



Leesburg Executive Airport

Town of Leesburg, Virginia

Rules, Regulations, and Minimum Standards

Adopted by the Leesburg Town Council:

DRAFT 8.26.2025

MISSION

The Mission of the Leesburg Executive Airport is to provide a Gateway for business in the Town of Leesburg and Loudoun County while furnishing an essential tool for economic development. The airport seeks to provide safe operations, exceptional service, and modern facilities in a fiscally responsible manner.

INTRODUCTION

These Rules, Regulations, and Minimum Standards are adopted by the Leesburg Town Council to establish administrative, operational, and safety regulations for the management, government, development, and use of the Leesburg Executive Airport. These regulations and standards apply to all Airport users.

Prudent and proper administration requires that regulations and standards be established to ensure that aeronautical activity at the Airport is conducted in the public interest and provides protection from irresponsible and unsafe operations. Minimum operation and design standards assure that the minimum acceptable qualifications of participants, and the level and quality of service required of those proposing aeronautical activities at the Airport. The requirement to impose standards on those proposing to conduct commercial aeronautical activities on a public airport protects the public from irresponsible, unsafe, or inadequate service.

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SECTION 1 - DEFINITIONS

1.01 Unless specifically defined otherwise herein, or unless a different meaning is apparent from the context, the terms used in these Rules, Regulations, and Minimum Standards shall have the following definitions:

1. **Abandoned Aircraft** – An aircraft that has been left on the premises of the Airport in a wrecked, inoperative, or partially dismantled condition, or an aircraft that has, without prior authorization from the Town, remained in an idle state on the airport for 90 consecutive calendar days.
2. **Abandoned Motor Vehicle** - Means a Motor Vehicle, trailer, or semitrailer, or part of a Motor Vehicle, trailer, or semitrailer that:
 - a. Is inoperable and is left unattended on public property for more than forty-eight hours; or
 - b. Has remained illegally on public property for more than forty-eight hours; or
 - c. Has remained for more than forty-eight hours on private property without the consent of the property's owner, regardless of whether it was brought onto the private property with the consent of the owner or person in control of the private property, or
 - d. Is inoperable, left unattended, or both on the shoulder of any roadway.
3. **Access Card** - Refers to any airport ID, access card, and/or airport badge issued by the Town. Access cards are the property of the Town and must be returned upon termination of employment, termination of lease, or whenever requested by the Airport Director.
4. **Accident** - Any collision between a Motor Vehicle and another Motor Vehicle, Person, or object which results in property damage, personal injury, or death.
5. **Aircraft Accident** – An occurrence associated with the operation of an Aircraft which takes place between the time any Person boards the Aircraft with the intention of flight and all such Persons have disembarked, and in which any Person suffers death or serious injury, or in which the Aircraft receives Substantial Damage.
6. **Aeronautical Activity (Activities)** - Any activity commonly conducted at airports which involves, makes possible, or is required for the operation of Aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, air taxi and charter operations, pilot training, Aircraft renting, sightseeing, aerial photography, crop dusting, aerial advertising, aerial surveying, air carrier operations, skydiving, ultralight operations, Aircraft sales and services, sale of aviation petroleum products, repair and maintenance of Aircraft or sale of Aircraft parts, Aircraft storage and tie-down rental. Activities such as model aircraft and model rocket operations are not aeronautical activities.
7. **Aircraft** - Aeronautical device including, but not limited to, powered aircraft, sailplane, glider, rotorcraft (helicopter and gyroplane), balloon, blimp, parachuting, and ultralight.
8. **Aircraft Maintenance** - The inspection, overhaul, repair, preservation and/or the replacement of parts including Preventive Maintenance.
 - a. Major Repairs - Major alterations to the airframe, power plant, propeller and accessories as defined in Part 43 of the Federal Aviation Regulations.

- b. **Minor Repairs** - Normal, routine annual inspection with attendant maintenance, repair, calibration or adjustment or repair of aircraft and their accessories.
9. **Airport** – The Leesburg Executive Airport and all of the area, buildings, facilities, and improvements within the boundaries described of said airport as presently exists or as it may exist when it is hereafter modified.
10. **Airport Commission or the “Commission”** - The advisory commission established by Leesburg Town Code Sec. 2-223. to make recommendations to the Town Council, the Town Manager, and the Airport Director to ensure effective and efficient operation, development, and administration of the Airport.
11. **Airport Director** - The Airport Director, as described in the Leesburg Town Code Sec. 6-20.
12. **Airport Operations Area or the “AOA”** - Area of the Airport used or intended to be used for the landing, take off, or surface maneuvering of Aircraft. The AOA is divided into two areas: the ‘Movement’ area and the ‘Non-movement’ area.
13. **Air Traffic Control** - A service operated by an appropriate authority to promote the safe, orderly, and expeditious flow of air traffic.
14. **Airworthy** – An Aircraft maintained to airworthiness standards as more particularly defined pursuant to Federal Aviation Regulations.
15. **Apron(s)** - Those areas of the Airport within the AOA designated for the loading, unloading, servicing, or Parking of Aircraft.
16. **Based Aircraft or to Base an Aircraft** - Any Aircraft that remains or is housed, hangared, or tied-down at the Airport for more than 60 days in a 12-month period and which is required to have a state-issued aircraft license.
17. **Building(s)** - Each structure on the Airport, including all projections or extensions there from and shall include garages, outside platforms and docks, carports, canopies, eaves, and porches. Paving, ground cover, fences, signs, and landscaping are not included.
18. **Commercial Activity** - The exchange, trading, buying, hiring, or selling of goods, services or property of any kind, or any revenue producing activity on the Airport.
19. **Commercial Operating Permit** - A written permit issued by the Town granting the right to perform commercial aeronautical functions at the Airport per Sections 6-22 and 6-26 of the Leesburg Town Code.
20. **Commercial Operator** - A Person or Organization engaged in Commercial Activity and permitted by the Town.
21. **Commercial Vehicle** - A loaded or empty Motor Vehicle, trailer, or semitrailer, designed or regularly used for carrying freight, merchandise, or more than ten passengers in connection with a Commercial Activity. A Commercial Vehicle shall include buses, but shall not include vehicles used for vanpools.

22. **Control Tower** - The Air Traffic Control facility located at the Airport.
23. **Common Use Areas** – The runway, taxiway, taxilanes, aprons, ramps, turnoffs, and transient parking areas (unless otherwise noted); and all runway, marker, guidance, signal and beacon lights used to guide operating aircraft; all apparatus or equipment for disseminating weather and wind information, for radio 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.
24. **Derelict Aircraft** – An aircraft that is not in a flyable condition for a period of 90 consecutive calendar days or does not have a current valid certificate of airworthiness issued by the FAA and is not in the process of being built, modified, inspected, repaired, or refurbished.
25. **Driver Training Program** – The Town’s training program that prepares individuals to safely operate vehicles on the airport’s movement area.
26. **EPA** - The United States Environmental Protection Agency.
27. **Equipment** - All machinery, together with the necessary supplies for service and maintenance, and all tools and apparatus necessary to the proper construction and completion of work.
28. **Emergency** - Any occasion or instance such as an accident, incident, hurricane, tornado, storm, flood, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, fire, nuclear accident, pandemic or any other natural or man-made catastrophe that warrants action to save lives and to protect property, public health, and safety.
29. **FAR** - Federal Aviation Regulations.
30. **Federal Aviation Administration or FAA** - The federal aviation agency established by the Federal Aviation Act of 1958, as amended, and re-established in 1967 under the Department of Transportation.
31. **Flying Club** - A club that meets all provisions of Section 2.08 of these Rules and Regulations.
32. **Foreign Object Debris (FOD)** - Any object, live or not, located in an inappropriate location in the airport environment that has the capacity to injure airport or air carrier personnel and damage aircraft.
33. **Ground Support Equipment** - The various machines and vehicles used to service and support aircraft, including, but not limited to tugs, ground power units, golf-carts, deicing equipment, and lavatory service equipment.
34. **Hangar - Corporate** – A stand-alone structure designed for the storage of one or more large corporate Aircraft or multiple smaller Aircraft. Such structures may include offices, kitchens, bunk rooms, toilets, and shower facilities.
35. **Hangar – Corporate Box or Intermediate** – A unit in a multi-unit hangar building, that can accommodate one corporate Aircraft or multiple smaller Aircraft. Such structure may include an office, kitchen, bunk rooms, toilets, and shower facilities.

36. **Hangar - T-Hangar** - A specific type of storage hangar that are row hangars typically used for the storage of single-engine or small-twin engine Aircraft with common walls and roof systems classified as Group III Aircraft Hangar and Use Group S-1 in accordance with National Fire Protection Association Standard (NFPA) 409. T-hangars do not provide any automatic fire protection, and the type of construction is the minimum allowable by code against fire spread and is therefore subject to relatively more stringent fire protection precautions.
37. **Incident** – An occurrence other than an Aircraft Accident, associated with the operation of an Aircraft, which affects or could affect the safety of operations.
38. **Improvements** - All Buildings, structures, and facilities, including pavement, fencing, signs, and landscaping constructed, installed, or placed on, under, or above any leased area by, or with the concurrence of, a Lessee.
39. **Large Aircraft** - An Aircraft weighing more than 12,500 pounds maximum certificated takeoff weight.
40. **Lease Agreement** – An agreement between a Person and the Town of Leesburg that allows that Person to exclusively use specific property at the Airport.
41. **Lessee** - A Person that has been granted a Lease Agreement at the Airport.
42. **Maintenance** – Maintenance other than Aircraft Maintenance.
43. **Motor Vehicle** – As defined by Virginia Code §46.2-100, every vehicle that is self-propelled or designed for self-propulsion. This includes but not limited to automobiles, motorcycles, and any other motor driven devices as defined by the Virginia Code.
44. **Movement Area** - The Runways, Taxiways and other areas of the Airport that are utilized for the taxiing, air taxiing, takeoff and landing of Aircraft, and that are under the control of the air traffic control tower.
45. **NFPA** – National Fire Protection Association Standard.
46. **Non-Commercial Activity** - Activities that are undertaken not for profit.
47. **Non-Commercial Self-Fueling** – The dispensing of fuel into an Aircraft by an owner of the Aircraft from facilities and equipment that are provided by that owner.
48. **Non-Movement Area** - Areas consisting of Aircraft loading Aprons, Aircraft parking areas, and taxilanes not under the control of the air traffic control tower.
49. **Park** (Parking, Parked)- To put or leave or let a Motor Vehicle or Aircraft stand or stop in any location, whether the operator thereof leaves or remains in such Motor Vehicle or Aircraft when such standing or stopping is not required by traffic controls or conditions beyond the control of the operator. Fuel trucks that are in the process of fueling Aircraft are not considered to be Parked.
50. **Person** - Any individual, firm, partnership, corporation, company, association, joint stock association, business entity, or body politic; including any trustee, receiver, committee, assignee or other representative or employee thereof.

51. **Preventive Maintenance** - Simple or minor Aircraft preservation operations and the replacement of small standard parts not involving complex assembly operations in accordance with 14 CFR Part 43, Appendix A, paragraph C.
52. **Private Vehicle** - A Motor Vehicle transporting Persons or property for which no charge is paid directly or indirectly by the passenger or by any other Person.
53. **Public Facility** - Those areas of the Airport provided for public use (e.g. Terminal), but not including areas leased by individuals or businesses.
54. **Public Parking Facilities** - All Motor Vehicle parking provided for the public at the Airport.
55. **Refueler** – a vehicle having a cargo tank designed for or used in the transportation and transfer of fuel into or from an aircraft.
56. **Rental Agreement** – A short-term agreement between a Person and the Town of Leesburg that allows that Person to exclusively use specific property at the Airport.
57. **Repair Station** - A Federal Aviation Administration approved facility utilized for the repair of Aircraft that may include airframes, power plants, propellers, radios, instruments, and accessories.
58. **Restricted Area** - Any area of the Airport posted to prohibit entry or to limit entry or access to unauthorized Persons.
59. **Runway(s)** - A defined rectangular surface on the Airport prepared or suitable for the landing and takeoff of Aircraft.
60. **Shall** - The words "shall", "must", or "will" are mandatory.
61. **Solicitation or to Solicit** - To directly or indirectly, actively or passively, openly or subtly, ask (or endeavor to obtain by asking), request, implore, plead for, importune, or seek to obtain.
62. **Standard Parts** – Those parts that meet published specifications that include information clearly establishing design, materials, manufacture and uniform identification requirements. Examples include National Aerospace Standards (NAS), Army-Navy Aeronautical Standard (AN), Society of Automotive Engineers (SAE), and American National Standards Institute (ANSI) etc.
63. **Sublease** - A lease granted by a lessee to another Person of all or part of the leased property.
64. **Substantial Damage** - Means damage or failure which adversely affects the structural strength, performance or flight characteristics of the Aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairing or cowling, dented skin, small puncture holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wing tips are not considered "Substantial Damage."
65. **Taxilane(s)** – The portion of the Aircraft parking area used for access between Taxiways and Aircraft parking positions.

66. **Taxiway(s)** – A defined path established for the taxiing of Aircraft from one part of an airport to another.
67. **Tenant** – Any Person entering into Lease Agreement, Rental Agreement, or is an authorized sublessee..
68. **Terminal** - The Stanley Caulkins Terminal facility, the designated Motor Vehicle parking facilities serving that facility, and all roadways associated therewith.
69. **Tie-Down Area** - A paved or grass area suitable for the Parking and mooring of Aircraft wherein suitable tie-down points have been located.
70. **Town** – The Town of Leesburg, Virginia.
71. **Transient Aircraft** - An Aircraft that is not using the Airport as its permanent base of operations.
72. **Unmanned Aircraft** - An Aircraft that is operated without the possibility of direct human intervention from within or on the aircraft.
73. **Unmanned Aircraft Systems (UAS)** – An unmanned aircraft and associated elements that are required for the pilot in command to operate safely and efficiently in the national airspace system.

SECTION 2 - GENERAL REGULATIONS

2.01 COMPLIANCE WITH RULES AND REGULATIONS

- a. Any permission granted by the Town, 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, Regulations and Minimum Standards of the Town. In the event that these Rules, Regulations, and Minimum Standards conflict with FAA regulations, the FAA regulations shall supersede these Rules, Regulations and Minimum Standards. In the event that differing specific requirements are imposed upon a Person by other Lease Agreements or other agreements with the Town of Leesburg, the most stringent applicable requirements shall apply.
- b. Any permission granted by the Airport Director, after approval by the Leesburg Town Council if such is necessary, under these Rules, Regulations and Minimum Standards, is conditioned upon the payment of any and all applicable fees and charges as established by the Town of Leesburg.
- c. Any Person violating any of these Rules, Regulations and Minimum Standards shall be held accountable as provided by these Rules, Regulations and Minimum Standards, by any applicable law, or by any applicable administrative action or contractual provision.

2.02 COMMERCIAL ACTIVITY

No Person shall carry on any Commercial Activity on the Airport without first complying with the Minimum Standards and obtaining a Commercial Operating Permit for such activity from the Town or its authorized representative.

2.03 ADVERTISING AND SIGNS

No Person shall place or construct signs or advertisements upon the Airport, or any building or structure or improvement thereon without having first obtained a permit for same from the Airport Director. The Airport Director shall refuse permission for such signs if he finds that such create a safety hazard. Additionally, signs shall be subject to the applicable Town Ordinance as well as these minimum standards and requirements. The Town Manager shall hear and decide appeals to the decision of the Airport Director where permits for signs or advertising are denied.

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 Town or its authorized representative. Such actions are subject to reasonable restrictions to protect the safety of Airport users and to avoid congestion in the Terminal. 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 AIR OPERATIONS AREAS

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

- a. Aircraft owners, operators and their employees, pilots, passengers, and those engaged in an

Aeronautical Activity.

- b. Persons and/or entities authorized by the Airport Director to perform Aeronautical Activities, construction, or other approved activity.
- c. Police and fire and rescue personnel performing their duties.
- d. All Persons authorized to operate Motor Vehicles, Refuelers, or Ground Support Equipment on the AOA shall complete the Town's Driver Training Program.

2.06 AIRPORT SECURITY

Any Person using the Airport in any capacity shall follow any security requirements adopted by the Town or issued by the Airport Director.

- a. Each Person and Tenant who has a Lease Agreement or other agreement with the Airport, and whose leased or otherwise assigned area forms a part of the Airport's perimeter fence, shall make every reasonable effort to prevent, restrict and deter unauthorized access to the Aircraft Operations Area through their leased or otherwise assigned area.
- b. No person shall "piggy-back" through an Airport gate. Any person that has been issued an Airport access card shall, upon entry, stop and allow the gate to close before proceeding. Cardholders shall report any unauthorized person to airport personnel or local law enforcement. Cardholders are responsible for any visitor or employee who enters the AOA under their escort. Reference Section 2.13.
- c. All Aircraft left unattended for any period of time shall be secured against unauthorized access by using any combination of key removal, door locks, throttle locks, control locks, propeller locks/chains, or other appropriate devices. Aircraft shall be secured in accordance with Section 5.03(3) of these Rules and Regulations.
- d. All Buildings and hangars, when unattended for any period of time, shall be closed and locked so as to prevent unauthorized entry.
- e. No Person shall tamper with or block-open any Airport security gate or door except for emergencies. Permission from the Airport Director or authorized representative is required prior to leaving any Airport security gate or door open. The Airport Director or Airport staff should be notified of any open or stuck gate.

2.07 NONPROFIT FLYING CLUBS

All Flying Clubs must comply with the FAA's amended policy on Flying Clubs as found in the Federal Register [81 FR 13719](#) and with the Town's Minimum Standards.

2.08 OPERATING PROCEDURES, EMERGENCY PROCEDURES, & DIRECTIVES

As required to implement these Rules and Regulations, and/or in the case of an emergency, the Airport Director may issue written operating procedures and directives. Operating procedures and directives issued

by the Airport Director shall be considered as addenda to, and shall have the full force and effect of, these Rules and Regulations. The Town Council adopts Rules and Regulations and Minimum Standards in accordance with [Sec 6-21 of the Town Code](#).

- a. The Airport Director is authorized to take all reasonable actions necessary for the safe and efficient day-to-day operations of the Airport consistent with these Rules and Regulations, and the Town and State Codes, including the power of arrest provided in [Section 5.1-21.1 of the Code of Virginia](#).
- b. During an emergency, the Airport Director or his authorized representative may suspend these Rules and Regulations as may be necessary for the protection of the public and the continued conduct of airport operations.
- c. The Airport 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.

2.9 AIRPORT FEES

In accordance with the [Section 5.1-44 of the Code of Virginia](#), the Town 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 to the Town on or before the date due. The Town 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 Leesburg Town Code – Appendix A Fee Schedule. The Airport Director may assess penalties, violations, or fees if Airport Rules and Regulations are broken.

2.10 BASED AIRCRAFT REGISTRATION

All Aircraft owners that Base their Aircraft at the Airport shall register their aircraft with the Airport Administration Office.

2.11 AIRPORT ACCESS CARDS

- a. Except where access is provided for pilots and passengers of Transient Aircraft at the Stanley Caulkins Terminal, no person shall access the AOA through vehicle gates unless in possession of a valid Access Card or under the escort of a person holding a valid Access Card. Access Cards are issued at the discretion of the Airport Director or authorized representative. Persons who possess a valid Access 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 and to confiscate the use of any Access Card previously given to any Person for any lawful reason, including but not limited to violations of Airport Rules and Regulations.
- c. Access Card applicants shall successfully complete the requirements of the Airport's Driver Training Program prior to receipt of Access Card.

SECTION 3 - PERSONAL CONDUCT

3.01 COMPLIANCE WITH SIGNS

Airport users shall observe and obey posted signs, fences, and barricades prohibiting entry upon an AOA construction zone, or restricted area.

3.02 USE AND ENJOYMENT OF AIRPORT PREMISES

- a. The Airport shall be open for public use 24 hours per day, 365 days per year, subject to restrictions due to weather, the conditions of the AOA, special events, restricted operations as indicated in section 5.02, and like causes as determined by the Town. The Town provides the Airport for the use, benefit, and enjoyment of the public.
- b. 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.
- c. No Person shall remain in or on any public area, place, or facility at the Airport, in such a manner as to hinder or impede the orderly passage in or through, or the normal or customary use of such area, place, or facility, by Persons or vehicles entitled to such passage or use.
- d. No Person(s) singly or in association with others shall by his/her or their conduct, or by congregating with others, prevent any other Person or Persons lawfully entitled thereto from the use and enjoyment of the Airport and its public facilities or any part thereof. No Person singly or in association with others shall by his/her or their conduct, or by congregating with others, prevent any other Person or Persons lawfully entitled thereto from passage from place to place, or through entrances, exits or passageways on the Airport.

3.03 ENVIRONMENTAL POLLUTION AND SANITATION

- a. No Person shall litter or spill any hazardous or toxic substance on the airport.
- b. All garbage, papers, refuse, or other forms of trash, including cigarettes, cigars and matches, must be disposed of in receptacles provided for such purpose.
- c. No Person shall dispose of any fill or building materials or any other discarded or similar waste materials on Airport property, except as approved in writing by the Airport Director. No liquids shall be placed in the Airport's storm drain systems.
- d. No Person shall operate or maintain a comfort station, toilet or lavatory facility at the Airport other than in a clean and sanitary manner. Any amount of solid or liquid material from such facility that may be spilled at the Airport shall be reported to the Airport Director immediately.
- e. In no case shall any refuse be burned at the Airport.
- f. No Person shall cause any smoke, dust, fumes, gaseous matter or any other matter to be emitted into the atmosphere or carried by the atmosphere except normal emissions from internal combustion engines, jet engines, smoke from cigarettes, cigars, pipes, or Aircraft Maintenance activities.
- g. Any Person(s) who spills one (1) gallon or more of any petroleum product anywhere on the Airport shall immediately contact the Airport Administrative Office. The Person who spills the petroleum

product shall submit a written report of the incident to the Airport Director's Office within 48 hours of the spill.

- h. Any Person(s) who spills five (5) gallons or more of any other petroleum product on the Airport shall contact Airport Director, the Loudoun County Fire Department, or both, immediately. The Person who spills the petroleum product shall submit a written report of the incident to the Airport Director's Office within 48 hours of the spill.
- i. Application of ethylene glycol for de-icing aircraft shall be limited to those areas designated by the Town. Acceptable practices and techniques described in FAA Advisory Circular 20-117 must be used when de-icing Aircraft to ensure that only the amount of chemical needed to complete the job is applied. Efforts must be made to collect overspray from Apron areas to the extent feasible. Collected materials must be disposed of properly or properly recycled. Quantities of deicer used (inclusive of quantities disposed of or recycled) must be reported to the Airport Director on a monthly basis.
- j. The use of salt or sodium-chloride based products for de-icing and the anti-icing of Runways, Taxiways, or Aprons is prohibited within the Airport Operating Area (AOA). Salt may only be used to treat Motor Vehicle parking lots, sidewalks, and streets.

3.04 ANIMALS

a. GENERAL REGULATIONS

No Person shall enter any part of the Airport with a domestic animal unless such animal is constantly restrained by a leash or is confined in such a manner as to be completely under his/her control.

- 1. Except for animals that are to be or have been legally transported by air and are properly confined for air travel, no Person shall permit any exotic or wild animal under his control or custody to enter the Airport.
- 2. No Person other than an appropriate federal, state or local official shall hunt, pursue, trap, catch, injure or kill any animal on the Airport.
- 3. No Person shall feed or undertake any other act to encourage the congregation of birds or other animals on the Airport.
- 4. No Person shall ride on horseback within the boundaries of the Airport.
- 5. Under no circumstances shall a domestic animal be permitted within the Aircraft Operating Area (AOA) unless it is appropriately constrained.

b. TERMINAL REGULATIONS

- 1. No Person shall enter the Terminal with a domestic animal, unless such animal (1) is to be or has been legally transported by air and is kept restrained by a leash or is otherwise confined so as to be completely under control, (2) is a K-9 police dog or a search and rescue animal under the control of authorized handlers or law enforcement officers, or (3) is a service animal for the disabled.

2. No Person shall permit, either willfully or through a failure to exercise due care or control, any animal to urinate or defecate upon the sidewalks or grounds of the Airport or upon the floor or carpet of the Terminal or any other Building used in common by the public. In the event that an animal does urinate or defecate in violation of this Rule, the Person responsible for the animal shall immediately clean up the area and shall be liable for any associated costs.

3.05 PRESERVATION OF PROPERTY

- a. No Person may destroy, injure, deface or disturb any Building(s), sign, equipment, or other structure, tree, flower, lawn, or other property within the Airport boundaries.
- b. No Person shall travel upon the Airport other than on roads, walks, or other rights-of-way provided for such specific purpose.
- c. No Person shall alter, add to, or erect any Building on the Airport, or make any excavation on the Airport, without prior written approval of the Airport Director.
- d. Any Person causing or being responsible for any injury, destruction, damage or disturbance of property at the Airport shall report such damage to the Airport Director or his authorized representative immediately and shall be liable for the full amount of the damage.

3.06 UNATTENDED OR ABANDONED PROPERTY

- a. No Person shall willfully abandon any personal property on the Airport.
- b. The Airport Director or his authorized representative may remove any luggage, bags or parcels left unattended. All unattended, bags, parcels or luggage are subject to being searched or disposed of according to all applicable federal, state, and local laws and regulations.

3.07 AIRPORT CONSTRUCTION

- a. No Person shall willfully interfere with, or hinder the progress of, any construction project(s) conducted at the Airport.
- b. No Person shall enter into or upon any construction area on the Airport without the prior permission of the Airport Director or a construction manager or superintendent, or without the proper safety attire.

3.08 RESTRICTED ACTIVITIES

- a. No Person shall walk, run, operate a bicycle, scooter, or other personal mobility device on any Movement Area, Runway, or Taxiway without prior permission of the Airport Director. The Airport Director may authorize such activities in order to accommodate special events that are held at the Airport, or in the case of emergencies.

SECTION 4 - FIRE AND SAFETY

4.01 GENERAL

All standards of the Virginia Statewide Fire Prevention Code are applicable or promulgated by the Loudoun County Fire Marshal. The purpose of this Section 4 is to provide fire prevention and self-fueling regulations and standards for those Persons who store, service, or fuel Aircraft. A Copy of NFPA 407 and the Virginia Statewide Fire Prevention Code are available in the Loudoun County Fire Marshal's office.

4.02 FUELING OPERATIONS

Retail Fuel sales to the public shall only be conducted on the Airport by a Full-Service Fixed Base Operator and in accordance with the Airport Minimum Standards. All fueling operations, including self-fueling, at the Airport shall be conducted in accordance with the Virginia Statewide Fire Prevention Code, and FAA Advisory Circular 150/5230-4, Section 17. No deviations from the procedures of NFPA 407 are permitted without the prior written approval of the Loudoun County Fire Marshal. All fueling operations, including self-fueling, shall comply with the following requirements:

- a. All Aircraft, refueling apparatus and containers shall be bonded in accordance with NFPA 407.
- b. No Aircraft shall be fueled while the Aircraft is being pre-heated.
- c. Hot fueling or fueling while an Aircraft engine is running is prohibited unless the fueling personnel are properly trained and the Aircraft is equipped for such operations.
- d. No person shall smoke within 50 feet of an Aircraft that is undergoing fuel servicing.
- e. No Aircraft shall be fueled when lightning is observed or evident in the vicinity of the Airport.
- f. Extreme caution shall be exercised at all times to prevent fuel spills. When a spill occurs, servicing shall cease immediately and the person in charge shall call Airport Administrative Office and/or 911. Section 3.03 (f) should be referenced as the situation applies.
- g. Persons engaged in the fueling of Aircraft shall exercise care to prevent overflow of fuel, and shall be personally and financially responsible for all costs of cleanup if spillage should occur. Such liability shall extend to an individual's employer if the person is acting in the capacity of an agent or employee.
- h. No Aircraft shall be fueled while it is inside of any Building or structure.
- i. No fuel vehicle designed for or employed in the transportation of fuel shall be operated on a Runway or Taxiway without an operating beacon and in continuous two-way radio communications with the Control Tower. During periods when the Control Tower is not in operation, the vehicle operator shall self-announce his or her position and his or her intentions on the Common Traffic Advisory Frequency (CTAF) (127.50).
- j. No fuel vehicle shall be Parked within 50 feet of any Airport Building.

- k. Aircraft fuel servicing personnel shall not carry lighters, or matches in their possession while performing servicing operations, or loading and unloading operations.
- l. Defueling of Aircraft in a hangar is prohibited, except where permitted by the Loudoun County Fire Marshal.

4.03 NON-COMMERCIAL SELF-FUELING

Non-Commercial Self-Fueling is the dispensing of fuel into an Aircraft by an owner of the Aircraft, or the owner's employee, from facilities and equipment that are provided by that owner. This Section 4.03 shall not apply to Aircraft fuels and oil sales and services by a Full-Service FBO.

Any Person desiring to engage in Non-Commercial Self-Fueling shall be accorded a fair and reasonable opportunity, without unjust discrimination, to receive a Non-Commercial Self-Fueling permit, if one is necessary. A Person that has a Lease Agreement, or other Agreement expressly granting them the rights to perform commercial fueling are not required to apply for a Non-Commercial Self-Fueling permit.

No Person who dispenses over 1,200 gallons of fuel annually in their Aircraft shall engage in Non-Commercial Self-Fueling activities unless a valid Non-Commercial Self-Fueling permit authorizing such activity has been issued by the Town. Any Person who dispenses less than 1,200 gallons of fuel annually in their Aircraft may engage in Non-Commercial Self-Fueling without obtaining a permit, so long as industry standards and these Rules and Regulations are adhered to.

- a. Non-Commercial Self-Fueling < 1,200 gallons

- 1. All Aircraft Non-Commercial Self-Fueling operations shall be done in a safe manner using methods that will not cause spillage. Some method of bonding shall be used at all times and shall be done in accordance with industry standards including the current versions of NFPA 407 and FAA Advisory Circular 5230-4C.
- 2. An Aircraft owner/operator may fuel his or her Aircraft.
- 3. Except in a fuel farm, no more than 5 gallons of fuel shall be stored in any Building or structure on the Airport at any time. A safety fuel container (with a self-closing lid) shall be used at all times.
- 4. A non-conductive funnel shall be used to reduce the chance of spillage during Non-Commercial Self-Fueling operations, unless a hose with an approved nozzle is being used.
- 5. A working BC fire extinguisher shall be available and located in close proximity during all Non-Commercial Self-Fueling operations.
- 6. All Non-Commercial Self-Fueling devices, containers, pumps, fuel trucks and tanks are subject to inspection and approval by the City Fire Marshal.

- b. Non-Commercial Self-Fueling > 1,200 gallons

- 1. The permit shall not reduce or limit the Permittee's obligations with respect to these Non-Commercial Self-Fueling Standards, which shall be incorporated by reference into the permit. The requirements of Section (a) above are incorporated into this Section (b) by reference.

2. Prior to issuance of a permit, and at any time, upon the request by the Director, the Permittee shall provide evidence of ownership (and/or lease agreement) of any Aircraft being fueled by the Permittee or his employee(s). Aircraft that are leased must be under the complete operational control of the Permittee and leased for a minimum of two (2) years. The Permittee may be required at any time by Airport staff to show proof that the Person fueling the Aircraft is an employee of the Permittee.
3. The Permittee shall report all fuel dispensed during each calendar month and submit a summary report along with the appropriate fuel flowage fee to the Director on or before the 10th of each month.
4. The Permittee, shall during the term of the permit, and for three (3) years thereafter, maintain records identifying the total number of aviation fuel gallons purchased and delivered. Records shall be made available for audit by the Director or representatives from the Town. In the case of a discrepancy, Permittee shall promptly pay, all additional fees and charges due to the Airport, plus interest on the unpaid balance at the maximum rate allowable by law from the original due date.
5. The Permittee shall arrange and demonstrate that satisfactory arrangements have been made for the purchase of fuel through either an authorized Full-Service FBO at the Airport or through a reputable off-airport aviation petroleum supplier/distributor, as determined in the sole discretion of the Director.
6. The Permittee shall utilize the Airport's fuel farm facility to store his or her bulk fuel. If there is room for expansion in the Airport's fuel farm, the Permittee may expand the fuel farm at his or her expense with written permission of the Airport Commission. Under no circumstance shall the Airport be responsible for expanding the fuel farm.
7. A Permittee who is authorized in writing by the Airport to construct or install a fuel storage facility at the Airport shall do so at their cost and in a manner approved by the Town. In no event shall the total storage capacity be less than:
 - i. 12,000 gallons for Jet A Fuel
 - ii. 10,000 gallons for Avgas Fuel (100LL or other FAA-approved aviation gasoline)
8. The use of a fuel truck for storing fuel or fueling directly from a fuel truck to avoid installing a fuel storage tank fuel farm is prohibited.
9. Permittee shall utilize a single refueling vehicle for each type of fuel to be dispensed. Avgas re-fuelers shall have a minimum capacity of 750 gallons and Jet re-fuelers shall have a minimum capacity of 1,200 gallons. All refueling vehicles shall be capable of bottom loading.
 - i. Each refueling vehicle shall be equipped and maintained to comply at all times with all applicable safety and fire prevention requirements as set forth in the Airport Rules and Regulations, Virginia Statewide Fire Prevention Code, and the National Fire Protection Association (NFPA) Codes.
 - ii. If required by 40 CFR part 112, and prior to transporting Fuel onto the Airport, the Permittee shall provide the Airport with a Spill Prevention Contingency and Control Plan

(SPCC) which meets the regulatory requirements of the Virginia Department of Environmental Quality (DEQ) for above-ground fuel storage facilities. A copy of such SPCC Plan shall be filed with the Airport Director at least ten (10) business days prior to such implementation. Such Plan shall describe, in detail, those methods that shall be used by the Permittee to clean up any potentially hazardous fuel spills. This plan shall also describe, in detail, which methods the Permittee intends to use to prevent any spill from occurring.

iii. In accordance with all applicable regulations and appropriate industry practices, the Permittee shall develop, maintain, and at all times abide by Standard Operating Procedures (SOP) for fueling, and shall ensure compliance with standards set forth in FAA Advisory Circular 00-34A, entitled "Aircraft Ground Handling and Servicing (including updates)." The SOP shall include a training plan, fuel quality assurance procedures, record keeping, and emergency response procedures for fuel spills and fires. The SOP shall be submitted to the Director no later than ten (10) business days before the Permittee commences Non-Commercial Self-Fueling at the Airport. The Airport shall conduct inspections on a periodic basis to ensure compliance with the SOP.

iv. The dispensing of fuel must meet all applicable Airport, Commonwealth of Virginia, and Federal regulations, including Federal Aviation Administration (FAA) Advisory Circulars, as well as American Standard Testing Method (ASTM) D-910 for Av-Gas, ASTM D-1655 for Jet Fuel and ASTM D-439-58 for Mogas, and NFPA 407.

v. Prior to the Non-Commercial Self-Fueling of any Aircraft, the Permittee shall provide to the Director a copy of the FAA's aircraft registration certificate for that Aircraft verifying ownership by the Permittee, or proof of being the lessee of said Aircraft and that he or she has complete operational control over the Aircraft.

vi. Prior to the Non-Commercial Self-Fueling of any Aircraft, the Permittee shall provide insurance coverage in amounts no less than those specified in Appendix B of the Airport Minimum Standards, to include \$3,000,000 of Pollution Liability Insurance.

vii. When not in use, refueling vehicles shall be stored on the Permittee's leased or otherwise assigned area, unless prior permission has been granted in writing to the Permittee by the Director for storage of the vehicle on another site.

viii. Permittees who do not have written permission from a Full-Service FBO which allows the user to fuel on the Full-Service FBO's leased premises shall coordinate with and receive written permission from the Director for the location of, and access routes to, an alternative fueling location.

4.04 SMOKING

Smoking or carrying lighted smoking materials or striking matches or other lighting devices shall not be permitted on the AOA, nor in any area on the Airport where smoking is prohibited by the Town, nor in any hangars, shops, or other Buildings in which flammable liquids are stored or used.

4.05 OPEN FLAME OPERATIONS

- a. No Person shall conduct any open flame operations on the Airport unless specifically approved in advance in writing by the Airport Director. Engine pre-heaters that generate open flames shall

not be permitted to be used inside hangars.

- b. Lead and carbon burning, fusion gas and electric welding, blow-torch work, reservoir repairs, engine testing, and all operations involving open flames shall be restricted to approved repair shop sections that meet the requirements of the Loudoun County Fire Marshal.

4.06 LEASE AGREEMENT HOUSEKEEPING

All Lessees and Tenants shall keep the space, leased, or occupied by them free from rubbish and the accumulation of any debris. The use of volatile or flammable solvents for cleaning floors is prohibited. Only metal receptacles with a self-extinguishing covers shall be used for the storage of oily waste rags and similar materials. The contents of these receptacles shall be removed daily by Persons occupying the space. When necessary, drip pans shall be placed under engines and other equipment and kept clean at all times.

4.07 STORAGE OF MATERIALS

- a. No Person shall keep or store material or equipment in such manner as to constitute a fire hazard violation of applicable fire codes or state laws. Except in a fuel farm, no more than 5 gallons of fuel in approved containers shall be stored in any Building or structure on the Airport at any time.
- b. Permitted gasoline, kerosene, ethyl, jet fuel, ether, lubricating oils, oxygen, compressible gases, and all other flammable gases or liquids shall be stored only in strict accordance with Virginia Uniform Statewide Building Code.
- c. No Person shall store vehicles or equipment such as campers, boats, recreational vehicles, or tractor trailers on Airport property unless the vehicle or equipment is used in conjunction with an approved commercial operation and has the prior written approval of the Director.

4.08 HAZARDOUS MATERIALS

- a. No Person shall keep, transport, handle, or store at the Airport any cargo containing hazardous articles, which are, barred from transportation by civil Aircraft in the United States in accordance with the provisions of 49 CFR Part 171, and those regulations on this subject that may in the future be promulgated by the FAA or other competent authority.
- b. No Person may offer, and no Person may knowingly accept, any hazardous article for shipment at the Airport except in compliance with all federal, state and local regulations and statutes.
- c. Only those hazardous materials used in the maintenance of Aircraft, engines and components may be stored and utilized on the Airport. Such materials must be stored in accordance with the applicable codes, standards, the Commonwealth of Virginia, and the FAR's (Federal Aviation Regulations).

4.09 MOTORIZED GROUND EQUIPMENT AROUND AIRPORT

No Person shall Park motorized ground equipment near any Aircraft in such a manner so as to prevent it or the other ground equipment from being readily driven or towed away from the Aircraft in case of an emergency.

4.10 OPERATING MOTOR VEHICLES IN HANGARS

No person shall operate a Motor Vehicle in any hangar except for entering or departing the hangar for vehicle storage. This exception only applies when a hangared Aircraft is being operated or serviced outside of the hangar.

4.11 AIRCRAFT ELECTRICAL AND ELECTRONIC SYSTEMS

No airborne radar equipment shall be operated or ground tested in any area on the Airport where the directional beam of high intensity radar is within 300 feet of an Aircraft fueling operation, Aircraft fueling truck or flammable liquid storage facility, unless an approved shielding device is used during the radar operation. Extreme caution shall be exercised when operating airborne radar equipment when people are within 300 feet of the directional beam

4.12 ELECTRICAL EQUIPMENT AND LIGHTING SYSTEMS

- a. Only electrical equipment and lighting systems installed and maintained in accordance with the Virginia Uniform Statewide Building Code shall be permitted within hangars. All electrical equipment and lighting systems are subject to inspection by the Loudoun County Fire Marshal.
- b. All power-operated equipment or electrical devices shall be shut off or unplugged when not in actual use.
- c. Extension cords shall be used only for temporary purposes and not replace permanent wiring per Virginia State Fire Prevention Code 603.6.
- d. Continuous use appliances, such as refrigerators, shall be plugged directly into power outlet per Virginia Statewide Fire Prevention Code 603.1.1.
- e. Do not permit multiple extension cords and/or power strips to be "daisy-chained" per Virginia Statewide Fire Prevention Code 603.5.2.

4.13 CONTAINERS

- a. Persons must keep their trash in covered containers adjacent to sidewalks or roads in any public area of the Airport.
- b. No Person shall haul trash, dirt, or any other material on the Airport in an uncovered Motor Vehicle unless prior permission is obtained from the Director or his authorized representative.
- c. Any Person spilling dirt or any other materials from a Motor Vehicle operated on the Airport must immediately remove such material and assume clean-up responsibility.
- d. Trash dumpster lids must be closed at all times and the surrounding area must be clear of debris.

4.14 DOPING, SPRAY-PAINTING AND PAINT STRIPPING

- a. The use of "dope" (cellulose nitrate or cellulose acetate dissolved in volatile flammable solvents)

within any hangars is prohibited.

b. For paint, varnish, or lacquer spraying operations, the arrangement, construction, ventilation and protection of spraying booths and the storing and handling of materials shall be done in accordance with NFPA Standards. The Airport Director must approve all painting operations at the Airport. No approval will be granted unless the proper permits from the Virginia Department of Environmental Quality (DEQ) and the Environmental Protection Agency (EPA) are in place and the facility has been approved by the Loudoun County Fire Marshal.

4.15 FIRE EXTINGUISHERS

a. Fire extinguishing equipment at the Airport shall not be tampered with at any time nor used for any purpose other than firefighting or fire prevention. All such equipment shall be maintained in accordance with the standards of the NFPA. Tags showing the date of the last inspection shall be attached to each unit showing the status of such equipment.

b. All Persons occupying hangars, Aircraft Maintenance Buildings, or shop facilities shall supply and maintain readily accessible fire extinguishers of a type and number that are determined by appropriate laws and building code. Fueling vehicles designed for the transport and transfer of fuel shall carry on board at least (2) fire extinguishers (rated for “B” and “C” fires), one located on each side of the vehicle. All extinguishers shall conform to applicable NFPA Standards.

SECTION 5 – AERONAUTICAL ACTIVITIES

5.01 GENERAL RULES

a. COMPLIANCE WITH ORDERS

All Aeronautical Activities at the Airport shall be conducted in compliance with all federal, state and local laws, current applicable Federal Aviation Regulations, these Rules and Regulations, the directions of the Control Tower and applicable Airport Minimum Standards.

b. NEGLIGENT OPERATIONS PROHIBITED

In accordance with 14 CFR Part 91.13, no person shall operate Aircraft at the Airport in a careless or reckless manner so as to endanger the life or property of others.

c. CLOSURE OF AIRPORT

The Airport Director or his authorized representative shall have the right at any time to close the Airport when such action is considered to be necessary to avoid endangering Persons or property and to be consistent with the safe and proper operation of the Airport. The Airport Director shall have the right to close the Airport in its entirety or any portion thereof to air traffic, to delay or restrict any flight or other Aircraft operation, to direct refusal of takeoff permission to Aircraft, and to deny the use of the Airport or any portion thereof to any specified class of Aircraft or to any individual or group, when any such action is considered to be necessary and desirable to avoid endangering Persons or property, and to be consistent with the safe and proper operation of the Airport. In the event the Airport Director or his authorized representative believes the condition of the Airport to be unsafe for landings or takeoffs, it shall be within his authority to issue, or cause to be issued, a NOTAM (notice to airmen) closing the Airport or any portion thereof.

d. AIRCRAFT ACCIDENTS

1. The pilot operator of any Aircraft involved in an Aircraft Accident or Incident on the Airport shall in addition to all other reports required by other agencies, make a prompt and complete report concerning said Aircraft Accident or Incident to the office of the Airport Director. The operator of an Aircraft involved in an Aircraft Accident or Incident on the Airport requiring NTSB notification under FAR Part 830 shall also immediately notify the Airport Director. If a written report is submitted to the NTSB, a copy of the report shall also be submitted to the Airport Director.
2. The pilot, any member of the crew able to do so, the owner, or lessee of an Aircraft involved in an accident defined in 49 CFR Part 830 shall immediately report such accident to the Virginia State Police in accordance with 24 VAC 5-20-290.
3. No Aircraft involved in an Aircraft Accident or Incident shall be moved from the accident scene unless first authorized by an official of either the NTSB or FAA, or the Airport Director, acting in accordance with all applicable federal, state, and local laws and regulations.
4. After its release by authorities, if the owner of the Aircraft fails for any reason to remove a wrecked or damaged Aircraft in a timely manner from the Airport as may be requested by the Airport Director, the Airport Director may cause the removal and storage or disposal of such wrecked or damaged Aircraft at the sole expense of the Aircraft owner. These costs may include cost for business lost.
5. The pilot or operator of an Aircraft involved in an Aircraft Accident or Incident shall be responsible for all costs associated with the event.

e. TAMPERING WITH AIRCRAFT

No Person shall interfere or tamper with an Aircraft, or put in motion such Aircraft, or use or remove any Aircraft, Aircraft parts, instruments, or tools without positive evidence of the permission of the owner. No person shall enter an Aircraft without the consent of the Person in charge. Any violation of this Section may result in the Person's prosecution pursuant to Leesburg Town Code Section 24-92.

f. CERTIFICATION OF AIRCRAFT AND LICENSING OF PILOTS

All Aircraft operating at the Airport shall be appropriately certified or registered with all applicable federal, state and local agencies. All pilots using the Airport shall possess an appropriate pilot's license in accordance with FAA regulations, if the Aircraft being flown requires a license by the FAA.

5.02 AIRPORT OPERATIONAL RESTRICTIONS

a. RESTRICTIONS

Unless contrary to FARs (Federal Aviation Regulations) and subject to the authority of the FAA, in order to assure the safe operation of the Airport, the Airport Director may designate or restrict or prohibit the use of Runways, Taxiways or Aprons at the Airport with respect to, but not limited to, the following types of operations:

1. Experimental flights
2. Equipment demonstration
3. Air shows
4. Maintenance flight checks
5. Fly-ins
6. Special Events as approved by the Town
7. Emergency Exercises

b. BANNER TOWING

Due to the heavy volume of powered Aircraft traffic at the Airport, Aircraft banner tow pickups and drop-offs from the Airport are prohibited within the Airport safety areas, as outlined in FAA Advisory Circular 150/5300, section 305, tables 3-1, 3-2, and 3-3.

c. UAS, KITES, MODELS, & ROCKETS

No kites, model airplanes, model rockets, or other non-aeronautical objects shall be flown on the Airport without prior written authorization from the Director.

Unmanned Aerial System (UAS) activities shall be conducted in compliance with the most current and applicable FAA Part 107 regulations and Airport's Rules and Regulations.

d. ULTRALIGHT VEHICLES

All ultralight vehicle operations at the Airport must comply with FAR 103.

e. PARACHUTING

Under special circumstances, the Airport Director may authorize parachute landings in designated areas as prescribed in FAR Part 105, Parachute Operations.

5.03 TAXI AND GROUND RULES

a. AIRCRAFT PARKING

1. No Person shall Park an Aircraft in any area on the Airport except where designated, and in the manner prescribed, by the Airport Director. If any Person uses unauthorized areas for Aircraft Parking, the Aircraft so Parked may be removed by or at the direction of the Airport Director at the risk and expense of the owner or operator thereof. The Airport Director (and the Town) shall not be liable for damages to any Aircraft or loss of personal property that might result from the act of removal.
2. No person shall leave an Aircraft Parked and unattended on the Airport without properly securing the Aircraft with either wheel chocks and or tie-down ropes, and in accordance with Section 2.06 of these Rules and Regulations.
3. No person shall Park an Aircraft in a tie-down space unless that Person has an approved tie-down Lease Agreement with the Town and has provided the Town with all documents required by the

Lease Agreement. Aircraft found to be Parked in a tie-down space without an approved tie-down Lease Agreement will be subject to removal by the Airport, at no risk or liability to the Airport, and at the expense of the owner of the Aircraft.

b. ABANDONED AND/OR DERELICT AIRCRAFT

An Aircraft owner shall be responsible for the prompt removal of any disabled Aircraft and associated parts as instructed by the Airport Director or authorized representative. Such Aircraft and associated parts may be removed by the Airport Director at the owner's or operator's expense and without liability for damage which may be incurred as a result of such removal.

1. No Person shall Park or store any Aircraft in a non-flyable condition on Airport property, including any leased premises, for a period in excess of ninety (90) days, without the written permission of the Airport Director.

2. No Person shall store or retain Aircraft parts or components as inventory anywhere on the Airport, other than in an enclosed, authorized facility, or in a manner approved in writing by the Airport Director.

3. Whenever an Abandoned or Derelict aircraft is found on the Airport, the Airport Director shall notify the owner and, if required, cause the disposal of such Aircraft from the Airport in accordance with the Code of Virginia Section 5.1-2.25 *Abandoned or derelict aircraft; disposal*. All costs incurred by the Town shall be recoverable against the owner or operator thereof. The Airport Director (and the Town) shall not be liable for damages to any Aircraft or loss of personal property that might result from the act of removal.

c. STARTING AND RUNNING AIRCRAFT ENGINES

1. No Aircraft engine shall be run at the Airport unless a certified pilot, A & P (airframe and power plant) mechanic, or other qualified individual to run the engines of that particular type of Aircraft is at the controls.

2. No Person may run an engine of an Aircraft Parked on the Airport in a manner that could cause injury to Persons or damage to property, or in a manner that could endanger the safety of operations on the Airport.

3. The designated areas for Aircraft engine run-ups for Aircraft are the holding bays located at the ends of Taxiway A. Aircraft may also use apron areas and aircraft parking areas if conducted in accordance with item 2 of this section.

4. At no time shall engines be run-up for pre-flight test or maintenance/repair except in the areas designated, unless it is necessary to have ground maintenance personnel present while conducting the engine run-ups. In that case, the Aircraft shall be situated in an area so that the propeller or jet blast does not endanger Persons or property behind the Aircraft. In no case will the operator of an Aircraft block any Runway, Taxiway or Taxilane while conducting such maintenance/repair run-ups.

5. Engine run-ups above idle power for the purpose of aircraft maintenance activities shall not be performed between the hours of 10:00 p.m. and 7:00 a.m.

6. The starting or operating of Aircraft engines inside any hangar is prohibited. This shall not be

construed as prohibiting the use of tractors with NFPA-approved exhaust systems when moving Aircraft within any hangar.

d. AIRCRAFT TAXI OPERATIONS

1. No Person shall taxi an Aircraft in the AOA until they have ascertained that there will be no danger of collision with any Persons, Aircraft, or objects. During Control Tower operating hours, no Person shall taxi an Aircraft within the movement area without clearance from the Control Tower.
2. All Aircraft shall be taxied at a safe and reasonable speed.
3. No Aircraft shall be taxied into or out of any hangar under its own power.
4. During the period between sunset and sunrise, no person shall operate, move, or Park an Aircraft unless:
 - i. The Aircraft is clearly illuminated; or
 - ii. The Aircraft has lighted position lights; or
 - iii. The Aircraft is in an area marked by obstruction lights.
 - iv. The Aircraft is moved by a dolly or tug.
5. Except in a declared emergency, all Aircraft operations shall be confined to hard-surfaced Runways, Taxiways, and Aprons, unless otherwise approved by the Airport Director or as directed by Air Traffic Control.

5.04 AIRCRAFT MAINTENANCE IN T-HANGARS

a. PERFORMANCE OF AIRCRAFT MAINTENANCE

Aircraft owners/lessees and their employees may make repairs and perform Aircraft Maintenance on their own Aircraft, not in violation of Federal Aviation Administration Regulations, in T- Hangars. Such Aircraft Maintenance is also subject to the Leesburg Executive Airport Minimum Standards, the limitations contained in these Rules and Regulations and any restrictions on such activities as may be promulgated by an applicable Lease Agreement or other applicable agreement. Aircraft Maintenance activities performed in T-hangars shall not be in violation of NFPA 409 for Group III Aircraft Hangar, Use Group S-1.

The aircraft owner/lessee and their employees shall not perform or permit others to perform any hazardous operations including fuel transfer, welding, torch cutting, torch soldering, doping and spray painting on the premises.

b. CERTIFIED SPECIALISTS

An Aircraft owner/lessee may employ an FAA-certified specialist for Aircraft Maintenance activity to his/her own Aircraft in a T-Hangar provided the certified specialist holds a Temporary Commercial Operating Permit from the Airport prior to performing Aircraft Maintenance as defined herein, and provided that the certified specialist complies with Minimum Standards, and with the limitations on Aircraft Maintenance activities as specified in these Rules and Regulations and any applicable Lease Agreement, or other applicable agreement. An Aircraft owner/lessee may also perform aircraft

restoration, major repairs, and alterations if the owner or operator performing those actions holds an appropriate certificate under 14 CFR part 65, as required by part 43.

c. ASSEMBLY OF AMATEUR-BUILT EXPERIMENTAL AIRCRAFT

Active assembly of an amateur-built experimental Aircraft project is permitted the Aircraft builder's leased hangar. The Aircraft builder must maintain compliance with any applicable Lease Agreement and these Rules, Regulations, and Minimum Standards.

5.05 LIMITATIONS ON ACTIVITIES IN AIRCRAFT HANGARS

1. Except for oil in containers, not more than five aggregate gallons of flammable liquid or gases, including but not limited to gasoline, dope, paint, thinner, or solvent (other than fuel in Aircraft fuel tanks), shall be stored in any facility housing Aircraft, except as is necessary for use inside repair shops by approved Fixed Base Operators or Certified Repair Stations. The storage of such fluids shall be in NFPA, Department of Transportation (DOT) or Underwriters Laboratories, Inc (UL) approved containers, or in unopened original containers. A separate Building for such storage may be required by the Loudoun County Fire Marshal in its sole discretion.
2. Lessees or Tenants of all hangars will exercise reasonable care to keep oil, grease, and similar substances off the floor.
3. Lessees or Tenants shall conduct no Commercial Activity of any kind whatsoever in, from or around Aircraft hangars except as allowed by a Lease Agreement, or any other agreement with the Town of Leesburg.
4. Space or Building heating systems or devices in any T-Hangar, or Corporate Box Hangar shall be approved systems or devices as listed by the Underwriters Laboratories, Inc., and shall be installed in the manner prescribed by the Underwriters Laboratories, Inc., and approved by the Loudoun County Building Official. The use of kerosene heaters or any type of open flame heaters or apparatus is prohibited in hangars. Natural gas or LP gas-fueled heaters may be permanently installed in hangars that are suitably plumbed for such devices, only after receipt of approval of the Airport Director and the Loudoun County Building Official. Heating units must be installed in accordance with the Virginia Statewide Fire Prevention Code and Building Code requirements.
5. The proper and legal disposal of used oils, fluids, tires and other similar consumables related to Aircraft and Motor Vehicles is the sole responsibility of the hangar Lessee or Tenant.
6. Hangar Lessees or Tenants shall not cause an electrical overload on the hangar circuit.
7. Aircraft hangars shall not be used for any purpose that would constitute a nuisance or would interfere with the reasonable use and occupancy of any other Buildings and structures.
8. Only non-flammable cleaning agents or solvents shall be used when cleaning Aircraft, Aircraft engines or Aircraft parts and other equipment. When the use of flammable solvents cannot be avoided, to the satisfaction of an authorized Town representative, only liquids having flash points in excess of 100 degrees Fahrenheit shall be used and special precautions shall be taken to eliminate ignition sources.

No person shall use a volatile flammable substance for cleaning purposes inside any hangar. Small

amounts of solvent dispensed onto a rag may be used for cleaning purposes in a hangar so long as the hangar door is fully open so as to avoid the building up of flammable and/or potentially toxic fumes.

9. No Person shall operate any machinery or equipment in a hangar that produces unshielded sparks.
10. No Aircraft or Aircraft component shall be suspended or lifted utilizing the hangar's structure or any component of the building. Lifting devices resting on the floor but not attached to any portion of the hangar are permitted.
11. Tools, equipment, and material that constitute a fire hazard are prohibited in hangars.
12. No tools, machines, or maintenance fixtures may be attached to any hangar structure or floor that would have a negative effect on the structural integrity of the hangar, as determined by the Airport Director in consultation with the Loudoun County Building Official.
13. T-Hangars and Corporate Box Hangars shall be equipped with a dry chemical fire extinguisher. The extinguisher shall carry a current inspection certificate from an approved fire equipment company.
14. A low-current, constant current/constant voltage charger with an output of no more than 3 amps that is used to trickle charge batteries is allowed in T-hangars.

5.06 FOREIGN OBJECT DEBRIS(FOD)

- a. All Persons shall be responsible for the proper disposal of FOD on Aprons and the AOA. FOD shall be properly disposed of in containers that prevent the introduction of the FOD to Aprons and the AOA.

SECTION 6 - MOTOR VEHICLES

6.01 GENERAL TRAFFIC REGULATIONS

a. AUTHORITY

The Town of Leesburg has the authority to establish regulations relating to traffic and traffic control at the Airport. Said regulations shall include, but not necessarily be limited to, regulations for parking, standing, stopping, one-way roadways, through roadways, stop or yield intersections, speed restrictions, cross walks, safety zones, bus stops, matters pertaining to all forms of commercial ground transportation traffic lanes, signal devices, limitations on roadway use, and Restricted Areas. In the absence of specific Airport regulations regarding traffic and traffic control, the existing laws of the Town of Leesburg and/or the Commonwealth of Virginia shall be observed.

b. TRAFFIC SIGNS AND SIGNAL DEVICES

The Town will post, erect or cause to be erected all speed signs, signs, markers, and signal devices pertaining to traffic control within the boundaries of the Airport. Failure to comply with the directions indicated on such signs, markers or devices erected or placed in accordance herewith shall be a violation of these Rules and Regulations.

c. PEDESTRIAN RIGHT-OF-WAY

The operator of any Motor Vehicle shall yield the right-of-way to a pedestrian who crosses within a marked pedestrian crosswalk, except where the movement of traffic is being otherwise actively regulated by the Leesburg Police, Loudoun County Sheriff, or traffic control devices. The driver of a Motor Vehicle must always exercise due care for the safety of any pedestrian upon a roadway.

d. VEHICLE CONDITION

No Person shall operate upon the Airport premises any Motor Vehicle or Ground Support Equipment which is in an unsafe condition as to endanger Persons or property, or which has attached thereto any object or equipment (including that which is being towed) which drags, swings, or projects so as to be hazardous to Persons or property.

All fuel trucks, golf carts, and tugs shall be equipped with a visible operating flashing amber light or beacon when operating on a Runway, Taxiway, or Taxilane.

e. CLOSING OR RESTRICTING USE OF AIRPORT ROADWAYS

The Airport Director or his authorized representative is authorized to close or restrict the use of all Airport roadways to vehicular traffic in the interest of public safety.

f. SLOW-MOVING VEHICLES, EQUIPMENT, & MACHINERY

Every slow-moving vehicle, equipment or machinery designed for use at speeds of less than fifteen (15) miles per hour that is operated on Airport roadways shall be equipped with and display a triangular slow-moving vehicle emblem, mounted on the rear, or in case of towed units, on the rearmost unit being towed.

6.02 LICENSING

a. No Person shall operate a Motor Vehicle on the Airport without a valid operator's or commercial license.

b. No person shall operate any motorized equipment on the Airport unless the operator is properly trained and familiar with the equipment being operated.

c. No person shall store or Park a vehicle on the Airport that does not have a required current license, registration, or valid state inspection sticker.

6.03 PROCEDURE IN CASE OF A VEHICLE ACCIDENT

The driver of any Motor Vehicle involved in an Accident on the Airport shall immediately stop such Motor Vehicle at the scene of the accident. The driver shall immediately, by the quickest means of communication, give notice of the Accident to the Leesburg Police Department and the Airport Director.

6.04 SPEED LIMITS

a. AOA SPEED LIMIT

The speed limit for all vehicles operating on the AOA is 15 MPH.

b. SAFE SPEED

No Person shall drive a Motor Vehicle on the Airport at a speed greater than what is reasonable and prudent under the conditions and having regard to the actual and potential hazards.

c. MAXIMUM SPEED

No Person shall drive a Motor Vehicle on the streets and other vehicular traffic areas on the Airport, including parking areas, in excess of the posted speed limits, or in excess of the governing speed limit in the absence of such signs.

6.05 VEHICLE OPERATIONS ON AIR OPERATIONS AREA (AOA)

a. PERMISSION

No Motor Vehicle shall be permitted on the AOA unless the Director has granted specific permission to such Motor Vehicle or such Motor Vehicle is utilized for, or in conjunction with, Aeronautical Activities. Such Motor Vehicle shall at all times yield the right-of-way to Aircraft.

b. PARKING

No Motor Vehicle shall be parked on any portion of the AOA with the exception of leased property. No Motor Vehicle shall be parked on any taxiway, taxilane, tie-down, or apron that blocks the movement of aircraft. Only those Motor Vehicles necessary for the servicing of Aircraft and the maintenance of the Airport may be parked on the AOA.

c. VEHICLES CROSSING TAXIWAYS AND RUNWAYS

1. All Motor Vehicles operating on or across Taxiways or Runways shall be equipped with operable two-way radios, shall be in continuous communication with the Control Tower, and shall have an operating orange/yellow rotating flashing beacon, unless such Motor Vehicle is under escort by a Motor Vehicle that is properly authorized and equipped. During an emergency, blue/red-flashing lights are acceptable for police, fire and rescue vehicles.

2. During periods when the Control Tower is not in operation, a Motor Vehicle operator shall self-announce via radio on the Common Traffic Advisory Frequency (CTAF) his or her position and his or her intentions prior to operating on or crossing an active Runway or Taxiway. The Motor Vehicle operator shall also self-announce via radio CTAF when they are clear of the active Runway.

3. The installation of two-way radios in a Motor Vehicle shall not be construed as permission to operate a Motor Vehicle on the AOA without the prior permission of the Director.

4. Any Person operating on or across Taxiways, Taxilanes or Runways shall have successfully completed the Airport Driver Training Program and shall have received prior permission from the Director or his authorized representative. Anyone accessing Runways or Taxiways, must get approval by Air Traffic Control during operating hours or self-announce during non-towered operations.

d. VEHICLES OPERATING ON TAXILANES, AND/OR APRONS

1. No person shall operate a Motor Vehicle on or across a Taxilane, and/or Apron for any purpose other than for official Airport business, an emergency, or for the purpose of accessing a leased tie-down or hangar. Taxilanes and Taxiways shall not be used for the sake of convenience or “joy riding.”
2. All Motor Vehicles that do operate on Taxilanes, and/or Aprons shall have an operating orange/yellow rotating flashing beacon or operating vehicle hazards, except when under escort by a Motor Vehicle authorized and properly equipped.
3. No person shall operate a motorcycle anywhere on Airport property without a helmet.

e. DRIVING ACROSS PASSENGER LOADING LANE

Motor Vehicles shall yield the right-of-way to passengers boarding or disembarking Aircraft, or where cargo is being loaded or unloaded.

f. RESTRICTED PARKING

1. No Person shall Park a Motor Vehicle in contravention of applicable federal, state or local laws.
2. No Person shall Park a Motor Vehicle on the grass unless the Director grants prior permission.

g. RIGHT-OF-WAY AIRCRAFT

Aircraft taxiing on any Runway, Taxiway, Taxilane, and/or Apron shall always have the right-of-way over Motor Vehicle traffic.

6.06 PUBLIC PARKING

a. COMPLIANCE WITH TRAFFIC SIGNS

Operators of Motor Vehicles using the Public Parking Facilities at the Airport shall observe and comply with all regulatory and directional traffic signs entering and departing said Facilities.

b. PARKING SPACES

Motor Vehicles shall be parked in marked spaces only. No Person shall Park a Motor Vehicle in any space marked for Parking of vehicles in such a manner as to occupy a part of another space.

c. PARKING DURATION

No Motor Vehicle shall remain in any Public Parking Facility on the Airport for more than 14 consecutive days. Prior written notification to the Airport Administrative office is required if the Motor Vehicle is to be parked for more than 72 hours.

6.07 LOADING AND UNLOADING VEHICLES

No Person shall stop a Motor Vehicle for loading, unloading or any other purpose on the Airport other than in areas specifically designated for such use and only in the manner prescribed by signs, lines, and other means provided. Stopping at the curbsides of the Terminal shall be restricted specifically to the immediate loading

and unloading of the public, passengers, and their baggage.

Unattended vehicles may be cited and may be towed away in accordance with Subsection 6.08 of these Rules and Regulations.

6.08 AUTHORITY TO REMOVE VEHICLES

The Director or his authorized representative may remove or cause to be removed from any restricted or reserved areas, any roadway or right-of-way, or any other area on the Airport, any Motor Vehicle which is disabled, Abandoned, or illegally or improperly Parked. The Director shall not be liable for damages to any Motor Vehicle or loss of personal property that might result from the act of removal.

6.09 ISSUANCE OF TRAFFIC CITATIONS

The Leesburg Police Department is authorized to issue traffic citations to Motor Vehicle operators who violate any provisions of this Section 6 of the Rules and Regulations, as well as any applicable federal, state, or local law governing Motor Vehicles.

SECTION 7 - AIRPORT MINIMUM STANDARDS

All Persons holding Lease Agreements, permits, operating agreements or other agreements with the Town of Leesburg shall conduct their operations in accordance with these Rules and Regulations, the provisions of the latest Town Council-approved version of the Airport Minimum Standards, and the provisions of any applicable Lease Agreement, permit, or other applicable agreement. In the event of a conflict between these Rules and Regulations and other agreements, the most stringent applicable requirements shall apply.

SECTION 8 –ENFORCEMENT, DENIAL OF ACCESS OR USE, NOTICE OF VIOLATION, REMOVAL, AND NOTICE OF TRESPASS

8.01 ENFORCEMENT

The Director, or his authorized representative, is authorized to enforce these Rules and Regulations.

8.02 PENALTIES ANDREMOVAL

- a. In addition to any penalties and remedies otherwise provided by Town ordinance, State law, the Virginia Department of Aviation, the Federal Aviation Regulations, and all other rules and regulations promulgated by the FAA, any Person violating these Rules and Regulations may be removed or ejected from the Airport pursuant to a No Trespass Notice issued by the Director. Other consequences for a violation of these Rules and Regulations may include, but are not limited to, warnings, letters of violation, suspensions, or, if the terms allow for it, the termination of the Lease Agreement, or other applicable agreement under which such Person is operating at the Airport.
- b. After investigation, the Airport Director may issue to any Person that has violated these Rules and Regulations a written No Trespass Notice. The No Trespass Notice shall be served upon the Person in violation and it shall identify the provision(s) of these Rules and Regulations that have been violated, the time and date of the violation(s), the effective time and date after which the Person may not be present at the Airport, and the duration of the No Trespass Notice. A copy of the No Trespass Notice shall be sent by United States mail, certified, return receipt requested, to the last known address of the Person on file in the Office of the Airport Director, or as otherwise provided or agreed

to by the Person. An additional copy shall be kept on file at the Office of the Airport Director.

SECTION 9 –HEARINGS AND APPEALS

Any Person aggrieved by a decision of the Airport Director regarding enforcement of the Town’s Rules, Regulations and Minimum Standards may appeal that decision to the Airport Commission within ten days after the Airport Director’s decision by delivering notice of such appeal to the Town Attorney. The Commission shall set a date for a hearing on the Airport Director’s decision. If the Airport Director has issued a No Trespass Notice, the Commission shall hear the appeal no later than its next regular meeting. The Commission’s hearing may be continued from time to time at the Commission’s discretion. At the hearing, the Person requesting the hearing may appear, may be represented by counsel, and may present evidence. The Commission may by majority vote affirm, modify or reverse the Airport Director’s decision. An appeal may be taken to the Town Manager from any final decision of the Commission. The Town Manager shall decide upon the schedule and process for any such appeal.

SECTION 10 –AMENDMENTS TO THE AIRPORT RULES AND REGULATIONS

Amendments to these Rules and Regulations may be proposed by the Airport Director or the Airport Commission members. A recommended change shall be forwarded, in writing to the Airport Director. The Director shall have the proposed amendment studied by the appropriate Airport staff and Airport Commission. The Airport Commission shall review the proposed amendment (s) and direct the Airport staff to post a notice on the bulletin board outside the Airport Administrative office and Town’s website. Copies of the proposed amendment (s) shall be available for review in the Airport Administration Office during regular business hours. A comment period of not less than 30 days from the posting of the notice shall be provided.

Comments must be in writing to the Airport Director and must be received within the comment period. All comments will be considered by the Airport Director and Airport Commission. After considering all the comments, the Airport Commission will forward its recommendation to the Town Council for approval or disapproval. If the amendment (s) is adopted by the Town Council, the Airport Director will either have the amendment incorporated in the next update to the Rules and Regulations, or he will issue an Operations Directive. Approved amendments will become effective immediately following approval by the Town Council, unless otherwise specified.