage the airport.

1.2.7 Airport Operations Area (AOA): That surface of the Airport used, or intended to be used for landing, take off, taxiing or the maneuvering of aircraft.

1.2.8 City: The City of Suffolk, Virginia, its designated officials, officers, employees or representatives.

1.2.9 CTAF: Common Traffic Advisory Frequency. (122.70 Mhz for Suffolk Executive Airport).

1.2.10 Employee: An employee is defined as an individual on the normal payroll of the employer, hired to perform a specific function for that employer.

1.2.11 FAA: Federal Aviation Administration.

1.2.12 FAR: Federal Aviation Regulations.

1.2.13 FBO: Fixed Base Operator(s) is a person or entity who has a lease from the City, or a sublease approved by the City to provide two or more aeronautical services to the public at the Airport.

1.2.14 Heavy Aircraft: An aircraft with a gross weight exceeding 12,500 pounds.

1.2.15 IFR: Instrument Flight Rules, which govern the procedures for conducting instrument flight.

1.2.16 Landside: All buildings and surfaces at the Airport used by vehicular and pedestrian traffic that is not part of the AOA.

1.2.17 Light Aircraft: An aircraft with a gross weight less than 12,500 pounds.

1.2.18 MSL: An altitude expressed in feet measured from Mean Sea Level.

1.2.19 Minimum Standards: Those standards established by the City as the minimum requirements to be met by an FBO or SASO as a condition for the right to provide aeronautical services to the public at the Airport.

1.2.20 NFPA: National Fire Protection Association.

1.2.21 Normal Business Hours: 8:00 a.m. to 5:00 p.m., daily, unless modified by the Airport Manager in writing.

1.2.22 NOTAM: "Notice to Airmen" published by the FAA.

1.2.23 NTSB: National Transportation Safety Board and its successors.

1.2.24 Person: An individual, corporation, partnership, association or any other legal entity.

1.2.25 Pedestrian: Any person afoot.

1.2.26 "Shall". The word "shall" is always mandatory.

1.2.27 SASO: Specialized Aviation Service Operations are aeronautical service providers that offer a single or limited service.

1.2.28 Ultralight: An aeronautical vehicle operated for sport or recreational purposes which does not require FAA registration, airworthiness certificate or pilot certification. The aircraft can not exceed an empty weight of 254 lbs, airspeed of 55 kts. or have a fuel capacity of more than 5 U.S. gallons.

1.2.29 Unicom: A non-governmental communications facility which may provide airport information at certain airports. Locations and frequencies are shown on aeronautical charts and publications.

1.2.30 VDOA: Virginia Department of Aviation.

1.2.31 ADO: Airports District Office, Federal Aviation Administration.

SECTION 3 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 the City Manager determines that an unsafe condition exists. The Airport may remain closed until the unsafe condition has been corrected or no longer exists.

SECTION 4 AIRPORT MANAGER

1.4.1 The Airport Manager is the City's representative for airport operations. The Airport Manager or his representative is authorized to take actions necessary to regulate,

benefit and protect the public who use the Airport. He shall oversee all aircraft and vehicular traffic, and airport operations consistent with FAA, VDOA regulations, these Rules and Regulations, and the laws of the City and the Commonwealth of Virginia.

SECTION 5 RULES AND REGULATIONS

1.5.1 All users of the Airport shall abide by these Rules & Regulations. In the event of any conflict between these Rules and Regulations and the statute, ordinance, law, rule, regulation, order or ruling of any governmental entity exercising the same or similar jurisdiction, the latter shall prevail.

SECTION 6 SPECIAL EVENTS

1.6.1 No special event, including but not limited to air shows, air races, or other events requiring specialized use of the airport shall be held unless formal written approval, for that event, has been granted by the City Manager. See Chapter II, Section 2.1.2 for details.

SECTION 7 COMMON USE AREAS

1.7.1 Common use areas include all runways, taxiways, airport lighting, apparatus or equipment for disseminating weather and wind information, radio or other electrical communication and any other structure, equipment or mechanism having a similar purpose for guiding or controlling flight in the air or the landing and take-off of aircraft. All apron taxiways through leased areas shall be considered available for use, in common, by all persons flying or operating aircraft on the Airport and shall be kept clear and available for aircraft traffic. No FBO, SASO or other Person shall use any common use area for the parking, storing, repair, servicing or fueling of aircraft, or for any other purpose, other than the operation of aircraft, without the prior approval of the Airport Manager. Common use area designations may be changed by the City at any time.

SECTION 8 VEHICULAR TRAFFIC AND PARKING

1.8.1 The vehicle laws of the Commonwealth of Virginia shall apply to all areas of the Airport, unless otherwise provided by law. All traffic, informational and warning signs shall be obeyed. Except for emergency and law enforcement vehicles, no Person shall take or drive any vehicle on the Airport unless permission has been obtained from the City Manager or his/her representative. This permission is not required for personal vehicles operated to and from a parked aircraft on the tie-down ramp, or to the t-hanger area.

1.8.2 No Person shall operate a motor vehicle on the Airport in a reckless or negligent manner. Except for emergency or law enforcement vehicles, no Person shall operate a motor vehicle on the AOA portion of the Airport in excess of 15 miles per hour.

1.8.3 Aircraft shall have the right of way at all times. When vehicles are operating on the AOA, they shall pass to the rear, and well clear of taxiing aircraft.

1.8.4 Parking on the tie-down or transient apron shall be limited to the loading, unloading or servicing of the aircraft. Vehicles shall be parked clear of taxi lanes and parked aircraft so as not to endanger, damage or interfere with such aircraft.

SECTION 9 ADVERTISING AND SIGNS

1.9.1 No signs or other advertising shall be placed upon the Airport property or any structure or improvement thereon without having first obtained written approval from the City. The City retains the sole discretion to approve or prohibit the placement of signs on the Airport property.

SECTION 10 ACCEPTANCE OF RULES BY USE

1.10.1 The use of the Airport shall constitute an acceptance by the user of these Rules and Regulations, and shall create an obligation on the part of the user to obey these Rules and Regulations.

SECTION 11 RULES AND REGULATIONS MADE AVAILABLE

1.11.1 All persons permitted to do business at the Airport shall keep a current copy of these Rules and Regulations and the Airport Manager shall make a copy available to all persons requesting a copy. A copy shall be available in the Airport terminal customer service desk during normal business hours.

CHAPTER II

AIRCRAFT AND AERONAUTICAL OPERATIONS

SECTION 1 GENERAL

2.1.1 Every Person operating an aircraft at the Airport shall comply with these Rules and Regulation, and all pertinent statutes, ordinances, laws, rules, regulations, orders and rulings of the FAA, VDOA and other appropriate governmental agencies. Each Person operating an aircraft is responsible for the safety of that operation and the safety of others exposed to such operation.

2.1.2 Anyone proposing to conduct a specialized Aeronautical Activity at the Airport, other than the activities specifically described and allowed herein, shall submit a request in writing to the City Manager, via the Airport Manager, for approval at least 60 days prior to the proposed activity. The written request shall thoroughly describe the activity, and all provisions for ensuring the safety of such operations. The requested aeronautical activity will not be conducted until approval, in writing, has been given by the City Manager and until all other prerequisites for conducting such activity have been satisfied.

2.1.3 All pilots of aircraft having radio equipment permitting two-way communications should contact the Airport CTAF on 122.70 MHz to obtain Airport advisory information and announce their intentions when they are within ten miles of the Airport. Pilots having radios permitting reception only should maintain a listening watch on the CTAF frequency.

2.1.4 The attached traffic pattern map (**Appendix A**) is made a part of these Rules and Regulations, and each Person operating an aircraft to and from the airport should adhere to these traffic patterns and procedures outlined in the AIM.

2.1.5 All aircraft must follow the appropriate taxiway/runway guidance marking and lighting when operating at the Airport.

2.1.6 Aircraft shall not be operated carelessly or recklessly, nor with disregard of the rights or safety of others.

2.1.7 If the Airport Manager, or in his absence, his designated representative, believes the conditions at the Airport are unsafe for takeoffs or landings, it shall be within his authority to issue a NOTAM to close the Airport, or any portion thereof, for whatever time is necessary to correct or allow the unsafe condition to pass or be corrected.

SECTION 2 REPORTING REQUIREMENTS

2.2.1. In the event of an aircraft accident, the Airport Manager, or in his absence the designated representative, shall be immediately notified by the pilot-in-command of the aircraft or any witness thereof that an accident has occurred. Subject to governmental investigations and inspection of the wrecked or damaged aircraft, the owner, pilot-in-command, or the owner's agent or legal representative, shall take immediate action to move the aircraft from the accident scene to a place designated by the appropriate authority. No such aircraft shall be permitted to remain exposed to view on the airport for more than 24 hours after release by the authorities. If the owner of the aircraft fails for any reason to remove the aircraft from the Airport as directed by the Airport Manager, as herein indicated, the Airport Manager shall cause the removal, storage or disposal of such aircraft at the sole expense of the aircraft owner.

2.2.2. In order to promote and maintain safety at the Airport any pilot, or witness, is encouraged to promptly report to the Airport Manager any bodily injury requiring medical attention or any damage to Airport property. A report form is located at the customer service counter in the Airport terminal building. If an accident or incident report is required under NTSB, Part 830, a copy of that information may be submitted to the Airport Manager in lieu of the report form.

2.2.3. The report shall include the following information:

- a. Location, date and time of incident and the identity of each Person and Aircraft involved.
- b. Nature of any injuries suffered by any Person as a result of the incident and the name and address of any Person injured.
- c. 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.
- d. A narrative explaining why the incident occurred.

SECTION 3 PARKED AIRCRAFT

2.3.1 No Person shall park, store, tie down or leave any aircraft on any area of the Airport other than as designated by the City Manager.

2.3.2 The pilot or owner of an aircraft shall properly secure the aircraft while it is parked or stored. Pilots or owners 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. Pilots or owners shall be responsible for securing aircraft in a manner necessary to avoid damage to other aircraft or buildings in the event of high winds or severe weather. Owners of aircraft shall be held solely responsible for any damages or loss resulting from the failure to comply with this paragraph.

2.3.3 Separate areas shall be designated by the City Manager for SASO aircraft and itinerant tie-downs. No Person shall use any aircraft anchoring or tie-down facilities when such facilities are already in actual use, rented to or designated by the manager for use by another Person.

SECTION 4 TAXIING

2.4.1 All aircraft shall be taxied at the lowest possible speed to maintain safe control of the aircraft.

2.4.2 Aircraft awaiting take-off shall stop clear of the runway and in a position so as to have a direct view of aircraft approaching for a landing, giving full right-of-way to such approaching aircraft.

2.4.3 No Person shall taxi an aircraft until it has been ascertained by the pilot through visual inspection of the immediate area that there will be no danger of collision with any Person or object.

2.4.4 Aircraft on the taxiway preparing for takeoff should hold clear of the runway to allow aircraft which have completed a landing to clear the runway. Aircraft clearing the runway after landing have the right-of-way over aircraft on the taxiway.

2.4.5 Helicopters are not to be air-taxied between hangars, or other areas that would create a hazard to other aircraft, persons, structures or structure contents. This includes the taxilane between the Terminal and the first row of tie-down spaces on the main ramp. Aircraft transitioning from the fuel farm or taxiway "A" to the helicopter run-up pad, helicopter ramp parking spaces, or taxiway "E" must taxi between the last two rows of tie-down spaces located on the Northeast edge of the Terminal ramp. See **Appendix C** for diagrams.

SECTION 5 TRAFFIC RULES

2.5.1 All aircraft departing the Airport, with the exception of ultralights, should climb straight ahead to an altitude of at least 500 feet AGL.

2.5.2 All aircraft remaining in the traffic pattern shall continue to climb to the traffic pattern altitude following procedures as described in the AIM. Helicopters shall maintain an altitude of 500 feet AGL and clear of fixed wing traffic.

2.5.3 Aircraft having flight characteristics incompatible with the above procedures shall be flown at a minimum altitude and airspeed which is safe for that type of aircraft conforming to the traffic pattern as nearly as possible.

2.5.4 Operators of ultralight aircraft must be vigilant for other aircraft operating around the airport at altitudes from 600 ft to 1500 ft MSL. When operating within the traffic pattern, ultralight pilots must pay close attention to and conform to the traffic pattern flow as shown in **Appendix A**.

2.5.5 Residential areas in close proximity to the Airport should be avoided to the fullest possible extent. The established Airport traffic patterns should be strictly adhered to in the interest of noise abatement.

SECTION 6 LANDINGS

2.6.1 Aircraft entering the airport traffic pattern shall do so as described in the AIM and published traffic patterns for the Airport. (**Appendix A**)

2.6.2 All aircraft shall turn off the runway when practicable after landing, and taxi only on designated taxiways. See sections 2.4.4 & 2.4.5.

SECTION 7 PARACHUTE OPERATIONS

2.7.1 Persons wishing to use the Airport for a parachute drop area, including powered parachute operations as set forth in Section 8, shall obtain the prior written approval of the City Manager. The Airport Manager, on behalf of the City Manager, 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. All approved operators must abide by FAR 105.17 and operate within the requirements of this regulation. The City may establish and charge reasonable fees for this activity.

SECTION 8 POWERED PARACHUTE OPERATIONS

2.8.1 All powered parachute aircraft will arrive and depart maintaining an altitude of 500 feet or below until 2 miles from the Airport. See **Appendix B** for the pattern map.

2.8.2 All practice air work shall take place at least 4 miles from the airport and to the West and South. Pilots should be aware of the effects of the noise generated by their low flying aircraft and attempt to remain clear of large population areas.

SECTION 9 AERIAL ADVERTISING - BANNER TOWING

2.9.1 Any Person wishing to use the Airport to pick up or drop an aerial advertising banner shall obtain the prior written approval of the City Manager. The Airport Manager, on behalf of the City Manager, 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 City may establish and charge reasonable fees for this activity.

SECTION 10 GLIDER/SAILPLANE OPERATIONS

2.10.1 Any Person wishing to use the Airport to launch and recover gliders or sailplanes, motorized or non-motorized, shall obtain written permission from the City Manager in advance of the operations. This will require advance coordination due to the need for additional personnel and equipment at the Airport to launch and recover the gliders

and/or sailplanes. The Airport Manager, on behalf of the City Manager, 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.

SECTION 11 AGRICULTURAL AIRCRAFT OPERATIONS

2.11.1 Any Person wishing to use the Airport as a base of operations for any form of crop dusting, aerial application, or aerial spraying of any chemical shall obtain written permission from the City Manager.

2.11.2 Operations must be conducted within the requirements of FAR 137 Subpart "C."

2.11.3 When requesting permission to operate on the Airport the applicant shall provide the City Manager with a copy of the agricultural aircraft certificate under which the operation is conducted, proof of insurance, and copies of the Material Safety Data Sheets (MSDS) for all chemicals being handled.

CHAPTER III

FIRE PREVENTION

SECTION 1 GENERAL

3.1.1 The purpose of this section is to provide fire prevention Rules and Regulations for persons using the Airport. The City of Suffolk adopted fire codes are referenced and made a part of these Rules and Regulations along with referenced NFPA regulations.

SECTION 2 FLAMMABLE OR VOLATILE LIQUIDS.

3.2.1 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. No rags soiled with flammable substances shall be kept or stored in any building at the Airport.

SECTION 3 CLEANING AND LIQUID DISPOSAL.

3.3.1 Fuels, dopes, paints, lubricants, solvents and acids shall not be disposed of, dumped into drains, catch basins, or elsewhere on or adjacent to the Airport. Such liquids shall be disposed of at an approved waste disposal site off Airport property. Motor oils may only be placed in the oil disposal tank provided at the Airport.

3.3.2 Hangar floors shall be kept clean and free of oil. The use of volatile or flammable solvents for cleaning of floors is prohibited.

3.3.3 If required by aircraft design, drip pans shall be placed under engines and kept clean.

CHAPTER IV

FUELING OPERATIONS & OWNER SELF-FUELING

SECTION 1 GENERAL

4.1.1 The purpose of this section is to provide aircraft self-fueling Rules and Regulations for persons who service and/or fuel their own aircraft. All aircraft owners who desire to self-fuel shall obtain the prior written approval of the City Manager. The Airport Manager, on behalf of the City Manager, 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.

4.1.2 No aircraft shall be fueled while its engine is running or while positioned in a hanger or other enclosed place. Adequate connections for bonding shall be maintained during fueling. Persons may self-fuel aircraft, owned by themselves or their employer, provided such operation is conducted in accordance with NFPA 407 and these Rules and Regulations. Self-fueling shall be conducted in areas so designated by the City Manager. An aircraft owner may service his own aircraft, provided he does so personally or with his own full-time employee using his own equipment in accordance with the established regulations related to such work. Any aircraft owner utilizing an employee to perform aircraft self-fueling may be required to provide the City with evidence of employment in a form acceptable to the City.

SECTION 2 FUEL STORAGE.

4.2.1 No fuels shall be stored on Airport property other than the Airport's bulk storage and distribution system (fuel farm) and the storage container containing fuel for Airport equipment.

SECTION 3 CONTRACTS PROHIBITED.

4.3.1 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 and is prohibited.

CHAPTER V

AIRCRAFT MAINTENANCE SASO & Owner

SECTION 1 GENERAL

5.1.1 Repairs to aircraft or engines, conducted out of doors, shall not be performed unless permitted by the City Manager.

5.1.2 All aircraft maintenance shall be conducted strictly in accordance with these Rules and Regulations, and all federal, state and city safety regulations.

5.1.3 No aircraft engine shall be run up unless the aircraft is in such a position that the propeller, rotor, or turbine engine blast will be clear of all hangars, shops, buildings, persons, aircraft and vehicles in the area, as well as the flight path of landing or departing aircraft. Run-up areas are provided on the main ramp. See **Appendix C** for diagrams.

5.1.4 Aircraft Run-up for Maintenance

a. All helicopter maintenance run-ups with rotors blades engaged will be conducted only on designated pads on the main ramp. The pads are located on the main ramp, Zone C and are marked appropriately both on the ramp and on the attached Airport Ramp Diagram. Pad A is designated for helicopter maintenance run-ups and checks. Pad B is designated for fixed wing maintenance run-ups and checks.

b. During run up procedures, parking pads on both sides of designated pad will be vacant prior to rotor blade engagement.

c. At no time will any aircraft conduct engine maintenance run-ups, with rotor blades engaged directly outside of a maintenance hangar/facility.

See **Appendix C** for Ramp Diagram.

5.1.5 No aircraft or aircraft components may be washed in such a manner that any runoff will drain into the Airport's storm water system either directly or via sheet runoff over paved or grassy surfaces. See Section 5.5.1

SECTION 2 EMPLOYEE

5.2.1 Any business owner utilizing an employee to perform aircraft maintenance at the Airport may be required to provide the City evidence of employment in a form acceptable to the City. A completed Federal and/or State personnel form, Social security records, corporate identification, etc., shall be deemed acceptable evidence of employment.

SECTION 3 SECOND PARTY

5.3.1 An aircraft owner shall not contract with a second party, such as an aircraft maintenance company or contractor, to perform maintenance on his aircraft at the airport unless said company or contractor has met all requirements of the City and these Rules & Regulations.

SECTION 4 ROUTINE MAINTENANCE

5.4.1 The pilot or owner of an aircraft shall not be restricted at any time from performing routine maintenance on or cleaning and servicing his aircraft, as long as it does not violate these Rules and Regulations, nor in any way conflict with city, state or FAA requirements for such work.

SECTION 5 AIRCRAFT WASHING

5.5.1 Washing of the exterior of aircraft is permitted as allowed by the Airport's Storm Water Management Permit. A wash rack is provided to allow for compliance. Only biodegradable, Phosphate-free detergents are allowed. Solvents and thinners shall not be allowed for degreasing of engines and components unless removed from the area by the use of environmental absorption products. The absorption products used for this purpose cannot be disposed of in the general trash. These items must be placed in appropriate disposal containers and transported to an approved waste disposal site off Airport property. See Section 3.3.1

CHAPTER VI

OPERATIONS AND APPROVALS

SECTION 1 GENERAL

6.1.1. No Person may provide an Aeronautical Service at the Airport unless:

- a. The Person has a FBO or SASO lease or use agreement with the City or a sublease approved by the City relating to the Aeronautical Service. **Said lease or use agreement shall include specific insurance requirements based on the type of Aeronautical Service provided.** The requirements of this section do not apply to any FAA designated examiner.

SECTION 2 FLIGHT INSTRUCTION

6.2.1. Any Person providing flight instruction under FAR Part 61 as a part-time business and having no more than three students at any one time shall provide the Airport Manager with the following:

- 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 current medical certificate if required.
- b. proof of a City of Suffolk business license.
- c. proof of aircraft bodily injury and property damage liability insurance in an amount approved by the City and/or as required by state and federal regulations. At a minimum, the amount of insurance shall be \$1,000,000 limited to \$100,000 each passenger, naming the City 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.

SECTION 3 AIRCRAFT REPAIR & INSPECTION SERVICES

6.3.1 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 Manager with the following:

- a. proof of proper and current certificate issued by the FAA with appropriate ratings to cover the types of repairs or inspection work being offered.
- b. proof of a City of Suffolk business license.
- c. proof of General Liability Insurance in an amount approved by the City and/or as required by state and federal regulations. This insurance must be written on an "occurrence" basis, responding to claims arising out of occurrences which take place during the policy period. At a minimum, 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 City is to be included as additional insured.

Business vehicle 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/under insured motorist coverage shall be included.

The contractual liability coverage shall include protection for the lessee for claims arising out of liability assumed under the indemnification provisions of the lease.

CHAPTER VII INSURANCE

SECTION 1 GENERAL

7.1.1 Each SASO shall maintain the applicable types and amounts of insurance described in this Chapter. This section provides a general description of the types of insurance and amounts that may be required by the City; however, the City reserves the right to change the amounts and types of insurance required, based upon the Aeronautical Service performed and/or Aeronautical Activity conducted.

7.1.2 The 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.

7.1.3 Each SASO shall, at the request of the City, deliver to the Airport Manager copies of all policies 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 to the City at least 30 days prior written notice of termination or cancellation.

7.1.4 Each 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 SASO shall promptly give the Airport Manager copies of all notices and claims of loss and any documentation or correspondence related to such losses. Each FBO shall make all policies for required insurance, policy amendments and other related insurance documents available for inspection and photocopying by the Airport Manager or the Authority upon reasonable notice.

7.1.5. Each SASO shall maintain the applicable insurance policies described in this Chapter under these Rules and Regulations.

SECTION 2 WORKERS COMPENSATION

7.2.1. If applicable, the SASO shall secure and maintain Workers' Compensation and Employers Liability Insurance with limits as required by state law.

SECTION 3 GENERAL LIABILITY INSURANCE

7.3.1. General Liability Insurance is insurance which 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.
\$1,000,000 Fire Damage Limit

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

SECTION 4 BUSINESS AUTOMOBILE INSURANCE

7.4.1. Business automobile liability insurance shall apply to any automobile, including all owned, hired and non-owned vehicles, in the amount required by the Commonwealth of Virginia.

SECTION 5 AIRCRAFT LIABILITY INSURANCE

Aircraft liability insurance shall provide aircraft liability, including temporary substitute aircraft and non-owned aircraft liability, to a combined single limit of at least \$500,000 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.

SECTION 6 HANGAR KEEPERS LIABILITY INSURANCE

7.6.1. Hangar keepers legal liability insurance coverage shall include protection for those lessees operating a hangar storage or aircraft maintenance/repair service to a limit of the combined value of all aircraft occupying the hangar.

The City is to be included as additional insured. The contractual liability coverage shall include protection for the SASO from Claims arising out of the liability assumed under the indemnification provisions of the hangar lease.

SECTION 7 COVERAGE BY ANOTHER SASO

7.7.1. Any Person providing an Aeronautical Service to the public at the Airport under the supervision of, or pursuant to an arrangement with, a SASO the Airport shall not be required to obtain the insurance described above if the insurance policy or policies of the SASO cover that Person to the same extent and in the same amount as the applicable insurance policy described above for the SASO. Proof of such coverage shall be provided to the City.

CHAPTER VIII FLYING CLUBS

SECTION 1 GENERAL

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

SECTION 2 CLUB ORGANIZATION

8.2.1. 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 operation, maintenance and replacement of its aircraft.

SECTION 3 FLYING CLUB OPERATIONS

8.3.1. 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 FBO 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.

8.3.2. 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.

SECTION 4 APPLICATION AND PENALTIES

8.4.1. The flying club, with its initial application, shall furnish the Airport Manager 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 as required by the City; 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 Manager or other representatives of the City. The flying club shall make annual certifications to the City that its insurance is in force, and the City may require copies of policies to confirm that adequate insurance is in force.

8.4.2. A flying club must abide by and comply with all Federal, State and local laws, ordinances, regulations and the Rules and Regulations.

8.4.3. A flying club which violates any of the forgoing or permits one or more members to do so, will be required to terminate all operations at the Airport.

CHAPTER IX

AIRPORT MASTER PLAN

SECTION 1 SASO APPROVAL NOT REQUIRED

9.1.1. The City may, without the knowledge, consent or approval of any SASO or other Person licensed to do business or use part of the Airport, make changes in the Master Plan of the Airport and in these Rules and Regulations. However, it is the City's intent to inform SASOs and other businesses of any such changes which are significant.

CHAPTER X

RESERVATION OF RIGHTS TO INDIVIDUAL USERS

SECTION 1 EXPLANATION OF RIGHTS AND DUTIES IMPOSED

10.1.1. Notwithstanding anything to the contrary contained herein, the following rights, privileges and duties are hereby conferred and imposed upon individual users of the Airport facilities, including, but not limited to individual pilots, aircraft owners, tie-down and T-hanger lessees.

10.1.2. Each individual user as defined herein shall meet and maintain all requirements, rules and regulations for licensing, maintenance and repair of aircraft established by Federal Aviation Regulations, FAA safety bulletins, FAA advisory circulars, Virginia Aviation Law, and all other federal and state rules and regulations for licensing, maintenance and repair of aircraft.

10.1.3. It shall be the duty of each individual user of the airport to fully inform himself/herself of, and to keep current on, all federal, state aviation rules and regulations, and to completely and promptly comply therewith.

CHAPTER XI

INFRACTIONS AND ENFORCEMENT

SECTION 1 INFRACTION DEFINED

11.1.1 Infraction means any of the following:

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

SECTION 2 EFFECT OF INFRACTION

11.2.1 Any Person who is providing an Aeronautical Service at the Airport without first obtaining written permission from the Airport Manager shall be subject to removal for trespass and denial of access to the Airport. Denial of access shall be for a minimum period of three (3) months and shall be in writing. If necessary, the Airport Manager shall request assistance from the Suffolk Police Department in the removal for trespass. Prior to imposing removal and/or denial of access, the Airport Manager shall make every

reasonable effort to ensure that the Person in question is aware of the nature of the infraction and the actions required to become compliant with the Rules and Regulations. At his discretion, the Airport Manager may allow the Person in violation to complete Aeronautical Service in progress prior to removal and denial of access.

SECTION 3 NOTICE OF INFRACTION AND TERMINATION

11.3.1. The City, acting through the Airport Manager 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 lease, contract or agreement or, at the option of the City, at the person's last known address.

CHAPTER XII MISCELLANEOUS

SECTION 1 EFFECTIVE DATE

12.1.1 These Rules and Regulations shall be effective upon approval of the City Manager.

Bibliography of Reference Documents

Aeronautical Information Manual

Federal Air Regulations (FAR)

Part 43 Maintenance, Preventive Maintenance, Rebuilding and Alteration.

Part 61 Certification of Pilots and Instructors

Part 91 General Operating and Flight Rules

Part 103 Ultralight Vehicles

Part 105 Parachute Jumping

Part 121 Certification and Operations: Domestic, Flag and Supplemental Air Carriers and Commercial Operators of Cargo Aircraft.

Part 135 Air Taxi Operators and Commercial Operators.

Part 137 Agricultural Aircraft Operations

Federal Aviation Agency Advisory Circular (AC)

103-6 Ultralight Vehicle Operations, Airports, Air Traffic Control and Weather.

103-7 The Ultralight Vehicle.

105-2C Sport Parachute Jumping.

150/5190-6&7 Exclusive Rights and Minimum Standards for Commercial Aeronautical Activities

150/5230-4 Aircraft Fuel Storage, Handling and Dispensing On Airports.

Federal Aviation Agency Order (FAAO)

5190.6A Airport Compliance Requirements

National Fire Protection Association (NFPA)

NFPA 407 Aircraft Fuel Servicing

NFPA 409 Aircraft Hangars

NFPA 410 Aircraft Maintenance

NFPA 415 Aircraft Fueling Ramp Drainage

NFPA 424 Guide to Airport/Community Emergency Planning

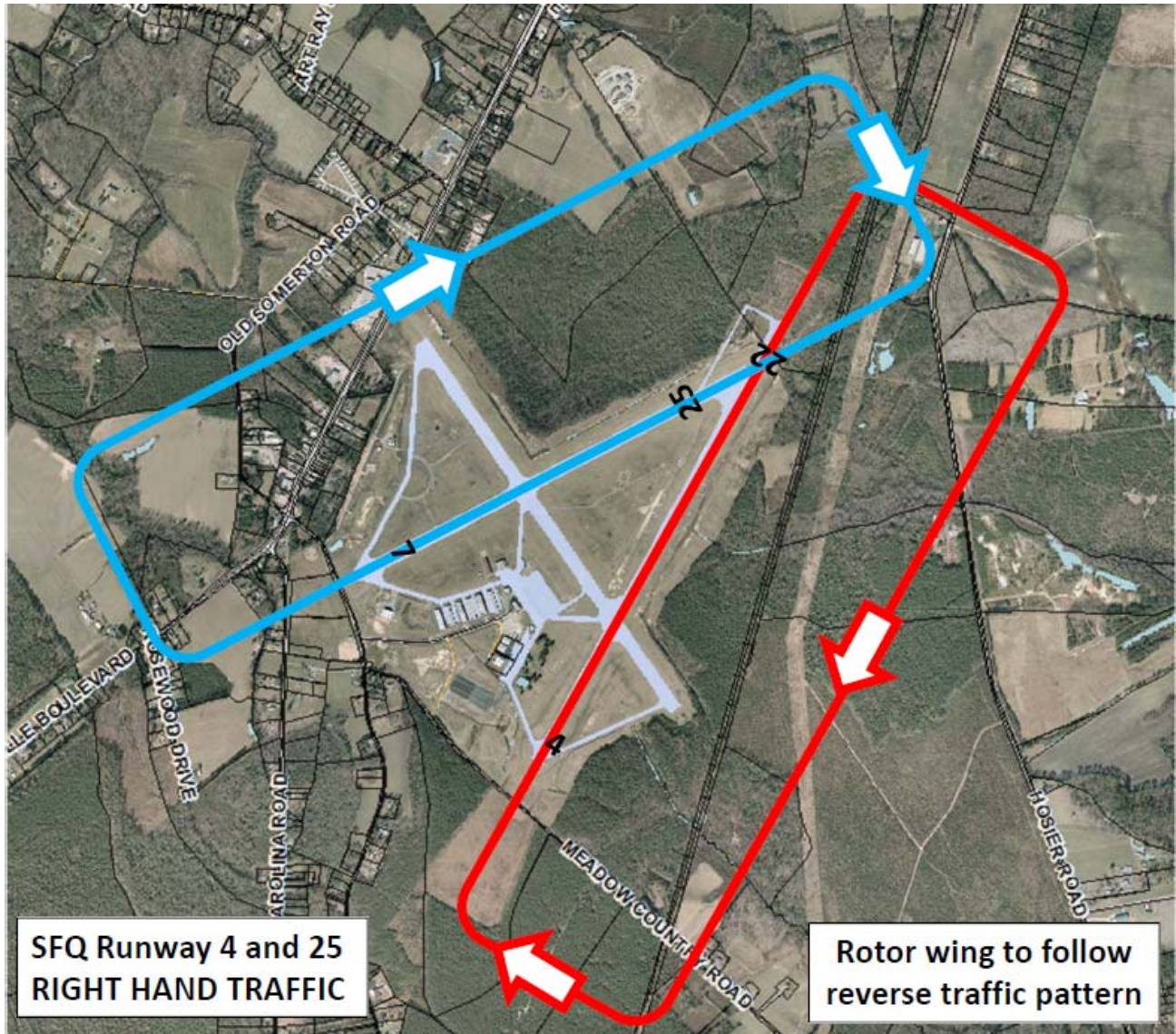
APPENDIX LISTINGS

APPENDIX A
Traffic pattern Map

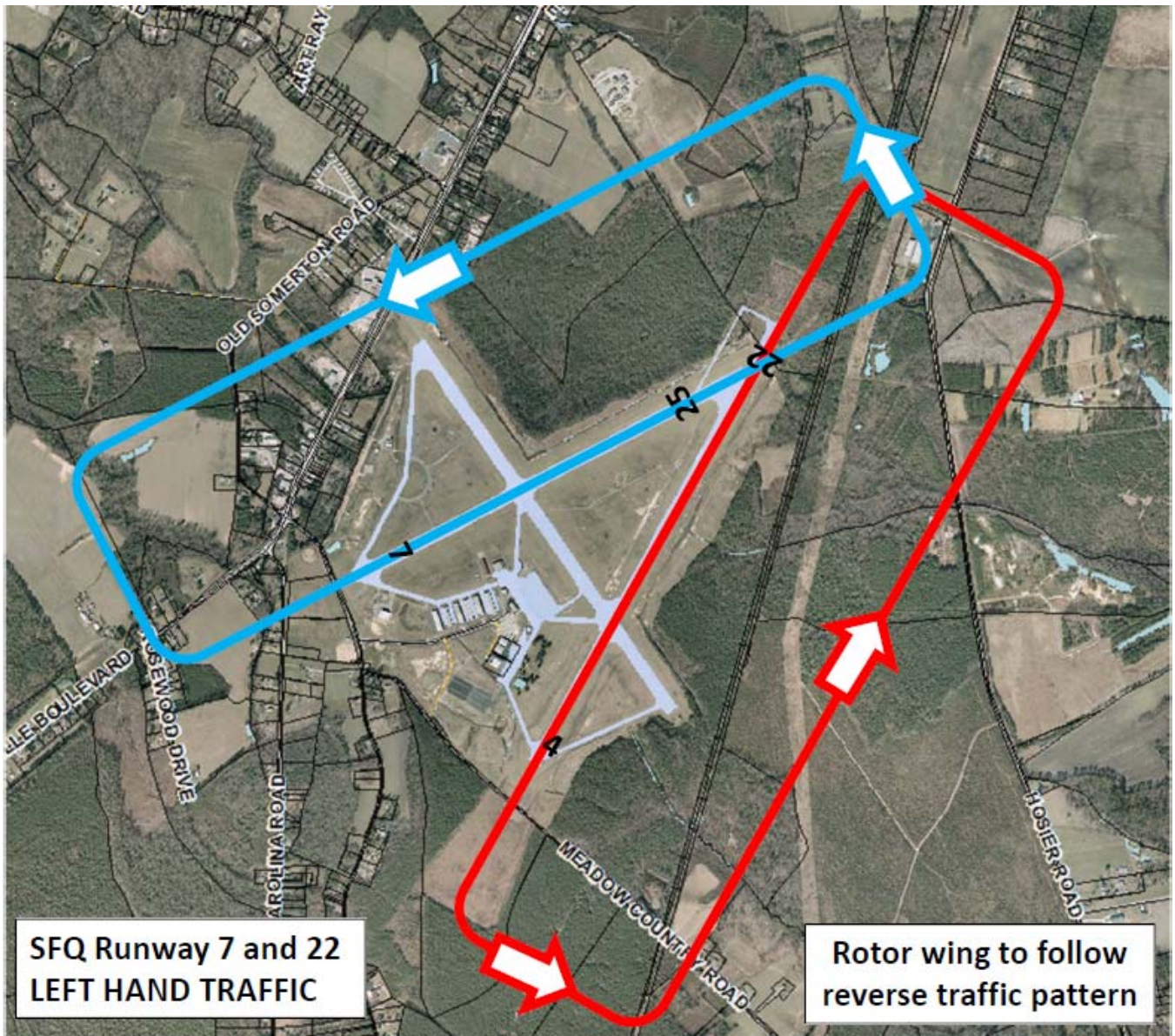
APPENDIX B
Powered Parachute Traffic Pattern Map

APPENDIX C
Helicopter Parking and Run-up Area

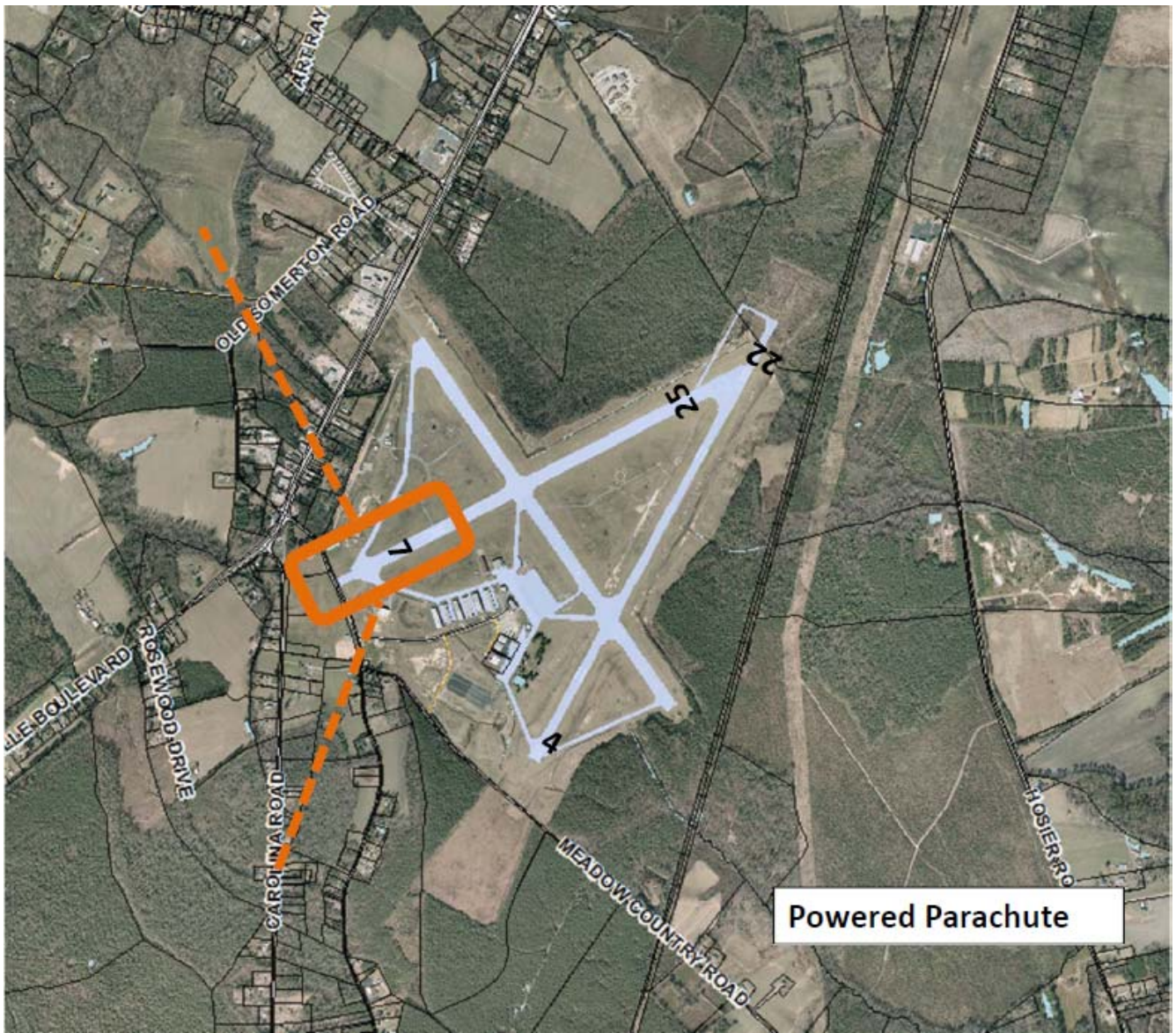
APPENDIX A
Traffic pattern Map



APPENDIX A
Traffic pattern Map



APPENDIX B
Powered Parachute Traffic Pattern Map



APPENDIX C Helicopter Parking and Run-up Areas

1. Aircraft Run-up for Maintenance

- a. All helicopter run-ups with rotors blades engaged will be conducted only on designated pads on the main ramp. The pads are located on the main ramp, Zone C and are marked appropriately both on the ramp and on the attached Airport Ramp Diagram. Pad A is designated for helicopter maintenance power on run-ups and checks. Pad B is designated for fixed wing maintenance, run-ups and checks.
- b. During run up procedures, parking pads on both sides of designated pad will be vacant prior to rotor blade engagement.
- c. At no time will any aircraft conduct engine run-ups, with rotor blades engaged, directly outside of a maintenance hangar/facility.

2. Taxi/Hover

The primary flight taxi/hover area is any active taxiway. Taxiway C may also be used as alternate hover area. At no time will any aircraft hover or taxi near personnel, on or near the main ramp, or in Zone A and B near parked aircraft located in front of the Main Terminal building. Helicopters are not to be taxied between hangars, or other areas that would create a hazard to other aircraft, persons, structures or structure contents.

