



City of Manassas, Virginia
Manassas Regional Airport Commission Meeting

AGENDA

Manassas Regional Airport Commission Meeting
Terminal Building - 1st Floor Conference Room
10600 Harry Parrish Boulevard
Manassas, VA 20110
Thursday, July 18, 2024

Call to Order - 7:00 p.m.

Roll Call

Pledge of Allegiance (Stand)

Moment of Silence

1. Comments from the Public

The "Comments from the Public" agenda item is for members of the public to address the Airport Commission for less than three (3) minutes each. Please state your full name, your city/county and state of domicile, and your interest in, and/or affiliation with, the Airport prior to speaking. No prior notice is necessary to speak during this portion of the agenda. Members of the public may also address the Airport Commission for longer than three (3) minutes if they ask the Airport Director for a place on the agenda at least five (5) working days before the meeting or if a member of the public is specifically requested by a Commission Member to address the Commission.

2. Airport Commission Member Comments

3. City Council Liaison Comments

4. Approval of Minutes

4.1 Approval of Meeting Minutes for June 20, 2024

[Commission Minutes June 20, 2024.docx](#)

5. Airport Director's Report

5.1 Airport Director's Report (Mr. Juan Rivera, Director, 10 minutes)

[Airport Director's Report July 2024.docx](#)

5.2 Revenue, Expenses, Aging Reports and Bill Sheet

[Revenues as of 7-10-24.xlsx](#)

[Expenses as of 7-10-24.xlsx](#)

[Aging Report as of 7-11-24.xlsx](#)

[Bill Sheet as of 7-10-24.xlsx](#)

5.3 Tie-down, Hangar Occupancy Report & Citizen's Monthly Noise Report

[June 2024 Tie-Down Occupancy.pdf](#)

[June 2024 Hangar Occupancy.pdf](#)

[June 2024 Noise.pdf](#)

5.4 Airport Project Update (Mrs. Jolene Berry, Asst. Airport Director, 10 minutes)

[Construction Projects 7_18.pptx](#)

6. Presentations

6.1 Aviation Knowledge Series - Airfield Markings & Lighting Video (Mrs. Jolene Berry, Asst. Airport Director, 10 Minutes)

[Agenda_Statement_-_Aviation Knowledge.docx](#)

6.2 Quarterly Report on Fuel Sales and Aircraft Operations (Mr. Richard Allabaugh, Sr. Airport Operations Supervisor, 5 minutes)

[Agenda Statement - July Operations Presentation.docx](#)

[FuelOperations - Fiscal - July 2024 Update.pptx](#)

6.3 Quarterly Airport Maintenance Report (Mr. Gary Moore, Maintenance Supervisor, 5 minutes)

[Agenda Statement - Maintenance Presentation.docx](#)

6.4 ARFF Division Report, (Mr. Chris Larson, Interim ARFF Fire Chief, 10 minutes)

[Agenda Statement - ARFF Presentation.docx](#)

[Pro-Tec Fire Services Commission Update 7-18-24.pptx](#)

7. Old Business

7.1 Minimum Standards and Rules & Regulations (Mrs. Jolene Berry, Asst. Airport Director, 10 minutes)

[Agenda Statement - July_Approve the Rules and Reg Minimum Standards Changes.docx](#)

[Minimum Standards - DRAFT 7_15_24 CLEAN.pdf](#)

[Minimum Standards - DRAFT 7_15_24 TRACK CHANGES.pdf](#)

[Rules and Regulations - DRAFT - 2024 v3 \(Received Comments\).pdf](#)

[Rules and Regulations - DRAFT - 2024 v3 CLEAN.pdf](#)

8. Consent Agenda

9. New Business

9.1 Elect New Vice Chairman (Chairman Ross Snare, 10 minutes)

[Agenda Statement - July 18 - Receive Nominations for Vice Chair.docx](#)

9.2 Appoint new Executive Committee Members (Mr. Ross Snare, Chairman, 5 minutes)

10. Authorize a Closed Meeting (Reserved)

Certify the Closed Meeting (Reserved)

Adjournment



City of Manassas, Virginia
Manassas Regional Airport Commission Meeting

MINUTES

Manassas Regional Airport Commission Meeting
Terminal Building - 1st Floor Conference Room
10600 Harry Parrish Boulevard
Manassas, VA 20110
Thursday, June 20, 2024

The Manassas Regional Airport Commission held its regular meeting in the Manassas Regional Airport, 1st Floor Conference Room on the above date, attended by, Chairman Ross Snare, Vice Chairman John Snider; Member Juan Cabrera, Member Jim Uzzle; Member Tony McGhee; Member Jakelin Melgar.

Airport Personnel in Attendance: Juan Rivera, Airport Director, Richard Allabaugh (Sr. Operations Manager, Patty Bibber (Secretary)

Members not in attendance: Member David Farajollahi; Member Vanslyn Augustus, Member Larry Pigeon and Member Cyril Pierre

Chairman Ross Snare called the meeting to order at 7:08 p.m.

Pledge of Allegiance

1. Comments from the Public

The "Comments from the Public" agenda item is for members of the public to address the Airport Commission for less than three (3) minutes each. Please state your full name, your city/county and state of domicile, and your interest in, and/or affiliation with, the Airport prior to speaking. No prior notice is necessary to speak during this portion of the agenda. Members of the public may also address the Airport Commission for longer than three (3) minutes if they ask the Airport Director for a place on the agenda at least five (5) working days before the meeting or if a member of the public is specifically requested by a Commission Member to address the Commission.

2. Airport Commission Members Comments

2.1 Member McGhee thanked retiring members Jim Uzzle and Juan Cabrera

3. City Council Representative Comments

3.1 Council Member Coates-Ellis reminded all members to the Bee Festival on Saturday, June 22nd, 10am-2pm

4. Approval of Meeting Minutes

Vice Chairman Snider MOVED to approve the meeting minutes from May 16, 2024, SECONDED by Member McGhee MOVED and CARRIED UNANIMOUSLY

5. Airport Director's Report

- 5.1 The USDA completed the one-day Wildlife Hazard Site Visit (WHSV) for the airport that is required for Airport Operating Certificate. During the debriefing, the USDA personnel praised the airport for its cleanliness and our overall wildlife mitigation plan. Our Airport Ops personnel did an outstanding job.
- 5.2 Held a speaking engagement with the National Active and Retired Federal Retirees Association yesterday. The presentation was well received and the group ask a lot of questions. Overall, they were excited about the prospect of getting airline service at HEF.
- 5.3 The after a thorough review of the existing runway and taxiway bridges, the staff has concluded that both bridges will have to be replace in total. We will not be able to use the current abutments, CTE walls, and or spread footers. RS&H is working to give the Director a scope of work to start the preliminary design.
- 5.4 We received the final comments from the FAA on the Airport's updated Forecast. RS&H is in the process of reviewing the comments and preparing changes to the Forecast. We have a meeting tomorrow, June 21st, with the FAA to ask questions and get clarification on the comments.
- 5.5 The Taxiway B and Taxilane Rehabilitation project has been completed and a letter indicating that project is substantially completed has been issued
- 5.6 Rod Hall and Carla Cox are our new Commission Members. They will start in July.
- 5.7 Introduce Mr. Dave Holmes from Pro-Tec. Chief Holmes will update the Commission on what Pro-Tec is working on.
- 5.8 Financial Reports
Bill Sheet, Revenues, Expenses and Aging Report
- 5.9 Airport Project Update/ACM Report (Mr. Richard Allabaugh, 20 minutes)
[Construction Projects 6-20.pptx](#)

6. Presentations

- 6.1 Aviation Knowledge Series – (Mr. Richard Allabaugh, Sr. Operations Manager, 10 Minutes)

7. Old Business

7.1 Election of Airport Commission Chairman and Vice Chairman for FY 2025 from July 1, 2024 -June 30, 2025

Member McGhee MOVED to re-elect Chairman Snare and Vice Chairman Snider, SECONDED by Member Uzzle MOVED and CARRIED UNANIMOUSLY

8. Consent Agenda

All items listed under the consent agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items. If separate discussion is desired, that item will be removed from the consent agenda and considered separately.

SUGGESTED MOTION: "I move that the Consent Agenda be approved".

SUGGESTED MOTION TO REMOVE AN ITEM: "I move that Item # be removed from the Consent Agenda and be added as Items # under New Business, and that the remaining Consent Agenda items be approved as it now appears".

9. New Business

10. Authorize a Closed Meeting (Reserved)

11. Certify the Closed Meeting (Reserved)

Meeting adjourned at 8:00 PM.

Member Cabrera MOVED to adjourn the meeting, SECONDED by Member Uzzle MOVED and CARRIED UNANIMOUSLY

Secretary

Chairman

Date

Airport Director's Office

Juan E. Rivera

Memorandum

July 15, 2024

TO: Manassas Regional Airport Commission

FROM: Juan E. Rivera, Airport Director

RE: AIRPORT DIRECTOR'S REPORT FOR JULY 2024

HANGAR OCCUPANCY RATE

East T-Hangars: 97 out of 97 Rented

100% Rented – No change

West T-Hangars: 58 out of 59 Rented

100% Rented – No change

East and West Hangars – 155 out of 156 – 99% Rented

Waiting List Status

Status: 1 recently vacated hangar. Going through the waiting list.

Breakdown

Total on List – 184

East Side – 131

West Side – 106

60x50 – 12

TIE-DOWN OCCUPANCY RATE

Tie-Downs

East Tie-Down: 85 out of 86 Rented

99% Rented – 5 new tenants

West Tie-Down: 56 out of 63 Rented

89% Rented – 1 new tenant.

East and West Tie-Down – 135 out of 149 Rented – 91% Rented

Status: There are a number of tie-downs that are unusable due to the Observation Road project.

Squatters/Issues

One tenant has liens on their aircraft (2) for non-payment. The tenant paid, but will still move the aircraft by July.

NOISE COMPLAINTS FOR MAY

There were two noise complaints recorded in June.

June Total(s):

2 – Aircraft – Overflight

Airport Director's Office

Juan E. Rivera

A noise complaint form is available on the Airport's website for citizens who have noise concerns. The form can be completed and submitted online, or a citizen can call the Noise Hotline 24/7 at (703) 257-2576. A good percentage of the recent complaints are from operators outside of our based tenants, particularly military. Flight Schools were contacted again.

MASTER PLAN UPDATE

The RS&H and Airport staff continue to have bimonthly meetings to discuss the update of the Airport's Master Plan. The updated forecast for this project was completed and submitted to the FAA for final review and possible comments. We expect comments back within two weeks. The draft ALP was submitted to the ADO for review and comments.

OBSERVATION ROAD RELOCATION AND DRAINAGE IMPROVEMENTS

Construction is ongoing. The contractor is coordinating with Washington Gas to get their line relocated. A temporary lane closure will be put in place to accommodate utility relocations. The retaining wall be will begin soon. The contractor must get approved submittals first. The project is currently on budget and on time. RFRs will be submitted soon to the FAA and State.

TAXIWAY B/ TAXILANE Y REHABILITATION

The contractor has completed all of the work on Taxiway Y and moved to taxiway B. The final pavement markings will be completed the week of July 22, 2024.

TRANSITION TO A COMMERCIAL SERVICE AIRPORT

1. Airport Operating Certificate (AOC)

The Airport Director has submitted the final ACM for review by the FAA. The Architect has submitted the 100% design drawings to the staff for the new ARFF Station.

Pro-Tec personnel have been on site working on assessing the ARFF equipment and developing SOPs and training records. They have provided the information necessary to resubmit the ACM to the FAA.

2. Airport Security Program (ASP)

Mr. Nick Carr continues to work on the ASP and meet with contractors to aid in the development of the new security program. The staff has submitted the draft ASP to the TSA for their review.

3. Environmental Assessment

The EA for the AOC is ongoing. The airport staff has received comments from the FAA regarding the updated forecast. Additional information will be gathered regarding the bridge upgrades.

RUNWAY 16L- 34R REHABILITATION DESIGN AND BIDDING

Airport Director's Office

Juan E. Rivera

RS&H has started the project and has completed the nondestructive testing and surveying. Borings will be taken this week on Wednesday and Thursday. Pavement distress mapping field work has been completed. PCR calculations will be completed once the pavement core data has been received and evaluated.

ADDITIONAL TIE-DOWNS

The contractor has completed the installation of 35 new tie-downs on the west side of the Airport. The final phase will be to slurry sealing the tie-downs which will occur the week of July 15, 2024.

UPCOMING EVENTS

NONE

Juan E. Rivera

Juan E. Rivera, Director
Manassas Regional Airport

Attachments: Noise Complaints & YTD Tie-Down and Hangar Occupancy Rates

FY 2025 Revenues

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APPROP	TRFRS/ADJTS	REV BUDGET	YTD EXPENDED	ENCUMB	AVAIL BUDGET	% USED
57097400	315200	Leases and Rents	-3,138,000	0	-3,138,000	-250,516.38	0.00	-2,887,484	8.00
57097400	315204	Hangar Rentals	-925,000	0	-925,000	-79,793.83	0.00	-845,206	8.60
57097400		Total 57097400 Use of Money & Prope	-4,063,000	0	-4,063,000	-330,310.21	0.00	-3,732,690	8.10
57097600	317510	Airport Tie-Down Fees	-123,000	0	-123,000	-11,460.44	0.00	-111,540	9.30
57097600	317520	Airport Fuel Flowage Fees	-255,000	0	-255,000	-19,427.44	0.00	-235,573	7.60
57097600	317530	Airport Security Surcharge	-62,000	0	-62,000	-4,026.88	0.00	-57,973	6.50
57097600	317535	Airport Car Rental Revenue	-17,000	0	-17,000	0.00	0.00	-17,000	0.00
57097600		Total 57097600 Sales & Connections	-457,000	0	-457,000	-34,914.76	0.00	-422,085	7.60
57097700	318000	Miscellaneous Revenues	-2,500	0	-2,500	0.00	0.00	-2,500	0.00
57097700	318426	Card Replacement Fees	-500	0	-500	0.00	0.00	-500	0.00
57097700	318650	Airport Commercial Op Permit	-5,000	0	-5,000	0.00	0.00	-5,000	0.00
57097700		Total 57097700 Other Local Rev-Gene	-8,000	0	-8,000	0.00	0.00	-8,000	0.00
57098200	332010	FAA Tower Rent from Fed Govt	-16,000	0	-16,000	-1,298.00	0.00	-14,702	8.10
57098200	332011	FAA Tower Reimbursements	-39,000	0	-39,000	0.00	0.00	-39,000	0.00
57098200		Total 57098200 Federal Non-Categori	-55,000	0	-55,000	-1,298.00	0.00	-53,702	2.40
57099100	346400	Contr Surplus-Net Position	-850,000	0	-850,000	0.00	0.00	-850,000	0.00
57099100		Total 57099100 OFS-Contribution fro	-850,000	0	-850,000	0.00	0.00	-850,000	0.00
		Revenue Total	-5,433,000	0	-5,433,000	-366,522.97	0.00	-5,066,477	6.70
		Expense Total	0	0	0	0.00	0.00	0	0.00
		Grand Total	-5,433,000	0	-5,433,000	-366,522.97	0.00	-5,066,477	6.70

Expenses as of 7/10/2024

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APPROP	TRNS/ADJ	REV BUDGET	YTD ACTUAL	ENCUMB	AVAIL BUDGET	% USED
57003703	411000	Salaries and Wages	842,000	0	842,000	0.00	0.00	842,000	0.00
57003703	411075	S&W-Housing Stipend	5,000	0	5,000	0.00	0.00	5,000	0.00
57003703	412000	S&W-On-Call	30,000	0	30,000	0.00	0.00	30,000	0.00
57003703	416000	S&W-Overtime	30,000	0	30,000	0.00	0.00	30,000	0.00
57003703	416010	Hours Worked on a Holiday	2,000	0	2,000	0.00	0.00	2,000	0.00
57003703	416015	Call-Back Overtime	1,000	0	1,000	0.00	0.00	1,000	0.00
57003703	420000	Employee Benefits	337,000	0	337,000	0.00	0.00	337,000	0.00
57003703	420031	Car Allowance	6,100	0	6,100	0.00	0.00	6,100	0.00
57003703	431000	Professional Services	150,000	0	150,000	0.00	0.00	150,000	0.00
57003703	431004	Legal Fees	25,000	0	25,000	0.00	0.00	25,000	0.00
57003703	432000	Temporary Help Services	2,500	0	2,500	0.00	0.00	2,500	0.00
57003703	435000	Print Bind Photo Services	2,500	0	2,500	0.00	0.00	2,500	0.00
57003703	436000	Advertising Services	65,000	0	65,000	0.00	0.00	65,000	0.00
57003703	439000	Other Purchased Services	5,000	0	5,000	34.08	6,374.88	-1,409	128.20
57003703	441000	Information Technology Charges	95,490	0	95,490	15,910.00	0.00	79,580	16.70
57003703	441005	Phones and Voicemail Charges	29,390	0	29,390	4,910.00	0.00	24,480	16.70
57003703	441045	GIS Charges	12,110	0	12,110	2,030.00	0.00	10,080	16.80
57003703	441050	IT Purchases Mid-Year	1,130	0	1,130	0.00	0.00	1,130	0.00
57003703	442000	Motor Vehicle Charges	83,670	0	83,670	13,950.00	0.00	69,720	16.70
57003703	444000	Cost Allocation Charges	200,000	0	200,000	33,340.00	0.00	166,660	16.70
57003703	447000	Radio Charges	1,560	0	1,560	260.00	0.00	1,300	16.70
57003703	451001	Utilities	30,000	0	30,000	0.00	0.00	30,000	0.00
57003703	451002	City Utility Charges	145,000	0	145,000	0.00	0.00	145,000	0.00
57003703	452003	Cell Phone Charges	6,000	0	6,000	116.42	0.00	5,884	1.90
57003703	452007	Cable/Satellite TV Service	3,000	0	3,000	0.00	0.00	3,000	0.00
57003703	452008	Telephone Service Charges	500	0	500	0.00	123.00	377	24.60
57003703	452009	Long Distance Charges	100	0	100	0.00	0.00	100	0.00
57003703	453000	Insurance	100,000	0	100,000	10,891.00	0.00	89,109	10.90
57003703	454001	Operating Leases	3,500	0	3,500	174.15	1,915.65	1,410	59.70
57003703	455001	Mileage	1,000	0	1,000	0.00	0.00	1,000	0.00
57003703	455002	Training and Travel	20,000	0	20,000	0.00	0.00	20,000	0.00
57003703	455005	Meeting / Business Expense	8,000	0	8,000	0.00	0.00	8,000	0.00
57003703	458000	Dues Memberships & Other Exp	6,500	0	6,500	0.00	0.00	6,500	0.00
57003703	458099	Miscellaneous Expense--Airport	45,000	0	45,000	0.00	0.00	45,000	0.00
57003703	461000	Office Supplies	6,000	0	6,000	81.23	1,418.77	4,500	25.00
57003703	462000	Other Supplies	12,000	0	12,000	341.80	0.00	11,658	2.80
57003703	463000	Books and Subscriptions	500	0	500	0.00	0.00	500	0.00

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APPROP	TRNS/ADJ	REV BUDGET	YTD ACTUAL	ENCUMB	AVAIL BUDGET	% USED
57003703	464000	Uniforms and Safety Apparel	5,000	0	5,000	0.00	0.00	5,000	0.00
57003703	495002	Salary and Wage Contingency	59,800	0	59,800	0.00	0.00	59,800	0.00
57003703		Total 57003703 Airport Operations	2,378,350	0	2,378,350	82,038.68	9,832.30	2,286,479	3.90
57003710	433000	Maintenance Services	65,000	0	65,000	150.37	2,386.00	62,464	3.90
57003710	433001	Refuse Collection Services	6,200	0	6,200	0.00	0.00	6,200	0.00
57003710	433003	Janitorial Services	50,000	0	50,000	0.00	15,558.92	34,441	31.10
57003710	433006	Mowing Services	25,000	0	25,000	0.00	24,249.68	750	97.00
57003710	433008	HVAC	20,000	0	20,000	130.00	0.00	19,870	0.70
57003710	433009	Elevator Services	8,000	0	8,000	0.00	0.00	8,000	0.00
57003710	433010	Snow Removal	30,000	0	30,000	0.00	0.00	30,000	0.00
57003710	433012	Airfield Lighting Maintenance	45,000	0	45,000	0.00	0.00	45,000	0.00
57003710	433014	Elevator Inspections	3,000	0	3,000	0.00	0.00	3,000	0.00
57003710	433015	Vehicle/Apparatus Maintenance	50,000	0	50,000	0.00	0.00	50,000	0.00
57003710	439000	Other Purchased Services	45,000	0	45,000	0.00	0.00	45,000	0.00
57003710	439004	Paving Services	65,000	0	65,000	0.00	0.00	65,000	0.00
57003710	439008	Hazmat Disposal	17,000	0	17,000	0.00	0.00	17,000	0.00
57003710	439014	Security Services	100,000	0	100,000	0.00	49,434.30	50,566	49.40
57003710	454004	Miscellaneous Rentals	10,000	0	10,000	0.00	0.00	10,000	0.00
57003710	462000	Other Supplies	90,000	0	90,000	0.00	0.00	90,000	0.00
57003710	462001	Tools	20,000	0	20,000	0.00	0.00	20,000	0.00
57003710	462044	Airfield Lighting Supplies	20,000	0	20,000	0.00	0.00	20,000	0.00
57003710	462046	Airport Hanger Supplies	30,000	0	30,000	0.00	0.00	30,000	0.00
57003710	462047	Airfield Supplies	50,000	0	50,000	0.00	0.00	50,000	0.00
57003710	462048	Security Supplies	35,000	0	35,000	0.00	0.00	35,000	0.00
57003710	462052	Terminal Grounds Supplies	5,000	0	5,000	0.00	0.00	5,000	0.00
57003710	462067	Maintenance Supplies	3,500	0	3,500	0.00	0.00	3,500	0.00
57003710	466000	Building and Repair Materials	45,000	0	45,000	0.00	0.00	45,000	0.00
57003710	467000	Fuels/Oils/Lubricants	12,000	0	12,000	0.00	0.00	12,000	0.00
57003710	468000	Vehicle/Equipment Parts/Supp	25,000	0	25,000	0.00	0.00	25,000	0.00
57003710	471000	Equipment & Machinery Purch	145,000	0	145,000	0.00	0.00	145,000	0.00
57003710		Total 57003710 Airport Maintenance	1,019,700	0	1,019,700	280.37	91,628.90	927,791	9.00
57003711	433000	Maintenance Services	14,000	0	14,000	0.00	0.00	14,000	0.00
57003711	433008	HVAC	5,000	0	5,000	0.00	0.00	5,000	0.00
57003711	433009	Elevator Services	3,000	0	3,000	0.00	0.00	3,000	0.00
57003711	433014	Elevator Inspections	2,500	0	2,500	0.00	0.00	2,500	0.00
57003711	462000	Other Supplies	3,000	0	3,000	0.00	0.00	3,000	0.00
57003711		Total 57003711 FAA Tower Nonreimbur	27,500	0	27,500	0.00	0.00	27,500	0.00
57003712	433000	Maintenance Services	14,000	0	14,000	8.34	2,800.20	11,191	20.10

ORG	OBJ	ACCOUNT DESCRIPTION	ORIG APPROP	TRNS/ADJ	REV BUDGET	YTD ACTUAL	ENCUMB	AVAIL BUDGET	% USED
57003712	451002	City Utility Charges	21,000	0	21,000	0.00	0.00	21,000	0.00
57003712	451003	Heating Fuel Oil or Gas	1,000	0	1,000	0.00	0.00	1,000	0.00
57003712		Total 57003712 FAA Tower Reimbursab	36,000	0	36,000	8.34	2,800.20	33,191	7.80
57003713	416000	S&W-Overtime	1,000	0	1,000	0.00	0.00	1,000	0.00
57003713	431003	Marketing	1,500	0	1,500	0.00	0.00	1,500	0.00
57003713	433003	Janitorial Services	500	0	500	0.00	0.00	500	0.00
57003713	439000	Other Purchased Services	5,000	0	5,000	0.00	0.00	5,000	0.00
57003713	439014	Security Services	500	0	500	0.00	0.00	500	0.00
57003713	462000	Other Supplies	5,000	0	5,000	0.00	0.00	5,000	0.00
57003713		Total 57003713 Airport-Special Proj	13,500	0	13,500	0.00	0.00	13,500	0.00
57003718	411000	Salaries and Wages	90,000	0	90,000	0.00	0.00	90,000	0.00
57003718	420000	Employee Benefits	36,000	0	36,000	0.00	0.00	36,000	0.00
57003718		Total 57003718 Airport-Security Pro	126,000	0	126,000	0.00	0.00	126,000	0.00
57003793	462000	Other Supplies	250,000	0	250,000	0.00	0.00	250,000	0.00
57003793	481001	Principal - Bonds Payable	200,000	0	200,000	200,000.00	0.00	0	100.00
57003793	481021	Interest - Bonds Payable	10,000	0	10,000	6,075.00	0.00	3,925	60.80
57003793	492575	Transfer to Airport Capital	1,142,000	0	1,142,000	0.00	0.00	1,142,000	0.00
57003793	496004	Contrib to Net Position	229,950	0	229,950	0.00	0.00	229,950	0.00
57003793		Total 57003793 Airprt Capex-Finance	1,831,950	0	1,831,950	206,075.00	0.00	1,625,875	11.20
		Expense Total	5,433,000	0	5,433,000	288,402.39	104,261.40	5,040,336	7.20

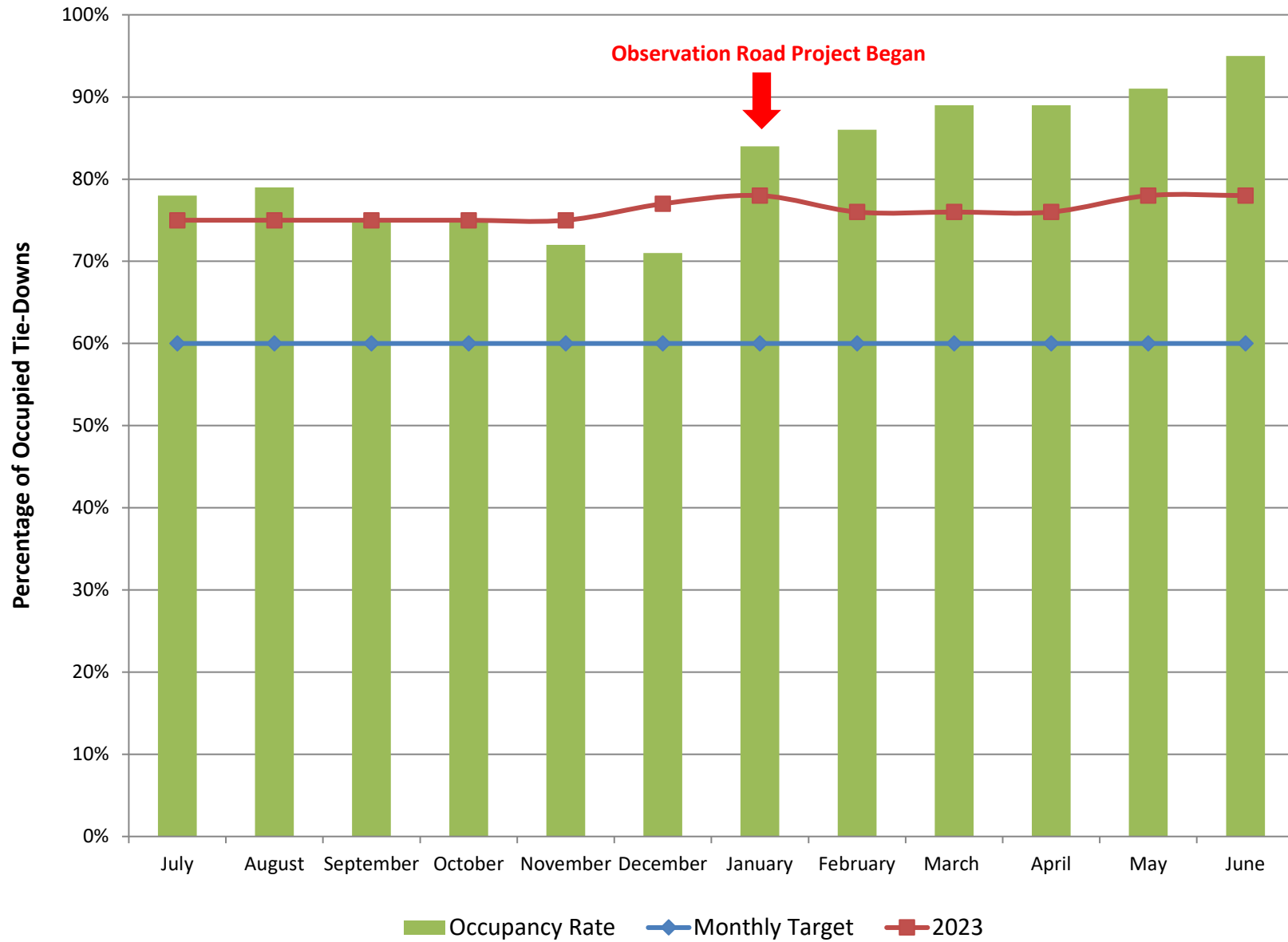
Aging Report as of 7/11/2024

Cust #	Customer Name	Bill #	30 to 60	61 to 90	91 to 120	Over 120	Notes
36530	WHITCOMB, KENNETH	108510	\$0.00	\$90.00	\$0.00	\$0.00	Emailed 7/3/2024 D16 TD
36530	WHITCOMB, KENNETH	108511	\$90.00	\$0.00	\$0.00	\$0.00	emailed again 7/9/24
36575	EDMONDS, ROBERT	112405	\$0.00	\$0.00	\$20.00	\$0.00	Certified ltrs have been returned
36575	EDMONDS, ROBERT	112406	\$0.00	\$90.00	\$0.00	\$0.00	
36575	EDMONDS, ROBERT	112407	\$90.00	\$0.00	\$0.00	\$0.00	
47733	BITTERFIELD, COLIN	113311	\$90.00	\$0.00	\$0.00	\$0.00	Emailed 7/3/2024
47747	PISTON2JET	113511	\$42.95	\$0.00	\$0.00	\$0.00	Emailed 7/3/2024
47747	PISTON2JET	3025111	\$570.00	\$0.00	\$0.00	\$0.00	re-emailed 7/10
50500	SJCO - AURORA LLC	5068	\$0.00	\$2,668.12	\$0.00	\$0.00	Emailed 7/3/2024/paying wk of 7/10
69555	COMMONWEALTH AVI SRVCS LLC	5118	\$25.00	\$0.00	\$0.00	\$0.00	Emailed 7/9/2024
70569	FLYWYLD LLC	3015611	\$3,558.00	\$0.00	\$0.00	\$0.00	Emailed 7/9/2024
83225	FLYWYLD AVIATION LLC	115311	\$300.00	\$0.00	\$0.00	\$0.00	
			\$4,765.95	\$2,848.12	\$20.00	\$0.00	

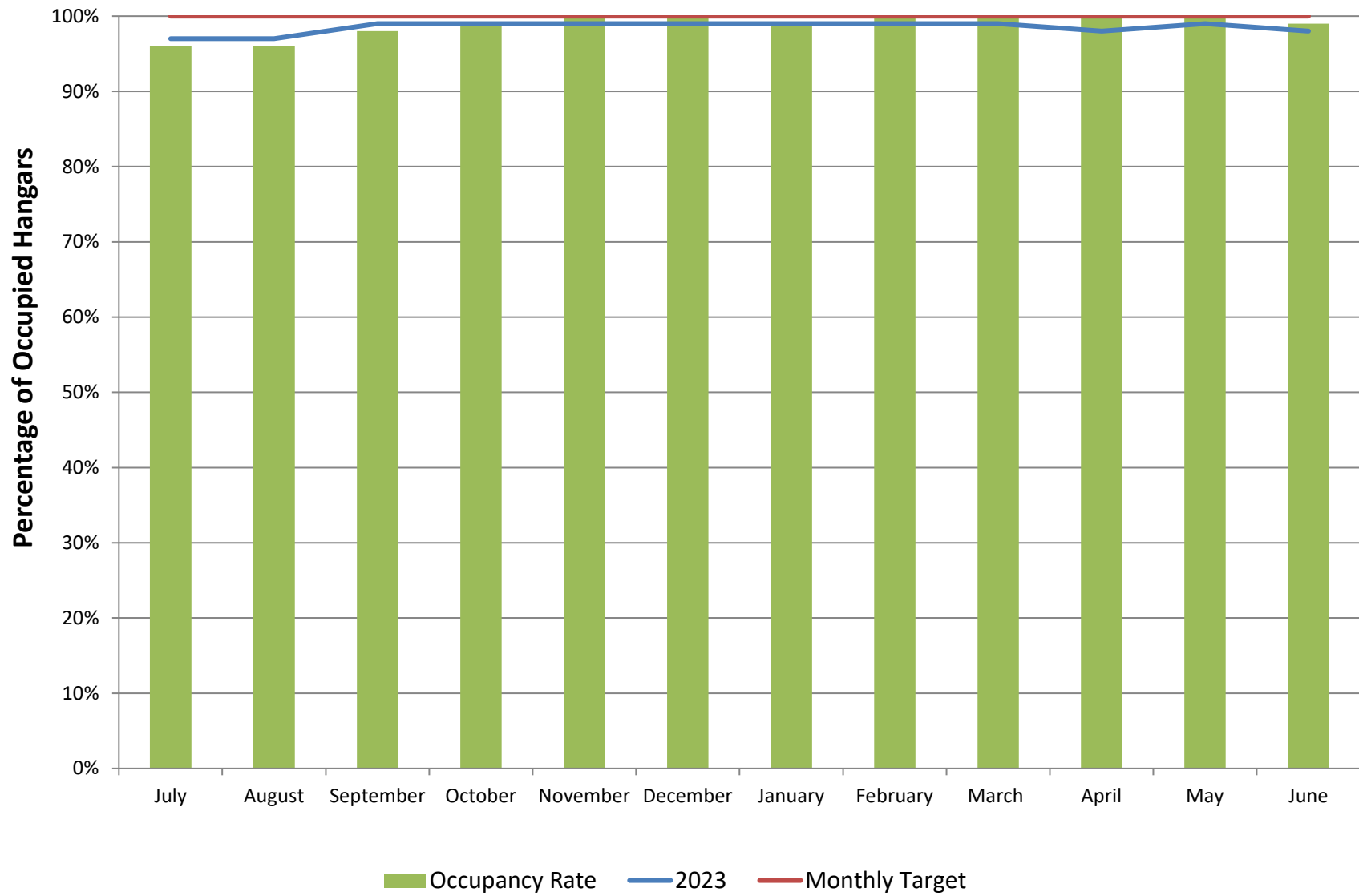
Bill Sheet from 6/20/2024 - Present

Vendor	Description	Net Amount
ADB SAFEGATE AMERICAS HOLDING INC	Flash Head LED/PAPI Lights	1,804.40
ASSOCIATED BUILDING MAINTENANCE	Janitorial Services	4,589.71
BERRY, JOLENE	Travel Reimbursement	192.39
CINTAS CORP. #145	Tower Mats/Misc. & Terminal Mats	1,015.62
EXTREME PSI LLC	Pump Oil/Water separator work	11,250.00
FANNON PETROLEUM SERVICES INC	Off Rd Dyed Diesel	1,200.01
JOHN F HELTZEL AIA. A PROFESSIONAL CORP	to 6/1/24 Design & Const for ARFF Hgr	25,272.93
JOINER LABS LLC	nitrogen, hydrocarbons	3,480.00
NEFF AND NEFF INC	Concrete disposal	1,035.15
PHILLIPS CONSTRUCTION LLC	5/31/24 Observation Road Relocation Construction	555,479.52
PR WM CNTY	Moor Green Est Real Estate Tax	127.26
PRO-TEC FIRE SERVICES INC	Monthly ARFF Services	30,140.41
REYNOLDS SMITH & HILLS INC	5/31/24 Enviro Assessment for ATCT PO #2	12,000.00
REYNOLDS SMITH & HILLS INC	6/7/24 Construction Administration for Obser Rd	18,234.84
REYNOLDS SMITH & HILLS INC	6/7/24 Runway 16L/34R Rehab Prelim Design	12,858.62
THE ADT SECURITY CORPORATION	Panic Monitoring	34.08
TWIN AIR LLC	System Evaluation	130.00
U S PLANTS INC	Plant Maintenance	246.00
USI INSURANCE SERVICES LLC	Pollution Liability Policy	8,891.00
VA BUSINESS SYSTEMS	06/28-7/27/24 Airport Copier SN#AA2M011007052	255.38
VERIZON	Phone Charges	10.25
VIRTOWER LLC	Virtower Airport Operations Tracking	500.00
WEWERKA CONSTRUCTION MANAGEMENT INC	Mowing	4,209.76
	Total	692,957.33

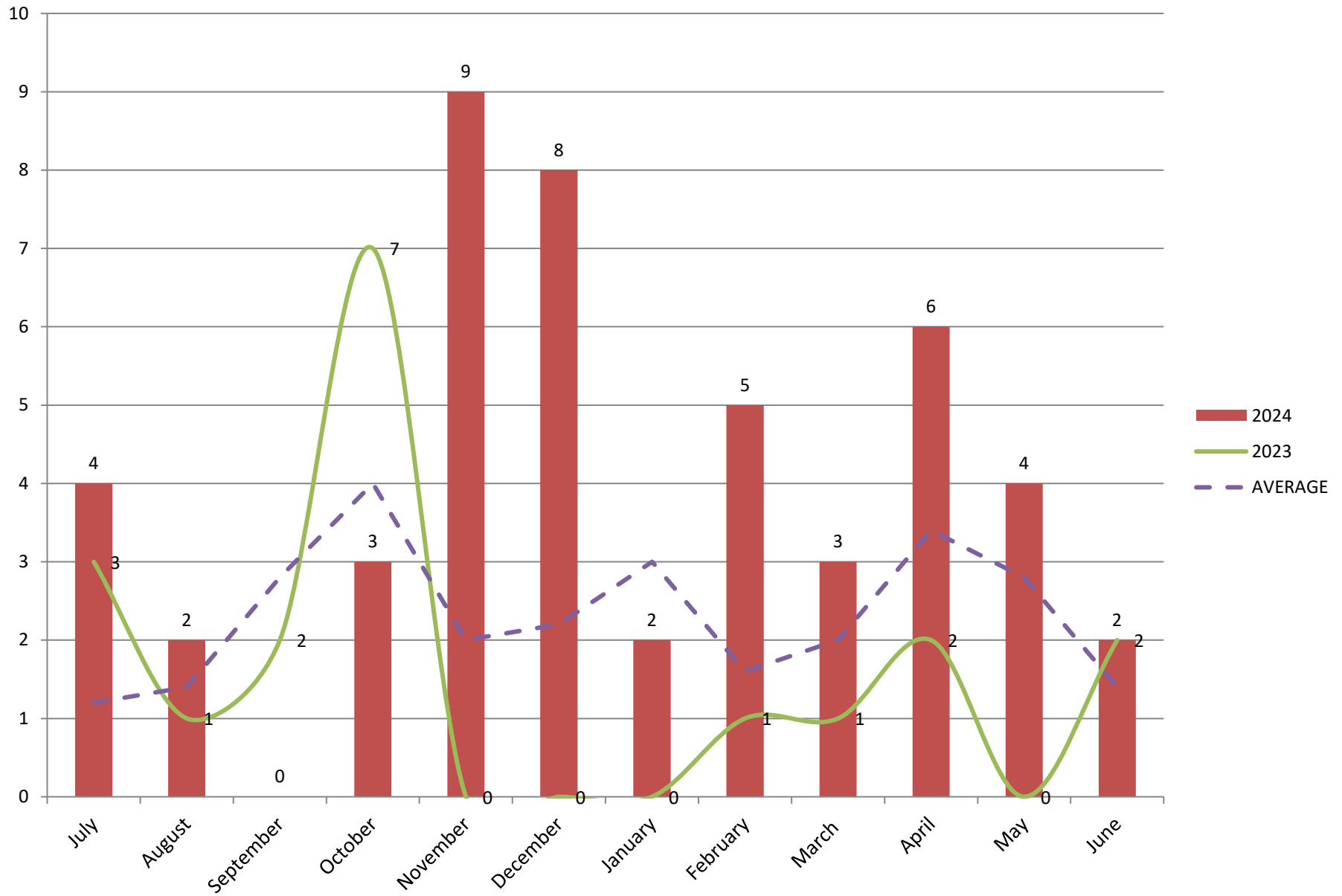
FY2024 Tie-Down Occupancy Rates



FY2024 Hangar Occupancy Rates



Noise Complaints FY 2023-2024

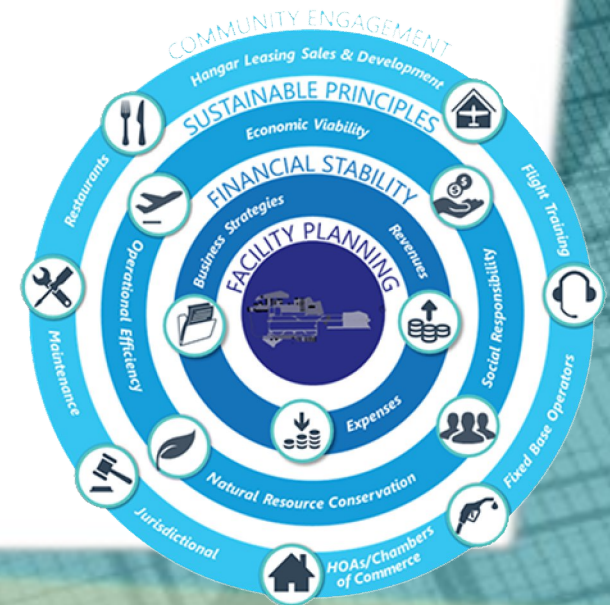


Construction Projects

July 2024 Update

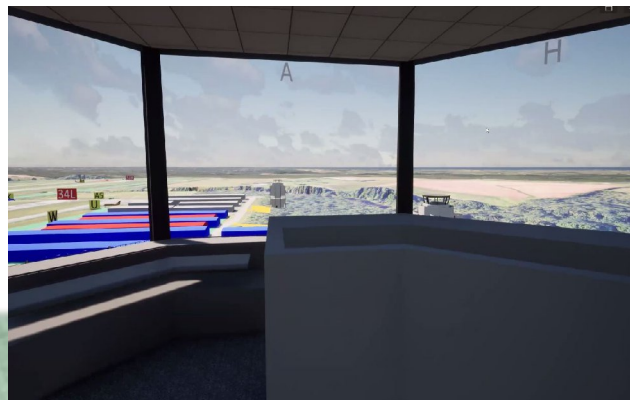
Master Plan Update 2022

- The Master Plan update is a comprehensive study designed to depict an airport's short-, medium-, and long-term development plans. The data collected is used to create a development plan forecasted over a 20-year planning horizon.
 - *Forecast Amendment update working paper submitted to the FAA. Staff is reviewing/commenting on the draft Airport Layout Plan.*
- Cost to date: \$726,526.40 of \$791,992.00
- Completion:
 - FAA and DOAV provided comments back.
 - Completion by Summer 2024
- Change order: Include 139 Certification
 - Additional Grant from DOAV
 - ALP to Include Commercial Service, Forecast Numbers



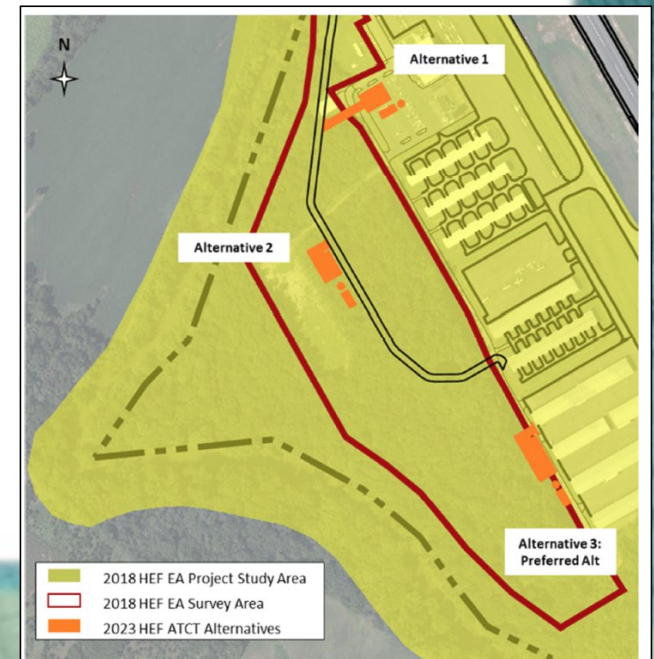
ATC Tower Siting

- During this project the FAA will perform the siting and develop requirements documentation for a new air traffic control tower. Initial siting was completed in February 2024.
 - *Analyzing the visualization images of views from the Vista siting exercise.*
 - *It typically takes about six (6) months after the siting to complete the report.*
- Cost to Date: \$32,000 of \$297,253
- Completion: September 2024



ATC Tower Environmental Assessment (EA)

- The scope of this project is to conduct an Environmental Assessment of the proposed tower sites to avoid or minimize potential impacts.
 - *Complete the Historic Resources Fieldwork – No findings*
 - *Conducted the Cultural Survey*
- Cost to Date: Phase 1: \$121,878.42
 - Phase 2: \$262,316(w/all optional tasks)
- Completion: February 2025 (FONSI)
 - Total Days of Project: Day 332 of 555 days



West Corporate Development Site- Drainage Improvements (Construction)

- The project will include the Observation Road relocation, construction of a retaining wall, stormwater retention pond, utility relocation(water main, storm sewer, communication, natural gas, sanitary sewer force main and pump station, 2 hangars demoed and environmental remediation.
 - *Pond embankment drainage installed*
 - *Water and Sewer Installation. City Utilities is on site (3 weeks).*
 - *Coordinating with cable and gas providers.*
- Cost to Date: \$1,549,861.76
- Completion: Fall 2024
- Total Days of Project: 195 of 270 days
- Change Orders: N/A



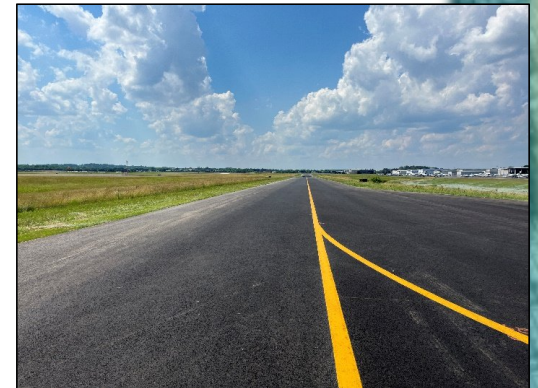
MALSR Infrastructure Upgrade Project

- The objective of this project is to remove and install new low impact resistant structures and foundations. Re-wire the Threshold light bar and replace light fixtures, replace conduit throughout project.
 - *No remobilization date set.*
- Cost to Date: \$2,000,000
- Completion: 6 Months (Summer 2024)
- Change Orders: N/A



Reconstruct Taxiway B and Taxilane Y (Construction)

- The objective of this project is to rehabilitate Taxiway B/Taxilane Y. To bring both taxiways and taxilane into compliance with FAA standards.
 - *Final Markings* – scheduled for June 24-27.
- Cost to Date:
 - Design: \$538,000
 - Construction: Taxiway B/Y: \$1,279,473.38
- Total Days of Project: 67 of 80 days
- Change Orders: \$3,500 – New Construction Entrance



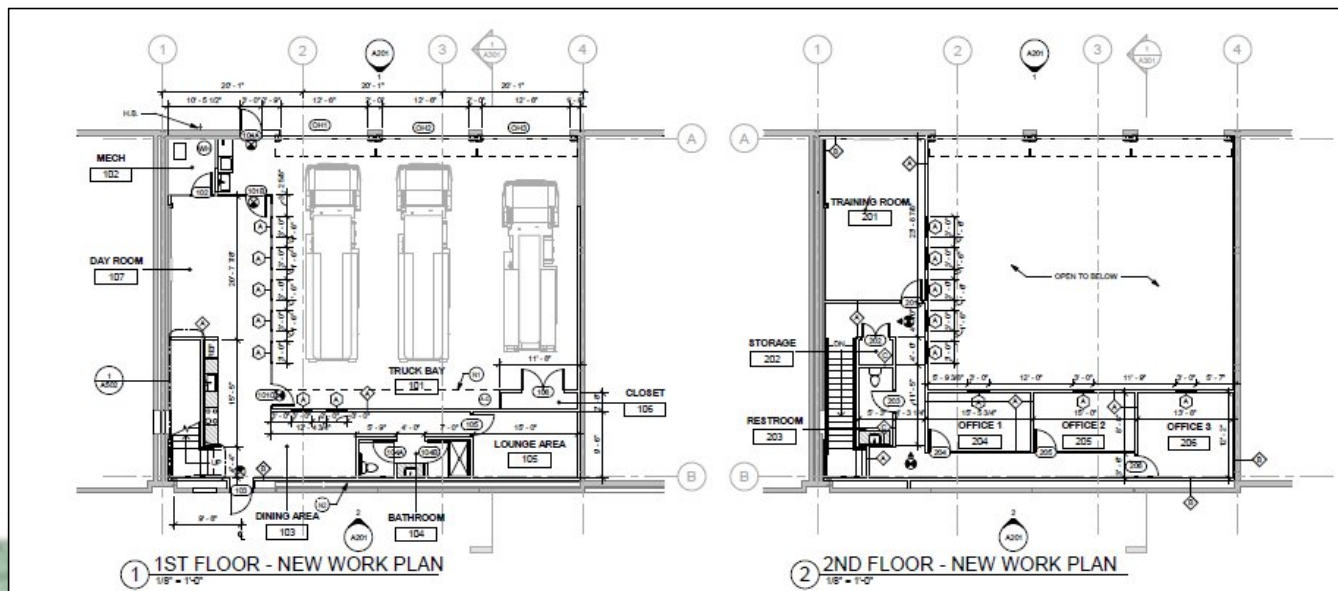
ARFF Hangar Remodel

The objective of this project is to outfit the hangar as a ARFF hangar and office space.

-Finalizing plans, next step is the start the permit process and bidding the project out.

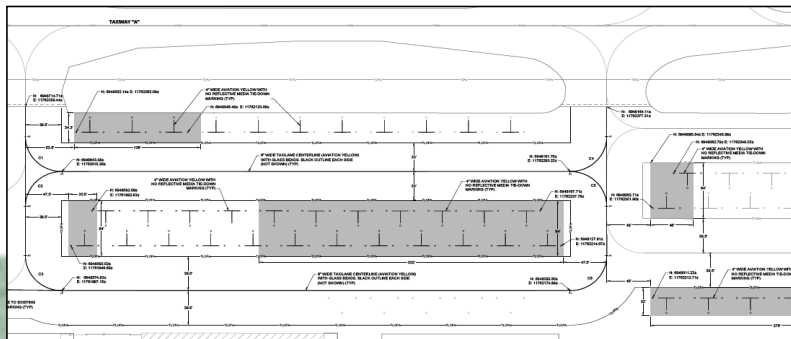
Cost to Date: \$13,500 Architect drawings

Completion: Completion by Fall



West Apron Tie-Down Layout

- The objective of this project is to develop up to 3 tie-down layout alternatives to add an additional tie-down spaces throughout the west apron.
 - *Final Markings are being completed this week.*
- Cost to Date: \$0 out of \$68,150
- Completion: July 2024
- Change Orders: ~\$4,020 – 4 Additional Tie-Downs



Questions?





MANASSAS REGIONAL AIRPORT COMMISSION

MEETING DATE: July 18, 2024

TIME ESTIMATE: 10 Minutes

AGENDA TITLE: Aviation Knowledge Series

RECOMMENDATION: N/A

MOTION: N/A

DATE LAST CONSIDERED BY COMMISSION: N/A

SUMMARY AND/OR COMMENTS: The video will present an overview of airfield markings and lighting found on the taxiways and runways.

FISCAL IMPACT: N/A

STAFF CONTACT: Jolene Berry, Assistant Airport Director
jberry@manassasva.gov
703-257-8279



MANASSAS REGIONAL AIRPORT COMMISSION

MEETING DATE: July 18, 2024

TIME ESTIMATE: 5 Minutes

AGENDA TITLE: Quarterly Reports on Airport Operations and Fuel Sales

RECOMMENDATION: N/A

MOTION: N/A

DATE LAST CONSIDERED BY COMMISSION: N/A

SUMMARY AND/OR COMMENTS: This is a quarterly presentation on the Airport's number of Operations and Fuel Flowage. Information will be presented on PowerPoint slides with an analysis on past numbers and future trends.

FISCAL IMPACT: N/A

STAFF CONTACT: Richard Allabaugh, Airport Operations Officer, Senior
rallabaugh@manassasva.gov
703-257-8402



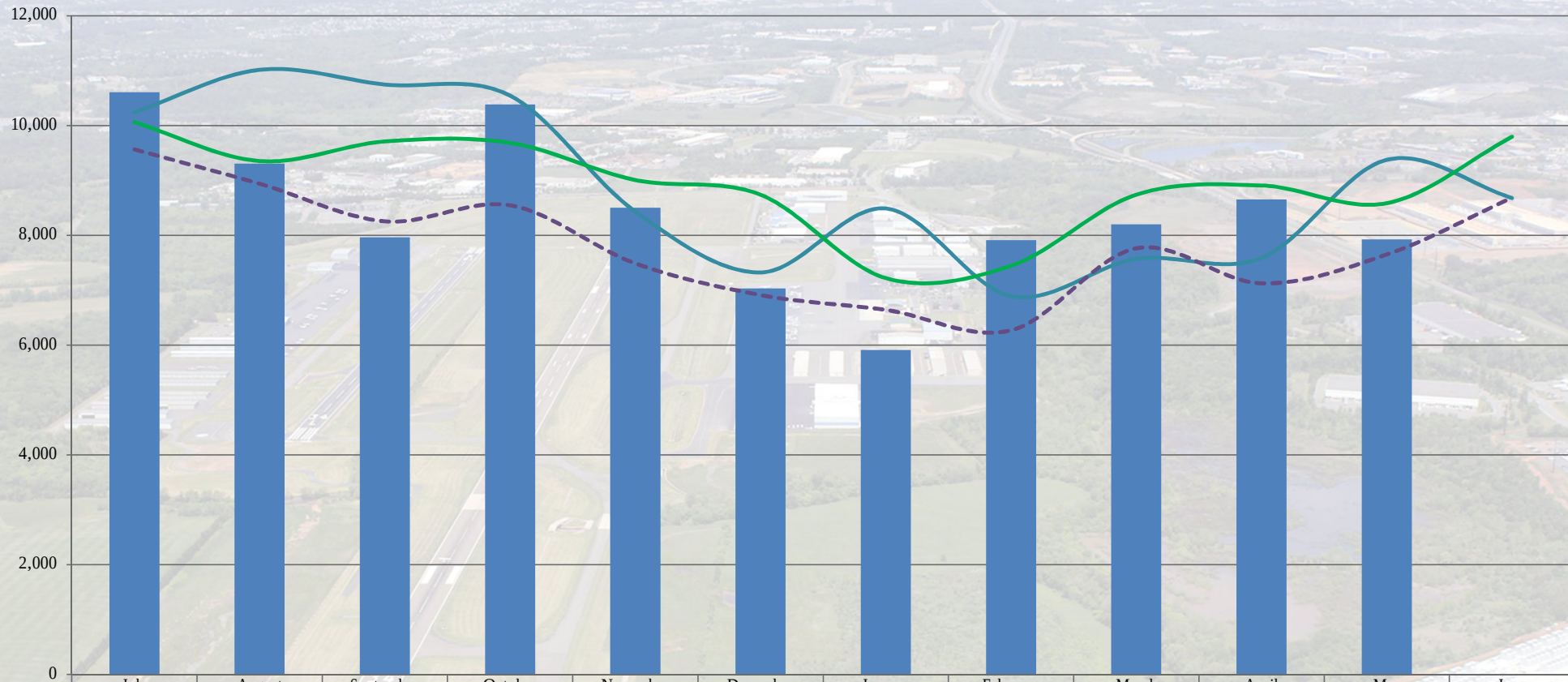
Fuel Flowage and Aircraft Operations July 2024 Update

OPERATIONS – TOTALS					
Calendar Year	Operations		Fiscal Year	Operations	
2019	85,701		2019	83,130	
2020	74,765		2020	75,316	
2021	105,617		2021	92,784	
2022	109,020		2022	107,270	
2023	102,414		2023	106,919	
2024	38,616		2024	92,426	
Calendar Year	Local	Itinerant	Fiscal Year	Local	Itinerant
2018	33,538	46,392	2018	34,270	46,444
2019	39,264	46,437	2019	36,409	46,721
2020	30,815	43,950	2020	33,442	41,874
2021	51,377	54,240	2021	41,540	51,244
2022	52,127	56,893	2022	50,821	56,449
2023	46,414	56,000	2023	49,930	56,989
2024	18,054	20,562	2024	43,560	48,886

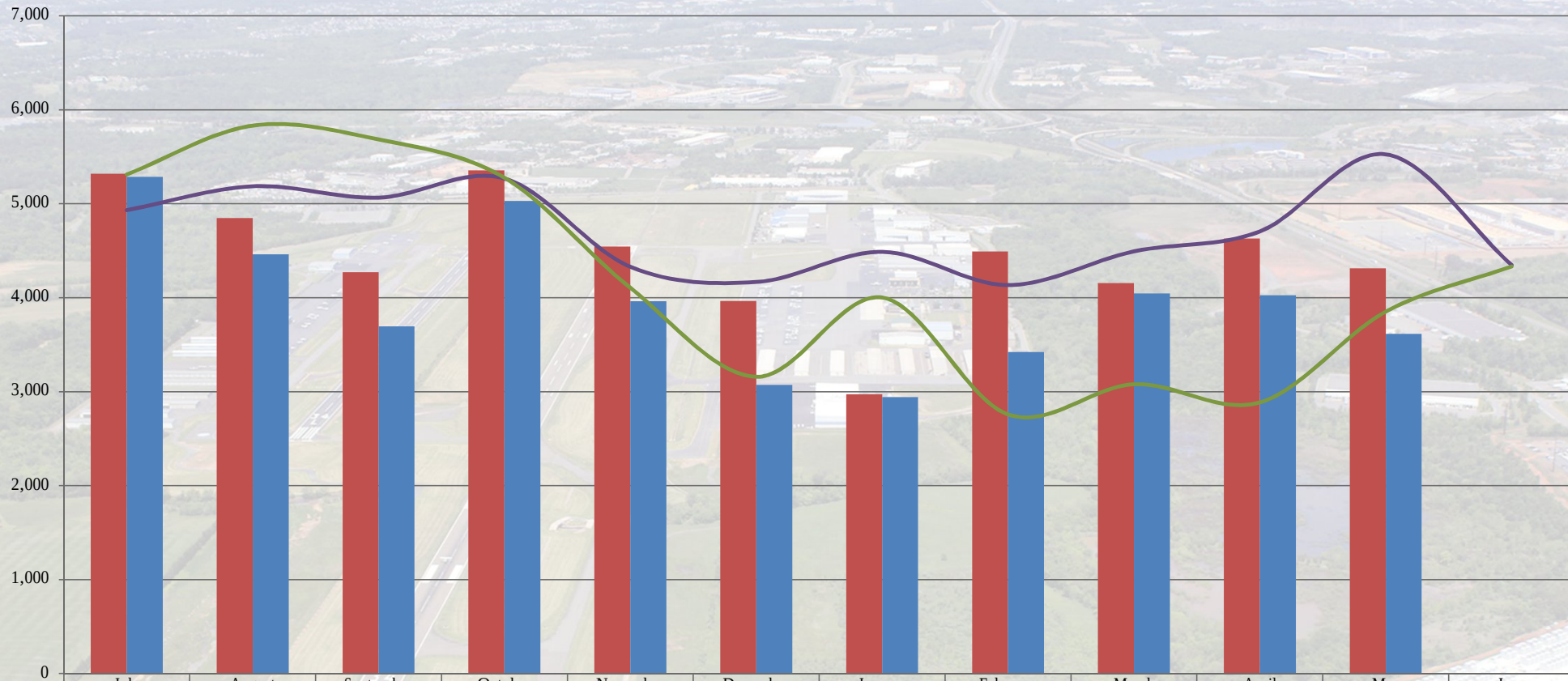
PERCENT CHANGE			
Month	FY2021/FY2022	FY2022/FY2023	FY2023/FY2024
July	25.68%	1.79%	3.54%
August	37.25%	17.77%	-15.49%
September	30.51%	10.69%	-25.88%
October	28.10%	8.88%	-1.53%
November	32.68%	-6.38%	0.85%
December	22.82%	-16.19%	-3.96%
January	12.00%	17.56%	-30.33%
February	52.82%	-7.44%	14.83%
March	0.75%	-13.38%	8.31%
April	-2.08%	-14.81%	14.03%
May	-11.11%	9.20%	-15.43%
June	-4.84%	-11.38%	
Total	15.61%	-0.33%	

Note - Incomplete Year
Stats through May 2024

Monthly Aircraft Operations - Fiscal



Local Vs Itinerant - Fiscal



	July	August	September	October	November	December	January	February	March	April	May	June
Itinerant 2024	5,320	4,849	4,271	5,355	4,544	3,965	2,972	4,492	4,155	4,629	4,314	0
Local 2024	5,286	4,461	3,696	5,030	3,962	3,071	2,943	3,423	4,046	4,026	3,616	0
Itinerant 2023	4,931	5,186	5,065	5,269	4,329	4,167	4,488	4,135	4,493	4,705	5,526	4,349
Local 2023	5,312	5,831	5,684	5,277	4,105	3,159	4,002	2,758	3,079	2,885	3,851	4,333

FUEL FLOWAGE – TOTALS

Calendar	AVGAS	JETA	TOTAL	% Change	Fiscal	AVGAS	JETA	TOTAL	% Change
2019	284,689	2,458,013	2,742,702	-4.51%	2019	292,146	2,552,229	2,844,375	-0.48%
2020	309,565	2,013,409	2,322,974	-15.30%	2020	265,136	2,110,967	2,376,103	-16.46%
2021	445,781	2,350,237	2,796,018	20.36%	2021	361,457	2,298,628	2,660,085	11.95%
2022	517,923	2,327,238	2,845,161	1.76%	2022	505,867	2,341,887	2,847,754	7.06%
2023	558,451	2,201,563	2,760,014	-2.99%	2023	570,246	2,299,142	2,869,388	0.76%
2024	253,053	989,541	1,242,594		2024	359,547	2,194,453	2,544,000	-10.99%

Note - Incomplete Year
Stats through July 1, 2024

Monthly Fuel Flowage - Fiscal





MANASSAS REGIONAL AIRPORT COMMISSION

MEETING DATE: July 18, 2024

TIME ESTIMATE: 5 Minutes

AGENDA TITLE: Quarterly Maintenance Division Report

RECOMMENDATION: N/A

MOTION: N/A

DATE LAST CONSIDERED BY COMMISSION: N/A

SUMMARY AND/OR COMMENTS: This is a quarterly presentation from Airport Maintenance on projects, equipment, and other related items. The power point presentation will be provided at the meeting

FISCAL IMPACT: N/A

STAFF CONTACT: Gary Moore, Airport Maintenance Supervisor
gmoore@manassasva.gov
703-257-8425



MANASSAS REGIONAL AIRPORT COMMISSION

MEETING DATE: July 18, 2024

TIME ESTIMATE: 5 Minutes

AGENDA TITLE: ARFF Division Report

RECOMMENDATION: N/A

MOTION: N/A

DATE LAST CONSIDERED BY COMMISSION: N/A

SUMMARY AND/OR COMMENTS: This presentation from ARFF(Aircraft Rescue Fire Fighting) will be an update on projects, equipment, and other related items.

FISCAL IMPACT: N/A

STAFF CONTACT: Chris Larson, Interim ARFF Fire Chief
clarson@protectfire.com
703-361-1882

Pro-Tec Fire Services Manassas Regional Airport

ARFF Program Update



ARFF Department Objectives

- Fire Chief
- FAA Inspection Preparation
 - Training Program
 - Fuel Inspection Program
- Merging Pro-Tec and HEF systems for accurate record keeping
 - All systems to be FAA friendly
- Outside Agency Coordination
 - City of Manassas FR
 - PW County FR
 - ATC
- Exercise Planning
 - Tabletop
 - Triennial

ARFF Department Objectives

- Apparatus Inspection
 - Operation
 - Equipment
 - Foam



ARFF Department Objectives

- Charter Standby





MANASSAS REGIONAL AIRPORT COMMISSION

MEETING DATE:	July 18, 2024
TIME ESTIMATE:	10 Minutes
AGENDA TITLE:	Review and make a recommendation to approve the proposed changes to Rules and Regulations and the Minimum Standards.
RECOMMENDATION:	Approve the proposed Changes to the Airport Rules and Regulations and the Minimum Standards.
MOTION:	I move that the Commission approve the proposed changes to Airport Rules and Regulations and the Airport Minimum Standards.
DATE LAST CONSIDERED BY COMMISSION:	N/A
SUMMARY AND/OR COMMENTS:	This will be a brief overview of the proposed changes to the Airport Rules and Regulations and the Minimum Standards that staff recommends. These proposed changes have been out for review by the community for more than 30 days. Staff has incorporated the suggested changes for the Rules and Regulations. Staff did not receive any suggested changes for the Airport Minimum Standards.
FISCAL IMPACT:	N/A
STAFF CONTACT:	Jolene Berry, Assistant Airport Director jberry@manassasva.gov 703-257-8279



Minimum Standards
For
Airport Aeronautical Services and Aeronautical
Activity Operators

Manassas Regional Airport
Manassas, VA

Established by City Council:
DRAFT

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Definitions

1. Aeronautical Activity (Activities) – Any activity 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, flying clubs, sightseeing, aerial photography, aerial surveying, agricultural operations, aerial advertising, balloon or blimp operations, skydiving, Ultralight operations, aircraft sales, sale of aviation petroleum products, dispensing of aviation petroleum products, aircraft servicing, repair and maintenance of aircraft, repair and maintenance of aircraft components, repair and maintenance of avionics components or systems, sale of aircraft parts or avionics components, aircraft storage, and any other activities which, because of their direct relationship to the operation of aircraft, can appropriately be regarded as an aeronautical activity. Activities, such as model aircraft and model rocket operations, are not aeronautical activities.
2. Aeronautical Service(s) – 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 aircraft operations commonly conducted by a person who has an Agreement from the airport owner to provide such service(s).
3. Aircraft – A device that is used or intended to be used for flight in air. Examples of Aircraft include, but are not limited to, airplane, sailplane, glider, rotorcraft (helicopter and gyroplane), balloon, blimp, and ultralight.
4. Aircraft Management – The oversight, personnel administration, reporting, maintenance administration, scheduling and dispatching of an aircraft not owned or leased by the operator.
5. Aircraft Maintenance – The inspection, overhaul, repair, preservation, and the replacement of parts including Preventative Maintenance.
6. Airport –Manassas Regional Airport (KHEF)
7. Airport Commission (the Commission) - The body established by the Manassas City Council to oversee the operation of the Airport's existing and future facilities, prepare reports and annual budgets relating to the Airport, hear appeals, and make recommendations to the City Council relating to the Airport.
8. Airport Sponsor – The City of Manassas, Virginia.
9. Airport Operations Area (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.
10. Airport Layout Plan (ALP) – The current approved Airport Layout Plan depicting the physical layout of the airport and identifying the location and configuration of current runways, taxiways, building, roadways, utilities, navigation aids (NAVAIDs), etc.

11. Applicable Law – All applicable provisions of federal, state, and local laws, statutes, ordinances, rules and regulations.
12. Apron(s) – Those areas of the Airport within the AOA designated for the loading, unloading, servicing, or parking of Aircraft.
13. Based 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.
14. Building(s) – Includes the main portion of each structure, all projections or extensions therefrom and any additions or changes thereto, and shall include garages, outside platforms and docks, carports, canopies, eaves and porches. Paving, ground cover, fences, signs, and landscaping shall not be included.
15. Business – Any person, firm, general or limited partnership, corporation, trust, or association or other legal entity established for the purpose of conducting commercial enterprise on the Airport.
16. City – The City of Manassas, Virginia
17. City Council (Council) – The City of Manassas Council
18. Club Aircraft – Aircraft owned and operated by a non-profit partnership or non-profit Virginia corporation.
19. 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.
20. Commercial Operating Permit – A written license issued by the Airport Director granting the right to perform aviation related business functions on the Airport.
21. Commercial Operator – An Entity engaged in Commercial Activity.
22. Commercial Vehicle – A loaded or empty Motor Vehicle, trailer, or semitrailer, designed or regularly used for the carrying freight, merchandise, or more than ten passengers. Commercial Vehicles shall include buses, but shall not include vehicles used for vanpools.
23. Director – The Manassas Regional Airport Director employed by the City of Manassas.
24. Entity – A Person, firm, corporation, or partnership formed for the purpose of conducting the proposed aeronautical activity.
25. EPA – The United States Environmental Protection Agency.
26. Exclusive Right – A power, privilege, or other right excluding or debarring another from enjoying or exercising a like power, privilege, or right. An exclusive right can be conferred

- either by express agreement, by the imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more persons, but excluding others from enjoying or exercising a similar right or rights, would be an exclusive right.
27. Federal Aviation Administration (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
28. FAR – Federal Aviation Regulations
29. Flying Club – A nonprofit or not for profit Entity organized for the express purpose of providing its members with aircraft for their personal use and enjoyment only.
30. Franchise Agreement – An agreement between an Entity and the City Council, which allows that Entity to exclusively use public property at the Airport in a manner that is not permitted to the general public for a period in excess of five (5) years, wherein said agreement grants a concession or otherwise authorizes the conduct of certain aeronautical services or activities.
31. Franchisee – An Entity that has been granted a Franchise Agreement at the Airport
32. Fuel – Any petroleum product used for the purpose of providing propulsion to an Aircraft.
33. Fueling Operation – Dispensing of Fuel into aircraft.
34. Full-Service Fixed Base Operator (FBO) – An Entity engaged in the business of providing multiple aeronautical services including Aircraft Fueling, to Aircraft owners, Airport users, and Airport tenants. A Full-Service FBO shall provide Aircraft Fuel and Oil Sales and Services, Airframe and Power plant Repair Services, as well as two (2) or more of the following Aeronautical Activities:
- A. Aircraft Charter
 - B. Aircraft Hangar Storage
 - C. Aircraft Refurbishing and or Painting
 - D. Avionics Repairs and Sales
 - E. Flight Training and Aircraft Rental
 - F. Sale of New Aircraft Parts and Components
 - G. Sale of New and Used Aircraft
35. General Aviation – All phases of aviation other than aircraft manufacturing, military aviation, and scheduled or non-scheduled commercial air carrier operations.
36. Instructor – Any Entity giving or offering to give instruction in the operations, construction, repair, or maintenance of Aircraft, or Aircraft power plants, and Aircraft accessories.
37. Large Aircraft – Aircraft that weigh 12,500 pounds or more maximum certified take-off weight.

38. Lease Agreement – An agreement between an Entity and the City Council, which allows that Entity to exclusively use public property at the Airport in a manner that is not permitted to the general public for a period of not more than five (5) years.
39. Lessee – An Entity that has been granted a Lease Agreement at the Airport.
40. Master Plan – The current Airport Master Plan report including the Airport Layout Plan, indicating current and proposed usage for each identifiable segment as approved by the City, State, and FAA.
41. Minimum Standards – The qualifications or criteria, which may be established by the Airport as the minimum requirements that must be met by businesses, engaged in On-Airport aeronautical activities or services in exchange for the right to conduct those activities.
42. NFPA – National Fire Prevention Association.
43. Non-Commercial Operator – Any Entity or government agency which maintains a facility or provides an Aeronautical Service solely for its own benefit, and not for the benefit of the public. Such Non-Commercial Operators are specifically prohibited from conducting Aeronautical Activities or offering Aeronautical Services for sale to others.
44. 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.
45. Non-Franchise Tenant – This term relates to the Commercial Operating Permit issued by the Airport. An Entity not having a Franchise Agreement with the City of Manassas governing its operations, but who:
- A. Has a Lease agreement, sublease, or other agreement with the City, a sublease with a City Lessee or a Franchise holder and supplies or directly provides goods, commodities, services, or facilities to the general public at the Airport as a regular business activity.
 - B. Uses the Airport in furtherance of its business interest and has office, hangar, and/or storage space on the Airport.
46. Non-Tenant Operator – This term as defined relates to the Commercial Operating Permit issued by the Airport. An Entity with no established office, station, or location on Airport property and not having a Franchise or Lease agreement with the City of Manassas or an existing Franchise holder governing its operations, but who:
- A. Does supply or directly provide goods, commodities, services, or facilities to the general public at the Airport as a regular business activity.
 - B. Uses or enters upon the Airport in furtherance of its business interests and/or to deliver persons, services or goods to customers of that business.

- 1 C. Non-Tenant Operator shall include, but is not limited to, limousines for hire, taxicabs,
2 transportation network company (TNC), rental car concessionaires, mobile certified
3 mechanics, independent flight instructors, Aircraft detailers, mobile oil recyclers and
4 others who perform operations without permanent facilities on the Airport. A Non-Tenant
5 Operator shall not include any commercial transport engaged in providing goods,
6 commodities, or services to the Airport, any Federal, State, or local agency operating at
7 the Airport, or any Full-Service FBO, Franchise holder or Lessee of the Airport.
8
- 9 47. Operator – An Entity engaging in one or more Aeronautical Activities.
10
- 11 48. Permit – A non-negotiated agreement to provide an Aeronautical Activity or Aeronautical
12 Service.
13
- 14 49. Ramp – See Apron.
15
- 16 50. Re-Fueling Vehicle – Any Vehicle used for transporting, handling, or dispensing of Fuel,
17 oils and lubricants for Aircraft.
18
- 19 51. Repair Station – An FAA approved facility utilized for the repair of Aircraft that may
20 include airframes, power plants, propellers, radios, instruments, and accessories.
21
- 22 52. Rules and Regulations – The specifications, conditions, and standards applicable to all users
23 of the Manassas Regional Airport and Airport facilities. The Rules and Regulations and
24 Minimum Standards are published under separate covers and are available from Airport
25 Administration upon request.
26
- 27 53. Self-Service Fueling (Commercial) – Fueling an aircraft by the pilot using pumps installed
28 for that purpose. The Fueling facility may or may not be attended by the Full-Service FBO
29 owning such facility. The use of this type of facility is not Non-Commercial Self-Fueling.
30
- 31 54. Scheduled Operations – All regularly scheduled operations of Aircraft by a duly certificated
32 air carrier (FAR 121, 125, or 135) holding an agreement with the City of Manassas for the
33 purpose of transporting passengers, mail, and/or freight whose operation is either intrastate
34 or interstate.
35
- 36 55. Shall – The words “shall”, “must”, or “will” always mean mandatory.
37
- 38 56. Small Aircraft – An Aircraft of 12,500 pounds or less maximum certified take-off weight.
39
- 40 57. Specialized Aviation Service Operations (SASO) - Entity providing a single commercial
41 activity or limited aeronautical commercial services.
42
- 43 58. Sublease – A lease granted by a Franchisee or Lessee to another Entity of all or part of the
44 franchised or leased property.
45
- 46 59. Tenant – Any Entity authorized to exclusively occupy specific premises on the Airport by
47 virtue of an Agreement with the Manassas Regional Airport.
48

Manassas Regional Airport Minimum Standards

Article 1 Introduction

Section 1.1 Purpose

The purpose of these Minimum Standards is to provide all entities who desire to conduct, carry on, or engage in aeronautical, vehicular, or pedestrian activities at the Airport, the basic requirements to conduct such activities without exclusive right or infringement on the abilities of others to provide similar activities.

The City of Manassas being the Sponsor of, and being responsible for the administration of, the Manassas Regional Airport does hereby establish the following Minimum Standards:

1. The City of Manassas owns and operates the Manassas Regional Airport as a public-use, FAA designated reliever Airport. The Airport is operated as a City Department with the Airport Director reporting to the Deputy City Manager. The City Council has charged the Manassas Regional Airport Commission with oversight of the Airport to ensure its safe and efficient operation. The daily management of the Airport is under the direction of the Airport Director. The City Council has approved these Minimum Standards recommended by the Airport Commission.
2. The City has assumed certain responsibilities and grant obligations to operate the Airport for the use and benefit of the public, and make it available for all types, kinds, and classes of aeronautical activity. It wishes to make the Airport available for public use by applying reasonable terms, without unjust discrimination, for those desiring to offer services or commodities at the Airport. The City Council is authorized to assess fees and charges for conducting, carrying on, or engaging in activities or services as described in these Minimum Standards. The Manassas Regional Airport fees and charges shall be established to make the Airport as financially self-sustaining as possible and sufficient to cover Airport costs. A current Rates, Fees, and Charges schedule is found in Appendix B of these Minimum Standards.
3. These Minimum Standards establish the threshold entry requirements for those wishing to provide Aeronautical Services to the public and to ensure that those who have undertaken to provide commodities and services are treated fairly. These Minimum Standards were developed taking into consideration the aviation role of the Manassas Regional Airport, facilities that currently exist at the Airport, services being offered at the Airport, the future development planned for the Airport, and to promote competition at the Manassas Regional Airport.

Section 1.2 Applicability

1. In the event of conflict between these Minimum Standards and the Rules and Regulations, the most stringent applicable requirements shall apply.
2. Except when the context in these Minimum Standards requires otherwise, the singular includes the plural, plural includes the singular, and masculine gender includes the feminine.
3. All units of measurement are provided in Standard English Units. Gross square feet (SF) are the total footprint of the building and include mechanical rooms, toilets, stairs, and halls. Square feet ramp or parking space is measured from edge to edge of the prepared surface.
4. Any activities for which there are no specific Minimum Standards established will be addressed by the Director or the Director's designee on a case-by-case basis and set forth in such commercial operators' written Franchise, Lease, license, Permit or agreement with the City.

Section 1.3 Amendments

Amendments to these Rules and Regulations may be proposed by the Director or Commission members. A recommended change will be forwarded, in writing to the Director. The Director will have the proposed amendment reviewed by the Airport staff and the Commission's Executive Committee, and then will forward the proposal to the full Commission with a recommendation.

The Commission will review the proposed amendment (s) and direct the Airport staff to post a copy of the proposed amendment(s) on the Airport's website, terminal building bulletin board, the pilot's planning rooms located in the Full Service Fixed Base Operators (FBOs), and the office of the City Clerk. Copies of the proposed amendment (s) shall be available for review in the Airport Administration Office during regular business hours. A comment period of no less than thirty (30) days from the posting of the notice shall be provided for public comments. All public comments must be in writing to the Director and must be received within the comment period either by letter or e-mail. All comments will be considered by the Director and Commission that are received within the 30 day comment period.

After considering all the comments, the Commission will either vote to take no further actions on the recommendation(s), or forward its recommendations to the FAA for review and comments.

After receiving comments from the FAA, the Commission may incorporate the FAA's comments into the amendment(s) prior to providing a formal recommendation to the City Council for their approval, disapproval or modification. If the amendment (s) is adopted by the City Council, the Director will either have the amendment incorporated in the next update to the Minimum Standards, or he will issue an Operations Directive. Approved amendments will become effective immediately following approval by the City Council, unless otherwise specified.

Section 1.4 Existing Operators

Existing Franchise or Lease holders that do not meet these Minimum Standards shall be considered non-conforming. All such non-conforming conditions shall be brought into conformance upon the happening of any of the following: changes to an existing Franchise, Lease, agreement, or Permit, including assignment, renewal, expiration, or majority ownership change (fifty-one percent or greater).

Section 1.5 Waivers or Modifications

The City may waive or modify any portion of the Minimum Standards for the benefit of any governmental agency performing non-profit public services, fire protection, or emergency response operations. The City may waive or modify any portions of these Minimum Standards for any Entity when it is determined that such waiver or modification is in the best interest of the public, City, and will not result in discrimination against other commercial operators at the Airport.

Section 1.6 Violations

Any Entity found in violation of the Minimum Standards shall be notified in writing of the violation by the Director. The Director will give the Entity thirty (30) days to correct the violation and conform to the Minimum Standards. Should the Entity fail to complete corrective action, the Operator shall cease all commercial activities until the Entity conforms to the Minimum Standards.

Article 2 Minimum Standards for all Full-Service FBO/SASO Activities

All Full-Service FBOs and SASOs shall meet the following requirements:

1. No Entity may operate at the Manassas Regional Airport without an Agreement. This Agreement may be in the form of a Franchise, Permit, or a Lease.
2. Franchises shall be for a term to be mutually agreed upon between the entities, however, in no case shall the term of a Franchise exceed forty (40) years.
3. Any prospective Full-Service FBO/SASO seeking to conduct an Aeronautical Activity or Aeronautical Services at the Airport shall demonstrate to the Commission that they have adequate financial resources to realize the business objectives agreed to by the Director and the applicant. If the Entity seeking to conduct business on the Airport cannot demonstrate that they have adequate resources, the Airport Commission may require a line of credit be established for the first twelve (12) months of the Entity's business.
4. The City requires Full-Service FBOs, and SASOs doing business on the Airport to maintain insurance covering themselves against claims arising from their products or activities and provide the Director a certificate of insurance, naming the City, its employees

and agents as additional insured. The insurance shall be extended to protect the City, its employees and agents. The City also requires the responsible Entity to defend, indemnify, and hold harmless the City, its employees and agents for losses arising out of the activities, services, or products of its suppliers, contractors, lessees, and consultants. This indemnification agreement is a second source of protection for the City, its employees and agents.

5. Insurance amounts stipulated in these Minimum Standards are stated to provide a minimum guideline and may not meet the requirements of the Operator. Each Full-Service FBO/SASO should also make its own evaluation to ensure adequate coverage; however, such policies of insurance shall be maintained in full force and effect during all terms of existing Agreements, or renewals and extensions thereof. The Full-Service FBO/SASO shall require its insurance carrier to notify the Director Thirty (30) calendar days prior to cancellation of any policy. Such policies shall be for no less than the amounts specified in the Insurance Matrix found in Appendix A; however, in all cases, amounts of policies must meet the statutory requirements of law.
6. All Full-Service FBOs/SASOs shall have permanent facilities of the type and size specified for the Aeronautical Activity or Aeronautical Service. If a Full-Service FBO/SASO is performing more than one activity, the requirement is for the greater space for each type of facility per activity (e.g., the first activity requires 10,000 SF of hangar space and 5,000 SF of office space and the second activity requires 5,000 SF of hangar space and 10,000 SF of office space, the total requirement shall be 10,000 SF of hangar space and 10,000 SF of office space).
7. Any Entity desiring to construct, install, erect, or modify any building, sign, structure, facility, or equipment on the Airport shall be required, as appropriate, to submit a copy of the plans and specifications for the same containing, at a minimum, a general layout, drawn to scale, showing the parcel of land actually required for the construction of such building or facility in addition to the portion of the property to be occupied by the building or facility proper; detailed drawings of the modification to any existing structure or equipment; specifications as to the construction desired; a site plan as required by the City and in accordance with the City's Design and Construction Standard Manual; and a plan for the security of the construction area and adjoining Airport Operations Area (AOA) or other Airport security areas. This construction also has to be shown on the FAA currently approved Airport Layout Plan. The applicant is responsible for preparing the FAA Form 7460, which the City will submit to the FAA for the proposed construction or modification. The preceding shall be submitted to the Director for review and approval. Approval must be received by the Airport Commission before submitting the plans to the City of Manassas for any required permits.
8. All buildings constructed, installed, erected, or modified on the Airport shall conform to the requirements of the Airport as stated within this document and all applicable City building codes, and be approved by the Airport Commission, whether or not building permits are required. In the event building permits are not required, approval must be obtained from the Director prior to scheduling any work to commence.

- 1
2 9. All Full-Service FBOs/SASOs who have a Franchise Agreement or Lease Agreement, or
3 other agreement with the Airport and whose leasehold forms a part of the Airport's
4 perimeter fence, or whose leased, franchised, or otherwise assigned area is in the main
5 terminal, shall make every reasonable effort to prevent, restrict and deter unauthorized
6 access to the AOA through their leasehold.
7

8
9 **Article 3 Application and Qualifications for Full-Service FBO/SASO**
10

- 11 1. Any Entity conducting commercial business at the Airport and who desires to lease land or
12 facilities from the City requires a Franchise or Lease Agreement between the prospective
13 business and the City. Demonstration of intent to conduct a business operation at the
14 Airport shall be by application to the Director. The application shall consist of at the
15 minimum:
16
17 A. The proposed nature of the Business with the names of all persons including partners,
18 directors, or corporate officers and those who will be managing the Business.
19
20 B. Any financial statements (may include assets, lines of credit, etc.) that are certified by
21 a CPA in accordance with Generally Accepted Accounting Principles (GAAP) that
22 demonstrates the financial ability to perform the terms of the proposed agreement.
23
24 C. A listing of assets owned, being purchased, or leased, which will be used in the
25 Business at the Airport.
26
27 D. Written authorization for the Director to obtain a credit report if necessary.
28
29 E. Preliminary plans and dates for any improvements which the applicant intends to
30 make on the Airport as part of the activity for which approval is sought. Applicant
31 must comply with appropriate FAA, City of Manassas, and Airport requirements.
32
33 F. Proof of ability to obtain liability insurance, or a certificate of insurance coverage
34 appropriate to the proposed aeronautical activity.
35
36 2. Requests for Permits, as needed, shall be presented to the Director. The information
37 required differs depending on the Permit.
38
39 3. Requests for Proposal (RFP) issued by the City for specialized services may be offered at
40 various times. These RFPs will have their own information requirements that may
41 supplement or replace those found in this section.
42

Article 4 Action on Application

1. All completed applications for a Franchise or Lease will be reviewed and acted upon by the Commission within one hundred twenty (120) calendar days from receipt of a completed application. Permits will be reviewed and acted upon by the Airport within sixty (60) calendar days from receipt of a completed application.
2. Applications may be approved based on the following criteria:
 - A. The application meets qualifications, standards, and requirements established by these Minimum Standards.
 - B. The applicant has proposed operations or construction that will not create a safety hazard on the Airport.
 - C. The granting of the application will not require any expenditure of Airport or City funds, labor, or materials on the facilities described in or related to the application and the operation will not result in a financial loss to the Airport or the City of Manassas.
 - D. There is adequate space available on the Airport to accommodate the activity of the applicant.
 - E. The proposed Airport development or construction complies with the currently approved Airport Layout Plan, Master Plan and other Airport studies that have been approved by the Airport Commission.
 - F. The development or use of the area requested will not result in congestion of ramps, buildings, or will not result in drastically interfere with the operations of any present business on the Airport.
 - G. Any Entity applying, or having an interest in the business, has not supplied false information, or has not misrepresented any material fact in the application or in supporting documents, or has not failed to make full disclosure on the application.
 - H. Entities applying, or having an interest in the business, have not defaulted in the performance of any agreement with the Airport or is currently not in good standing with the City.
 - I. Any Entity applying has demonstrated that they are sufficiently creditworthy and responsible to provide and maintain the Business to which the application relates and to promptly pay amounts due under the agreement.
 - J. The applicant has not been convicted of a felony or crime of moral turpitude or violated any material Airport rule or regulation, Airport minimum standard or Federal Aviation Regulation, which adversely reflects on its ability to conduct the operations that was applied for.

3. Application Appeal Process.

The applicant shall have the ability to appeal the denial of an application by the Director to the Commission, subject to the following provisions:

- A. Providing written notice of appeal to the Director within ten (10) calendar days of said denial.
- B. The notice of appeal will be forwarded to the Commission for review and a hearing de novo.
- C. The Commission shall render its decision in writing within thirty (30) calendar days of receipt of the notice of appeal.
- D. An appeal from final decisions of the Commission may be made to city council if a written notice of appeal is filed with the city clerk within thirty (30) calendar days of the Commission's final decision. Upon receipt of a notice of appeal, the city clerk shall immediately notify the city manager, who shall, after consultation with the city council, schedule a hearing de novo on the matter. On any appeal, the final decision of the Commission shall be stayed, pending the outcome of the appeal before the city council. The city council shall conduct a full and impartial hearing on the matter before rendering any decision. The city council shall affirm, reverse, modify, or remand back to the Commission for reconsideration the decision of the Commission, in whole or in part. The decision of the city council shall be final.

Article 5 Full-Service Fixed Base Operators (FBO)

Section 5.1 Statement of Concept.

1. A Full-Service Fixed Base Operator (FBO) is an Entity engaged in the business of providing multiple aeronautical services including Aircraft Fueling, to Aircraft owners, Airport users, and Airport tenants. Only a Full-Service FBO can provide Aircraft Fueling to Aircraft owners, Airport users, and Airport tenants. A Full-Service FBO shall provide Aircraft Fuel and Oil Sales and Services, Airframe and Power plant Repair Services, as well two (2) of the following aeronautical activities:
 - A. Sale of New Aircraft Parts and Components
 - B. Flight Training and Aircraft Rental
 - C. Aircraft Charter
 - D. Aircraft Hangar Storage
 - E. Sale of New and Used Aircraft
 - F. Aircraft Refurbishing and or Painting
 - G. Avionics Repairs and Sales
2. A Full-Service FBO shall comply with all of the standards and requirements contained in this article. In addition, a Full-Service Fixed Base Operator (FBO) shall meet the

minimum standards for each aeronautical activity engaged in as described in these Minimum Standards.

3. Each Full-Service FBO shall provide the personnel, equipment, and facilities required to service all types of Aircraft normally frequenting the Airport.
4. Each Full-Service FBO shall conduct its business and activities on and from the leased/assigned premises in a safe and professional manner consistent with the degree of care and skill exercised by experienced Full-Service FBOs providing comparable products, services, and activities from similar airports in like markets.
5. Each Full-Service FBO shall lease from the City a minimum of five (5) acres of contiguous total land area.
6. Each Full-Service FBO shall lease Airport property for its Aircraft operating ramp, independent of any building area, vehicle parking area, and fuel storage area. The Aircraft operating ramp shall provide transient Aircraft parking and tie-downs for a minimum of ten (10) Aircraft.

Section 5.2 Subcontracting Services; Restrictions.

The Full-Service FBO may subcontract or use third party operators to provide any two (2) of the additional activities identified in Section 5.1.1, provided that such subcontractor meets the requirements of these Minimum Standards, approved by the Airport Commission in writing, and operates from the Full-Service Fixed Base Operator's premises.

Article 6 Aircraft Fuels and Oil Sales and Service (SASO)

Section 6.1 Statement of Concept

A Full-Service Fixed Base Operator (FBO) sells aviation Fuels, lubricants, and other services supporting both itinerant Aircraft operations and operations of Aircraft based on the Airport. Aircraft Fuels and Oil Sales and Services shall be only provided by a Full-Service FBO that meets the requirements of these Minimum Standards. Aircraft Fuels and Oil Sales and Services shall not be considered a Specialized Aviation Service Operation (SASO).

Section 6.2 Minimum Standards

Aircraft Fuels and Oil Sales and Services shall be provided by a Full-Service FBO as stated in Section 5.1. Except as otherwise provided in any Agreement between the Full-Service FBO and the Airport, a Full-Service FBO conducting Aircraft Fuels and Oil Sales and Services to the public shall be required to provide the following services and equipment:

1. A Full-Service FBO may, at its option, provide Fueling and/or ground services to certificated Air Carriers.

2. Minimum types of aviation Fuel offered shall be Jet-A turbine fuel and 100LL, or such other aviation gasoline fuel that may be developed for the operation of piston engine aircraft.
3. An adequate inventory of generally accepted grades of aviation engine oil and lubricants.
4. Fuel dispensing equipment, meeting all applicable Federal, Commonwealth of Virginia, and City of Manassas requirements for each type of Fuel dispensed. At least two mobile dispensing trucks, one (1) truck with a minimum of seven hundred fifty (750) gallons of aviation gasoline (100LL) and one (1) truck with a minimum of fifteen hundred (1,500) gallons of Jet A Fuel, are required for the minimum grades specified. If additional grades are offered, at least one additional truck per grade will be required. All dispensing equipment shall be equipped with certified metering equipment, filters, and bonding equipment and shall meet all applicable Federal, State, and Local requirements.
5. The storage, transportation, and dispensing of Fuel shall be done in strictest accordance with Federal, Commonwealth of Virginia, and City of Manassas codes, Airport Rules and Regulations, and applicable NFPA Codes.
6. All Fuel dispensing equipment and Fueling Operations will comply with NFPA requirements for Aircraft Fueling Operations and the appropriate FAA Advisory Circulars.
7. A Full-Service FBO shall have a minimum of one (1) fifteen thousand (15,000) gallon 100LL Fuel storage tank and one (1) twenty thousand (20,000) gallon Jet A Fuel storage tank for its own use.
8. All bulk Fuel storage tanks shall be above-ground units, located in the containment area in the central Airport Fuel Farm and shall meet all applicable Federal, Commonwealth of Virginia, and City of Manassas regulations for the storage of Fuel and petroleum products. Fuel storage tanks must include adequate Fuel spill prevention features together with an approved Fuel Spill Prevention Countermeasures and Control Plan (SPCC), as applicable. Storage of other materials deemed hazardous shall be in containers or lockers meeting all applicable Federal, Commonwealth of Virginia, and City of Manassas regulations for the storage of Hazardous materials.
9. The City of Manassas has the option to grant authorization for Self-Service Fueling operations to a Full-Service FBO if Airport activity, market demand, and safety criteria justify such an operation. A Full-Service FBO may not install Self-Service Fueling equipment without providing full service Fueling service to the public. Self-Service Fueling is the dispensing of Fuel by a pilot into an Aircraft from a pump installed for that purpose. A Self-Service Fueling facility is for public use. The Fueling facility may or may not be attended by the Full-Service FBO that owns and operates the equipment.
10. The lawful and sanitary handling and timely disposal, away from the Airport, of all solid waste, regulated waste, and other materials including, but not limited to used oil, solvents, and other regulated waste. The stacking and storage of crates, boxes, barrels, 55 gallon drums and other containers will not be allowed within the Fuel Farm.

11. A sufficient number of properly trained personnel of a quantity to meet all operational requirements normally expected. The Fuel Service FBO supervisor in charge of Fueling and quality control shall attend an FAA approved Fueling school, which meets the requirements of FAR Part 139.321(b)(6). The Full-Service FBO shall establish and carry out all operations in accordance with procedures sufficient to provide the services required and safely store, dispense and handle Fuel, lubricants, and oxygen on the Airport.
12. Provide a minimum of twelve (12) hours of line service per day, seven days per week, excluding Christmas and Thanksgiving. Line service shall consist of, at a minimum, Fueling, providing oil, parking and tie-down of Aircraft, starting, towing, pre-heating, and courtesy shuttle service. The Full-Service FBO Operator shall also be on-call on a twenty-four (24) hour basis.
13. Oxygen dispensing and servicing for low pressure and high-pressure gaseous oxygen. Only Aviator's Breathing Oxygen quality oxygen shall be offered.
14. Provide insurance coverage in amounts no less than specified in Appendix A.

Section 6.3 Services

A Full-Service FBO shall provide the following services:

1. Service equipment necessary to properly provide support for Aircraft including, but not limited to: Fire extinguishers, Aircraft tugs, ground power starter, auxiliary power units, lavatory service, and oxygen servicing equipment.
2. Emergency service to disabled Aircraft on the Airport including towing or transporting disabled Aircraft to the Full-Service FBO's premises at the request of the owner or pilot of the disabled Aircraft or the Airport Director. Movement of any disabled Aircraft shall be at the expense of the Aircraft owner. The Airport bears no liability in the movement of an Aircraft.

Section 6.4 Facilities

A Full-Service FBO shall provide the following minimum facilities:

1. A building which will provide a minimum of six thousand (6,000) SF of properly lighted, cooled and heated space for the following purposes: to provide office space, a public waiting area, pilot's lounge separate from public waiting areas, including a flight planning area that has all items necessary for complete flight planning (weather communication links), sanitary restroom facilities, snack food and beverage machines and public use telephone.
2. A separate hangar facility of a minimum of ten thousand (10,000) SF of properly lighted space to perform work, Aircraft storage, parts storage, office space, and sanitary restrooms.
3. A paved Apron of not less than fifty thousand (50,000) SF. A minimum of ten (10) tie-down spaces must be provided for transient Aircraft.

- 1
2 4. A paved area that complies with the City of Manassas parking requirements for employee,
3 handicap, and patron parking.
4
5

6 **Article 7 Specialized Aviation Service Operations (SASO)**
7

8 **Section 7.1 Statement of Concept.**
9

- 10 1. The City has developed reasonable, relevant, and applicable Minimum Standards for
11 SASOs. SASOs providing the same or similar services shall equally comply with all
12 applicable Minimum Standards; however, the City will not require, without adequate
13 justification, that a SASO meet all criteria for a Full-Service FBO. SASOs shall not be
14 permitted to provide Fueling services to the public.
15
16 2. Each SASO shall lease the required amount of space from the City or an existing Airport
17 tenant as specified in these Minimum Standards.
18
19 3. Each SASO shall provide the City, and keep current, a written statement of names,
20 addresses, Aircraft, and contacts of all personnel responsible for the operations and
21 management of the SASO. Each SASO will provide the City with a point-of-contact and
22 phone numbers for emergency purposes.
23

24 **Article 8 Airframe and Power plant Repair (SASO)**
25

26 **Section 8.1 Statement of Concept**
27

28 An Aircraft Airframe and Power plant Repair business provides one or a combination of
29 airframe, engine, and accessory repairs on Aircraft. This category shall also include the sale of
30 Aircraft parts and accessories. Usually, this type of repair is performed on the Aircraft, although
31 it may also include the bench repair of items removed from an Aircraft that are intended to be
32 replaced on that Aircraft.
33

34 **Section 8.2 Minimum Standards**
35

36 Except as otherwise provided in any Agreement between the Operator and the Airport, an
37 Operator conducting Airframe and Power plant Repair services to the public shall be required to
38 provide the following services and equipment:
39

- 40 1. The Operator under this section may provide services to a scheduled Air Carrier.
41
42 2. Maintain hours of operation sufficient to meet public demand, have on duty at least one
43 person who holds an FAA Airframe, Power plant, or Aircraft Inspector Rating. A SASO
44 may, at its discretion, provide on-call (twenty-four (24) hours, seven (7) days a week) for
45 emergency purposes only.
46
47 3. Provide insurance coverage in amounts not less than specified in Appendix A.
48

4. Provide equipment, supplies, and parts required for Aircraft airframe, power plant, inspections, and other routine Aircraft maintenance functions.

Section 8.3 Facilities

The Operator shall lease from the Airport sufficient land to lease or construct the following facilities:

1. A ventilated hangar which will provide a minimum of three thousand (3,000) SF of properly lighted and heated space to perform work and to provide storage, office space, and a public waiting room area which includes sanitary restroom facilities.
2. A paved Apron area or hangar sufficient to tie-down and maneuver three (3) Small Aircraft, not less than forty eight hundred (4,800) SF.
3. A paved parking area that complies with the City of Manassas parking requirements for customer and employee parking.
4. These requirements may be satisfied by a sublease of such space from an existing Full-Service FBO, Franchise holder, or Leaseholder.

Article 9 Aircraft Component Repair (SASO)

Section 9.1 Statement of Concept

An Aircraft Component Repair business provides avionics, instrument, propeller, or other Aircraft component repair services. Removal and replacement of components is covered under Article 8: Airframe and Power plant Repair.

Section 9.2 Minimum Standards

Except as otherwise provided in any Agreement between the Operator and the Airport, the Operator shall provide the following services and equipment:

1. It is recommended that the Operator shall be certificated as a Repair Station (as defined by FAA) with appropriate ratings by the FAA.
2. Sufficient trained and/or certified personnel to accomplish the work required.
3. Maintain sufficient hours of operation to meet public demand.
4. Provide insurance coverage in amounts not less than specified in Appendix A.

Section 9.3 Facilities

The Operator shall lease from the Airport sufficient land to lease or construct the following facilities:

1. A building which will provide a minimum of two thousand (2,000) SF of properly lighted and heated shop space to perform work and to provide storage, office space, and a public waiting area which includes a sanitary restroom.
2. A paved Apron or hangar space sufficient to tie down, park, and maneuver a minimum of two (2) Small Aircraft, a minimum of thirty two hundred (3,200) SF.
3. A paved parking area that complies with the City of Manassas parking requirements for customer and employee parking.
4. With the prior written permission of the Commission, these requirements may be satisfied by a sublease of such space from an existing Full-Service FBO, Franchise holder, or Leaseholder.

Article 10 Aircraft Rental (SASO)

Section 10.1 Statement of Concept

An Aircraft Rental Business engages in the rental or lease of Aircraft to the public.

Section 10.2 Minimum Standards

Except as otherwise provided in any Agreement between the Operator and the Airport, the Operator shall provide the following services and equipment:

1. A minimum of two (2) fixed wing or two (2) rotary wing Aircraft. Aircraft can be either owned or leased to the Operator.
 - a. Non-Tenant Operators are limited to one (1) fixed wing or one (1) rotary wing Aircraft. Non-Tenant Operators who operate more than one (1) Aircraft will be considered a Non-Franchise Tenant and will be required to meet facility requirements as spelt out in Section 10.3.
2. A minimum of one (1) employee for scheduling and dispatching Aircraft.
3. Maintain hours of operation sufficient to meet public demand.
4. Provide insurance coverage in amounts not less than specified in Appendix A.

Section 10.3 Facilities

The Operator shall lease from the Airport sufficient land to lease or construct the following facilities:

1. A building that will provide a minimum of two hundred fifty (250) SF of properly lighted and heated office space with immediate access to customer waiting area/lounge and sanitary restrooms.
2. A paved Apron or hangar space sufficient to tie down, park, and maneuver a minimum of two (2) Small Aircraft, a minimum thirty two hundred (3,200) SF.
3. A paved parking area that complies with the City of Manassas parking requirements for customer and employee parking.
4. With the prior written permission of the Commission, these requirements may be satisfied by a sublease of such space from an existing Full-Service FBO, Franchise holder, or Leaseholder.

Article 11 Flight Training (SASO)

Section 11.1 Statement of Concept

A Flight Training business engages in instructing pilots in dual and solo flight training, in fixed and/or rotary wing Aircraft, and provides such related ground school instruction as is necessary for taking a written examination and flight check ride for the category or categories of pilot certificates and or ratings involved.

Section 11.2 Minimum Standards

Except as otherwise provided in any Agreement between the Operator and the Airport, the Operator shall provide the following services and equipment:

1. A Flight Training Operator shall meet all the appropriate requirements under Code of Federal Aviation Regulations 14 (CFR) Part 61,141 and or 142.
2. A minimum of one (1) fixed wing or one (1) rotary wing Aircraft. Aircraft can be either owned or leased to the Operator.
 - a. Non-Tenant Operators are limited to one (1) fixed wing or one (1) rotary wing Aircraft. Non-Tenant Operators who operate more than one (1) Aircraft will be considered a Non-Franchise Tenant and will be required to meet facility requirements as spelt out in Section 11.3.
3. A minimum of one (1) currently FAA Certificated pilot, with appropriate Instructor Rating and current FAA medical certificate, if applicable, on duty during the appropriate business hours.

4. Maintain hours of operation sufficient to meet public demand.

5. Provide insurance coverage in amounts not less than specified in Appendix A.

Section 11.3 Facilities

The Operator shall lease from the Airport sufficient land to lease or construct the following facilities:

1. A building which will provide a minimum of three hundred (300) SF of properly lighted and heated classroom and office space and have immediate access to customer waiting area/lounge and sanitary restrooms.
2. A paved Apron or hangar space sufficient to tie down, park, and maneuver a minimum of one (1) Small Aircraft, a minimum sixteen hundred (1,600) SF.
3. Adequate classroom training aids that may include mock-ups, pictures, slides, video and/or digital media to provide proper ground school instructions.
4. A paved parking area that complies with the City of Manassas parking requirements for customer and employee parking.
5. With the prior written permission of the Commission, these requirements may be satisfied by a sublease of such space from an existing Full-Service FBO, Franchise holder, or Leaseholder.

Article 12 Aircraft Sales (SASO)

Section 12.1 Statement of Concept

An Aircraft Sales business engages in purchasing and selling of new and/or used Aircraft through various methods including matching potential customers with an Aircraft (brokering), assisting a customer in the purchase or sale of an Aircraft, or purchasing used Aircraft and marketing them to potential purchasers.

Section 12.2 Minimum Standards

Except as otherwise provided in any Agreement between the Operator and the Airport, the Operator engaged in the sale of new and/or used Aircraft shall provide the following services:

1. Maintain a Commercial Dealers License for the sale of Aircraft in the Commonwealth of Virginia.
2. A minimum of one (1) currently FAA Certificated pilot, with appropriate ratings for the Aircraft to be demonstrated.

3. Maintain hours of operation sufficient to meet public demand.

4. Provide insurance coverage in amounts not less than specified in Appendix A.

Section 12.3 Facilities

The Operator shall lease from the Airport sufficient land to lease or construct the following facilities:

1. A building which will provide a minimum of one hundred twenty (120) SF of properly lighted and heated office space to perform work and access to sanitary restrooms.
2. A paved Apron or hangar space sufficient to accommodate at least two (2) of the Aircraft authorized for sale. If the Operator leases hangar space for the storage of sale Aircraft this provision is waived.
3. A paved parking area that complies with the City of Manassas parking requirements for customer and employee parking.
4. With the prior written permission of the Commission, these requirements may be satisfied by a sublease of such space from an existing Full-Service FBO, Franchise holder, or Leaseholder.

Article 13 Air Charter Operations (SASO)

Section 13.1 Statement of Concept

An unscheduled or scheduled Air Charter Operator engages in the business of providing air transportation (Persons or property) to the general public for hire, on an unscheduled or scheduled basis under 14 CFR Part 125 & 135. Air Charter Operations include Air Ambulance Operations. An Aircraft Management Operator is a commercial operator engaged in the business of providing Aircraft flight dispatch, flight crews or Aircraft Maintenance coordination to the public and is included in Air Charter Operations.

An Aircraft Management Operator engages in the business of providing Aircraft management including, but not limited to, flight dispatch, flight crews, or Aircraft Maintenance coordination to the general public or private parties.

Section 13.2 Minimum Standards

Except as otherwise provided in any Agreement between the Operator and the Airport, the Operator shall provide the following services and equipment:

1. Be certificated under FAR Part 125, or 135.
2. Maintain sufficient hours of operation to meet public demand.

3. Employ and make available at least one (1) person who holds an appropriate FAA license or certificate for the Aircraft operated.
4. The Operator shall have dispatch capability within six (6) hours of a customer request.
5. Employ one (1) person with experience and ability to provide charter quotes, schedule and dispatch support and customer service.
3. Provide insurance coverage in amounts not less than specified in Appendix A.

Section 13.3 Facilities

The Operator shall lease from the Airport sufficient land to lease or construct the following facilities:

1. A building which will provide a minimum of two hundred (200) SF of properly lighted and heated office space and have immediate access to a customer lounge/waiting area and sanitary bathrooms.
2. The customer lounge/waiting area must be of a size adequate for the number of passengers flown, but at a minimum, it must be two hundred (200) SF.
3. A paved Apron or hangar space sufficient to tie down, park, and maneuver the Aircraft that are being used for Part 135 Charter.
4. A paved parking area that complies with City of Manassas parking requirements.
5. With the prior written permission of the Commission, these requirements may be satisfied by a sublease of such space from an existing Full-Service FBO, Franchise holder, or Leaseholder.

Article 14 Air Carrier Operations (SASO)

Section 14.1 Statement of Concept

A scheduled Air Carrier Operator engages in the business of providing air transportation (Persons or property) to the general public on a scheduled service basis under 14 CFR Part 121.

Section 14.2 Minimum Standards

Except as otherwise provided in any Agreement between the Operator and the Airport, the Operator shall provide the following services and equipment:

1. Be certificated under FAR Part 121.
2. Maintain sufficient hours of operation to meet public demand.

3. Employ and make available sufficient persons who holds an appropriate FAA license or certificate for the Aircraft operated.
4. Provide insurance coverage in amounts not less than specified by the City.

Section 14.3 Facilities

The Operator shall lease from the Airport, or City approved Franchisee, terminal building space that includes at a minimum:

1. Ticket Counter Space
2. Gate Space
3. Baggage Screening/Claim
4. Holdroom space
5. Ramp

Article 15 Aircraft Management Operator (SASO)

Section 15.1 Statement of Concept

An Aircraft Management Operator engages in the business of providing Aircraft management including, but not limited to, flight dispatch, flight crews, or Aircraft Maintenance coordination to the general public or private parties.

Section 15.2 Minimum Standards

Except as otherwise provided in any Agreement between the Operator and the Airport, the Operator shall provide the following services and equipment:

1. Maintain sufficient hours of operation to meet public demand.
2. Employ and make available at least one (1) person who holds an appropriate FAA license or certificate for the Aircraft operated.
4. The Operator shall have dispatch capability within six (6) hours of a customer request.
5. Employ one (1) person with experience and ability to provide charter quotes, schedule and dispatch support and customer service.
3. Provide insurance coverage in amounts not less than specified in Appendix A.

Section 15.3 Facilities

The Operator shall lease from the Airport sufficient land to lease or construct the following facilities:

1. A building which will provide a minimum of two hundred (200) SF of properly lighted and heated office space and have immediate access to a customer lounge/waiting area and sanitary bathrooms.
2. The customer lounge/waiting area must be of a size adequate for the number of passengers flown, but at a minimum, it must be two hundred (200) SF.
3. A paved Apron or hangar space sufficient to tie down, park, and maneuver the Aircraft that are being managed.
4. A paved parking area that complies with City of Manassas parking requirements.
5. With the prior written permission of the Commission, these requirements may be satisfied by a sublease of such space from an existing Full-Service FBO, Franchise holder, or Leaseholder.

Article 16 Commercial Hangar Rental

Section 16.1 Statement of Concept

A Commercial Hangar Operator engages in the business of building or buying a hangar for the sole purpose of leasing it to the public for aircraft storage.

Section 16.2 Minimum Standards

Except as otherwise provided in any Agreement between the Operator and the Airport, the Operator shall provide the following services and equipment:

1. Maintain sufficient hours of operation to meet public demand.
2. Employ one (1) person with experience and ability to provide management and maintenance of the hangar facility
3. Provide insurance coverage in amounts not less than specified in Appendix A.

Section 16.3 Facilities

The Operator shall lease from the Airport sufficient land to lease or construct the following facilities:

1. A building which will provide a minimum of two hundred (200) SF of properly lighted and heated office space and have immediate access to sanitary bathrooms.
2. A paved Apron and hangar space sufficient to tie down, park, and maneuver the Aircraft that is being stored.
4. A paved parking area that complies with City of Manassas parking requirements.

- 1
2 5. With the prior written permission of the Commission, these requirements may be satisfied
3 by a sublease of such space from an existing Full-Service FBO, Franchise holder, or
4 Leaseholder.
5

6 7 **Article 17 Commercial Operating Permit** 8

9 **Section 17.1 Statement of Concept** 10

- 11 1. Any Entity that conducts a commercial business at the Airport shall have a Franchise
12 Agreement with the City of Manassas, approved by the Airport Commission and City
13 Council or a Commercial Operating Permit that has been approved and issued by the
14 Airport Director, prior to conducting any commercial business at the Airport. Permits shall
15 be issued on an annual basis or thirty (30) days increments.
16
- 17 2. A Commercial Operating Permit shall be obtained by the following categories of
18 commercial operators, prior to conducting business on the Airport:
19
- 20 A. A Non-Franchise Tenant: Entity not having a Franchise Agreement with the City of
21 Manassas governing its operations, but who:
22
- 23 i. Has a Lease agreement, sublease, or other agreement with the City, a
24 sublease with a City Lessee or a Franchise holder and supplies or directly
25 provides goods, commodities, services, or facilities to the general public at
26 the Airport as a regular business activity.
27
- 28 ii. Uses the Airport in furtherance of its business interest and has office, hangar
29 and/or storage space on the Airport.
30
- 31 B. A Non-Tenant Operator: An Entity with no established office, station or location
32 on Airport property and not having a Franchise or Lease agreement with the City of
33 Manassas or an existing Franchise holder governing its operations, but who:
34
- 35 i. Does supply or directly provide goods, commodities, services, or facilities to
36 the general public at the Airport as a regular business activity.
37
- 38 ii. Uses or enters upon the Airport in furtherance of its business interests and/or
39 to deliver persons, services or goods to customers of that business.
40
- 41 iii. A Non-Tenant Operator shall include, but is not limited to, rental car
42 concessionaires, transportation network companies (TNC), mobile certified
43 mechanics, independent flight instructors, Aircraft detailers, mobile oil
44 recyclers and others who perform operations without permanent facilities on
45 the Airport. A Non-Tenant Operator shall not include any commercial
46 transport engaged in providing goods, commodities, or services to the
47 Airport, any Federal, State, or local agency operating at the Airport, or any
48 Full-Service FBO, Franchise holder or Lessee of the Airport.

Section 17.2 Procedures

1. The Airport may issue a Commercial Operating Permit only upon receipt and approval of a signed application from the Non-Franchise Tenant or Non-Tenant Operator on a form approved by the Director containing the following information:
 - A. Name of Entity, address, phone number, type of business, type and description of vehicles to be operated, if any, on Airport property.
 - B. Name of principal(s) of the applying Entity.
 - C. Name, address, and job title of the local manager, if different from the principal(s).
 - D. Provide adequate insurance and a certificate of insurance, naming the City, its employees and agents as additional insured.
2. The submission of such application by a Non-Franchise Tenant or a Non-Tenant Operator business shall constitute an express understanding and agreement by such applicant that he/she shall:
 - A. Pay all Permit fees specified.
 - B. Covenant to obey and adhere to all security requirements, Rules and Regulations of the Airport now existing or hereafter adopted.
 - C. Indemnify and hold harmless the Airport and the City, its employees and agents from any claim whatsoever arising from the Non-Franchise Tenant's or Non-Tenant Operator's business operations on Airport property.
 - D. In the case of a Non-Franchise Tenant, provide proof of a City of Manassas business license and proof of insurance coverage not less than specified in Appendix A.
 - E. In the case of a Non-Tenant Operator, not establish any office, station, or location on Airport property.
3. In the event a Commercial Operating Permit is approved and there are subsequent changes in the facts or circumstances reflected on the application, the Non-Franchise Tenant business or Non-Tenant Operator is required to file a written statement notifying the Director of the change within ten (10) calendar days from the date such change occurs.
4. Within thirty (30) calendar days after the application for a Commercial Operating Permit has been submitted to the Director, the application will either be approved or denied. In the event the application is denied, the Director shall specify in writing the grounds for denial. The applicant shall have the right to appeal as stated in Article 4, paragraph 3, ad seq.

5. A Commercial Operating Permit may be revoked by the Director for cause with five (5) calendar days written notice to the Permittee. Such notice shall be either hand-delivered or mailed by certified mail to the address stated on the application. Such revocations are subject to the appeal process as stated in Article 4, paragraph 3. Causes for revocation include, but are not limited to:

- A. Breach of any Agreement entered into with the Airport.
- B. Failure to make timely payment of any fees, fines, or other moneys due to the Airport.
- C. Violation of any law, regulation, security requirement, the Airport's Rules and Regulations or these Minimum Standards now existing or hereafter adopted.
- D. Any act or omission of the Permittee adversely affecting the Airport operations or posing a danger to the public health, safety, or welfare.

Article 18 Rental Car Business

Section 18.1 Statement of Concept

A Rental Car Business engages in the business of providing rental car services on the Airport. Off-Airport Rental Car companies are not allowed to operate on Airport property without written permission from the Airport Director.

Section 18.2 Minimum Standards

Except as otherwise provided in any Agreement between the Operator and the Airport, the Operator shall provide the following services and equipment:

1. Provide makes and models of Vehicles that do not exceed two (2) years of age.
2. Maintain rental automobiles in good operating order, free from known mechanical defects, and in a clean, neat, and attractive condition, inside and out.
3. Maintain such business hours for such periods during each day and such days during each week as may be necessary to meet reasonable demands of the public.
4. Provide insurance coverage in amounts not less than specified in Appendix A.

Section 18.3 Facilities

- 1.

2. All rental car businesses shall be located in the Passenger Terminal Building. The only exceptions are rental car companies that exclusively provides service to a FBO transient customers and no other companies, clients, tenants or passenger airline customers.
3. Rental Car companies are subject to Customer Facility Charges (CFCs).
4. Rental Car parking areas must be paved in accordance with the City of Manassas or Prince William County construction standards.
5. Maintain facilities and parking spaces in a clean and orderly fashion, free from debris, and in a neat, and attractive condition, inside and out.
6. With the prior written permission of the Airport Director these requirements may be satisfied by a Franchisee who is has an approved Franchise to provide Airline Passenger Terminal Building management and services and who are authorized to collect CFCs and other rental car rents and fees .

Section 18.4 Procedures

The following procedures will remain in place until such time that rental car facilities are available in a new Airline Passenger Terminal Building.

1. Non-Franchise Tenant businesses desiring to operate as a Rental Car Business shall also comply with the following:
 - A. Pay the Airport three percent (3%) of gross receipts within thirty (30) calendar days following the close of the previous month.
 - B. Submit a statement of gross receipts during the preceding month from its operations at the Airport from which the percentage of payments to the Airport may be computed. Said statement must be signed by a responsible accounting officer of the Non-Franchise Tenant.
 - C. To make available to the Airport or the City, upon demand and at its local office, all business accounts containing information related to computation of gross receipts and amounts payable to the Airport.
 - D. Provide insurance coverage in amounts no less than specified in Appendix A.
2. Non-Tenant Operators desiring to operate as a Rental Car Business shall also comply with the following:
 - A. Pay the Airport six percent (6%) of gross receipts within thirty (30) calendar days following the close of the previous month.
 - B. Submit a statement of gross receipts during the preceding month from its operations at the Airport from which the percentage of payments to the Airport may be

computed. Said statement must be signed by a responsible accounting officer of the Non-Tenant Operator.

C. To make available to the Airport or the City, upon demand and at its local office, all business accounts containing information related to computation of gross receipts and amounts payable to the Airport.

D. To operate no vehicle on Airport premises except to pick up or deliver customers holding reservations with the Non-Tenant Operator or who have returned a vehicle to the Non-Tenant Operator.

E. While operating on Airport property, stop only in areas designated for use by such vehicles and make no attempt to solicit business in any manner while on Airport property.

Article 19 Through-the-Fence Operations

Section 19.1 Statement of Concept

Through-the-Fence Operations is defined as the use of Airport property by operators offering an aeronautical activity on land adjacent to, or by Aircraft based on land adjacent to, but not part of, the Airport property. Through-the-Fence Operations are strictly prohibited at the Manassas Regional Airport.

Article 20 Ultralight Operations

Section 20.1 Statement of Concept

An Ultralight Operator engages in commercial Ultralight operations including rental, training, sales and maintenance activities.

Ultralight Operators must comply with all provisions of the Code of Federal Regulations (CFAR), Part 103 and all operating directives issued by the Airport Director.

Prior to starting Ultralight Operations, the Airport will determine if this activity will present or create a safety hazard to the normal operations of Aircraft arriving or departing the Airport. An FAA airspace study may be necessary to determine the efficiency and utility of the Airport for such operations.

Ultralight Commercial Operators must comply with the provisions of these Minimum Standards for Aircraft Rental and Flight Instructions.

Article 21 Skydiving Operations

Section 21.1 Statement of Concept

1 A Commercial Skydiving Operator engages in the transportation of persons for
2 skydiving, instruction in skydiving, and rental and sales of skydiving equipment.
3

4 Commercial Skydiving is not permitted at the Manassas Regional Airport except by
5 written consent of the Airport Director and the Airport Commission. An FAA airspace study
6 may be necessary to determine the efficiency and utility of the Airport for such operations. Prior
7 to starting Skydiving Operations, the Airport and FAA will determine if this activity will present
8 or create a safety hazard to the normal operations of Aircraft arriving or departing the Airport.
9

Article 22 Flying Clubs

Section 22.1 Statement of Concept

A Flying Club is a nonprofit or not for profit Entity (Non-Commercial Operator) organized for the express purpose of providing its members with aircraft for their personal use and enjoyment only.

Section 22.2 Minimum Standards

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

1. Flying Clubs shall be a nonprofit entity (corporation, association, or partnership) organized for the express purpose of providing its members with one or more Aircraft, for their personal use and enjoyment only. The property rights of the members of the Flying Club shall be equal and no part of the net earnings of the Flying Club will inure to the benefit of any member in any form (salaries, bonuses, etc.). The Flying Club may not derive greater revenue from the use of its Aircraft than the amount necessary for the operations, Aircraft Maintenance, and replacement of its Aircraft.
2. All Aircraft ("Club Aircraft") must be owned by the Flying Club or equally by all of its members, or leased exclusively to the Club. Club Aircraft must be vested under the Flying Club's name and not be used for any Entity except its members.
3. 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 provision of flight instruction to any Person, including members of the club owning the Aircraft, when such Person pays or becomes obligated to pay for such instruction, except when instruction is given by a Franchisee or Lessee or Tenant based on the Airport who provides flight training, and who has an approved Commercial Operating Permit. Flying Club flight instructors may be compensated by credit against payment of dues or flight time.
4. Any qualified mechanic who is a registered member and part owner of the Aircraft owned and operated by a Flying Club shall not be restricted from doing Aircraft Maintenance work on Aircraft owned by the Flying Club and the Flying Club shall not become obligated to pay for such Aircraft Maintenance work except that such mechanics may be compensated by credit against payment of dues or flight time.
5. All Flying Clubs and their members are prohibited from leasing or selling any goods or services whatsoever to a Person other than a member of such Flying Club at the Airport, except that said Flying Club may sell or exchange its capital equipment.

6. All Flying Clubs, with required permit request, shall furnish the Director a copy of charters and bylaws, articles of association, partnership agreement and/or other documentation supporting its existence. All Flying Clubs shall also supply a roster, or list of members, including the names of officers and directors, which shall be revised on a semi-annual basis. Other documentation that must be provided shall identify the number of Aircraft owned; proof that Aircraft are properly certificated; demonstrate that ownership is vested in the Flying Club or exclusively leased; and detail the operating rules of the Flying Club. The books and other records of the Flying Club shall be available for review by the Director or his authorized agent at any reasonable time.
7. Provide insurance coverage in amounts no less than specified in Appendix A of the Airport Minimum Standards.
8. Any Flying Club that violates any of these provisions may result in termination of the Club's operations at the Airport.
9. Any Flying Club found conducting commercial Aeronautical Services shall be no longer be considered a Non-Commercial Operator and will be required to meet the Minimum Standards under Article 10: Aircraft Rental and/or Article 11: Flight Instruction and apply for a Commercial Operating Permit. Any Flying Club shall be subject to Rates, Fees, and Charges.

Section 22.3 Facilities

The Flying Club shall lease from the Airport sufficient land for the following facilities:

1. A paved Apron or hangar space sufficient to tie down, park, and maneuver a minimum of one (1) Small Aircraft, a minimum of one thousand (1,000) SF.
2. With the prior written permission of the Commission, these requirements may be satisfied by a sublease of such space from an existing Full-Service FBO, Franchise holder, or Leaseholder.
3. Flying Clubs are exempt from all other building and classroom requirements as it pertains to Aircraft Rentals and Flight Training.

Article 23 Specialized Commercial Operations

Section 23.1 Statement of Concept

A Specialized Commercial Operation engages in air transportation for hire for the purpose of providing the use of Aircraft including, but not limited to the following:

1. Non-stop sightseeing flights that begin and end at Manassas Regional Airport.
2. Crop dusting, seeding, spraying, and bird chasing.

3. Banner towing or aerial advertising.
4. Aerial photography or survey.
5. Power line or pipe line patrol.
6. Firefighting.
7. Hot air balloon or blimp operations.
8. Cargo flights.
9. Carrier Services.

Section 23.2 Minimum Standards

1. A Permit is required for Specialized Commercial Operations. See the Airport Director for application procedures.
2. Maintain sufficient hours of operations to meet public demand.
3. Maintain the proper Federal, Commonwealth of Virginia, and City of Manassas license for the type of operation conducted.
4. Provide insurance coverage in amounts no less than specified in Appendix A of the Airport Minimum Standards.

Article 24 Commercial Use Airlines Passenger Terminal Building Development and Management

Section 24.1 Statement of Concept

For the design, construction, maintenance and operation of a Commercial Air Carrier Terminal and related facilities to service Passenger Airlines.

Section 24.2 Minimum Standards

No person or entity shall be allowed to construct, and or operate a Commercial Air Carrier Terminal for scheduled passenger airlines service unless they have a Franchise that is approved by the City.

Section 24.3 Facilities

Lease from the Airport sufficient land to build a passenger terminal building. The minimum terminal building land lease shall be 2 acres.

- 1
2 The new terminal building must be no less than 43,345 square feet and provide for a minimum,
3 gate space, ticketing/check-in, holding rooms, concession space, baggage screening/claim,
4 circulations, airlines offices, passenger screening, Federal Inspection Services (FIS), airport
5 operations, bathrooms, and building systems.
6
7 Ramp Space to accommodate the number of gates and aircraft that will service the terminal
8 building. Lease from the Airport a minimum land lease for ramp space of 3.7 acres.
9
10 Lease sufficient land from the Airport for automobile parking for employees and passengers. The
11 minimum land lease for automobile parking is 12.6 acres.
12
13

Appendix A - Insurance Matrix

Minimum Standards Insurance Requirements

Insurance Matrix

Disclaimer: The Manassas Regional Airport Minimum Insurance Requirements are established solely for the purpose of protecting the interests of the City of Manassas under this contract, and should not be relied upon or used for any particular purpose. Specifically, each operator should exercise its own independent judgment and discretion in determining the insurance coverages and amounts necessary to fully protect its interests. The City of Manassas shall not be held responsible in any way for, and specifically disclaims any liability arising out of or in any way connected to, reliance on or use of any of the information contained or referenced on this Matrix or Minimum Standards for Airport Aeronautical Service and Aeronautical Activity Providers. The information contained or referenced in this Matrix is not intended to constitute and should not be considered legal or professional advice, nor shall it serve as a substitute for the recipient obtaining such advice.

Annual Review

This Insurance Matrix will be reviewed annually and the Airport Director or Risk Management may require additional limits of liability or other insurance coverage based upon the type of business operation or change in the entity's risk exposure.

Additional Requirements

Additional Insured - The City of Manassas shall be named as an Additional Insured on ALL policies. A separate endorsement must be provided.

Insurance Rating - Each policy of insurance required should be issued by an "A" rated-Class VI or better (according to the A.M. Best's Rating Organization) insurance company authorized by the Commonwealth of Virginia to issue such policy in this State

Minimum Requirements

Section/Activity	Workers' Compensation and Employers Liability	Comprehensive Airport Liability**	Hangar Keepers Liability	Aircraft Liability	Environmental Liability	Commercial Automobile Liability	Flight Instructor Professional Liability
Article 6 Aircraft Fuels and Oil Sales and Service	Statutory Limits	Premises/Operations Products/Completed Operations (if applicable) Contractual Liability (if applicable) Fire Legal Liability (if leasing space from Airport) Environmental (if applicable) \$1,000,000 / \$3,000,000 per occurrence / aggregate If services are provided to Airlines \$5,000,000 per occurrence	Coverage required is based on the type of aircraft under custody of the business.		Contractor's Pollution Insurance Policy \$1,000,000 per occurrence Storage Tank Liability \$1,000,000 per occurrence	Coverage required if licensed vehicles are driven on the ramp, taxiways or runways. \$1,000,000 per occurrence	

**All ancillary coverages must be listed under the policy.

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Section/Activity	Workers' Compensation and Employers Liability	Comprehensive Airport Liability**	Hangar Keepers Liability	Aircraft Liability	Environmental Liability	Commercial Automobile Liability	Flight Instructor Professional Liability
Article 8 Airframe and Power plant Repair	Statutory Limits	Premises/Operations Products/Completed Operations (if applicable) Contractual Liability (if applicable) Fire Legal Liability (if leasing space from Airport) Environmental (if applicable) \$1,000,000 per occurrence	Coverage required is based on the type of aircraft under custody of the business.			Coverage required if licensed vehicles are driven on the ramp, taxiways or runways. \$1,000,000 per occurrence	
Article 9 Aircraft Component Repair	Statutory Limits	Premises/Operations Products/Completed Operations (if applicable) Contractual Liability (if applicable) Fire Legal Liability (if leasing space from Airport) Environmental (if applicable) \$1,000,000 per occurrence	Coverage required is based on the type of aircraft under custody of the business.			Coverage required if licensed vehicles are driven on the ramp, taxiways or runways. \$1,000,000 per occurrence	

**All ancillary coverages must be listed under the policy.
The City of Manassas shall be named as an Additional Insured on ALL policies. A separate endorsement must be provided.

Section/Activity	Workers' Compensation and Employers Liability	Comprehensive Airport Liability**	Hangar Keepers Liability	Aircraft Liability	Environmental Liability	Commercial Automobile Liability	Flight Instructor Professional Liability
Article 10 Aircraft Rental	Statutory Limits	Premises/Operations Products/Completed Operations (if applicable) Contractual Liability (if applicable) Fire Legal Liability (if leasing space from Airport) Environmental (if applicable) \$1,000,000 per occurrence	Coverage required if Aircraft are being serviced by Entity or owned by an Entity other than the rental company	Piston/Turbine/Helicopter \$1,000,000 Combined Single Limit		Coverage required if licensed vehicles are driven on the ramp, taxiways or runways. \$1,000,000 per occurrence	
Article 11 Flight Training	Statutory Limits	Premises/Operations Products/Completed Operations (if applicable) Contractual Liability (if applicable) Fire Legal Liability (if leasing space from Airport) Environmental (if applicable) \$1,000,000 per occurrence	Coverage required if Aircraft are being serviced by Entity or owned by an Entity other than the flight training operator.	Piston/Turbine/Helicopter \$1,000,000 Combined Single Limit		Coverage required if licensed vehicles are driven on the ramp, taxiways or runways. \$1,000,000 per occurrence	\$1,000,000 per occurrence

**All ancillary coverages must be listed under the policy.

The City of Manassas shall be named as an Additional Insured on ALL policies. A separate endorsement must be provided.

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Section/Activity	Workers' Compensation and Employers Liability	Comprehensive Airport Liability**	Hangar Keepers Liability	Aircraft Liability	Environmental Liability	Commercial Automobile Liability	Flight Instructor Professional Liability
Article 12 Aircraft Sales	Statutory Limits	Premises/Operations Products/Completed Operations (if applicable) Contractual Liability (if applicable) Fire Legal Liability (if leasing space from Airport) Environmental (if applicable) \$1,000,000 per occurrence	Coverage required is based on the type of aircraft under custody of the business.	Piston/Turbine/Helicopter \$1,000,000 Combined Single Limit		Coverage required if licensed vehicles are driven on the ramp, taxiways or runways. \$1,000,000 per occurrence	
Article 13 Air Charter Operations or Aircraft Management Operator	Statutory Limits	Premises/Operations Products/Completed Operations (if applicable) Contractual Liability (if applicable) Fire Legal Liability (if leasing space from Airport) Environmental (if applicable) \$1,000,000 per occurrence	Coverage required if Aircraft are being serviced by Entity or owned by an Entity other than the Charter or Management Operator.	Piston/Turbine/Helicopter \$1,000,000 Combined Single Limit		Coverage required if licensed vehicles are driven on the ramp, taxiways or runways. \$1,000,000 per occurrence	

**All ancillary coverages must be listed under the policy.

The City of Manassas shall be named as an Additional Insured on ALL policies. A separate endorsement must be provided.

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Section/Activity	Workers' Compensation and Employers Liability	Comprehensive Airport Liability**	Hangar Keepers Liability	Aircraft Liability	Environmental Liability	Commercial Automobile Liability	Flight Instructor Professional Liability
Article 14 Non-Tenant Operator	See Airport Director for insurance requirements to be based on the type of business operation. The most stringent requirements will be applied for applicable Comprehensive Airport Liability, Aircraft Liability, Commercial Automobile, Hangar keepers and Environmental Impairment.						
Article 15 Rental Car Business (Non-Franchise Tenant)	Statutory Limits	Premises/Operations Products/Completed Operations (if applicable) Contractual Liability (if applicable) Fire Legal Liability (if leasing space from Airport) Environmental (if applicable) \$1,000,000 per occurrence				Coverage required if licensed vehicles are driven on the ramp, taxiways or runways. \$1,000,000 per occurrence	
Article 19 Specialized Commercial Operations	See Airport Director for insurance requirements to be based on the type of business operation. The most stringent requirements will be applied for applicable Comprehensive Airport Liability, Aircraft Liability, Commercial Automobile, Hangar keepers and Environmental Impairment. Hangar Foam Suppression Operations Any company that is conducting business on the Airport and has an operating Fire Foam Suppression system shall carry a Contractor's Pollution Insurance Policy and or an Environmental Cleanup Policy in the of \$1,000,000 per occurrence. The policy must specifically cover the clean-up of AFFF and any other hazardous substance used in the Foam Suppression System, and the policy must be approved by the City's Risk. This insurance requirement is above and beyond what may be required for businesses conducting fueling operations.						
Article 21 Flying Clubs		General Liability \$1,000,000 per occurrence Property Damage \$100,000	Coverage required if Aircraft are being serviced by an Entity or other than the flying club	Piston/Turbine/Helicopter \$1,000,000 Combined Single Limit		Proof of coverage	

**All ancillary coverages must be listed under the policy.

The City of Manassas shall be named as an Additional Insured on ALL policies. A separate endorsement must be provided.

Section/Activity	Workers' Compensation and Employers Liability	Comprehensive Airport Liability**	Hangar Keepers Liability	Aircraft Liability	Environmental Liability	Commercial Automobile Liability	Flight Instructor Professional Liability
Rules & Regulations Non-Commercial Self-Fueling Over 12,000 Gallons Annually	Statutory Limits	Premises/Operations Products/Completed Operations (if applicable) Contractual Liability (if applicable) Fire Legal Liability (if leasing space from Airport) Environmental (if applicable) \$1,000,000 / \$3,000,000 per occurrence / aggregate If services provided to Airlines \$5,000,000 per occurrence	Not Applicable	Not Applicable	Contractor's Pollution Insurance Policy \$1,000,000 per occurrence Storage Tank Liability \$1,000,000 per occurrence	Coverage required if licensed vehicles are driven on the ramp, taxiways or runways. \$1,000,000 per occurrence	

**All ancillary coverages must be listed under the policy.

The City of Manassas shall be named as an Additional Insured on ALL policies. A separate endorsement must be provided.

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Appendix B – Rates, Fees, and Charges Schedule

ORDINANCE #O-2024-20

First Reading: May 13, 2024
Second Reading: June 10, 2024
Enacted: June 10, 2024
Effective: July 1, 2024

AN UNCODIFIED ORDINANCE ESTABLISHING THE MANASSAS REGIONAL AIRPORT FEE AND RENT SCHEDULE EFFECTIVE JULY 1, 2024

WHEREAS, the Manassas Regional Airport (Airport) has been designated by the Federal Aviation Administration (FAA) as a public use General Aviation Reliever Airport; and

WHEREAS, the City Council has approved transitioning the Manassas Regional Airport to a Commercial Service Airport and Landing Fees, Passenger Facility Charges (PFC), and Remain Overnight (RON) ramp fees will be determined in accordance with FAA policies and regulations, and to cover the operating expenses of the airport; and

WHEREAS, the FAA requires that the Airport maintain a fee and rental structure for the facilities and services at the Airport that will make the airport as self-sustaining as possible; and

WHEREAS, the Airport Commission has reviewed and recommended the following fee and rent structure.

BE IT ORDAINED that, by the City Council of the City of Manassas, Virginia, meeting in regular session this 13th day of May, 2024, Ordinance #O-2022-17 is repealed effective July 1, 2024 and that the following fee schedule is established effective July 1, 2024.

Airport I.D. Badge Fees	
New & Renewal AOA Badge	\$20.00
New & Renewal SIDA Badge	\$35.00
Unreturned Badge Fee	\$200.00
1st Lost or Stolen Badge Replacement	\$100.00
2nd Lost or Stolen Badge Replacement	\$150.00
3rd Lost or Stolen Badge Replacement	\$200.00
Car Rental Company Fees	
Annual Non-Franchise Operator	\$10.00
Annual Non-Tenant Operator	\$20.00
Commercial Operating Permit Fees	
Annual Non-Franchise Operator	\$25.00
Annual Non-Tenant Operator	\$680.00
Conference Room Cleaning Fee	\$150.00
Crop Dusting Permit fee (per day)	\$25.00

Fuel Flowage Fees	
Non-Commercial Fuel Flowage Fee (per gallon)	\$0.13
Security Surcharge (per gallon)	\$0.02
Hangar Rent – East Side	
Monthly Storage Unit	\$210.00
Monthly 40' Unit	\$360.00
Monthly 42' Unit	\$408.00
Monthly 42' End Unit	\$505.00
Monthly 45' Unit	\$435.00
Monthly 48' Unit	\$505.00
Monthly 48' End Unit	\$560.00
Hangar Rent – Box Hangars	
Monthly 50' by 60' Unit	\$1,500.00
Monthly 60' by 60' Unit	\$2,000.00
Hangar Rent - West Side	
Monthly End Unit	\$385.00
Monthly Regular Unit	\$335.00
Landing Fees¹ (Per 1,000 lbs. of MLW)	TBD
Late Fees	
East and West T-Hangars (non-commercial)	\$30.00
Tie-Downs (Single and Twin Engine)	\$10.00
Hangar Lockout	\$100.00
Key Replacement Fee	\$50.00
Callout Fee	\$50.00
Nightly Blimp Tie-Down Fee	\$75.00
Passenger Facility Charge³ (PFC)	TBD
Remain Overnight (RON) Ramp³ Fee	TBD
Special Event Fee (per day)	
Full Day	\$800.00
Half Day	\$400.00
Hourly	\$125.00
Special Events – Late Application	
Full Day	\$100.00
Half Day	\$50.00
Hourly	\$25.00
Special Media Permit Fee	
Photo (per day)	\$250.00
Movie (per day)	\$500.00
Security Fees	
Fingerprinting Fee (per applicant)	\$30.00
Background Check (per applicant)	\$30.00
Airfield Vehicle Sticker (AOA)	\$10.00
Terminal Office Space (per sq. ft.)	\$36.58
Tie-Down Rent	

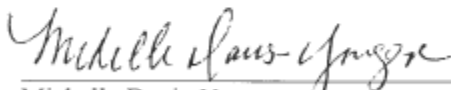
Monthly Single Engine	\$80.00
Monthly Twin Engine	\$90.00
Vehicle/Pedestrian Deviation	
Vehicle/Pedestrian Deviation – 1 st Offense	\$250.00
Vehicle/Pedestrian Deviation – 2 nd Offense	\$500.00
Vehicle/Pedestrian Deviation – 3 rd Offense	\$1,000.00

¹Landing Fee Exemptions.

1. Aircraft under 12,500 lbs.
2. Based Aircraft
3. An aircraft that departs from the airport for another destination and is forced to return and land at the airport because of meteorological conditions, mechanical or operating causes or for any similar emergency or precautionary reason.
4. Any aircraft owned and operated by the United States government and its agencies, non-commercial aircraft owned and operated by foreign governments on a flight authorized by the Department of State, or commercial aircraft on a flight dedicated to carrying foreign heads of state and not operating as a commercial flight.
5. Non-revenue, test flights approved by the Airport Director that may be required to meet operational safety or Federal Aviation Administration (FAA) certification requirements.
6. The Airport Director may waive landing fee payments, in his or her discretion, for medical, charity or non-profit events, on an infrequent basis.

²Remain Over Night (RON) for airlines is defined as the period of 8:00 PM to 6:00 AM.

³Per Enplaned Passenger; PFC based on FAA approved projects only.



Michelle Davis-Younger
 On behalf of the City Council
 Of Manassas, Virginia
 ATTEST:

Mayor



Eric W. Smith City Clerk

Appendix C – Commercial Operating Permit



Commercial Operating Permit

Return this completed application to:

Airport Director, Manassas Regional Airport, 10600 Harry J Parrish Blvd, 2nd Floor,
Manassas, Virginia 20110

By this Permit, between the City of Manassas, Virginia, hereinafter referred to as the “City”, and _____ a corporation, having offices at: _____

_____, hereinafter referred to as “Permittee”, Permittee is authorized to perform the services set forth in Article 1 below at the Manassas Regional Airport (“Airport”) in consideration of the payment of fees set forth in Article 3 below and in compliance with the Airport Rules and Regulations, Minimum Standards and the terms and conditions of this Permit. Permittee’s Federal Employer Identification Number is: _____

Phone number () _____ (Home)

Phone number () _____ (Office)

Name of Principal:

Name of Local Manager:

Check one:

☐ Non-Franchise Tenant (business located on the Airport)

☐ Non-Tenant Operator (business located off Airport property)

1. Services Authorized to be Performed

Permittee is authorized to provide at the Airport the following services, hereinafter referred to as

“Services”: _____

Aircraft to be used by the Permittee for the conduct of its services/are:

In consideration of granting this Permit by the City, the Permittee agrees that it shall conduct its business and render its Services in a professional manner consistent with the Airport’s Minimum Standards, industry standards, and sound business practices.

2. Location for the Performance of Services

The City for reason of public safety, and consistent with its responsibility for the safe and efficient operations of the Airport shall, in its sole discretion designate and/or approve the location on the Airport from which Permittee will provide its Services.

The location designated and approved for the provision of Services under this Permit is:

_____.

3. Fees

Permittee agrees, in consideration of the rights and privileges granted to it herein to pay to the City the applicable Permit fee as set forth below.

- a. The fixed fees payable pursuant to this Permit are those set forth in the Fee Schedule attached hereto.
- b. Payment of fees shall be by check or money order payable to the City of Manassas at the office of the City Treasurer.
- c. Permittee may pay Permit fees in advance.

4. Term

The term of this Permit shall be for a period of one year commencing on _____ and terminating on _____. The City may terminate this Permit on 24 hours’ notice if the Permittee fails to pay any amounts required to be paid by this Permit. If the Permittee breaches any other provision of this Permit or violates the Airport Minimum Standards and/or the Airport Rules and Regulations, the Airport will give the Permittee notice of such default. If within five (5) days after the Airport gives such notice, Permittee has not cured said default, this Permit, and all rights and privileges granted herein, will be terminated by the Airport with no further notice.

5. Assignment and Sale

Permittee agrees that it will not sell, convey, transfer, or assign this Permit. Any attempt to sell, transfer or assign this permit will result in cancellation of this Permit.

6. Valid Sublease

As a condition to Permittee providing the Services authorized herein, Permittee shall:

- a. If occupying space rented directly from the City, possess a current and valid agreement for the usage of the space, or;
- b. If occupying space, rented directly from a Lessee of the City, obtain from said lessee a current and valid sublease and submit it to the Airport, for its approval;

This section does not apply to non-tenant businesses.

7. Liabilities

The City shall not in any way be liable for any cost, liability, damage or injury including cost of suit and reasonable expenses of legal services, claimed or recovered by any person whomsoever, occurring on the Airport, or as a result of any operations, works, acts or omissions performed on the Airport, by the Permittee, its agents, employees, contractors, guest or invitees.

8. Rules and Regulations and Compliance

- a. The Permittee agrees to observe and obey any and all such Airport Rules and Regulations. The City reserves the right to deny access to the Airport and its facilities to any person, firm or corporation that fails or refuses to obey and comply with such Airport Rules and Regulations.
- b. Permittee shall obtain all licenses, certificates, Permits or other authorization from all governmental authorities having jurisdiction over the Permittee's operations at the Airport.

9. Cessation of Operations by Permittee

Upon the expiration or termination of this Permit, Permittee shall immediately cease all its operations at the Airport.

10. Rights Non-exclusive

Permittee hereby acknowledges that all operating rights and privileges granted hereunder are non-exclusive and the City reserves the right to authorize others to perform the same or similar services at its sole discretion.

11. Notice

All notices, consents and approvals required or desired to be given by the parties hereto shall be sent in writing, and shall be deemed sufficiently given when same is personally delivered or deposited in the U.S. Mail, registered or certified mail, return receipt requested, addressed to the recipient, at the address set forth below:

To Airport: Manassas Regional Airport
 Attention: Airport Director
 10600 Harry J Parrish Blvd
 2nd Floor
 Manassas, VA 20110

To Permittee: _____

12. Insurance

Permittee shall, at its own cost and expense and if required, take out and maintain such insurance for the term of this Permit as the Permittee is required under the Manassas Regional Airport's Minimum Standards. The Permittee shall provide the Airport Director with a copy of its Certificate of Insurance at the time this Permit is signed and delivered to the Airport Director's office.

13. Certification

By signing this permit, I am certifying that I have read and understand the Airport Rules and Regulations and the Airport Minimum Standards, and that all information provided on this application is true and correct to the best of my knowledge.

PERMITTEE

BY: _____ DATE: _____

AIRPORT ADMINISTRATION USE ONLY

Insurance Certificate Received ☐ Yes ☐ No ☐ N/A

Payment Received ☐ Yes ☐ No ☐ N/A

Permit approved:

BY: _____ DATE: _____
Juan E. Rivera, Airport Director

COMMERCIAL OPERATING PERMIT

FEE SCHEDULE

Commercial Operating Permit

A. Non-Franchise Tenant \$25.00 annually
(must be paid in advance at the time permit is issued)

B. Non-Tenant Operator (Annual) \$680.00 annually
(if paid in-full at the time the permit is issued) or \$65.00 per month (twelve (12) payments)

C. Non-Tenant Operator (30 Days) \$57.00 monthly

Car Rental Companies

A. Non-Franchise Tenant

Each parking space occupied \$10.00 per vehicle/ per month

B. Non-Tenant Operator

Each parking space occupied over a 24-hour period \$ 20.00 per vehicle/ per day

The above fees are subject to change annually as part of the Airport's budget process.



Appendix D – Airport Franchise and Lease Application

Airport Franchise and Lease Application

Return this completed application to:

Airport Director, Manassas Regional Airport, 10600 Harry J Parrish Blvd, 2nd Floor,
Manassas, Virginia 20110

Use this application form to request a Franchise (land lease) or Facility lease at the Manassas Regional Airport. Complete all blocks with the appropriate information; make blocks “N/A” when they do not apply to your request. Continue on separate sheets if additional room is required.

Type or Print Application Clearly

DATE: _____ 20____

1. APPLICANT INFORMATION

NAME: _____
Name of individual completing this application

ADDRESS: _____
Street address or P.O. Box, State, Zip Code

PHONE NUMBER: () _____ () _____
Work Home

FACSIMILE: () _____ E-mail: _____

SOCIAL SECURITY NO: _____ CITIZENSHIP: _____

If applying as a business or other legal entity, complete the following:

NAME OF COMPANY/BUSINESS: _____

WEB SITE: _____

PRESIDENT/PARTNERS: _____
Name(s)

FEDERAL TAX I.D. NUMBER: _____

BUSINESS ADDRESS: _____
Street address or P.O. Box, State, Zip Code

TYPE OF BUSINESS: (check one) ☐ Corporation ☐ Sole Proprietor ☐ LLC ☐ Partnership
☐ Other _____

DESCRIBE NATURE OF PRESENT BUSINESS:

PREVIOUS BUSINESS ADDRESS:

Street address or P.O. Box, State, Zip Code

NAME OF PREVIOUS LANDLORD: _____

PHONE NUMBER OF PREVIOUS LANDLORD: () _____

LENGTH OF OCCUPANCY: _____ (months)

REASON FOR MOVE: _____

Have you or any interested parties in this application ever filed bankruptcy? ☐ Yes ☐ No
(check one)

Have you or any interested parties in this application ever been convicted of a felony?
☐ Yes ☐ No (check one)

2. PURPOSE OF APPLICATION (check one):

☐ **LAND FRANCHISE:** All persons wishing to construct improvements at the Airport must first enter into a Land Lease or Franchise for a suitable parcel. Return this form to the Airport Director, who will initiate the Lease/Franchise approval process, which will include approval or disapproval by the City Council.

☐ **FACILITY LEASE:** All persons wishing to occupy City-owned improvements at the Airport must first enter into a Facility Lease for the desired facility. Return this form to the Airport Director, who will initiate the lease approval process, which will include approval or disapproval by the City Council.

3. NATURE OF PROPOSED BUSINESS: Check all activities proposed to be conducted the first day of operations.

A. Aircraft Support Services:

- ☐ Aircraft maintenance (major and or minor repair)
- ☐ Aircraft Management
- ☐ Aircraft painting
- ☐ Aircraft parts sales
- ☐ Aircraft sales, leasing, and/or brokerage
- ☐ Aircraft storage
- ☐ Avionics repair, installation and/or sales
- ☐ Repair or reconditioning of used aircraft
- ☐ Sale of aeronautical items/supplies (charts, books, etc....)

B. Airline Operations:

- ☐ Air Carrier or Air Taxi Operations
- ☐ Transportation of cargo and/or mail

C. On-Demand Flying Services

- ☐ Aerial photography or survey
- ☐ Agricultural operations (crop-dusting)
- ☐ Aircraft Charter for any purpose
- ☐ Aircraft Rental to the public
- ☐ Corporate Flight Department
- ☐ Flight School
- ☐ Ground School or Flight examiner
- ☐ Sightseeing flights
- ☐ Other (list) _____
- ☐ Other (list) _____

4. BUSINESS REQUIREMENTS:

- A. Building/Facility Requirements: State the type and size of building/facilities/office needed to conduct the business. Indicate any special consideration for equipment, drainage, lighting, etc.

If applicable, attach a site plan and or drawings.

- B. Will any part of the operations of this business require the storage, use of or transport of volatile, hazardous or toxic chemicals or waste on Airport property? ☐ Yes ☐ No
(If yes, explain in detail) (check one)

- C. Ownership: List all persons or companies that will own an interest in the proposed business.

Name: _____ Phone number: _____

Address: _____

Name: _____ Phone number: _____

Address: _____

Name: _____ Phone number: _____

Address: _____

- D. Management: List the person who will be managing the operations at the Manassas Regional Airport.

Name: _____ Phone number: _____

Address: _____

- E. Requirement for Expenditure: Will your business require the Manassas Regional Airport to spend funds or supply labor or materials? ☐ Yes ☐ No (check one) (If yes, explain in detail)

- F. Will you be able to provide the Airport Director with a certificate of insurance in the amounts required by the Airport Minimum Standard? ☐ Yes ☐ No (check one)

- G. Have you read and understand the Airport Minimum Standards and Rules and Regulations?
☐ Yes ☐ No (check one)

H. How many full-time employees do you expect to employ?

☐ 1-5 ☐ 5-10 ☐ 10-25 ☐ 25 or more (check one)

I. Do you have a current City of Manassas Business License? ☐ Yes ☐ No (check one)

Please sign and date the attached Certification

CERTIFICATION:

I certify that I am authorized to sign this application on behalf of the individuals or the Company represented on this application. I certify that to the best of my knowledge the information provided on this application is true and factual.

Signature

Title

Date

Printed or Typed Name

Please provide all information requested on the Supporting Document form.

SUPPORTING DOCUMENTS

Please provide a copy of all additional information that is checked below. All information that is requested should be typed or printed legibly.

- ☐ All the information or documents below.
- ☐ Brief description of previous experience you have in the proposed business.
- ☐ Three (3) business references.
- ☐ Three (3) credit references.
- ☐ Provide documents that establish the type of business you have (LLC, Partnership, or Corporation); include a certification of who is authorized to sign for the business.
- ☐ Licenses or permits required to conduct this business (i.e., FAA Part 135 Certificate or Air Agency Certificate).
- ☐ Site Plans or Drawings (if applicable).
- ☐ Business Plan or Pro Forma.
- ☐ Certificate of Insurance.
- ☐ Virginia Aircraft License (if applicable).
- ☐ Last year's financial statements to include balance sheet, income statement or individual tax returns.
- ☐ Other _____

Please mail or deliver this application to:

Airport Director
Manassas Regional Airport
10600 Harry J Parrish Blvd.
2nd Floor
Manassas, Virginia 20110

Appendix E – Non-Commercial Self-Fueling Permit



Non-Commercial Self-Fueling Permit

Return this completed application to:

Airport Director, Manassas Regional Airport, 10600 Harry J Parrish Blvd, 2nd Floor,
Manassas, Virginia 20110

Applicant: _____

Authorized Representative: _____ Title: _____

Aircraft Storage Location/Hangar Address: _____

Aircraft to be Fueled (List Type & N number): _____

Type of Fueling System: ☐ Transportable Tank ☐ Refueler

Type of Fuel to be Dispensed: ☐ Jet A ☐ 100 LL ☐ Other _____

Location of Fueling Station: _____

The Applicant requests approval to conduct Non-Commercial Self-Fueling of based aircraft that are owned by or leased by the Applicant.

FEE PAYMENT: Applicant shall pay the monthly fuel flow fee on time for fuel dispensed into aircraft owned or leased by the applicant, and all required fees including late fees, interest, and penalties.

PERMIT LIMITATIONS:

- A. This Permit may not be assigned or transferred.
- B. A holder of a Self-Fueling Permit shall not dispense or permit the dispensing of aircraft fuels into aircraft that are not owned or leased by the applicant.
- C. This permit shall remain in effect unless otherwise suspended, relinquished, or revoked.

NON-COMMERCIAL SELF-FUELING PERMIT

Page Two

INFORMATION CHANGES: The Applicant must notify the Airport Director in writing within ten (10) days of any changes to the information provided on this form.

COMPETENCY: The Applicant certifies that the personnel engaged in self-fueling are properly trained in aircraft fueling, fuel handling, and associated safety procedures, and will conform to the best practices for such operations.

SELF-FUELING RULES AND REGULATIONS: The Applicant certifies that he or she has read and understands the Airport's Rules and Regulations regarding Non-Commercial Self-Fueling and acknowledges receipt of a copy of these Rules and Regulations.

REPORTING: The Applicant shall provide monthly fuel inventory reconciliation reports listing the type and amount of fuel dispensed to all aircraft, fuel received, spilled, or otherwise accounted for.

The undersigned representative certifies he/she is authorized to sign for this permit and shall comply with all the provisions of the Airport Rules and Regulations and the Minimum Standards.

Signature

Date Signed

Print Name

Airport Administration Only

Insurance Certificate	☐ Yes ☐ No
Spill Prevention Contingency and Control Plan (SPCC)	☐ Yes ☐ No
Standard Operating Procedures/Quality Control Plan	☐ Yes ☐ No
Fire Marshal Inspection Conducted	☐ Yes ☐ No
Proof of Aircraft Ownership or copy of Lease	☐ Yes ☐ No
Copy of:	
1) NFPA 407 Standards for Aircraft fueling	☐ Yes ☐ No
2) FAA AC 150/5230-4 Aircraft Fuel Storage, Handling, and dispensing	☐ Yes ☐ No

Approved by:

Juan E. Rivera, Airport Director

Date signed

Return Original To: Attention: Airport Director, Manassas Regional Airport, 10600 Harry J Parrish Blvd, 2nd Floor, Manassas, Virginia 20110

Manassas Regional Airport

Non-Commercial Self-Fueling Rules and Regulations

Section 1 Statement of Concept

- 1.1 Self-Fueling is the dispensing of fuel into an aircraft by the owner from facilities and equipment provided by that owner. This section applies exclusively to the dispensing of Fuel by other than an Aircraft Fuels and Oil Sales and Services Full-Service FBO as described in Article 6 of the Airport Minimum Standards.
- 1.2 All entities desirous of Self-Fueling shall be accorded a fair and reasonable opportunity, without unjust discrimination, to qualify and receive a Non-Commercial Self-Fueling Permit. Those entities that have a Franchise granting them the right to perform commercial Fueling are not required to apply for a Self-Fueling Permit.

Section 2 Agreement/Approval

- 2.1 No person who Self-Fuels his or her aircraft, and dispenses over 1,200 gallons of Fuel annually in their aircraft shall engage in Self-Fueling activities unless a valid Non-Commercial Self-Fueling Permit authorizing such activity has been entered into with the Airport.
- 2.2 The Permit shall not reduce or limit the Permittee's obligations with respect to these Self-Fueling Standards, which shall be included in the Permit by reference.
- 2.3 Prior to issuance and subsequently upon request by the Airport 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 to show proof that the person fueling the aircraft is an employee of the Permittee (proof may be a copy of the employee's W-2 Statement).

Section 3 Reporting

- 3.1 Permittee shall report all Fuel dispensed during each calendar month and submit a summary report along with the appropriate Fuel Flowage Fee due to the Airport on or before the 15th of each subsequent month.
- 3.2 Permittee shall during the term of the Permit and two (2) years thereafter maintain records identifying the total number of aviation Fuel gallons purchased and delivered. Records shall be made available for audit by the Airport Director or representatives from the City. In the case of a discrepancy, Permittee shall promptly pay, in cash, all additional fees and charges due the Airport, plus interest on the unpaid balance at the maximum rate allowable by law from the date originally due.

Section 4 Fuel Storage

- 4.1 Permittee shall arrange and demonstrate that satisfactory arrangements have been made for the storage of Fuel through either an authorized Full-Service FBO at the Airport or with a reputable off-airport aviation petroleum supplier/distributor.
- 4.2 Operators authorized by the Airport to construct or install a Fuel storage facility at the Airport shall do so at their cost in the centrally located Fuel Farm owned by the Airport. In no event shall the total storage capacity be less than:
 - A. 12,000 gallons for Jet A Fuel
 - B. 10,000 gallons for 100 LL Fuel (AvGas)
- 4.3 The use of a portable or transportable fuel tank is acceptable at the Airport. The storage of a portable or transportable tank on Airport property is prohibited. All transportable tanks or portable fuel tanks must be removed immediately from Airport property once the aircraft is fueled. No more than five (5) gallons of fuel can be stored anywhere on Airport property except in the Airport's consolidated Fuel Farm located on Wakeman Drive.

Section 5 General Standards For Refuelers

- 5.1 Permittee shall utilize a single refueling vehicle for each type of Fuel to be dispensed. AVGAS refuelers shall have a minimum capacity of 750 gallons and Jet refuelers shall have a minimum capacity of 1,200 gallons. All refueling vehicles shall be capable of bottom loading.
- 5.2 Each refueling vehicle shall be equipped and maintained to comply at all times with all applicable safety and fire prevention requirements set forth in the Airport Rules and Regulations, City of Manassas Fire Code and the National Fire Protection Association (NFPA) Codes.
- 5.3 Prior to transporting Fuel onto the Airport, the Permittee shall provide the Airport with a Spill Prevention Contingency and Control Plan (SPCC) that meets regulatory requirements 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 such spill from ever occurring.
- 5.4 In accordance with all applicable Regulatory Measures and appropriate industry practices, the Permittee shall develop and maintain 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 Airport

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.

- 5.5 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, which shall be determined at the time of delivery into the Aircraft, and NFPA 407.
- 5.6 Prior to Self-Fueling of any Aircraft, the person shall provide to the Airport Director a copy of the FAA's Aircraft registration certificate for that Aircraft verifying sole ownership by the person, or proof of being the lessee of said Aircraft and that he or she has complete operational control over the aircraft.
- 5.7 Provide insurance coverage in amounts no less than specified in Appendix A of the Airport Minimum Standards.
- 5.8 Provide written proof that the City Fire Marshal has inspected the Fueling facilities and reviewed the Fueling methods for dispensing Fuel into the aircraft.
- 5.9 Persons or designees who do not have written permission from a Full-Service FBO which allows the user to Fuel Leased premises shall coordinate with and receive written permission from the Airport Director for the location of, and access routes to an alternative Fueling location.



Minimum Standards
For
Airport Aeronautical Services and Aeronautical
Activity Operators

Manassas Regional Airport
Manassas, VA

Established by City Council:
DRAFT

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Definitions

- 1
2
3 — Aeronautical Activity (Activities) – Any activity conducted at airports which involves,
4 makes possible, or is required for the operation of aircraft, or which contributes to or is
5 required for the safety of such operations. These activities include, but are not limited to: ,
6 air taxi and charter operations, pilot training, aircraft renting, flying clubs, sightseeing, aerial
7 photography, aerial surveying, agricultural operations, aerial advertising, balloon or blimp
8 operations, skydiving, Ultralight operations, aircraft sales,
9 1. sale of aviation petroleum products, dispensing of aviation petroleum products, aircraft
10 servicing, repair and maintenance of aircraft, repair and maintenance of aircraft components,
11 repair and maintenance of avionics components or systems, sale of aircraft parts or avionics
12 components, aircraft storage, and any other activities which, because of their direct
13 relationship to the operation of aircraft, can appropriately be regarded as an aeronautical
14 activity. Activities, such as model aircraft and model rocket operations, are not aeronautical
15 activities.
16
17 2. Aeronautical Service(s) – Any activity, which involves, makes possible, or is required for
18 the operation of aircraft, or which contributes to or is required for the safety of aircraft
19 operations commonly conducted by a person who has an Agreement from the airport owner
20 to provide such service(s).
21
22 3. Aircraft – A device that is used or intended to be used for flight in air. Examples of Aircraft
23 include, but are not limited to, airplane, sailplane, glider, rotorcraft (helicopter and
24 gyroplane), balloon, blimp, and ultralight.
25
26 4. Aircraft Management – The oversight, personnel administration, reporting, maintenance
27 administration, scheduling and dispatching of an aircraft not owned or leased by the
28 operator.
29
30 5. Aircraft Maintenance – The inspection, overhaul, repair, preservation, and the replacement
31 of parts including Preventative Maintenance.
32
33 6. Airport – Manassas Regional Airport (KHEF)
34
35 7. Airport Commission (the Commission) - The body established by the Manassas City
36 Council to oversee the operation of the Airport's existing and future facilities, prepare
37 reports and annual budgets relating to the Airport, hear appeals, and make recommendations
38 to the City Council relating to the Airport.
39
40 8. Airport Sponsor – The City of Manassas, Virginia.
41
42 9. Airport Operations Area (AOA) - Area of the Airport used or intended to be used for the
43 landing, take off, or surface maneuvering of Aircraft. The AOA is divided into two areas:
44 the 'Movement' area and the 'Non-movement' area.
45
46 10. Airport Layout Plan (ALP) – The current approved Airport Layout Plan depicting the
47 physical layout of the airport and identifying the location and configuration of current
48 runways, taxiways, building, roadways, utilities, navigation aids (NAVAIDs), etc.

11. Applicable Law – All applicable provisions of federal, state, and local laws, statutes, ordinances, rules and regulations.
12. Apron(s) – Those areas of the Airport within the AOA designated for the loading, unloading, servicing, or parking of Aircraft.
13. Based 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.
14. Building(s) – Includes the main portion of each structure, all projections or extensions therefrom and any additions or changes thereto, and shall include garages, outside platforms and docks, carports, canopies, eaves and porches. Paving, ground cover, fences, signs, and landscaping shall not be included.
15. Business – Any person, firm, general or limited partnership, corporation, trust, or association or other legal entity established for the purpose of conducting commercial enterprise on the Airport.
16. City – The City of Manassas, Virginia
17. City Council (Council) – The City of Manassas Council
18. Club Aircraft – Aircraft owned and operated by a non-profit partnership or non-profit Virginia corporation.
19. 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.
20. Commercial Operating Permit – A written license issued by the Airport Director granting the right to perform aviation related business functions on the Airport.
21. Commercial Operator – An Entity engaged in Commercial Activity.
22. Commercial Vehicle – A loaded or empty Motor Vehicle, trailer, or semitrailer, designed or regularly used for the carrying freight, merchandise, or more than ten passengers. Commercial Vehicles shall include buses, but shall not include vehicles used for vanpools.
23. Director – The Manassas Regional Airport Director employed by the City of Manassas.
24. Entity – A Person, firm, corporation, or partnership formed for the purpose of conducting the proposed aeronautical activity.
25. EPA – The United States Environmental Protection Agency.
26. Exclusive Right – A power, privilege, or other right excluding or debarring another from enjoying or exercising a like power, privilege, or right. An exclusive right can be conferred

- 1 either by express agreement, by the imposition of unreasonable standards or requirements,
2 or by any other means. Such a right conferred on one or more persons, but excluding others
3 from enjoying or exercising a similar right or rights, would be an exclusive right.
4
- 5 27. Federal Aviation Administration (FAA) – The federal aviation agency established by the
6 Federal Aviation Act of 1958, as amended, and re-established in 1967 under the Department
7 of Transportation
8
- 9 28. FAR – Federal Aviation Regulations
10
- 11 29. Flying Club – A nonprofit or not for profit Entity organized for the express purpose of
12 providing its members with aircraft for their personal use and enjoyment only.
13
- 14 30. Franchise Agreement – An agreement between an Entity and the City Council, which allows
15 that Entity to exclusively use public property at the Airport in a manner that is not permitted
16 to the general public for a period in excess of five (5) years, wherein said agreement grants a
17 concession or otherwise authorizes the conduct of certain aeronautical services or activities.
18
- 19 31. Franchisee – An Entity that has been granted a Franchise Agreement at the Airport
20
- 21 32. Fuel – Any petroleum product used for the purpose of providing propulsion to an Aircraft.
22
- 23 33. Fueling Operation – Dispensing of Fuel into aircraft.
24
- 25 34. Full-Service Fixed Base Operator (FBO) – An Entity engaged in the business of providing
26 multiple aeronautical services including Aircraft Fueling, to Aircraft owners, Airport users,
27 and Airport tenants. A Full-Service FBO shall provide Aircraft Fuel and Oil Sales and
28 Services, Airframe and Power plant Repair Services, as well as two (2) or more of the
29 following Aeronautical Activities:
30
- 31 A. Aircraft Charter
32 B. Aircraft Hangar Storage
33 C. Aircraft Refurbishing and or Painting
34 D. Avionics Repairs and Sales
35 E. Flight Training and Aircraft Rental
36 F. Sale of New Aircraft Parts and Components
37 G. Sale of New and Used Aircraft
38
- 39 35. General Aviation – All phases of aviation other than aircraft manufacturing, military
40 aviation, and scheduled or non-scheduled commercial air carrier operations.
41
- 42 36. Instructor – Any Entity giving or offering to give instruction in the operations, construction,
43 repair, or maintenance of Aircraft, or Aircraft power plants, and Aircraft accessories.
44
- 45 37. Large Aircraft – Aircraft that weigh 12,500 pounds or more maximum certified take-off
46 weight.
47

38. Lease Agreement – An agreement between an Entity and the City Council, which allows that Entity to exclusively use public property at the Airport in a manner that is not permitted to the general public for a period of not more than five (5) years.
39. Lessee – An Entity that has been granted a Lease Agreement at the Airport.
40. Master Plan – The current Airport Master Plan report including the Airport Layout Plan, indicating current and proposed usage for each identifiable segment as approved by the City, State, and FAA.
41. Minimum Standards – The qualifications or criteria, which may be established by the Airport as the minimum requirements that must be met by businesses, engaged in On-Airport aeronautical activities or services in exchange for the right to conduct those activities.
42. NFPA – National Fire Prevention Association.
43. Non-Commercial Operator – Any Entity or government agency which maintains a facility or provides an Aeronautical Service solely for its own benefit, and not for the benefit of the public. Such Non-Commercial Operators are specifically prohibited from conducting Aeronautical Activities or offering Aeronautical Services for sale to others.
44. 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.
45. Non-Franchise Tenant – This term relates to the Commercial Operating Permit issued by the Airport. An Entity not having a Franchise Agreement with the City of Manassas governing its operations, but who:
- A. Has a Lease agreement, sublease, or other agreement with the City, a sublease with a City Lessee or a Franchise holder and supplies or directly provides goods, commodities, services, or facilities to the general public at the Airport as a regular business activity.
 - B. Uses the Airport in furtherance of its business interest and has office, hangar, and/or storage space on the Airport.
46. Non-Tenant Operator – This term as defined relates to the Commercial Operating Permit issued by the Airport. An Entity with no established office, station, or location on Airport property and not having a Franchise or Lease agreement with the City of Manassas or an existing Franchise holder governing its operations, but who:
- A. Does supply or directly provide goods, commodities, services, or facilities to the general public at the Airport as a regular business activity.
 - B. Uses or enters upon the Airport in furtherance of its business interests and/or to deliver persons, services or goods to customers of that business.

- 1 C. Non-Tenant Operator shall include, but is not limited to, limousines for hire, taxicabs,
2 transportation network company (TNC), rental car concessionaires, mobile certified
3 mechanics, independent flight instructors, Aircraft detailers, mobile oil recyclers and
4 others who perform operations without permanent facilities on the Airport. A Non-Tenant
5 Operator shall not include any commercial transport engaged in providing goods,
6 commodities, or services to the Airport, any Federal, State, or local agency operating at
7 the Airport, or any Full-Service FBO, Franchise holder or Lessee of the Airport.
8
- 9 47. Operator – An Entity engaging in one or more Aeronautical Activities.
10
- 11 48. Permit – A non-negotiated agreement to provide an Aeronautical Activity or Aeronautical
12 Service.
13
- 14 49. Ramp – See Apron.
15
- 16 50. Re-Fueling Vehicle – Any Vehicle used for transporting, handling, or dispensing of Fuel,
17 oils and lubricants for Aircraft.
18
- 19 51. Repair Station – An FAA approved facility utilized for the repair of Aircraft that may
20 include airframes, power plants, propellers, radios, instruments, and accessories.
21
- 22 52. Rules and Regulations – The specifications, conditions, and standards applicable to all users
23 of the Manassas Regional Airport and Airport facilities. The Rules and Regulations and
24 Minimum Standards are published under separate covers and are available from Airport
25 Administration upon request.
26
- 27 53. Self-Service Fueling (Commercial) – Fueling an aircraft by the pilot using pumps installed
28 for that purpose. The Fueling facility may or may not be attended by the Full-Service FBO
29 owning such facility. The use of this type of facility is not Non-Commercial Self-Fueling.
30
- 31 54. Scheduled Operations – All regularly scheduled operations of Aircraft by a duly certificated
32 air carrier (FAR 121, 125, or 135) holding an agreement with the City of Manassas for the
33 purpose of transporting passengers, mail, and/or freight whose operation is either intrastate
34 or interstate.
35
- 36 55. Shall – The words “shall”, “must”, or “will” always mean mandatory.
37
- 38 56. Small Aircraft – An Aircraft of 12,500 pounds or less maximum certified take-off weight.
39
- 40 57. Specialized Aviation Service Operations (SASO) - Entity providing a single commercial
41 activity or limited aeronautical commercial services.
42
- 43 58. Sublease – A lease granted by a Franchisee or Lessee to another Entity of all or part of the
44 franchised or leased property.
45
- 46 59. Tenant – Any Entity authorized to exclusively occupy specific premises on the Airport by
47 virtue of an Agreement with the Manassas Regional Airport.
48

Manassas Regional Airport Minimum Standards

Article 1 Introduction

Section 1.1 Purpose

The purpose of these Minimum Standards is to provide all entities who desire to conduct, carry on, or engage in aeronautical, vehicular, or pedestrian activities at the Airport, the basic requirements to conduct such activities without exclusive right or infringement on the abilities of others to provide similar activities.

The City of Manassas being the Sponsor of, and being responsible for the administration of, the Manassas Regional Airport does hereby establish the following Minimum Standards:

1. The City of Manassas owns and operates the Manassas Regional Airport as a public-use, FAA designated reliever Airport. The Airport is operated as a City Department with the Airport Director reporting to the Deputy City Manager. The City Council has charged the Manassas Regional Airport Commission with oversight of the Airport to ensure its safe and efficient operation. The daily management of the Airport is under the direction of the Airport Director. The City Council has approved these Minimum Standards recommended by the Airport Commission.
2. The City has assumed certain responsibilities and grant obligations to operate the Airport for the use and benefit of the public, and make it available for all types, kinds, and classes of aeronautical activity. It wishes to make the Airport available for public use by applying reasonable terms, without unjust discrimination, for those desiring to offer services or commodities at the Airport. The City Council is authorized to assess fees and charges for conducting, carrying on, or engaging in activities or services as described in these Minimum Standards. The Manassas Regional Airport fees and charges shall be established to make the Airport as financially self-sustaining as possible and sufficient to cover Airport costs. A current Rates, Fees, and Charges schedule is found in Appendix B of these Minimum Standards.
3. These Minimum Standards establish the threshold entry requirements for those wishing to provide Aeronautical Services to the public and to ensure that those who have undertaken to provide commodities and services are treated fairly. These Minimum Standards were developed taking into consideration the aviation role of the Manassas Regional Airport, facilities that currently exist at the Airport, services being offered at the Airport, the future development planned for the Airport, and to promote competition at the Manassas Regional Airport.

Section 1.2 Applicability

1. In the event of conflict between these Minimum Standards and the Rules and Regulations, the most stringent applicable requirements shall apply.
2. Except when the context in these Minimum Standards requires otherwise, the singular includes the plural, plural includes the singular, and masculine gender includes the feminine.
3. All units of measurement are provided in Standard English Units. Gross square feet (SF) are the total footprint of the building and include mechanical rooms, toilets, stairs, and halls. Square feet ramp or parking space is measured from edge to edge of the prepared surface.
4. Any activities for which there are no specific Minimum Standards established will be addressed by the Director or the Director's designee on a case-by-case basis and set forth in such commercial operators' written Franchise, Lease, license, Permit or agreement with the City.

Section 1.3 Amendments

Amendments to these Rules and Regulations may be proposed by the Director or Commission members. A recommended change will be forwarded, in writing to the Director. The Director will have the proposed amendment reviewed by the Airport staff and the Commission's Executive Committee, and then will forward the proposal to the full Commission with a recommendation.

The Commission will review the proposed amendment (s) and direct the Airport staff to post a copy of the proposed amendment(s) on the Airport's website, terminal building bulletin board, the pilot's planning rooms located in the Full Service Fixed Base Operators (FBOs), and the office of the City Clerk. Copies of the proposed amendment (s) shall be available for review in the Airport Administration Office during regular business hours. A comment period of no less than thirty (30) days from the posting of the notice shall be provided for public comments. All public comments must be in writing to the Director and must be received within the comment period either by letter or e-mail. All comments will be considered by the Director and Commission that are received within the 30 day comment period.

After considering all the comments, the Commission will either vote to take no further actions on the recommendation(s), or forward its recommendations to the FAA for review and comments.

After receiving comments from the FAA, the Commission may incorporate the FAA's comments into the amendment(s) prior to providing a formal recommendation to the City Council for their approval, disapproval or modification. If the amendment (s) is adopted by the City Council, the Director will either have the amendment incorporated in the next update to the Minimum Standards, or he will issue an Operations Directive. Approved amendments will become effective immediately following approval by the City Council, unless otherwise specified.

Section 1.4 Existing Operators

Existing Franchise or Lease holders that do not meet these Minimum Standards shall be considered non-conforming. All such non-conforming conditions shall be brought into conformance upon the happening of any of the following: changes to an existing Franchise, Lease, agreement, or Permit, including assignment, renewal, expiration, or majority ownership change (fifty-one percent or greater).

Section 1.5 Waivers or Modifications

The City may waive or modify any portion of the Minimum Standards for the benefit of any governmental agency performing non-profit public services, fire protection, or emergency response operations. The City may waive or modify any portions of these Minimum Standards for any Entity when it is determined that such waiver or modification is in the best interest of the public, City, and will not result in discrimination against other commercial operators at the Airport.

~~Any Entity desiring to use the Airport contrary to the standards set forth herein may apply to the Director for a waiver or modification from the standards. Such request must be submitting in writing, and shall state the specific Article of the Minimum Standards for which a waiver or modification is requested and the reasons in support for such a waiver or modification.~~

~~Upon receipt of the request for waiver or modification request, the Director shall respond in writing, within sixty (60) days of the receipt of the request for a waiver or modification and shall either approve the request, deny the request, or request more information.~~

~~If no response is received from the Director within the sixty (60) day period described above, the request shall be deemed to have been denied.~~

~~Once a request for a waiver or modification has been approved or denied, the submitting Entity is prohibited from submitting another request for the same Entity until the expiration of one year from the date of submittal. An approved request shall remain in full force until any of the following events:~~

- ~~— Substantial damage to the Entity's Building or Business; or~~
- ~~— Substantial new construction or remodeling of the Entity's Building or Business; or~~
- ~~— Failure to operate the commercial operation for a period of sixty (60) continuous days for reasons other than substantial damage for or destruction of the Entity's Building or Business; or~~
- ~~— Any material changes in the type, size, or character of the Aeronautical Activity of the commercial operation; or~~
- ~~A. Violation of any of the conditions placed on the waiver or modification request by the Director.~~

Section 1.6 Violations

Any Entity found in violation of the Minimum Standards shall be notified in writing of the violation by the Director. The Director will give the Entity thirty (30) days to correct the violation and conform to the Minimum Standards. Should the Entity fail to complete corrective action, the Operator shall cease all commercial activities until the Entity conforms to the Minimum Standards.

Article 2 Minimum Standards for all Full-Service FBO/SASO Activities

All Full-Service FBOs and SASOs shall meet the following requirements:

1. No Entity may operate at the Manassas Regional Airport without an Agreement. This Agreement may be in the form of a Franchise, Permit, or a Lease.
2. Franchises shall be for a term to be mutually agreed upon between the entities, however, in no case shall the term of a Franchise exceed forty (40) years.
3. Any prospective Full-Service FBO/SASO seeking to conduct an Aeronautical Activity or Aeronautical Services at the Airport shall demonstrate to the Commission that they have adequate financial resources to realize the business objectives agreed to by the Director and the applicant. If the Entity seeking to conduct business on the Airport cannot demonstrate that they have adequate resources, the Airport Commission may require a line of credit be established for the first twelve (12) months of the Entity's business.
4. The City requires Full-Service FBOs, and SASOs doing business on the Airport to maintain insurance covering themselves against claims arising from their products or activities and provide the Director a certificate of insurance, naming the City, its employees and agents as additional insured. The insurance shall be extended to protect the City, its employees and agents. The City also requires the responsible Entity to defend, indemnify, and hold harmless the City, its employees and agents for losses arising out of the activities, services, or products of its suppliers, contractors, lessees, and consultants. This indemnification agreement is a second source of protection for the City, its employees and agents.
5. Insurance amounts stipulated in these Minimum Standards are stated to provide a minimum guideline and may not meet the requirements of the Operator. Each Full-Service FBO/SASO should also make its own evaluation to ensure adequate coverage; however, such policies of insurance shall be maintained in full force and effect during all terms of existing Agreements, or renewals and extensions thereof. The Full-Service FBO/SASO shall require its insurance carrier to notify the Director Thirty (30) calendar days prior to cancellation of any policy. Such policies shall be for no less than the amounts specified in the Insurance Matrix found in Appendix A; however, in all cases, amounts of policies must meet the statutory requirements of law.

- 1 6. All Full-Service FBOs/SASOs shall have permanent facilities of the type and size specified
2 for the Aeronautical Activity or Aeronautical Service. If a Full-Service FBO/SASO is
3 performing more than one activity, the requirement is for the greater space for each type of
4 facility per activity (e.g., the first activity requires 10,000 SF of hangar space and 5,000 SF
5 of office space and the second activity requires 5,000 SF of hangar space and 10,000 SF of
6 office space, the total requirement shall be 10,000 SF of hangar space and 10,000 SF of
7 office space).
8
- 9 7. Any Entity desiring to construct, install, erect, or modify any building, sign, structure,
10 facility, or equipment on the Airport shall be required, as appropriate, to submit a copy of
11 the plans and specifications for the same containing, at a minimum, a general layout, drawn
12 to scale, showing the parcel of land actually required for the construction of such building
13 or facility in addition to the portion of the property to be occupied by the building or
14 facility proper; detailed drawings of the modification to any existing structure or
15 equipment; specifications as to the construction desired; a site plan as required by the City
16 and in accordance with the City's Design and Construction Standard Manual; and a plan
17 for the security of the construction area and adjoining Airport Operations Area (AOA) or
18 other Airport security areas. This construction also has to be shown on the FAA currently
19 approved Airport Layout Plan. The applicant is responsible for preparing the FAA Form
20 7460, which the City will submit to the FAA for the proposed construction or modification.
21 The preceding shall be submitted to the Director for review and approval. Approval must
22 be received by the Airport Commission before submitting the plans to the City of Manassas
23 for any required permits.
24
- 25 8. All buildings constructed, installed, erected, or modified on the Airport shall conform to
26 the requirements of the Airport as stated within this document and all applicable City
27 building codes, and be approved by the Airport Commission, whether or not building
28 permits are required. In the event building permits are not required, approval must be
29 obtained from the Director prior to scheduling any work to commence.
30

- 1
2 9. All Full-Service FBOs/SASOs who have a Franchise Agreement or Lease Agreement, or
3 other agreement with the Airport and whose leasehold forms a part of the Airport's
4 perimeter fence, or whose leased, franchised, or otherwise assigned area is in the main
5 terminal, shall make every reasonable effort to prevent, restrict and deter unauthorized
6 access to the AOA through their leasehold.
7

8
9 **Article 3 Application and Qualifications for Full-Service FBO/SASO**
10

- 11 1. Any Entity conducting commercial business at the Airport and who desires to lease land or
12 facilities from the City requires a Franchise or Lease Agreement between the prospective
13 business and the City. Demonstration of intent to conduct a business operation at the
14 Airport shall be by application to the Director. The application shall consist of at the
15 minimum:
16
17 A. The proposed nature of the Business with the names of all persons including partners,
18 directors, or corporate officers and those who will be managing the Business.
19
20 B. Any financial statements (may include assets, lines of credit, etc.) that are certified by
21 a CPA in accordance with Generally Accepted Accounting Principles (GAAP) that
22 demonstrates the financial ability to perform the terms of the proposed agreement.
23
24 C. A listing of assets owned, being purchased, or leased, which will be used in the
25 Business at the Airport.
26
27 D. Written authorization for the Director to obtain a credit report if necessary.
28
29 E. Preliminary plans and dates for any improvements which the applicant intends to
30 make on the Airport as part of the activity for which approval is sought. Applicant
31 must comply with appropriate FAA, City of Manassas, and Airport requirements.
32
33 F. Proof of ability to obtain liability insurance, or a certificate of insurance coverage
34 appropriate to the proposed aeronautical activity.
35
36 2. Requests for Permits, as needed, shall be presented to the Director. The information
37 required differs depending on the Permit.
38
39 3. Requests for Proposal (RFP) issued by the City for specialized services may be offered at
40 various times. These RFPs will have their own information requirements that may
41 supplement or replace those found in this section.
42

Article 4 Action on Application

1. All completed applications for a Franchise or Lease will be reviewed and acted upon by the Commission within one hundred twenty (120) calendar days from receipt of a completed application. Permits will be reviewed and acted upon by the Airport within sixty (60) calendar days from receipt of a completed application.
2. Applications may be approved based on the following criteria:
 - A. The application meets qualifications, standards, and requirements established by these Minimum Standards.
 - B. The applicant has proposed operations or construction that will not create a safety hazard on the Airport.
 - C. The granting of the application will not require any expenditure of Airport or City funds, labor, or materials on the facilities described in or related to the application and the operation will not result in a financial loss to the Airport or the City of Manassas.
 - D. There is adequate space available on the Airport to accommodate the activity of the applicant.
 - E. The proposed Airport development or construction complies with the currently approved Airport Layout Plan, Master Plan and other Airport studies that have been approved by the Airport Commission.
 - F. The development or use of the area requested will not result in congestion of ramps, buildings, or will not result in drastically interfere with the operations of any present business on the Airport.
 - G. Any Entity applying, or having an interest in the business, has not supplied false information, or has not misrepresented any material fact in the application or in supporting documents, or has not failed to make full disclosure on the application.
 - H. Entities applying, or having an interest in the business, have not defaulted in the performance of any agreement with the Airport or is currently not in good standing with the City.
 - I. Any Entity applying has demonstrated that they are sufficiently creditworthy and responsible to provide and maintain the Business to which the application relates and to promptly pay amounts due under the agreement.
 - J. The applicant has not been convicted of a felony or crime of moral turpitude or violated any material Airport rule or regulation, Airport minimum standard or Federal Aviation Regulation, which adversely reflects on its ability to conduct the operations that was applied for.

3. Application Appeal Process.

The applicant shall have the ability to appeal the denial of an application by the Director to the Commission, subject to the following provisions:

- A. Providing written notice of appeal to the Director within ten (10) calendar days of said denial.
- B. The notice of appeal will be forwarded to the Commission for review and a hearing de novo.
- C. The Commission shall render its decision in writing within thirty (30) calendar days of receipt of the notice of appeal.
- D. An appeal from final decisions of the Commission may be made to city council if a written notice of appeal is filed with the city clerk within thirty (30) calendar days of the Commission's final decision. Upon receipt of a notice of appeal, the city clerk shall immediately notify the city manager, who shall, after consultation with the city council, schedule a hearing de novo on the matter. On any appeal, the final decision of the Commission shall be stayed, pending the outcome of the appeal before the city council. The city council shall conduct a full and impartial hearing on the matter before rendering any decision. The city council shall affirm, reverse, modify, or remand back to the Commission for reconsideration the decision of the Commission, in whole or in part. The decision of the city council shall be final.

Article 5 Full-Service Fixed Base Operators (FBO)

Section 5.1 Statement of Concept.

1. A Full-Service Fixed Base Operator (FBO) is an Entity engaged in the business of providing multiple aeronautical services including Aircraft Fueling, to Aircraft owners, Airport users, and Airport tenants. Only a Full-Service FBO can provide Aircraft Fueling to Aircraft owners, Airport users, and Airport tenants. A Full-Service FBO shall provide Aircraft Fuel and Oil Sales and Services, Airframe and Power plant Repair Services, as well two (2) of the following aeronautical activities:
 - A. Sale of New Aircraft Parts and Components
 - B. Flight Training and Aircraft Rental
 - C. Aircraft Charter
 - D. Aircraft Hangar Storage
 - E. Sale of New and Used Aircraft
 - F. Aircraft Refurbishing and or Painting
 - G. Avionics Repairs and Sales
2. A Full-Service FBO shall comply with all of the standards and requirements contained in this article. In addition, a Full-Service Fixed Base Operator (FBO) shall meet the

minimum standards for each aeronautical activity engaged in as described in these Minimum Standards.

3. Each Full-Service FBO shall provide the personnel, equipment, and facilities required to service all types of Aircraft normally frequenting the Airport.
4. Each Full-Service FBO shall conduct its business and activities on and from the leased/assigned premises in a safe and professional manner consistent with the degree of care and skill exercised by experienced Full-Service FBOs providing comparable products, services, and activities from similar airports in like markets.
5. Each Full-Service FBO shall lease from the City a minimum of five (5) acres of contiguous total land area.
6. Each Full-Service FBO shall lease Airport property for its Aircraft operating ramp, independent of any building area, vehicle parking area, and fuel storage area. The Aircraft operating ramp shall provide transient Aircraft parking and tie-downs for a minimum of ten (10) Aircraft.

Section 5.2 Subcontracting Services; Restrictions.

The Full-Service FBO may subcontract or use third party operators to provide any two (2) of the additional activities identified in Section 5.1.1, provided that such subcontractor meets the requirements of these Minimum Standards, approved by the Airport Commission in writing, and operates from the Full-Service Fixed Base Operator's premises.

Article 6 Aircraft Fuels and Oil Sales and Service (SASO)

Section 6.1 Statement of Concept

A Full-Service Fixed Base Operator (FBO) sells aviation Fuels, lubricants, and other services supporting both itinerant Aircraft operations and operations of Aircraft based on the Airport. Aircraft Fuels and Oil Sales and Services shall be only provided by a Full-Service FBO that meets the requirements of these Minimum Standards. Aircraft Fuels and Oil Sales and Services shall not be considered a Specialized Aviation Service Operation (SASO).

Section 6.2 Minimum Standards

Aircraft Fuels and Oil Sales and Services shall be provided by a Full-Service FBO as stated in Section 5.1. Except as otherwise provided in any Agreement between the Full-Service FBO and the Airport, a Full-Service FBO conducting Aircraft Fuels and Oil Sales and Services to the public shall be required to provide the following services and equipment:

1. A Full-Service FBO may, at its option, provide Fueling and/or ground services to certificated Air Carriers.

2. Minimum types of aviation Fuel offered shall be Jet-A turbine fuel and 100LL, or such other aviation gasoline fuel that may be developed for the operation of piston engine aircraft.
3. An adequate inventory of generally accepted grades of aviation engine oil and lubricants.
4. Fuel dispensing equipment, meeting all applicable Federal, Commonwealth of Virginia, and City of Manassas requirements for each type of Fuel dispensed. At least two mobile dispensing trucks, one (1) truck with a minimum of seven hundred fifty (750) gallons of aviation gasoline (100LL) and one (1) truck with a minimum of fifteen hundred (1,500) gallons of Jet A Fuel, are required for the minimum grades specified. If additional grades are offered, at least one additional truck per grade will be required. All dispensing equipment shall be equipped with certified metering equipment, filters, and bonding equipment and shall meet all applicable Federal, State, and Local requirements.
5. The storage, transportation, and dispensing of Fuel shall be done in strictest accordance with Federal, Commonwealth of Virginia, and City of Manassas codes, Airport Rules and Regulations, and applicable NFPA Codes.
6. All Fuel dispensing equipment and Fueling Operations will comply with NFPA requirements for Aircraft Fueling Operations and the appropriate FAA Advisory Circulars.
7. A Full-Service FBO shall have a minimum of one (1) fifteen thousand (15,000) gallon 100LL Fuel storage tank and one (1) twenty thousand (20,000) gallon Jet A Fuel storage tank for its own use.
8. All bulk Fuel storage tanks shall be above-ground units, located in the containment area in the central Airport Fuel Farm and shall meet all applicable Federal, Commonwealth of Virginia, and City of Manassas regulations for the storage of Fuel and petroleum products. Fuel storage tanks must include adequate Fuel spill prevention features together with an approved Fuel Spill Prevention Countermeasures and Control Plan (SPCC), as applicable. Storage of other materials deemed hazardous shall be in containers or lockers meeting all applicable Federal, Commonwealth of Virginia, and City of Manassas regulations for the storage of Hazardous materials.
9. The City of Manassas has the option to grant authorization for Self-Service Fueling operations to a Full-Service FBO if Airport activity, market demand, and safety criteria justify such an operation. A Full-Service FBO may not install Self-Service Fueling equipment without providing full service Fueling service to the public. Self-Service Fueling is the dispensing of Fuel by a pilot into an Aircraft from a pump installed for that purpose. A Self-Service Fueling facility is for public use. The Fueling facility may or may not be attended by the Full-Service FBO that owns and operates the equipment.
10. The lawful and sanitary handling and timely disposal, away from the Airport, of all solid waste, regulated waste, and other materials including, but not limited to used oil, solvents, and other regulated waste. The stacking and storage of crates, boxes, barrels, 55 gallon drums and other containers will not be allowed within the Fuel Farm.

11. A sufficient number of properly trained personnel of a quantity to meet all operational requirements normally expected. The Fuel Service FBO supervisor in charge of Fueling and quality control shall attend an FAA approved Fueling school, which meets the requirements of FAR Part 139.321(b)(6). The Full-Service FBO shall establish and carry out all operations in accordance with procedures sufficient to provide the services required and safely store, dispense and handle Fuel, lubricants, and oxygen on the Airport.
12. Provide a minimum of twelve (12) hours of line service per day, seven days per week, excluding Christmas and Thanksgiving. Line service shall consist of, at a minimum, Fueling, providing oil, parking and tie-down of Aircraft, starting, towing, pre-heating, and courtesy shuttle service. The Full-Service FBO Operator shall also be on-call on a twenty-four (24) hour basis.
13. Oxygen dispensing and servicing for low pressure and high-pressure gaseous oxygen. Only Aviator's Breathing Oxygen quality oxygen shall be offered.
14. Provide insurance coverage in amounts no less than specified in Appendix A.

Section 6.3 Services

A Full-Service FBO shall provide the following services:

1. Service equipment necessary to properly provide support for Aircraft including, but not limited to: Fire extinguishers, Aircraft tugs, ground power starter, auxiliary power units, lavatory service, and oxygen servicing equipment.
2. Emergency service to disabled Aircraft on the Airport including towing or transporting disabled Aircraft to the Full-Service FBO's premises at the request of the owner or pilot of the disabled Aircraft or the Airport Director. Movement of any disabled Aircraft shall be at the expense of the Aircraft owner. The Airport bears no liability in the movement of an Aircraft.

Section 6.4 Facilities

A Full-Service FBO shall provide the following minimum facilities:

1. A building which will provide a minimum of six thousand (6,000) SF of properly lighted, cooled and heated space for the following purposes: to provide office space, a public waiting area, pilot's lounge separate from public waiting areas, including a flight planning area that has all items necessary for complete flight planning (weather communication links), sanitary restroom facilities, snack food and beverage machines and public use telephone.
2. A separate hangar facility of a minimum of ten thousand (10,000) SF of properly lighted space to perform work, Aircraft storage, parts storage, office space, and sanitary restrooms.
3. A paved Apron of not less than fifty thousand (50,000) SF. A minimum of ten (10) tie-down spaces must be provided for transient Aircraft.

- 1
2 4. A paved area that complies with the City of Manassas parking requirements for employee,
3 handicap, and patron parking.
4
5

6 **Article 7 Specialized Aviation Service Operations (SASO)**
7

8 **Section 7.1 Statement of Concept.**
9

- 10 1. The City has developed reasonable, relevant, and applicable Minimum Standards for
11 SASOs. SASOs providing the same or similar services shall equally comply with all
12 applicable Minimum Standards; however, the City will not require, without adequate
13 justification, that a SASO meet all criteria for a Full-Service FBO. SASOs shall not be
14 permitted to provide Fueling services to the public.
15
16 2. Each SASO shall lease the required amount of space from the City or an existing Airport
17 tenant as specified in these Minimum Standards.
18
19 3. Each SASO shall provide the City, and keep current, a written statement of names,
20 addresses, Aircraft, and contacts of all personnel responsible for the operations and
21 management of the SASO. Each SASO will provide the City with a point-of-contact and
22 phone numbers for emergency purposes.
23

24 **Article 8 Airframe and Power plant Repair (SASO)**
25

26 **Section 8.1 Statement of Concept**
27

28 An Aircraft Airframe and Power plant Repair business provides one or a combination of
29 airframe, engine, and accessory repairs on Aircraft. This category shall also include the sale of
30 Aircraft parts and accessories. Usually, this type of repair is performed on the Aircraft, although
31 it may also include the bench repair of items removed from an Aircraft that are intended to be
32 replaced on that Aircraft.
33

34 **Section 8.2 Minimum Standards**
35

36 Except as otherwise provided in any Agreement between the Operator and the Airport, an
37 Operator conducting Airframe and Power plant Repair services to the public shall be required to
38 provide the following services and equipment:
39

- 40 1. The Operator under this section may provide services to a scheduled Air Carrier.
41
42 2. Maintain hours of operation sufficient to meet public demand, have on duty at least one
43 person who holds an FAA Airframe, Power plant, or Aircraft Inspector Rating. A SASO
44 may, at its discretion, provide on-call (twenty-four (24) hours, seven (7) days a week) for
45 emergency purposes only.
46
47 3. Provide insurance coverage in amounts not less than specified in Appendix A.
48

4. Provide equipment, supplies, and parts required for Aircraft airframe, power plant, inspections, and other routine Aircraft maintenance functions.

Section 8.3 Facilities

The Operator shall lease from the Airport sufficient land to lease or construct the following facilities:

1. A ventilated hangar which will provide a minimum of three thousand (3,000) SF of properly lighted and heated space to perform work and to provide storage, office space, and a public waiting room area which includes sanitary restroom facilities.
2. A paved Apron area or hangar sufficient to tie-down and maneuver three (3) Small Aircraft, not less than forty eight hundred (4,800) SF.
3. A paved parking area that complies with the City of Manassas parking requirements for customer and employee parking.
4. These requirements may be satisfied by a sublease of such space from an existing Full-Service FBO, Franchise holder, or Leaseholder.

Article 9 Aircraft Component Repair (SASO)

Section 9.1 Statement of Concept

An Aircraft Component Repair business provides avionics, instrument, propeller, or other Aircraft component repair services. Removal and replacement of components is covered under Article 8: Airframe and Power plant Repair.

Section 9.2 Minimum Standards

Except as otherwise provided in any Agreement between the Operator and the Airport, the Operator shall provide the following services and equipment:

1. It is recommended that the Operator shall be certificated as a Repair Station (as defined by FAA) with appropriate ratings by the FAA.
2. Sufficient trained and/or certified personnel to accomplish the work required.
3. Maintain sufficient hours of operation to meet public demand.
4. Provide insurance coverage in amounts not less than specified in Appendix A.

Section 9.3 Facilities

The Operator shall lease from the Airport sufficient land to lease or construct the following facilities:

1. A building which will provide a minimum of two thousand (2,000) SF of properly lighted and heated shop space to perform work and to provide storage, office space, and a public waiting area which includes a sanitary restroom.
2. A paved Apron or hangar space sufficient to tie down, park, and maneuver a minimum of two (2) Small Aircraft, a minimum of thirty two hundred (3,200) SF.
3. A paved parking area that complies with the City of Manassas parking requirements for customer and employee parking.
4. With the prior written permission of the Commission, these requirements may be satisfied by a sublease of such space from an existing Full-Service FBO, Franchise holder, or Leaseholder.

Article 10 Aircraft Rental (SASO)

Section 10.1 Statement of Concept

An Aircraft Rental Business engages in the rental or lease of Aircraft to the public.

Section 10.2 Minimum Standards

Except as otherwise provided in any Agreement between the Operator and the Airport, the Operator shall provide the following services and equipment:

1. A minimum of two (2) fixed wing or two (2) rotary wing Aircraft. Aircraft can be either owned or leased to the Operator.
 - a. Non-Tenant Operators are limited to one (1) fixed wing or one (1) rotary wing Aircraft. Non-Tenant Operators who operate more than one (1) Aircraft will be considered a Non-Franchise Tenant and will be required to meet facility requirements as spelt out in Section 10.3.
2. A minimum of one (1) employee for scheduling and dispatching Aircraft.
3. Maintain hours of operation sufficient to meet public demand.
4. Provide insurance coverage in amounts not less than specified in Appendix A.

Section 10.3 Facilities

The Operator shall lease from the Airport sufficient land to lease or construct the following facilities:

1. A building that will provide a minimum of two hundred fifty (250) SF of properly lighted and heated office space with immediate access to customer waiting area/lounge and sanitary restrooms.
2. A paved Apron or hangar space sufficient to tie down, park, and maneuver a minimum of two (2) Small Aircraft, a minimum thirty two hundred (3,200) SF.
3. A paved parking area that complies with the City of Manassas parking requirements for customer and employee parking.
4. With the prior written permission of the Commission, these requirements may be satisfied by a sublease of such space from an existing Full-Service FBO, Franchise holder, or Leaseholder.

Article 11 Flight Training (SASO)

Section 11.1 Statement of Concept

A Flight Training business engages in instructing pilots in dual and solo flight training, in fixed and/or rotary wing Aircraft, and provides such related ground school instruction as is necessary for taking a written examination and flight check ride for the category or categories of pilot certificates and or ratings involved.

Section 11.2 Minimum Standards

Except as otherwise provided in any Agreement between the Operator and the Airport, the Operator shall provide the following services and equipment:

1. A Flight Training Operator shall meet all the appropriate requirements under Code of Federal Aviation Regulations 14 (CFR) Part 61,141 and or 142.
2. A minimum of one (1) fixed wing or one (1) rotary wing Aircraft. Aircraft can be either owned or leased to the Operator.
 - a. Non-Tenant Operators are limited to one (1) fixed wing or one (1) rotary wing Aircraft. Non-Tenant Operators who operate more than one (1) Aircraft will be considered a Non-Franchise Tenant and will be required to meet facility requirements as spelt out in Section 11.3.
3. A minimum of one (1) currently FAA Certificated pilot, with appropriate Instructor Rating and current FAA medical certificate, if applicable, on duty during the appropriate business hours.

4. Maintain hours of operation sufficient to meet public demand.

5. Provide insurance coverage in amounts not less than specified in Appendix A.

Section 11.3 Facilities

The Operator shall lease from the Airport sufficient land to lease or construct the following facilities:

1. A building which will provide a minimum of three hundred (300) SF of properly lighted and heated classroom and office space and have immediate access to customer waiting area/lounge and sanitary restrooms.
2. A paved Apron or hangar space sufficient to tie down, park, and maneuver a minimum of one (1) Small Aircraft, a minimum sixteen hundred (1,600) SF.
3. Adequate classroom training aids that may include mock-ups, pictures, slides, video and/or digital media to provide proper ground school instructions.
4. A paved parking area that complies with the City of Manassas parking requirements for customer and employee parking.
5. With the prior written permission of the Commission, these requirements may be satisfied by a sublease of such space from an existing Full-Service FBO, Franchise holder, or Leaseholder.

Article 12 Aircraft Sales (SASO)

Section 12.1 Statement of Concept

An Aircraft Sales business engages in purchasing and selling of new and/or used Aircraft through various methods including matching potential customers with an Aircraft (brokering), assisting a customer in the purchase or sale of an Aircraft, or purchasing used Aircraft and marketing them to potential purchasers.

Section 12.2 Minimum Standards

Except as otherwise provided in any Agreement between the Operator and the Airport, the Operator engaged in the sale of new and/or used Aircraft shall provide the following services:

1. Maintain a Commercial Dealers License for the sale of Aircraft in the Commonwealth of Virginia.
2. A minimum of one (1) currently FAA Certificated pilot, with appropriate ratings for the Aircraft to be demonstrated.

3. Maintain hours of operation sufficient to meet public demand.

4. Provide insurance coverage in amounts not less than specified in Appendix A.

Section 12.3 Facilities

The Operator shall lease from the Airport sufficient land to lease or construct the following facilities:

1. A building which will provide a minimum of one hundred twenty (120) SF of properly lighted and heated office space to perform work and access to sanitary restrooms.
2. A paved Apron or hangar space sufficient to accommodate at least two (2) of the Aircraft authorized for sale. If the Operator leases hangar space for the storage of sale Aircraft this provision is waived.
3. A paved parking area that complies with the City of Manassas parking requirements for customer and employee parking.
4. With the prior written permission of the Commission, these requirements may be satisfied by a sublease of such space from an existing Full-Service FBO, Franchise holder, or Leaseholder.

Article 13 Air Charter Operations (SASO)

Section 13.1 Statement of Concept

An unscheduled or scheduled Air Charter Operator engages in the business of providing air transportation (Persons or property) to the general public for hire, on an unscheduled or scheduled basis under 14 CFR Part 125 & 135. Air Charter Operations include Air Ambulance Operations. An Aircraft Management Operator is a commercial operator engaged in the business of providing Aircraft flight dispatch, flight crews or Aircraft Maintenance coordination to the public and is included in Air Charter Operations.

An Aircraft Management Operator engages in the business of providing Aircraft management including, but not limited to, flight dispatch, flight crews, or Aircraft Maintenance coordination to the general public or private parties.

Section 13.2 Minimum Standards

Except as otherwise provided in any Agreement between the Operator and the Airport, the Operator shall provide the following services and equipment:

1. Be certificated under FAR Part 125, or 135.
2. Maintain sufficient hours of operation to meet public demand.

3. Employ and make available at least one (1) person who holds an appropriate FAA license or certificate for the Aircraft operated.
4. The Operator shall have dispatch capability within six (6) hours of a customer request.
5. Employ one (1) person with experience and ability to provide charter quotes, schedule and dispatch support and customer service.
3. Provide insurance coverage in amounts not less than specified in Appendix A.

Section 13.3 Facilities

The Operator shall lease from the Airport sufficient land to lease or construct the following facilities:

1. A building which will provide a minimum of two hundred (200) SF of properly lighted and heated office space and have immediate access to a customer lounge/waiting area and sanitary bathrooms.
2. The customer lounge/waiting area must be of a size adequate for the number of passengers flown, but at a minimum, it must be two hundred (200) SF.
3. A paved Apron or hangar space sufficient to tie down, park, and maneuver the Aircraft that are being used for Part 135 Charter.
4. A paved parking area that complies with City of Manassas parking requirements.
5. With the prior written permission of the Commission, these requirements may be satisfied by a sublease of such space from an existing Full-Service FBO, Franchise holder, or Leaseholder.

Article 14 Air Carrier Operations (SASO)

Section 14.1 Statement of Concept

A scheduled Air Carrier Operator engages in the business of providing air transportation (Persons or property) to the general public on a scheduled service basis under 14 CFR Part 121.

Section 14.2 Minimum Standards

Except as otherwise provided in any Agreement between the Operator and the Airport, the Operator shall provide the following services and equipment:

1. Be certificated under FAR Part 121.
2. Maintain sufficient hours of operation to meet public demand.

3. Employ and make available sufficient persons who holds an appropriate FAA license or certificate for the Aircraft operated.

34. Provide insurance coverage in amounts not less than specified in Appendix A by the City.

Section 14.3 Facilities

The Operator shall lease from the Airport, or -City approved Franchisee, sufficient terminal building space and to lease or construct the following facility that includes at a minimum:es:

1. Ticket Counter SpaceA building which will provide a minimum of twenty-five thousand (25,000) SF of properly lighted and heated office space and have immediate access to a passenger waiting area and sanitary bathrooms.

2. Gate Space

3. Baggage Screening/Claim

4. Holdroom space

5. Ramp

2. The passenger waiting area must be of a size adequate for the number of passengers flown, but at a minimum, it must be twenty-five thousand (25,000) SF.

3. A paved Apron sufficient to park and maneuver the Aircraft that are being used for Part 121 operations.

4. Adequate parking facilities to meet demand and that complies with City of Manassas parking requirements.

5. With the prior written permission of the Commission, these requirements may be satisfied by a sublease of such space from an existing Full Service FBO, Franchise holder, or Leaseholder.

Article 15.4 Aircraft Management Operator (SASO)

Section 14.5.1 Statement of Concept

An Aircraft Management Operator engages in the business of providing Aircraft management including, but not limited to, flight dispatch, flight crews, or Aircraft Maintenance coordination to the general public or private parties.

Section 14.5.2 Minimum Standards

Except as otherwise provided in any Agreement between the Operator and the Airport, the Operator shall provide the following services and equipment:

1. Maintain sufficient hours of operation to meet public demand.
2. Employ and make available at least one (1) person who holds an appropriate FAA license or certificate for the Aircraft operated.
4. The Operator shall have dispatch capability within six (6) hours of a customer request.
5. Employ one (1) person with experience and ability to provide charter quotes, schedule and dispatch support and customer service.
3. Provide insurance coverage in amounts not less than specified in Appendix A.

Section 145.3 Facilities

The Operator shall lease from the Airport sufficient land to lease or construct the following facilities:

1. A building which will provide a minimum of two hundred (200) SF of properly lighted and heated office space and have immediate access to a customer lounge/waiting area and sanitary bathrooms.
2. The customer lounge/waiting area must be of a size adequate for the number of passengers flown, but at a minimum, it must be two hundred (200) SF.
3. A paved Apron or hangar space sufficient to tie down, park, and maneuver the Aircraft that are being managed.
4. A paved parking area that complies with City of Manassas parking requirements.
5. With the prior written permission of the Commission, these requirements may be satisfied by a sublease of such space from an existing Full-Service FBO, Franchise holder, or Leaseholder.

Article 156 Commercial Hangar Rental

Section 156.1 Statement of Concept

A Commercial Hangar Operator engages in the business of building or buying a hangar for the sole purpose of leasing it to the public for aircraft storage.

Section 156.2 Minimum Standards

Except as otherwise provided in any Agreement between the Operator and the Airport, the Operator shall provide the following services and equipment:

1. Maintain sufficient hours of operation to meet public demand.

2. Employ one (1) person with experience and ability to provide management and maintenance of the hangar facility
3. Provide insurance coverage in amounts not less than specified in Appendix A.

Section 156.3 Facilities

The Operator shall lease from the Airport sufficient land to lease or construct the following facilities:

1. A building which will provide a minimum of two hundred (200) SF of properly lighted and heated office space and have immediate access to sanitary bathrooms.
2. A paved Apron and hangar space sufficient to tie down, park, and maneuver the Aircraft that is being stored.
4. A paved parking area that complies with City of Manassas parking requirements.
5. With the prior written permission of the Commission, these requirements may be satisfied by a sublease of such space from an existing Full-Service FBO, Franchise holder, or Leaseholder.

Article 167 Commercial Operating Permit

Section 167.1 Statement of Concept

1. Any Entity that conducts a commercial business at the Airport shall have a Franchise Agreement with the City of Manassas, approved by the Airport Commission and City Council or a Commercial Operating Permit that has been approved and issued by the Airport Director, prior to conducting any commercial business at the Airport. Permits shall be issued on an annual basis or thirty (30) days increments.
2. A Commercial Operating Permit shall be obtained by the following categories of commercial operators, prior to conducting business on the Airport:
 - A. A Non-Franchise Tenant: Entity not having a Franchise Agreement with the City of Manassas governing its operations, but who:
 - i. Has a Lease agreement, sublease, or other agreement with the City, a sublease with a City Lessee or a Franchise holder and supplies or directly provides goods, commodities, services, or facilities to the general public at the Airport as a regular business activity.
 - ii. Uses the Airport in furtherance of its business interest and has office, hangar and/or storage space on the Airport.

- 1 B. A Non-Tenant Operator: An Entity with no established office, station or location
2 on Airport property and not having a Franchise or Lease agreement with the City of
3 Manassas or an existing Franchise holder governing its operations, but who:
4
- 5 i. Does supply or directly provide goods, commodities, services, or facilities to
6 the general public at the Airport as a regular business activity.
7
- 8 ii. Uses or enters upon the Airport in furtherance of its business interests and/or
9 to deliver persons, services or goods to customers of that business.
10
- 11 iii. A Non-Tenant Operator shall include, but is not limited to, rental car
12 concessionaires, transportation network companies (TNC), mobile certified
13 mechanics, independent flight instructors, Aircraft detailers, mobile oil
14 recyclers and others who perform operations without permanent facilities on
15 the Airport. A Non-Tenant Operator shall not include any commercial
16 transport engaged in providing goods, commodities, or services to the
17 Airport, any Federal, State, or local agency operating at the Airport, or any
18 Full-Service FBO, Franchise holder or Lessee of the Airport.
19

20 Section 167.2 Procedures

- 21
- 22 1. The Airport may issue a Commercial Operating Permit only upon receipt and approval of a
23 signed application from the Non-Franchise Tenant or Non-Tenant Operator on a form
24 approved by the Director containing the following information:
25
- 26 A. Name of Entity, address, phone number, type of business, type and description of
27 vehicles to be operated, if any, on Airport property.
28
- 29 B. Name of principal(s) of the applying Entity.
30
- 31 C. Name, address, and job title of the local manager, if different from the principal(s).
32
- 33 D. Provide adequate insurance and a certificate of insurance, naming the City, its
34 employees and agents as additional insured.
35
- 36 2. The submission of such application by a Non-Franchise Tenant or a Non-Tenant Operator
37 business shall constitute an express understanding and agreement by such applicant that
38 he/she shall:
39
- 40 A. Pay all Permit fees specified.
41
- 42 B. Covenant to obey and adhere to all security requirements, Rules and Regulations of
43 the Airport now existing or hereafter adopted.
44
- 45 C. Indemnify and hold harmless the Airport and the City, its employees and agents
46 from any claim whatsoever arising from the Non-Franchise Tenant's or Non-Tenant
47 Operator's business operations on Airport property.
48

- 1 D. In the case of a Non-Franchise Tenant, provide proof of a City of Manassas
2 business license and proof of insurance coverage not less than specified in
3 Appendix A.
4
- 5 E. In the case of a Non-Tenant Operator, not establish any office, station, or location
6 on Airport property.
7
- 8 3. In the event a Commercial Operating Permit is approved and there are subsequent changes
9 in the facts or circumstances reflected on the application, the Non-Franchise Tenant
10 business or Non-Tenant Operator is required to file a written statement notifying the
11 Director of the change within ten (10) calendar days from the date such change occurs.
12
- 13 4. Within thirty (30) calendar days after the application for a Commercial Operating Permit
14 has been submitted to the Director, the application will either be approved or denied. In the
15 event the application is denied, the Director shall specify in writing the grounds for denial.
16 The applicant shall have the right to appeal as stated in Article 4, paragraph 3, ad seq.
17
- 18 5. A Commercial Operating Permit may be revoked by the Director for cause with five (5)
19 calendar days written notice to the Permittee. Such notice shall be either hand-delivered or
20 mailed by certified mail to the address stated on the application. Such revocations are
21 subject to the appeal process as stated in Article 4, paragraph 3. Causes for revocation
22 include, but are not limited to:
23
- 24 A. Breach of any Agreement entered into with the Airport.
25
- 26 B. Failure to make timely payment of any fees, fines, or other moneys due to the
27 Airport.
28
- 29 C. Violation of any law, regulation, security requirement, the Airport's Rules and
30 Regulations or these Minimum Standards now existing or hereafter adopted.
31
- 32 D. Any act or omission of the Permittee adversely affecting the Airport operations or
33 posing a danger to the public health, safety, or welfare.
34
35

Article ~~17~~18 Rental Car Business

Section ~~17~~18.1 Statement of Concept

A Rental Car Business engages in the business of providing rental car services on the Airport. Off-Airport Rental Car companies are not allowed to operate on Airport property without written permission from the Airport Director. ~~Businesses desiring to operate as a Rental Car Business shall comply with the following:~~

Section 18.2 Minimum Standards

Except as otherwise provided in any Agreement between the Operator and the Airport, the Operator shall provide the following services and equipment:

1. Provide makes and models of Vehicles that do not exceed two (2) years of age.
- ~~2. Maintain rental automobiles in good operating order, free from known mechanical defects, and in a clean, neat, and attractive condition, inside and out.~~
- ~~2.~~
3. Maintain such business hours for such periods during each day and such days during each week as may be necessary to meet reasonable demands of the public.

~~3. Employ one (1) person with experience and ability to provide management and maintenance of the hangar facility~~

~~4. As used herein, the term "gross receipts" shall mean the total sum of money paid or payable (after any discount specifically shown on the car rental agreement), by the customer to the concessionaire for or in connection with the use of a vehicle contracted for, delivered or rented by the customer at the Airport, regardless of where payment is made, the vehicle is returned or the rental order was received, plus any sum received from the customer by reason of his acceptance of personal accident insurance.~~

~~1. Maintain sufficient hours of operation to meet public demand.~~

~~462. Employ one (1) person with experience and ability to provide management and maintenance of the hangar facility~~

3. Provide insurance coverage in amounts not less than specified in Appendix A.

~~For a Non-Franchise Tenant Operator, the business shall lease or rent adequate parking spaces to provide sufficient parking spaces to store on-site vehicles. This may be accomplished through~~

Section 18.3 Facilities

~~1. For a Non-Franchise Tenant Operator, the business shall lease or rent adequate parking spaces to provide sufficient parking spaces to store on-site vehicles. This may be accomplished through~~

~~2. All rental car businesses shall be retained located in the Passenger Terminal Building. for desirable passengers, and customers. The only exceptions are rental car companies that exclusively provides service to a FBO transient customers and no other companies, clients, tenants or passenger airline customers.~~

~~3. Rental Car companies are subject to Customer Facility Charges (CFCs).~~

~~4. Rental Car Pparking areas must be paved in accordance with the City of Manassas/ or Prince William County construction standards parking requirements.~~

~~For a Non-Franchise Tenant Operator, the business shall lease from the Airport land or construct facilities that provide a minimum of two hundred (200) SF of properly lighted and heated office space and have immediate access to sanitary bathrooms.~~

5. Maintain facilities and parking spaces in a clean and orderly fashion, free from debris, and in a neat, and attractive condition, inside and out.

~~4.6. With the prior written permission of the Commission, Airport Director these requirements may be satisfied by a Franchisee who is has an approved Franchise to provide Airline Passenger Terminal Building management and services and who are authorized to collect CFCs and other rental car rents and fees . sublease of such space from the Terminal Franchise Holder. an existing Full-Service FBO, Franchise holder, or Leaseholder.~~

Section 178.42 Procedures

The following procedures will remain in place until such time that rental car facilities are available in a new Airline Passenger Terminal Building.

1. Non-Franchise Tenant businesses desiring to operate as a Rental Car Business shall also comply with the following:
 - A. Pay the Airport three percent (3%) of gross receipts within ~~thirty~~ twenty (3020) calendar days following the close of the previous month.
 - B. Submit a statement of gross receipts during the preceding month from its operations at the Airport from which the percentage of payments to the Airport may be computed. Said statement must be signed by a responsible accounting officer of the Non-Franchise Tenant.
 - ~~C. For the use of ready and return spaces in the Airport's public use parking lot there will be a charge a fee based on the current Rates, Fees, and Charges schedule found in Appendix B of these Minimum Standards.~~
 - ~~D.C.~~ E.D. To make available to the Airport or the City, upon demand and at its local office, all business accounts containing information related to computation of gross receipts and amounts payable to the Airport.
 - ~~E.D.~~ E.D. Provide insurance coverage in amounts no less than specified in Appendix A.
2. Non-Tenant Operators desiring to operate as a Rental Car Business shall also comply with the following:
 - A. Pay the Airport six percent (6%) of gross receipts within ~~twenty~~ thirty (320) calendar days following the close of the previous month.
 - B. Submit a statement of gross receipts during the preceding month from its operations at the Airport from which the percentage of payments to the Airport may be computed. Said statement must be signed by a responsible accounting officer of the Non-Tenant Operator.

- C. To make available to the Airport or the City, upon demand and at its local office, all business accounts containing information related to computation of gross receipts and amounts payable to the Airport.
- D. To operate no vehicle on Airport premises except to pick up or deliver customers holding reservations with the Non-Tenant Operator or who have returned a vehicle to the Non-Tenant Operator.
- E. While operating on Airport property, stop only in areas designated for use by such vehicles and make no attempt to solicit business in any manner while on Airport property.

Article ~~198~~ Through-the-Fence Operations

Section ~~189.1~~ Statement of Concept

Through-the-Fence Operations is defined as the use of Airport property by operators offering an aeronautical activity on land adjacent to, or by Aircraft based on land adjacent to, but not part of, the Airport property. Through-the-Fence Operations are strictly prohibited at the Manassas Regional Airport.

Article ~~2019~~ Ultralight Operations

Section ~~2017.1~~ Statement of Concept

An Ultralight Operator engages in commercial Ultralight operations including rental, training, sales and maintenance activities.

Ultralight Operators must comply with all provisions of the Code of Federal Regulations (CFAR), Part 103 and all operating directives issued by the Airport Director.

Prior to starting Ultralight Operations, the Airport will determine if this activity will present or create a safety hazard to the normal operations of Aircraft arriving or departing the Airport. An FAA airspace study may be necessary to determine the efficiency and utility of the Airport for such operations.

Ultralight Commercial Operators must comply with the provisions of these Minimum Standards for Aircraft Rental and Flight Instructions.

Article ~~201~~ Skydiving Operations

Section ~~2148.1~~ Statement of Concept

A Commercial Skydiving Operator engages in the transportation of persons for skydiving, instruction in skydiving, and rental and sales of skydiving equipment.

1
2 Commercial Skydiving is not permitted at the Manassas Regional Airport except by
3 written consent of the Airport Director and the Airport Commission. An FAA airspace study
4 may be necessary to determine the efficiency and utility of the Airport for such operations. Prior
5 to starting Skydiving Operations, the Airport and FAA will determine if this activity will present
6 or create a safety hazard to the normal operations of Aircraft arriving or departing the Airport.
7

Article ~~21~~22 Flying Clubs**Section ~~21~~22.1 Statement of Concept**

A Flying Club is a nonprofit or not for profit Entity (Non-Commercial Operator) organized for the express purpose of providing its members with aircraft for their personal use and enjoyment only.

Section ~~21~~22.2 Minimum Standards

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

1. Flying Clubs shall be a nonprofit entity (corporation, association, or partnership) organized for the express purpose of providing its members with one or more Aircraft, for their personal use and enjoyment only. The property rights of the members of the Flying Club shall be equal and no part of the net earnings of the Flying Club will inure to the benefit of any member in any form (salaries, bonuses, etc.). The Flying Club may not derive greater revenue from the use of its Aircraft than the amount necessary for the operations, Aircraft Maintenance, and replacement of its Aircraft.
2. All Aircraft ("Club Aircraft") must be owned by the Flying Club or equally by all of its members, or leased exclusively to the Club. Club Aircraft must be vested under the Flying Club's name and not be used for any Entity except its members.
3. 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 provision of flight instruction to any Person, including members of the club owning the Aircraft, when such Person pays or becomes obligated to pay for such instruction, except when instruction is given by a Franchisee or Lessee or Tenant based on the Airport who provides flight training, and who has an approved Commercial Operating Permit. Flying Club flight instructors may be compensated by credit against payment of dues or flight time.
4. Any qualified mechanic who is a registered member and part owner of the Aircraft owned and operated by a Flying Club shall not be restricted from doing Aircraft Maintenance work on Aircraft owned by the Flying Club and the Flying Club shall not become obligated to pay for such Aircraft Maintenance work except that such mechanics may be compensated by credit against payment of dues or flight time.
5. All Flying Clubs and their members are prohibited from leasing or selling any goods or services whatsoever to a Person other than a member of such Flying Club at the Airport, except that said Flying Club may sell or exchange its capital equipment.

6. All Flying Clubs, with required permit request, shall furnish the Director a copy of charters and bylaws, articles of association, partnership agreement and/or other documentation supporting its existence. All Flying Clubs shall also supply a roster, or list of members, including the names of officers and directors, which shall be revised on a semi-annual basis. Other documentation that must be provided shall identify the number of Aircraft owned; proof that Aircraft are properly certificated; demonstrate that ownership is vested in the Flying Club or exclusively leased; and detail the operating rules of the Flying Club. The books and other records of the Flying Club shall be available for review by the Director or his authorized agent at any reasonable time.
7. Provide insurance coverage in amounts no less than specified in Appendix A of the Airport Minimum Standards.
8. Any Flying Club that violates any of these provisions may result in termination of the Club's operations at the Airport.
9. Any Flying Club found conducting commercial Aeronautical Services shall be no longer be considered a Non-Commercial Operator and will be required to meet the Minimum Standards under Article 10: Aircraft Rental and/or Article 11: Flight Instruction and apply for a Commercial Operating Permit. Any Flying Club shall be subject to Rates, Fees, and Charges.

Section ~~2122~~.3 Facilities

The Flying Club shall lease from the Airport sufficient land for the following facilities:

1. A paved Apron or hangar space sufficient to tie down, park, and maneuver a minimum of one (1) Small Aircraft, a minimum of one thousand (1,000) SF.
2. With the prior written permission of the Commission, these requirements may be satisfied by a sublease of such space from an existing Full-Service FBO, Franchise holder, or Leaseholder.
3. Flying Clubs are exempt from all other building and classroom requirements as it pertains to Aircraft Rentals and Flight Training.

Article ~~222~~3 Specialized Commercial Operations

Section ~~2223~~.1 Statement of Concept

A Specialized Commercial Operation engages in air transportation for hire for the purpose of providing the use of Aircraft including, but not limited to the following:

1. Non-stop sightseeing flights that begin and end at Manassas Regional Airport.
2. Crop dusting, seeding, spraying, and bird chasing.

3. Banner towing or aerial advertising.
4. Aerial photography or survey.
5. Power line or pipe line patrol.
6. Firefighting.
7. Hot air balloon or blimp operations.
8. Cargo flights.
9. Carrier Services.

Section 2223.2 Minimum Standards

1. A Permit is required for Specialized Commercial Operations. See the Airport Director for application procedures.
2. Maintain sufficient hours of operations to meet public demand.
3. Maintain the proper Federal, Commonwealth of Virginia, and City of Manassas license for the type of operation conducted.
4. Provide insurance coverage in amounts no less than specified in Appendix A of the Airport Minimum Standards.

Article 24 Commercial Use Airlines Passenger Terminal Building Development and Management

Section 24.1 Statement of Concept

For the design, construction, maintenance and operation of a Commercial Air Carrier Terminal and related facilities to service Passenger Airlines.

Section 24.2 Minimum Standards

No person or entity shall be allowed to construct, and or operate a Commercial Air Carrier Terminal for scheduled passenger airlines service unless they have a Franchise that is approved by the City.

Section 24.3 Facilities

Lease from the Airport sufficient land to build a passenger terminal building. The minimum terminal building land lease shall be 2 acres.

The new terminal building must be no less than 43,345 square feet and provide for a minimum, gate space, ticketing/check-in, holding rooms, concession space, baggage screening/claim, circulations, airlines offices, passenger screening, Federal Inspection Services (FIS), airport operations, bathrooms, and building systems.

Ramp Space to accommodate the number of gates and aircraft that will service the terminal building. Lease from the Airport a minimum land lease for ramp space of 3.7 acres.

Lease sufficient land from the Airport for automobile parking for employees and passengers. The minimum land lease for automobile parking is 12.6 acres.

Appendix A - Insurance Matrix

Minimum Standards Insurance Requirements

Insurance Matrix

Disclaimer: The Manassas Regional Airport Minimum Insurance Requirements are established solely for the purpose of protecting the interests of the City of Manassas under this contract, and should not be relied upon or used for any particular purpose. Specifically, each operator should exercise its own independent judgment and discretion in determining the insurance coverages and amounts necessary to fully protect its interests. The City of Manassas shall not be held responsible in any way for, and specifically disclaims any liability arising out of or in any way connected to, reliance on or use of any of the information contained or referenced on this Matrix or Minimum Standards for Airport Aeronautical Service and Aeronautical Activity Providers. The information contained or referenced in this Matrix is not intended to constitute and should not be considered legal or professional advice, nor shall it serve as a substitute for the recipient obtaining such advice.

Annual Review

This Insurance Matrix will be reviewed annually and the Airport Director or Risk Management may require additional limits of liability or other insurance coverage based upon the type of business operation or change in the entity's risk exposure.

Additional Requirements

Additional Insured - The City of Manassas shall be named as an Additional Insured on ALL policies. A separate endorsement must be provided.

Insurance Rating - Each policy of insurance required should be issued by an "A" rated-Class VI or better (according to the A.M. Best's Rating Organization) insurance company authorized by the Commonwealth of Virginia to issue such policy in this State

Minimum Requirements

Section/Activity	Workers' Compensation and Employers Liability	Comprehensive Airport Liability**	Hangar Keepers Liability	Aircraft Liability	Environmental Liability	Commercial Automobile Liability	Flight Instructor Professional Liability
Article 6 Aircraft Fuels and Oil Sales and Service	Statutory Limits	Premises/Operations Products/Completed Operations (if applicable) Contractual Liability (if applicable) Fire Legal Liability (if leasing space from Airport) Environmental (if applicable) \$1,000,000 / \$3,000,000 per occurrence / aggregate If services are provided to Airlines \$5,000,000 per occurrence	Coverage required is based on the type of aircraft under custody of the business.		Contractor's Pollution Insurance Policy \$1,000,000 per occurrence Storage Tank Liability \$1,000,000 per occurrence	Coverage required if licensed vehicles are driven on the ramp, taxiways or runways. \$1,000,000 per occurrence	

**All ancillary coverages must be listed under the policy.

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Section/Activity	Workers' Compensation and Employers Liability	Comprehensive Airport Liability**	Hangar Keepers Liability	Aircraft Liability	Environmental Liability	Commercial Automobile Liability	Flight Instructor Professional Liability
Article 8 Airframe and Power plant Repair	Statutory Limits	Premises/Operations Products/Completed Operations (if applicable) Contractual Liability (if applicable) Fire Legal Liability (if leasing space from Airport) Environmental (if applicable) \$1,000,000 per occurrence	Coverage required is based on the type of aircraft under custody of the business.			Coverage required if licensed vehicles are driven on the ramp, taxiways or runways. \$1,000,000 per occurrence	
Article 9 Aircraft Component Repair	Statutory Limits	Premises/Operations Products/Completed Operations (if applicable) Contractual Liability (if applicable) Fire Legal Liability (if leasing space from Airport) Environmental (if applicable) \$1,000,000 per occurrence	Coverage required is based on the type of aircraft under custody of the business.			Coverage required if licensed vehicles are driven on the ramp, taxiways or runways. \$1,000,000 per occurrence	

**All ancillary coverages must be listed under the policy.
The City of Manassas shall be named as an Additional Insured on ALL policies. A separate endorsement must be provided.

Section/Activity	Workers' Compensation and Employers Liability	Comprehensive Airport Liability**	Hangar Keepers Liability	Aircraft Liability	Environmental Liability	Commercial Automobile Liability	Flight Instructor Professional Liability
Article 10 Aircraft Rental	Statutory Limits	Premises/Operations Products/Completed Operations (if applicable) Contractual Liability (if applicable) Fire Legal Liability (if leasing space from Airport) Environmental (if applicable) \$1,000,000 per occurrence	Coverage required if Aircraft are being serviced by Entity or owned by an Entity other than the rental company	Piston/Turbine/Helicopter \$1,000,000 Combined Single Limit		Coverage required if licensed vehicles are driven on the ramp, taxiways or runways. \$1,000,000 per occurrence	
Article 11 Flight Training	Statutory Limits	Premises/Operations Products/Completed Operations (if applicable) Contractual Liability (if applicable) Fire Legal Liability (if leasing space from Airport) Environmental (if applicable) \$1,000,000 per occurrence	Coverage required if Aircraft are being serviced by Entity or owned by an Entity other than the flight training operator.	Piston/Turbine/Helicopter \$1,000,000 Combined Single Limit		Coverage required if licensed vehicles are driven on the ramp, taxiways or runways. \$1,000,000 per occurrence	\$1,000,000 per occurrence

**All ancillary coverages must be listed under the policy.

The City of Manassas shall be named as an Additional Insured on ALL policies. A separate endorsement must be provided.

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Section/Activity	Workers' Compensation and Employers Liability	Comprehensive Airport Liability**	Hangar Keepers Liability	Aircraft Liability	Environmental Liability	Commercial Automobile Liability	Flight Instructor Professional Liability
Article 12 Aircraft Sales	Statutory Limits	Premises/Operations Products/Completed Operations (if applicable) Contractual Liability (if applicable) Fire Legal Liability (if leasing space from Airport) Environmental (if applicable) \$1,000,000 per occurrence	Coverage required is based on the type of aircraft under custody of the business.	Piston/Turbine/Helicopter \$1,000,000 Combined Single Limit		Coverage required if licensed vehicles are driven on the ramp, taxiways or runways. \$1,000,000 per occurrence	
Article 13 Air Charter Operations or Aircraft Management Operator	Statutory Limits	Premises/Operations Products/Completed Operations (if applicable) Contractual Liability (if applicable) Fire Legal Liability (if leasing space from Airport) Environmental (if applicable) \$1,000,000 per occurrence	Coverage required if Aircraft are being serviced by Entity or owned by an Entity other than the Charter or Management Operator.	Piston/Turbine/Helicopter \$1,000,000 Combined Single Limit		Coverage required if licensed vehicles are driven on the ramp, taxiways or runways. \$1,000,000 per occurrence	

**All ancillary coverages must be listed under the policy.

The City of Manassas shall be named as an Additional Insured on ALL policies. A separate endorsement must be provided.

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Section/Activity	Workers' Compensation and Employers Liability	Comprehensive Airport Liability**	Hangar Keepers Liability	Aircraft Liability	Environmental Liability	Commercial Automobile Liability	Flight Instructor Professional Liability
Article 14 Non-Tenant Operator	See Airport Director for insurance requirements to be based on the type of business operation. The most stringent requirements will be applied for applicable Comprehensive Airport Liability, Aircraft Liability, Commercial Automobile, Hangar keepers and Environmental Impairment.						
Article 15 Rental Car Business (Non-Franchise Tenant)	Statutory Limits	Premises/Operations Products/Completed Operations (if applicable) Contractual Liability (if applicable) Fire Legal Liability (if leasing space from Airport) Environmental (if applicable) \$1,000,000 per occurrence				Coverage required if licensed vehicles are driven on the ramp, taxiways or runways. \$1,000,000 per occurrence	
Article 19 Specialized Commercial Operations	See Airport Director for insurance requirements to be based on the type of business operation. The most stringent requirements will be applied for applicable Comprehensive Airport Liability, Aircraft Liability, Commercial Automobile, Hangar keepers and Environmental Impairment. Hangar Foam Suppression Operations Any company that is conducting business on the Airport and has an operating Fire Foam Suppression system shall carry a Contractor's Pollution Insurance Policy and an Environmental Cleanup Policy in the amount of \$1,000,000 per occurrence. The policy must specifically cover the clean-up of AFFF and any other hazardous substance used in the Foam Suppression System, and the policy must be approved by the City's Risk Management Department. This insurance requirement is above and beyond what may be required for businesses conducting fueling operations.						
Article 21 Flying Clubs		General Liability \$1,000,000 per occurrence Property Damage \$100,000	Coverage required if Aircraft are being serviced by an Entity or other than the flying club	Piston/Turbine/Helicopter \$1,000,000 Combined Single Limit		Proof of coverage	

**All ancillary coverages must be listed under the policy.

The City of Manassas shall be named as an Additional Insured on ALL policies. A separate endorsement must be provided.

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Section/Activity	Workers' Compensation and Employers Liability	Comprehensive Airport Liability**	Hangar Keepers Liability	Aircraft Liability	Environmental Liability	Commercial Automobile Liability	Flight Instructor Professional Liability
Article 14 Non-Tenant Operator	See Airport Director for insurance requirements to be based on the type of business operation. The most stringent requirements will be applied for applicable Comprehensive Airport Liability, Aircraft Liability, Commercial Automobile, Hangar keepers and Environmental Impairment.						
Article 15 Rental Car Business (Non-Franchise Tenant)	Statutory Limits	Premises/Operations Products/Completed Operations (if applicable) Contractual Liability (if applicable) Fire Legal Liability (if leasing space from Airport) Environmental (if applicable) \$1,000,000 per occurrence				Coverage required if licensed vehicles are driven on the ramp, taxiways or runways. \$1,000,000 per occurrence	
Article 19 Specialized Commercial Operations	See Airport Director for insurance requirements to be based on the type of business operation. The most stringent requirements will be applied for applicable Comprehensive Airport Liability, Aircraft Liability, Commercial Automobile, Hangar keepers and Environmental Impairment. Hangar Foam Suppression Operations Any company that is conducting business on the Airport and has an operating Fire Foam Suppression system shall carry a Contractor's Pollution Insurance Policy and an Environmental Cleanup Policy in the amount of \$1,000,000 per occurrence. The policy must specifically cover the clean-up of AFFF and any other hazardous substance used in the Foam Suppression System, and the policy must be approved by the City's Risk Management Department. This insurance requirement is above and beyond what may be required for businesses conducting fueling operations.						
Article 21 Flying Clubs		General Liability \$1,000,000 per occurrence Property Damage \$100,000	Coverage required if Aircraft are being serviced by an Entity or other than the flying club	Piston/Turbine/Helicopter \$1,000,000 Combined Single Limit		Proof of coverage	

**All ancillary coverages must be listed under the policy.

The City of Manassas shall be named as an Additional Insured on ALL policies. A separate endorsement must be provided.

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Section/Activity	Workers' Compensation and Employers Liability	Comprehensive Airport Liability**	Hangar Keepers Liability	Aircraft Liability	Environmental Liability	Commercial Automobile Liability	Flight Instructor Professional Liability
Rules & Regulations Non-Commercial Self-Fueling Over 12,000 Gallons Annually	Statutory Limits	Premises/Operations Products/Completed Operations (if applicable) Contractual Liability (if applicable) Fire Legal Liability (if leasing space from Airport) Environmental (if applicable) \$1,000,000 / \$3,000,000 per occurrence / aggregate If services provided to Airlines \$5,000,000 per occurrence	Not Applicable	Not Applicable	Contractor's Pollution Insurance Policy \$1,000,000 per occurrence Storage Tank Liability \$1,000,000 per occurrence	Coverage required if licensed vehicles are driven on the ramp, taxiways or runways. \$1,000,000 per occurrence	

**All ancillary coverages must be listed under the policy.

The City of Manassas shall be named as an Additional Insured on ALL policies. A separate endorsement must be provided.

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|

Appendix B – Rates, Fees, and Charges Schedule

ORDINANCE #O-2022-17

First Reading: May 9, 2022
Second Reading: May 23, 2022
Enacted: July 1, 2022
Effective: July 1, 2022

AN UNCODIFIED ORDINANCE ESTABLISHING THE MANASSAS REGIONAL AIRPORT FEE AND RENT SCHEDULE EFFECTIVE JULY 1, 2022

WHEREAS, the Manassas Regional Airport (Airport) has been designated by the Federal Aviation Administration (FAA) as a public use General Aviation Reliever Airport; and

WHEREAS, the FAA requires that the Airport maintain a fee and rental structure for the facilities and services at the Airport that will make the airport as self-sustaining as possible; and

WHEREAS, the Airport Commission has reviewed and approved the following fee and rent structure.

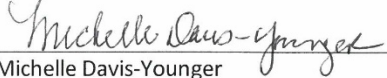
BE IT ORDAINED by the Council of the City of Manassas, Virginia, meeting in regular session this 23rd day of May, 2022, Ordinance #O-2020-22 is repealed effective July 1, 2022, and that the following fee schedule is established effective July 1, 2022.

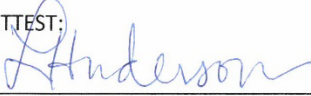
Car Rental Company Fees	
Annual Non-Franchise Operator	\$10.00
Annual Non-Tenant Operator	\$20.00
Commercial Operating Permit Fees	
Annual Non-Franchise Operator	\$25.00
Annual Non-Tenant Operator	\$680.00
Conference Room Cleaning Fee	\$150.00
Crop Dusting Permit fee (per day)	\$25.00
Fuel Flowage Fees	
Non-Commercial Fuel Flowage Fee (per gallon)	\$0.13
Security Surcharge (per gallon)	\$0.02
Gate Card Fees	
Gate Card Issuance (New and Renewal)	\$20.00
Gate Card Replacement (Lost or Broken)	\$35.00
Hangar Rent – East Side	
Monthly Storage Unit	\$210.00

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Page Three

Monthly 40' Unit	\$360.00
Monthly 42' Unit	\$408.00
Monthly 42' End Unit	\$505.00
Monthly 45' Unit	\$435.00
Monthly 48' Unit	\$505.00
Monthly 48' End Unit	\$560.00
Hangar Rent – Box Hangars	
Monthly 50' by 60' Unit	\$1,500.00
Monthly 60' by 60' Unit	\$2,000.00
Hangar Rent - West Side	
Monthly End Unit	\$385.00
Monthly Regular Unit	\$335.00
Late Fees	
East and West T-Hangars (non-commercial)	\$30.00
Tie-Downs (Single and Twin Engine)	\$10.00
Hangar Lockout/Key Replacement Fee	\$50.00
Callout Fee	\$50.00
Nightly Blimp Tie-Down Fee	\$75.00
Special Event Fee (per day)	
Full Day	\$800.00
Half Day	\$400.00
Hourly	\$125.00
Special Events – Late Application	
Full Day	\$100.00
Half Day	\$50.00
Hourly	\$25.00
Special Media Permit Fee	
Photo (per day)	\$250.00
Movie (per day)	\$500.00
Terminal Office Space (per sq. ft.)	\$36.58
Tie-Down Rent	
Monthly Single Engine	\$80.00
Monthly Twin Engine	\$90.00
Vehicle/Pedestrian Deviation	
Vehicle/Pedestrian Deviation – 1 st Offense	\$125.00
Vehicle/Pedestrian Deviation – 2 nd Offense	\$250.00

May 23, 2022
Regular Meeting
Ord. No. O-2022-17
Page Three


Michelle Davis-Younger MAYOR
On Behalf of the City Council
of Manassas, Virginia

ATTEST:

Lee Ann Henderson City Clerk

MOTION: SMITH
SECOND: FORKELL GREENE
RE: ORDINANCE #O-2022-17
ACTION: APPROVED

Votes:
Ayes: Ellis, Forkell Greene, Osina, Sebesky, Smith, Wolfe
Nays: None
Absent from Vote: None
Absent from Meeting: None

ORDINANCE #O-2024-20

First Reading: May 13, 2024
Second Reading: June 10, 2024
Enacted: June 10, 2024
Effective: July 1, 2024

AN UNCODIFIED ORDINANCE ESTABLISHING THE MANASSAS REGIONAL AIRPORT FEE AND RENT SCHEDULE EFFECTIVE JULY 1, 2024

WHEREAS, the Manassas Regional Airport (Airport) has been designated by the Federal Aviation Administration (FAA) as a public use General Aviation Reliever Airport; and

WHEREAS, the City Council has approved transitioning the Manassas Regional Airport to a Commercial Service Airport and Landing Fees, Passenger Facility Charges (PFC), and Remain Overnight (RON) ramp fees will be determined in accordance with FAA policies and regulations, and to cover the operating expenses of the airport; and

WHEREAS, the FAA requires that the Airport maintain a fee and rental structure for the facilities and services at the Airport that will make the airport as self-sustaining as possible; and

WHEREAS, the Airport Commission has reviewed and recommended the following fee and rent structure.

BE IT ORDAINED that, by the City Council of the City of Manassas, Virginia, meeting in regular session this 13th day of May, 2024, Ordinance #O-2022-17 is repealed effective July 1, 2024 and that the following fee schedule is established effective July 1, 2024.

Airport I.D. Badge Fees	
New & Renewal AOA Badge	\$20.00
New & Renewal SIDA Badge	\$35.00
Unreturned Badge Fee	\$200.00
1st Lost or Stolen Badge Replacement	\$100.00
2nd Lost or Stolen Badge Replacement	\$150.00
3rd Lost or Stolen Badge Replacement	\$200.00
Car Rental Company Fees	
Annual Non-Franchise Operator	\$10.00
Annual Non-Tenant Operator	\$20.00
Commercial Operating Permit Fees	
Annual Non-Franchise Operator	\$25.00
Annual Non-Tenant Operator	\$680.00
Conference Room Cleaning Fee	\$150.00
Crop Dusting Permit fee (per day)	\$25.00

Fuel Flowage Fees	
Non-Commercial Fuel Flowage Fee (per gallon)	\$0.13
Security Surcharge (per gallon)	\$0.02
Hangar Rent – East Side	
Monthly Storage Unit	\$210.00
Monthly 40' Unit	\$360.00
Monthly 42' Unit	\$408.00
Monthly 42' End Unit	\$505.00
Monthly 45' Unit	\$435.00
Monthly 48' Unit	\$505.00
Monthly 48' End Unit	\$560.00
Hangar Rent – Box Hangars	
Monthly 50' by 60' Unit	\$1,500.00
Monthly 60' by 60' Unit	\$2,000.00
Hangar Rent - West Side	
Monthly End Unit	\$385.00
Monthly Regular Unit	\$335.00
Landing Fees¹ (Per 1,000 lbs. of MLW)	TBD
Late Fees	
East and West T-Hangars (non-commercial)	\$30.00
Tie-Downs (Single and Twin Engine)	\$10.00
Hangar Lockout	\$100.00
Key Replacement Fee	\$50.00
Callout Fee	\$50.00
Nightly Blimp Tie-Down Fee	\$75.00
Passenger Facility Charge³ (PFC)	TBD
Remain Overnight (RON) Ramp³ Fee	TBD
Special Event Fee (per day)	
Full Day	\$800.00
Half Day	\$400.00
Hourly	\$125.00
Special Events – Late Application	
Full Day	\$100.00
Half Day	\$50.00
Hourly	\$25.00
Special Media Permit Fee	
Photo (per day)	\$250.00
Movie (per day)	\$500.00
Security Fees	
Fingerprinting Fee (per applicant)	\$30.00
Background Check (per applicant)	\$30.00
Airfield Vehicle Sticker (AOA)	\$10.00
Terminal Office Space (per sq. ft.)	\$36.58
Tie-Down Rent	

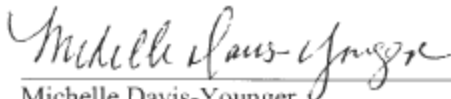
Monthly Single Engine	\$80.00
Monthly Twin Engine	\$90.00
Vehicle/Pedestrian Deviation	
Vehicle/Pedestrian Deviation – 1 st Offense	\$250.00
Vehicle/Pedestrian Deviation – 2 nd Offense	\$500.00
Vehicle/Pedestrian Deviation – 3 rd Offense	\$1,000.00

¹Landing Fee Exemptions.

1. Aircraft under 12,500 lbs.
2. Based Aircraft
3. An aircraft that departs from the airport for another destination and is forced to return and land at the airport because of meteorological conditions, mechanical or operating causes or for any similar emergency or precautionary reason.
4. Any aircraft owned and operated by the United States government and its agencies, non-commercial aircraft owned and operated by foreign governments on a flight authorized by the Department of State, or commercial aircraft on a flight dedicated to carrying foreign heads of state and not operating as a commercial flight.
5. Non-revenue, test flights approved by the Airport Director that may be required to meet operational safety or Federal Aviation Administration (FAA) certification requirements.
6. The Airport Director may waive landing fee payments, in his or her discretion, for medical, charity or non-profit events, on an infrequent basis.

²Remain Over Night (RON) for airlines is defined as the period of 8:00 PM to 6:00 AM.

³Per Enplaned Passenger; PFC based on FAA approved projects only.



Michelle Davis-Younger
On behalf of the City Council
Of Manassas, Virginia
ATTEST:

Mayor



Eric W. Smith City Clerk

Appendix C – Commercial Operating Permit



Commercial Operating Permit

Return this completed application to:

Airport Director, Manassas Regional Airport, 10600 Harry J Parrish Blvd, 2nd Floor,
Manassas, Virginia 20110

By this Permit, between the City of Manassas, Virginia, hereinafter referred to as the “City”, and _____ a corporation, having offices at: _____

_____, hereinafter referred to as “Permittee”, Permittee is authorized to perform the services set forth in Article 1 below at the Manassas Regional Airport (“Airport”) in consideration of the payment of fees set forth in Article 3 below and in compliance with the Airport Rules and Regulations, Minimum Standards and the terms and conditions of this Permit. Permittee’s Federal Employer Identification Number is: _____

Phone number () _____ (Home)

Phone number () _____ (Office)

Name of Principal:

Name of Local Manager:

Check one:

☐ Non-Franchise Tenant (business located on the Airport)

☐ Non-Tenant Operator (business located off Airport property)

1. Services Authorized to be Performed

Permittee is authorized to provide at the Airport the following services, hereinafter referred to as

“Services”: _____

Aircraft to be used by the Permittee for the conduct of its services/are:

In consideration of granting this Permit by the City, the Permittee agrees that it shall conduct its business and render its Services in a professional manner consistent with the Airport’s Minimum Standards, industry standards, and sound business practices.

2. Location for the Performance of Services

The City for reason of public safety, and consistent with its responsibility for the safe and efficient operations of the Airport shall, in its sole discretion designate and/or approve the location on the Airport from which Permittee will provide its Services.

The location designated and approved for the provision of Services under this Permit is:

_____.

3. Fees

Permittee agrees, in consideration of the rights and privileges granted to it herein to pay to the City the applicable Permit fee as set forth below.

- a. The fixed fees payable pursuant to this Permit are those set forth in the Fee Schedule attached hereto.
- b. Payment of fees shall be by check or money order payable to the City of Manassas at the office of the City Treasurer.
- c. Permittee may pay Permit fees in advance.

4. Term

The term of this Permit shall be for a period of one year commencing on _____ and terminating on _____. The City may terminate this Permit on 24 hours’ notice if the Permittee fails to pay any amounts required to be paid by this Permit. If the Permittee breaches any other provision of this Permit or violates the Airport Minimum Standards and/or the Airport Rules and Regulations, the Airport will give the Permittee notice of such default. If within five (5) days after the Airport gives such notice, Permittee has not cured said default, this Permit, and all rights and privileges granted herein, will be terminated by the Airport with no further notice.

5. Assignment and Sale

Permittee agrees that it will not sell, convey, transfer, or assign this Permit. Any attempt to sell, transfer or assign this permit will result in cancellation of this Permit.

6. Valid Sublease

As a condition to Permittee providing the Services authorized herein, Permittee shall:

- a. If occupying space rented directly from the City, possess a current and valid agreement for the usage of the space, or;
- b. If occupying space, rented directly from a Lessee of the City, obtain from said lessee a current and valid sublease and submit it to the Airport, for its approval;

This section does not apply to non-tenant businesses.

7. Liabilities

The City shall not in any way be liable for any cost, liability, damage or injury including cost of suit and reasonable expenses of legal services, claimed or recovered by any person whomsoever, occurring on the Airport, or as a result of any operations, works, acts or omissions performed on the Airport, by the Permittee, its agents, employees, contractors, guest or invitees.

8. Rules and Regulations and Compliance

- a. The Permittee agrees to observe and obey any and all such Airport Rules and Regulations. The City reserves the right to deny access to the Airport and its facilities to any person, firm or corporation that fails or refuses to obey and comply with such Airport Rules and Regulations.
- b. Permittee shall obtain all licenses, certificates, Permits or other authorization from all governmental authorities having jurisdiction over the Permittee's operations at the Airport.

9. Cessation of Operations by Permittee

Upon the expiration or termination of this Permit, Permittee shall immediately cease all its operations at the Airport.

10. Rights Non-exclusive

Permittee hereby acknowledges that all operating rights and privileges granted hereunder are non-exclusive and the City reserves the right to authorize others to perform the same or similar services at its sole discretion.

11. Notice

All notices, consents and approvals required or desired to be given by the parties hereto shall be sent in writing, and shall be deemed sufficiently given when same is personally delivered or deposited in the U.S. Mail, registered or certified mail, return receipt requested, addressed to the recipient, at the address set forth below:

To Airport: Manassas Regional Airport
 Attention: Airport Director
 10600 Harry J Parrish Blvd
 2nd Floor
 Manassas, VA 20110

To Permittee: _____

12. Insurance

Permittee shall, at its own cost and expense and if required, take out and maintain such insurance for the term of this Permit as the Permittee is required under the Manassas Regional Airport's Minimum Standards. The Permittee shall provide the Airport Director with a copy of its Certificate of Insurance at the time this Permit is signed and delivered to the Airport Director's office.

13. Certification

By signing this permit, I am certifying that I have read and understand the Airport Rules and Regulations and the Airport Minimum Standards, and that all information provided on this application is true and correct to the best of my knowledge.

PERMITTEE

BY: _____ DATE: _____

AIRPORT ADMINISTRATION USE ONLY

Insurance Certificate Received ☐ Yes ☐ No ☐ N/A

Payment Received ☐ Yes ☐ No ☐ N/A

Permit approved:

BY: _____ DATE: _____
Juan E. Rivera, Airport Director

COMMERCIAL OPERATING PERMIT

FEE SCHEDULE

Commercial Operating Permit

A. Non-Franchise Tenant \$25.00 annually
(must be paid in advance at the time permit is issued)

B. Non-Tenant Operator (Annual) \$680.00 annually
(if paid in-full at the time the permit is issued) or \$65.00 per month (twelve (12) payments)

C. Non-Tenant Operator (30 Days) \$57.00 monthly

Car Rental Companies

A. Non-Franchise Tenant

Each parking space occupied \$10.00 per vehicle/ per month

B. Non-Tenant Operator

Each parking space occupied over a 24-hour period \$ 20.00 per vehicle/ per day

The above fees are subject to change annually as part of the Airport's budget process.



Appendix D – Airport Franchise and Lease Application

Airport Franchise and Lease Application

Return this completed application to:

Airport Director, Manassas Regional Airport, 10600 Harry J Parrish Blvd, 2nd Floor,
Manassas, Virginia 20110

Use this application form to request a Franchise (land lease) or Facility lease at the Manassas Regional Airport. Complete all blocks with the appropriate information; make blocks “N/A” when they do not apply to your request. Continue on separate sheets if additional room is required.

Type or Print Application Clearly

DATE: _____ 20____

1. APPLICANT INFORMATION

NAME: _____
Name of individual completing this application

ADDRESS: _____
Street address or P.O. Box, State, Zip Code

PHONE NUMBER: () _____ () _____
Work Home

FACSIMILE: () _____ E-mail: _____

SOCIAL SECURITY NO: _____ CITIZENSHIP: _____

If applying as a business or other legal entity, complete the following:

NAME OF COMPANY/BUSINESS: _____

WEB SITE: _____

PRESIDENT/PARTNERS: _____
Name(s)

FEDERAL TAX I.D. NUMBER: _____

BUSINESS ADDRESS: _____
Street address or P.O. Box, State, Zip Code

TYPE OF BUSINESS: (check one) ☐ Corporation ☐ Sole Proprietor ☐ LLC ☐ Partnership
☐ Other _____

DESCRIBE NATURE OF PRESENT BUSINESS:

PREVIOUS BUSINESS ADDRESS:

Street address or P.O. Box, State, Zip Code

NAME OF PREVIOUS LANDLORD: _____

PHONE NUMBER OF PREVIOUS LANDLORD: () _____

LENGTH OF OCCUPANCY: _____ (months)

REASON FOR MOVE: _____

Have you or any interested parties in this application ever filed bankruptcy? ☐ Yes ☐ No
(check one)

Have you or any interested parties in this application ever been convicted of a felony?
☐ Yes ☐ No (check one)

2. PURPOSE OF APPLICATION (check one):

☐ **LAND FRANCHISE:** All persons wishing to construct improvements at the Airport must first enter into a Land Lease or Franchise for a suitable parcel. Return this form to the Airport Director, who will initiate the Lease/Franchise approval process, which will include approval or disapproval by the City Council.

☐ **FACILITY LEASE:** All persons wishing to occupy City-owned improvements at the Airport must first enter into a Facility Lease for the desired facility. Return this form to the Airport Director, who will initiate the lease approval process, which will include approval or disapproval by the City Council.

3. NATURE OF PROPOSED BUSINESS: Check all activities proposed to be conducted the first day of operations.

A. Aircraft Support Services:

- ☐ Aircraft maintenance (major and or minor repair)
- ☐ Aircraft Management
- ☐ Aircraft painting
- ☐ Aircraft parts sales
- ☐ Aircraft sales, leasing, and/or brokerage
- ☐ Aircraft storage
- ☐ Avionics repair, installation and/or sales
- ☐ Repair or reconditioning of used aircraft
- ☐ Sale of aeronautical items/supplies (charts, books, etc....)

B. Airline Operations:

- ☐ Air Carrier or Air Taxi Operations
- ☐ Transportation of cargo and/or mail

C. On-Demand Flying Services

- ☐ Aerial photography or survey
- ☐ Agricultural operations (crop-dusting)
- ☐ Aircraft Charter for any purpose
- ☐ Aircraft Rental to the public
- ☐ Corporate Flight Department
- ☐ Flight School
- ☐ Ground School or Flight examiner
- ☐ Sightseeing flights
- ☐ Other (list) _____
- ☐ Other (list) _____

4. BUSINESS REQUIREMENTS:

- A. Building/Facility Requirements: State the type and size of building/facilities/office needed to conduct the business. Indicate any special consideration for equipment, drainage, lighting, etc.

If applicable, attach a site plan and or drawings.

- B. Will any part of the operations of this business require the storage, use of or transport of volatile, hazardous or toxic chemicals or waste on Airport property? ☐ Yes ☐ No
(If yes, explain in detail) (check one)

- C. Ownership: List all persons or companies that will own an interest in the proposed business.

Name: _____ Phone number: _____

Address: _____

Name: _____ Phone number: _____

Address: _____

Name: _____ Phone number: _____

Address: _____

- D. Management: List the person who will be managing the operations at the Manassas Regional Airport.

Name: _____ Phone number: _____

Address: _____

- E. Requirement for Expenditure: Will your business require the Manassas Regional Airport to spend funds or supply labor or materials? ☐ Yes ☐ No (check one) (If yes, explain in detail)

- F. Will you be able to provide the Airport Director with a certificate of insurance in the amounts required by the Airport Minimum Standard? ☐ Yes ☐ No (check one)

- G. Have you read and understand the Airport Minimum Standards and Rules and Regulations?
☐ Yes ☐ No (check one)

H. How many full-time employees do you expect to employ?

☐ 1-5 ☐ 5-10 ☐ 10-25 ☐ 25 or more (check one)

I. Do you have a current City of Manassas Business License? ☐ Yes ☐ No (check one)

Please sign and date the attached Certification

CERTIFICATION:

I certify that I am authorized to sign this application on behalf of the individuals or the Company represented on this application. I certify that to the best of my knowledge the information provided on this application is true and factual.

Signature

Title

Date

Printed or Typed Name

Please provide all information requested on the Supporting Document form.

SUPPORTING DOCUMENTS

Please provide a copy of all additional information that is checked below. All information that is requested should be typed or printed legibly.

- ☐ All the information or documents below.
- ☐ Brief description of previous experience you have in the proposed business.
- ☐ Three (3) business references.
- ☐ Three (3) credit references.
- ☐ Provide documents that establish the type of business you have (LLC, Partnership, or Corporation); include a certification of who is authorized to sign for the business.
- ☐ Licenses or permits required to conduct this business (i.e., FAA Part 135 Certificate or Air Agency Certificate).
- ☐ Site Plans or Drawings (if applicable).
- ☐ Business Plan or Pro Forma.
- ☐ Certificate of Insurance.
- ☐ Virginia Aircraft License (if applicable).
- ☐ Last year's financial statements to include balance sheet, income statement or individual tax returns.
- ☐ Other _____

Please mail or deliver this application to:

Airport Director
Manassas Regional Airport
10600 Harry J Parrish Blvd.
2nd Floor
Manassas, Virginia 20110

Appendix E – Non-Commercial Self-Fueling Permit



Non-Commercial Self-Fueling Permit

Return this completed application to:

Airport Director, Manassas Regional Airport, 10600 Harry J Parrish Blvd, 2nd Floor,
Manassas, Virginia 20110

Applicant: _____

Authorized Representative: _____ Title: _____

Aircraft Storage Location/Hangar Address: _____

Aircraft to be Fueled (List Type & N number): _____

Type of Fueling System: ☐ Transportable Tank ☐ Refueler

Type of Fuel to be Dispensed: ☐ Jet A ☐ 100 LL ☐ Other _____

Location of Fueling Station: _____

The Applicant requests approval to conduct Non-Commercial Self-Fueling of based aircraft that are owned by or leased by the Applicant.

FEE PAYMENT: Applicant shall pay the monthly fuel flow fee on time for fuel dispensed into aircraft owned or leased by the applicant, and all required fees including late fees, interest, and penalties.

PERMIT LIMITATIONS:

- A. This Permit may not be assigned or transferred.
- B. A holder of a Self-Fueling Permit shall not dispense or permit the dispensing of aircraft fuels into aircraft that are not owned or leased by the applicant.
- C. This permit shall remain in effect unless otherwise suspended, relinquished, or revoked.

NON-COMMERCIAL SELF-FUELING PERMIT

Page Two

INFORMATION CHANGES: The Applicant must notify the Airport Director in writing within ten (10) days of any changes to the information provided on this form.

COMPETENCY: The Applicant certifies that the personnel engaged in self-fueling are properly trained in aircraft fueling, fuel handling, and associated safety procedures, and will conform to the best practices for such operations.

SELF-FUELING RULES AND REGULATIONS: The Applicant certifies that he or she has read and understands the Airport's Rules and Regulations regarding Non-Commercial Self-Fueling and acknowledges receipt of a copy of these Rules and Regulations.

REPORTING: The Applicant shall provide monthly fuel inventory reconciliation reports listing the type and amount of fuel dispensed to all aircraft, fuel received, spilled, or otherwise accounted for.

The undersigned representative certifies he/she is authorized to sign for this permit and shall comply with all the provisions of the Airport Rules and Regulations and the Minimum Standards.

Signature

Date Signed

Print Name

Airport Administration Only

Insurance Certificate	☐ Yes ☐ No
Spill Prevention Contingency and Control Plan (SPCC)	☐ Yes ☐ No
Standard Operating Procedures/Quality Control Plan	☐ Yes ☐ No
Fire Marshal Inspection Conducted	☐ Yes ☐ No
Proof of Aircraft Ownership or copy of Lease	☐ Yes ☐ No
Copy of:	
1) NFPA 407 Standards for Aircraft fueling	☐ Yes ☐ No
2) FAA AC 150/5230-4 Aircraft Fuel Storage, Handling, and dispensing	☐ Yes ☐ No

Approved by:

Juan E. Rivera, Airport Director

Date signed

Return Original To: Attention: Airport Director, Manassas Regional Airport, 10600 Harry J Parrish Blvd, 2nd Floor, Manassas, Virginia 20110

Manassas Regional Airport

Non-Commercial Self-Fueling Rules and Regulations

Section 1 Statement of Concept

- 1.1 Self-Fueling is the dispensing of fuel into an aircraft by the owner from facilities and equipment provided by that owner. This section applies exclusively to the dispensing of Fuel by other than an Aircraft Fuels and Oil Sales and Services Full-Service FBO as described in Article 6 of the Airport Minimum Standards.
- 1.2 All entities desirous of Self-Fueling shall be accorded a fair and reasonable opportunity, without unjust discrimination, to qualify and receive a Non-Commercial Self-Fueling Permit. Those entities that have a Franchise granting them the right to perform commercial Fueling are not required to apply for a Self-Fueling Permit.

Section 2 Agreement/Approval

- 2.1 No person who Self-Fuels his or her aircraft, and dispenses over 1,200 gallons of Fuel annually in their aircraft shall engage in Self-Fueling activities unless a valid Non-Commercial Self-Fueling Permit authorizing such activity has been entered into with the Airport.
- 2.2 The Permit shall not reduce or limit the Permittee's obligations with respect to these Self-Fueling Standards, which shall be included in the Permit by reference.
- 2.3 Prior to issuance and subsequently upon request by the Airport 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 to show proof that the person fueling the aircraft is an employee of the Permittee (proof may be a copy of the employee's W-2 Statement).

Section 3 Reporting

- 3.1 Permittee shall report all Fuel dispensed during each calendar month and submit a summary report along with the appropriate Fuel Flowage Fee due to the Airport on or before the 15th of each subsequent month.
- 3.2 Permittee shall during the term of the Permit and two (2) years thereafter maintain records identifying the total number of aviation Fuel gallons purchased and delivered. Records shall be made available for audit by the Airport Director or representatives from the City. In the case of a discrepancy, Permittee shall promptly pay, in cash, all additional fees and charges due the Airport, plus interest on the unpaid balance at the maximum rate allowable by law from the date originally due.

Section 4 Fuel Storage

- 4.1 Permittee shall arrange and demonstrate that satisfactory arrangements have been made for the storage of Fuel through either an authorized Full-Service FBO at the Airport or with a reputable off-airport aviation petroleum supplier/distributor.
- 4.2 Operators authorized by the Airport to construct or install a Fuel storage facility at the Airport shall do so at their cost in the centrally located Fuel Farm owned by the Airport. In no event shall the total storage capacity be less than:
 - A. 12,000 gallons for Jet A Fuel
 - B. 10,000 gallons for 100 LL Fuel (AvGas)
- 4.3 The use of a portable or transportable fuel tank is acceptable at the Airport. The storage of a portable or transportable tank on Airport property is prohibited. All transportable tanks or portable fuel tanks must be removed immediately from Airport property once the aircraft is fueled. No more than five (5) gallons of fuel can be stored anywhere on Airport property except in the Airport's consolidated Fuel Farm located on Wakeman Drive.

Section 5 General Standards For Refuelers

- 5.1 Permittee shall utilize a single refueling vehicle for each type of Fuel to be dispensed. AVGAS refuelers shall have a minimum capacity of 750 gallons and Jet refuelers shall have a minimum capacity of 1,200 gallons. All refueling vehicles shall be capable of bottom loading.
- 5.2 Each refueling vehicle shall be equipped and maintained to comply at all times with all applicable safety and fire prevention requirements set forth in the Airport Rules and Regulations, City of Manassas Fire Code and the National Fire Protection Association (NFPA) Codes.
- 5.3 Prior to transporting Fuel onto the Airport, the Permittee shall provide the Airport with a Spill Prevention Contingency and Control Plan (SPCC) that meets regulatory requirements 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 such spill from ever occurring.
- 5.4 In accordance with all applicable Regulatory Measures and appropriate industry practices, the Permittee shall develop and maintain 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 Airport

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.

- 5.5 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, which shall be determined at the time of delivery into the Aircraft, and NFPA 407.
- 5.6 Prior to Self-Fueling of any Aircraft, the person shall provide to the Airport Director a copy of the FAA's Aircraft registration certificate for that Aircraft verifying sole ownership by the person, or proof of being the lessee of said Aircraft and that he or she has complete operational control over the aircraft.
- 5.7 Provide insurance coverage in amounts no less than specified in Appendix A of the Airport Minimum Standards.
- 5.8 Provide written proof that the City Fire Marshal has inspected the Fueling facilities and reviewed the Fueling methods for dispensing Fuel into the aircraft.
- 5.9 Persons or designees who do not have written permission from a Full-Service FBO which allows the user to Fuel Leased premises shall coordinate with and receive written permission from the Airport Director for the location of, and access routes to an alternative Fueling location.



Rules and Regulations

Manassas Regional Airport
Manassas, VA

Adopted by City Council:

~~May 24, 2021~~ XXXXX

FOREWORD

The **Mission** of the Manassas Regional Airport is to provide world class facilities and services to our customers and be a major driver of economic growth to our community.

The **Vision** of the Manassas Regional Airport is to be a world class, innovative, thriving aviation gateway for the greater Washington, DC area, providing global access and economic opportunity for our customers and our community. ~~Manassas Regional Airport provides modern facilities and excellent services for general aviation and related businesses in Northern Virginia and the Washington, D.C. area. As a catalyst for our community's economic vitality, Manassas Regional Airport achieves the highest levels of safety, customer satisfaction and fiscal responsibility.~~

These Rules and Regulations are intended to provide the basic guidelines for Aeronautical Activities at the Manassas Regional Airport. Additional, activity-specific requirements may be imposed in Lease Agreements, Franchise Agreements or other agreements between the City of Manassas and Persons engaging in Aeronautical Activities at the Airport. In the event of a conflict between these Rules and Regulations and other agreements, the most stringent requirements shall apply. The Airport is owned by the City of Manassas and operated as a department of ~~by~~ the City of Manassas. The Manassas Regional Airport Commission has eight representatives from the City of Manassas and two from Prince William County. The Commission serves at the pleasure of ~~is established by~~ the Manassas City Council and is tasked to operate and maintain existing and future facilities, oversee construction, prepare reports and annual budgets and make recommendations to the City Council. Day-to-day operations and the implementation of the policies of the Commission are the responsibility of the Airport Director.

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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 and Regulations shall have the following definitions:

1. **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.
2. **Accident** - Any collision between a Motor Vehicle and another Motor Vehicle, Person, or object which results in property damage, personal injury, or death.
3. **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.
4. **Aeronautical Activity (Activities)** - Any activity that involves, makes possible, or is required for the operation of Aircraft or that contributes to or is required for the safety of such operations. Activities within this definition, commonly conducted on airports, include, but are not limited to, the following: general and corporate aviation, air taxi and charter operations, scheduled and nonscheduled air carrier operations, pilot training, Aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, Aircraft sales and services, Aircraft storage, sale of aviation petroleum products, repair and maintenance of Aircraft, sale of Aircraft parts, parachute or ultralight activities, and any other activities that, because of their direct relationship to the operation of Aircraft, can appropriately be regarded as aeronautical activities. Activities, such as model Aircraft and model rocket operations, are not aeronautical activities.
- ~~4. 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.~~

5. **Aircraft** - A device that is used or intended to be used for flight in air. Examples of Aircraft include, but are not limited to, airplane, sailplane, glider, rotorcraft (helicopter and gyroplane), balloon, blimp and ultralight.
6. **Aircraft Maintenance** - The inspection, overhaul, repair, preservation and the replacement of parts including Preventive Maintenance.
7. **Airport** - Manassas Regional Airport. All land and improvements located with the geographical boundaries of the Manassas Regional Airport, Manassas, Virginia, as shown on the Airport Layout Plan or as it may hereafter be extended, enlarged or modified.
- ~~7.8.~~ **Airport Director** - A person that is the duly appointed Airport Director of the Manassas Regional Airport or their duly authorized representative. In these Rules and Regulations, the Airport Director will be referred to as the "Director".
- ~~8.9.~~ **Airport Commission (the Commission)** - The body established by the Manassas City Council, which serves at their pleasure, tasked with to operating and maintaining the Airport's existing and future facilities, oversee construction at the Airport, prepare reports and annual budgets relating to the Airport, hear appeals, and make recommendations to the City Council relating to the Airport.
9. **Airport Operations Area (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.
10. **Air Traffic Control** - A service operated by appropriate authority to promote the safe, orderly, and expeditious flow of air traffic. The Manassas Air Traffic Control Tower (ATCT) is operated by employees of the Federal Aviation Administration (FAA)
11. **Airworthy** - An Aircraft maintained to Airworthiness standards as more particularly defined pursuant to Federal Aviation Regulations.
12. **Apron(s)** - Those areas of the Airport within the AOA designated for the loading, unloading, servicing, or Parking of Aircraft.
13. **Based Aircraft (to Base an Aircraft)** - Any Aircraft that remains or is housed, hangered, or tied-down at the Airport for more than 60 days in a ~~12-month~~12-month period and which is required to have a state-issued aircraft license.
14. **Building(s)** - Includes the main portion of each structure, 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 be included.
15. **City** - The City of Manassas, Virginia.
16. **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.

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- 1
2 17. **Commercial Operating Permit** - A written license issued by the Airport Commission
3 granting the right to perform aviation related business functions on the Airport.
4
5 18. **Commercial Operator** - A Person or Organization engaged in Commercial Activity and
6 licensed by the Airport.
7
8 19. **Commercial Vehicle** - A Commercial Vehicle is defined as a loaded or empty Motor
9 Vehicle, trailer, or semitrailer, designed or regularly used for carrying freight,
10 merchandise, or more than ten passengers. A Commercial Vehicle shall include buses,
11 but shall not include vehicles used for vanpools.
12
13 20. **Control Tower** - The Air Traffic Control facility located at the Airport.
14
15 20,21. **DEQ – Virginia Department of Environmental Quality.**
16
17 21. **Director** – The Manassas Regional Airport Director employed by the City of Manassas.
18
19 22. **EPA** - The United States Environmental Protection Agency.
20
21 23. **Equipment** - All machinery, together with the necessary supplies for service and
22 maintenance, and all tools and apparatus necessary to the proper construction and
23 completion of work.
24
25 24. **Emergency** - Any occasion or instance such as a hurricane, tornado, storm, flood, tidal
26 wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, fire,
27 nuclear accident, pandemic or any other natural or man-made catastrophe that warrants
28 action to save lives and to protect property, public health, and safety.
29
30 25. **FAR** - Federal Aviation Regulations.
31
32 26. **Federal Aviation Administration (FAA)** - The federal aviation agency established by
33 the Federal Aviation Act of 1958, as amended, and re-established in 1967 under the
34 Department of Transportation.
35
36 27. **Flying Club** - A club that meets all provisions of Section 2.08 of these Rules and
37 Regulations and the Airport's Minimum Standards.-
38
39 28. **Foreign Object Debris (FOD)** - Any object, live or not, located in an inappropriate
40 location in the airport environment that has the capacity to injure airport or air carrier
41 personnel and damage aircraft.
42
43 29. **Franchise Agreement** – An agreement between a Person and the City Council which
44 allows that Person to exclusively use public property at the Airport in a manner that is not
45 permitted to the general public for a period in excess of five (5) years.
46
47 30. **Franchisee** - A Person that has been granted a Franchise Agreement at the Airport.
48

Full-Service Fixed Base Operator (FBO) - An aviation business providing multiple aeronautical services including Aircraft Fueling, to Aircraft owners, Airport users, and Airport tenants. A Full Service FBO shall provide Aircraft Fuel and Oil Sales and Services, Airframe and Power plant Repair Services, as well two (2) of the following aeronautical activities to Aircraft owners, Airport users, and Airport tenants.: offering a number of aviation services to the general public, which services shall include Aircraft fuel and oil sales and services, airframe and power plant repair, as well three (3) or more of the following Aeronautical Activities:

31.

31. Sale of new Aircraft parts and components

1. Sale of New Aircraft Parts and Components

1.2. Aircraft Charter

2.3. Aircraft Hangar Storage

3.4. Flight Training and Aircraft Rental

4.5. Avionics Repairs and Sales

5.6. Aircraft Refurbishing and or Painting

7. Sale of New and Used Aircraft

A Full-Service FBO shall comply with all of the standards and requirements contained in the Airport's Minimum Standards.

32. Gate Card ID Badge - Refers to any airport ID, access card, and/or airport badge issued by the Airport. Gate card ID Badges are the property of the Airport and must be returned upon termination of employment, termination of lease or whenever requested by the Director or Designee.

32.33. Hangar – General term for aircraft storage unit to include, but not limited to definitions **Corporate, Executive/Intermediate, and T-Hangar**

33.34. Hangar Hangar - Corporate – A structure with a minimum of 10,000 square feet designed for the storage of one or more large corporate aAircraft or multiple smaller aAircraft. Such structures may include offices, kitchens, bunk rooms, toilets and shower facilities.

34.35. Hangar Hangar – Executive or Intermediate – A portion of a row of hangarHangars, comprising a minimum of 3,000~~1,800~~ square feet for the storage of larger Aircraft. Such structure may include an office, kitchen, bunk rooms, toilets, and shower facilities.

35.36. Hangar Hangar - T-Hangar Hangar - A specific type of storage hangarHangar that are row hangarHangars typically used for the storage of single engine or small twin engine~~twin-engine~~ Aircraft with common walls and roof systems classified as Group III Aircraft HangarHangar and Use Group S-1 in accordance with National Fire Protection Association Standard (NFPA) 409. The T-hangarHangars 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.

~~36,37.~~ **Incident** – An occurrence other than an Aircraft Accident, associated with the operation of an Aircraft, which affects or could affect the safety of operations.

~~37,38.~~ **Improvements** - All ~~b~~Buildings, structures, and facilities including pavement, fencing, signs and landscaping constructed, installed or placed on, under or above any franchised or leased area by, or with the concurrence of, a Franchisee or Lessee.

~~38,39.~~ **Large Aircraft** - Any Aircraft weighing more than 12,500 pounds maximum certificated takeoff weight.

~~39,40.~~ **Lease Agreement** – An agreement between a Person and the City Council which allows that Person to exclusively use public property at the Airport in a manner that is not permitted to the general public for a period of not more than five (5) years.

~~40,41.~~ **Lessee** - A Person that has been granted a Lease Agreement at the Airport.

~~41,42.~~ **Maintenance** – Maintenance other than Aircraft Maintenance.

~~42,43.~~ **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.

~~43,44.~~ **Movement Area** - The Runways, Taxiways and other areas of the Airport that are utilized for the taxiing, air taxiing, takeoff and landing of Aircraft.

~~44,45.~~ **NFPA** – National Fire Protection Association Standard.

~~45,46.~~ **Non-Commercial Activity** - Activities that are undertaken not for profit.

~~46,47.~~ **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.

~~47,48.~~ **Non-Movement Area** - ~~The Taxilanes, Aprons, and other areas of the Airport that are utilized for~~ ~~Areas consisting of~~ Aircraft loading ~~areas~~ ~~Aprons~~ and Aircraft parking areas.

~~48,49.~~ **Operational Areas** -

1. Landside - Those areas outside of the AOA.
2. Airside - Those areas involved in any Aircraft movement or operations, i.e., Runways, Taxiways, Aprons, tie-down areas, ~~hangar~~ ~~Hangar~~ areas, etc., also known as the AOA.

~~49,50.~~ **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.

50-51. 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.

51-52. 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.

52-53. 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.

53-54. Public Facility - Those areas of the Airport provided for public use (e.g. Terminal), but not including areas used by private businesses.

54-55. Public Parking Facilities - All Motor Vehicle parking provided for the public at the Airport.

55-56. 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.

56-57. Restricted Area - Any area of the Airport posted to prohibit entry or to limit entry or access to unauthorized Persons.

57-58. Runway(s) - A defined rectangular surface on the Airport prepared or suitable for the landing and takeoff of Aircraft.

58-59. Scheduled Operations - All regularly scheduled operations of Aircraft by a duly certificated air carrier (FAR 121, 125 or 135, [139](#)) holding an agreement with the City for the purpose of transporting passengers, mail and freight whose operation is either intrastate or interstate.

59-60. Shall - The words "shall", "must", or "will" are mandatory.

60-61. 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.

61-62. 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.

62-63. Sublease - A lease granted by a Franchisee or Lessee to another Person of all or part of the franchised or leased property.

63-64. 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 cowlings, 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."

64-65. Taxilane(s) – The portion of the Aircraft parking area used for access between Taxiways and Aircraft parking positions.

65-66. Taxiway(s) – A defined path established for the taxiing of Aircraft from one part of an airport to another.

66-67. Tenant – Any Person entering into a contractual relationship with the City to conduct its business, or a sublessee who has the written approval of the City.

67-68. Terminal - The passenger terminal facility, the designated Motor Vehicle parking facilities serving that facility, and all roadways associated therewith.

68-69. Tie-Down Area - A paved or grass area suitable for the Parking and mooring of Aircraft wherein suitable tie-down points have been located.

69-70. Transient Aircraft - An Aircraft that is not using the Airport as its permanent base of operations.

70-71. Unmanned Aircraft - An Aircraft that is operated without the possibility of direct human intervention from within or on the aircraft.

71-72. Unmanned Aircraft Systems (UAS) – Unmanned aircraft and its associated elements (including communication links and the components that control the small unmanned aircraft) that are required for the safe and efficient operation of the unmanned aircraft in the national airspace system. ~~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 City, directly or indirectly, expressly, or by implication or otherwise, to any Person to enter or to use the Airport or any part thereof, is conditioned upon compliance with these Rules and Regulations and the Minimum Standards of the Airport. In the event that these Rules and Regulations conflict with FAA regulations, the FAA regulations shall supersede these Rules and Regulations. In the event that differing specific requirements are imposed upon a Person by other Lease Agreements, Franchise Agreements or other agreements with the City of Manassas, the most stringent applicable requirements shall apply.

b. Any permission granted by the Director, after approval by the Airport Commission if such is necessary, under these Rules and Regulations, is conditioned upon the payment of any and all applicable fees and charges as established by the City.

c. Any person witnessing an unlawful act, suspicious activity, or security threat, will report it to the City of Manassas Police immediately. It is the responsibility of the person witnessing the act to also report such activity within 12 hours to the Airport Security Coordinator and their employer.

d. Any Person violating any of these Rules and Regulations shall be held accountable as provided by these Rules and Regulations, by any applicable law, or by any applicable administrative or contractual actions.

2.02 COMMERCIAL ACTIVITY

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

2.03 ADVERTISING AND DISPLAY

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

2.04 SOLICITATION

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

2.05 RESTRICTED AREAS AND AIR OPERATIONS AREAS

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

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

All owner, operators of based aircraft and/or employees operating on the AOA shall complete the Airport's Driver Training Movement and/or Non-Movement requirements.

2.06 AIRPORT SECURITY

Any Person using the Airport in any capacity shall follow the security requirements adopted by the ~~Commission~~ City and as required by local, state, and federal regulations.

- a. Each Person and Tenant who has a Franchise Agreement or Lease Agreement, or other agreement with the Airport and whose leased, franchised, or otherwise assigned area forms a part of the Airport's perimeter fence, or whose leased, franchised, or otherwise assigned area is in the main Terminal shall make every reasonable effort to prevent, restrict and deter unauthorized access to the ~~Aircraft Operations Area~~ AOA through their leased, franchised, or otherwise assigned area.

- b. Each Person and Tenant who is on the AOA shall comply with the all applicable parts of the Airport's Security Program.

- c. Each Person and Tenant who has a Franchise Agreement, Lease Agreement, or other applicable agreement with the Airport shall be responsible for maintaining its outside Apron and parking lot lighting system(s) in good working order and shall replace broken lamps and fixtures within 48 hours of becoming aware of the problem. Lights that cannot be repaired within 48 hours shall be reported to ~~the Director~~ Airport Operations.

1 de. No person shall “piggy-back” through an Airport gate. Any Person that has been issued an
2 Airport ~~gate-card~~ ID Badge, or is under escort by a Person who has been issued an ID-Badge
3 shall stop and allow the gate to fully close before proceeding. Cardholders are responsible for
4 any visitor or employee who enters the airfield under their escort. ~~Reference Section 2.13.~~ ID
5 badges are only for use by the specific individual the badge was issued to. ID badges should
6 not be loaned to others, or used to permit others to enter the Airport unless they remain under
7 escort by the ID badge holder. See Section 2.13 Airport Badges and Identification.

8
9 ed. Persons entering the AOA through a vehicle gate must activate their Motor Vehicle hazards
10 or flashers before driving on throughout the AOA. Headlights on Motor Vehicles shall be used
11 in low visibility conditions, hazardous weather, or at night.

12
13 dfe. All Aircraft left unattended for any period of time shall be secured against unauthorized
14 access by using any combination of key removal, door locks, throttle locks, control locks,
15 propeller locks/chains, or other appropriate devices. Aircraft shall be secured in accordance
16 with Section 5.03(a)(3) of these Rules and Regulations.

17
18 egf. All Buildings and ~~hangar~~ Hangars, when unattended for any period of time, shall be
19 closed and locked so as to prevent unauthorized entry.

20
21 hg. f. No Person shall tamper with or block-open any Airport security gate or door except for
22 emergencies, maintenance or special event. Written permission from the Director or authorized
23 representative is required prior to leaving a door or gate open. Should permission be granted,
24 an individual with a valid ~~gate-card~~ ID Badge must be present during the duration that the door
25 or gate is open.

26
27 ih. The Airport shall ~~be~~ promptly notified of any open or stuck gate and/or door which has
28 direct access to the AOA. The reporting Person shall make a reasonable effort to monitor the
29 gate until a response is made by the Airport or the gate/door is properly secured.

30
31 gi. No fuel truck shall be parked within fifty (50) feet of a perimeter security fence or building.

32
33 kh. No Aircraft shall be parked within ten (10) feet of a perimeter security fence.

34
35 ~~l.~~ No Motor Vehicle shall be parked within ten (10) feet of a perimeter security fence.

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36 37 2.07 PICKETING, MARCHING AND DEMONSTRATING

38
39 Picketing, marching and demonstrating on the Airport shall be governed by Section 102-42 of the
40 Code of the City of Manassas.

41 42 2.08 NONPROFIT FLYING CLUBS

43
44
45 All Flying Clubs should be conducted in compliance with the requirements of FAA’s amended
46 policy on Flying Clubs as found in 81 FR 13719 and with the Airport’s Minimum Standards.

2.09 OPERATING PROCEDURES, EMERGENCY PROCEDURES & DIRECTIVES

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

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

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

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

2.10 AIRPORT FEES

In accordance with the Code of Virginia §5.1-44, the City may establish fees or other charges for the use of the Airport or for services and activities at the Airport. All Airport fees and charges shall be paid on or before the date due. The City shall charge a late fee for all fees and charges that are not received by the due date. A list of fees and charges are listed in the Airport Minimum Standards. The Airport Director may assess penalties, violations, or fees if any items Airport Rules and Regulations are broken. The list of fees is not comprehensive and do not preclude any fees which may or may not be assessed by local, state, or federal agencies.

2.11 AIRCRAFT STATE LICENSES

All Aircraft that are based in the Commonwealth of Virginia for more than 90 (ninety) days during any calendar year~~in excess of 60 days during a 12-month period~~ are required to be licensed by the Virginia Department of Aviation pursuant to §5.1-5. On the Airport, these Aircraft must display the license decal at all times, or the owners must make available the aircraft registration card when requested.

2.12 BASED AIRCRAFT REGISTRATION

All Aircraft owners that Base their Aircraft at the Airport for more than ninety (90) shall register their aircraft with the Virginia Department of Aviation~~complete a registration form and return it to the office of the Director.~~

2.13 AIRPORT BADGES AND IDENTIFICATION

Adopted: XXXXXXXX

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1 a. No ~~P~~person shall access the AOA through a vehicle or pedestrian gates unless ~~they~~~~he or~~
2 ~~she~~ ~~is~~ ~~are~~ in possession of a valid ID Badge, unless they are directly escorted by a Person who
3 is possesses a valid ID Badge. ID Badges are issued at the discretion of the Director or
4 authorized representative. Persons who possess a valid ~~gate card~~ ID Badge are responsible for
5 any visitor or employee who enters the airfield under their escort or permission.

6
7 b. Persons with escort privileges must remain with the visitors or employees under escort at
8 all times while on the AOA. Persons may not leave individuals unescorted.

9
10 a-c. At all times, Persons who have been issued an ID Badge must have it prominently
11 display above the waist on the outermost garment of clothing at all times. Badges must be
12 clearly visible and must be shown to the Airport upon request. Badges remain Airport property
13 and must be relinquished immediately upon request of the Airport

14
15 b-d. The Airport Director has the right to rescind permission for the use of any access
16 control device and to confiscate any Airport badge previously given to any Person for any
17 lawful reason, including but not limited to violations of Airport security standards and Rules
18 and Regulations.

19
20 e. All ~~Gate Card~~ ID Badge Holders shall successfully complete the requirements of the
21 Airport's Driver Training Program ~~every 2 years~~ prior to being issued an ID Badge and having
22 ~~unescorted~~ access ~~ing to~~ the AOA. This frequency of these requirements is subject to change
23 as directed by local, state, and federal regulations. Completing the Airport's Driver Training
24 Program does not automatically grant access to operate on the AOA.

25
26 e-f. Any Person in possession of an ID Badge, upon termination of employment,
27 termination of lease or whenever requested by the Airport, must return the ID Badge to the
28 Airport within five (5) calendar days.

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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 or Restricted Area or governing the activities or demeanor of the public while on the Airport.

3.02 USE AND ENJOYMENT OF AIRPORT PREMISES

a. 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.

b. 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.

c. 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.

d. 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 City. The City provides the Airport for the use, benefit, ~~and~~ enjoyment, and as a service to the public.

3.03 ENVIRONMENTAL POLLUTION AND SANITATION

a. Each Person while on Airport property shall conduct his/her activities thereon in such a manner as not to cause littering or any other form of environmental pollution.

b. No Person shall dispose of garbage, papers, refuse, or other forms of trash, including cigarettes, cigars and matches, except 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 storm drain or other systems which will result in water pollution having passed through such drain or system.

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 Director immediately. In no case shall any refuse be burned at the Airport.

e. 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, vaping, cigars, or pipes, or Aircraft Maintenance activities.

f. Any Person(s) who spills ~~one quart(1) gallon~~ or more of any petroleum product anywhere on the Airport shall immediately ~~notify the Airport~~~~contact Airport Operations~~. The Person who spills the petroleum product shall submit a written report of the incident to the ~~Airport Director's Office~~ within ~~48~~24 hours of the spill.

g. Any Person(s) who spills 5 gallons or more of Jet A, Kerosene, 100LL or any other petroleum product on the Airport shall contact ~~the Airport Director~~ and the City's Safety and Hazardous Materials Officer, or the Fire Marshal, 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 ~~2448~~ hours of the spill

h. Appropriate industry standards shall be followed to minimize the use of ethylene glycol. Proper techniques should be used when de-icing Aircraft to ensure that only the amount of chemical needed to complete the job is applied. To the extent possible, other de-icing and anti-icing techniques should be utilized to minimize the use of ethylene glycol. These techniques are described in detail in the most recent version of FAA Advisory Circular (AC) 20-117~~number 20-117~~. 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. The Airport Director may require a permit and specify a location for aircraft deicing operations. This may include a fee for the permit.

i. The use of salt or sodium ~~chloride-based~~chloride-based products for de-icing and the anti-icing of Runways, Taxiways, or Aprons is prohibited ~~inside the AOA on Airport property~~. Salt can be used for treating parking lots, sidewalks, and/or streets only.

3.04 ANIMALS

a. GENERAL REGULATIONS

No Person shall enter or be on 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 ~~their~~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 except in those areas so specified by easements.

5. Under no circumstances shall a domestic animal be permitted within the ~~AOA Aircraft Operational Area (Airside)~~ unless it is appropriately ~~constrained~~ restrained or humanely contained.

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 designated as 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

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.

a. No Person shall travel upon the Airport other than on roads, walks, or other rights-of-way provided for such specific purpose.

b. 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.

c. Any Person causing or being responsible for any injury, destruction, damage or disturbance of property at the Airport shall report such damage to the Director or ~~his~~ their authorized representative immediately and shall be liable for the full amount of the damage.

d. No Person shall alter, add to, or erect any sign on the Airport without the Director's approval and in a manner that is inconsistent with the City's zoning ordinances.

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.

Adopted: XXXXXXXX

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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 Director or a construction manager or superintendent, or without the proper safety attire.

c. No Person who has permission to operate on a construction site shall do so without the proper safety attire or be in a vehicle which is not properly marked. Vehicles shall be marked with a rotating or flashing beacons and/or checkered construction flags.

d. No Person shall erect or operate a crane, tower, equipment, structure or install a device on Airport property which has the capacity to be an obstruction which has the potential to interfere with the safety of Aircraft or creates a hazard to navigation. The Person shall be subject to compliance and restrictions as applicable by local, state, and federal regulations.

3.08 RESTRICTED ACTIVITIES

a. No Person shall operate a bicycle (electric or non-electric), scooter, moped personal assistive mobility device, motorized skateboard, hover board or similar vehicle on any Runway, Taxiway, Taxilane, or Apron without prior permission of the Director. Strollers and wheelchairs can be used for their intended purpose as a means of transporting children and individuals from landside to airside.

b. -No Person shall walk or run on any Runway, Taxiway, Taxilane, or Apron without prior permission of the Director. The Director may authorize such activities in order to accommodate special events that are held at the Airport, or in the case of emergencies.

c. Walking or running on a Taxilane or Apron is permitted if the action is required as a part of that Person's employment, or is associated with an Aeronautical Activity. Persons routinely walking on a Taxilane or Apron are required to wear high visibility vests at all times while on the AOA.

SECTION 4 - FIRE AND SAFETY**4.01 GENERAL**

All standards of the Statewide Fire Prevention Code are applicable City-wide and incorporated by reference as part of these Rules and Regulations. The purpose of this Section 4 is to provide fire prevention and self-fueling regulations and standards for those Persons who service or fuel Aircraft. ~~A Copy~~Copies of NFPA 407 and the Virginia Statewide Fire Prevention Code are available in the offices of the City's Fire Marshal and Building Official. Copies of relevant FAA documents are available for reference in the Director's office.

4.02 FUELING OPERATIONS

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's Minimum Standards. All fueling operations, including self-fueling, at the Airport shall be conducted in accordance with the Statewide Fire Prevention Code, and latest edition of 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 City 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 on the AOA and within fifty (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 one quart or more of any petroleum product is spilled~~When any spill occurs or any quantity~~, servicing shall cease immediately and the ~~P~~person in charge shall ~~call~~ notify Airport ~~Operations~~ 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.
- h. No Aircraft shall be fueled while it is fully or partially inside of any Building, Hangar, or structure.

i. No fuel vehicle designed for or employed in the transportation of fuel shall ~~be operated~~ on a Runway or Taxiway without the permission of the Airport. Fuel vehicles shall utilize designated service roads for traveling around the Airport. If the Person is granted permission to operate on a Runway or Taxiway, it must be equipped without with a visible an operating beacon, appropriately marked, and be in continuous two-way radio communications with the Manassas Air Traffic Control Tower. During periods when the Control Tower is not in operation, the Person operating vehicle operator the vehicle shall self-announce ~~his or her position~~ their position and ~~their~~ his or her intentions prior to crossing an active Runway on the Common Traffic Advisory Frequency (CTAF) (133.1). The vehicle operator shall also announce when he or she is clear of all-active Runways and Taxiways.

j. No fuel vehicle shall be Parked within fifty (50) feet of any Airport Building.

k. Aircraft fuel servicing personnel shall not carry lighters, ~~or~~ matches, or sources of ignition in their possession while performing servicing operations, or loading and unloading operations.

l. Defueling of Aircraft in a ~~hangar~~ Hangar, fully or partially, is prohibited.

m. No Aircraft shall be fueled on the Runway, Taxiway or Taxilane.

n. Fuel Trucks shall should be in compliance with applicable FAR Part 139 inspections and NFPA 409.

o. In compliance with local, state, federal laws.

4.03 NON-COMMERCIAL SELF-FUELING

1 Non-Commercial Self-Fueling is the dispensing of fuel into an Aircraft by an owner of the Aircraft
2 from facilities and equipment that are provided by that owner. This Section 4.03 applies
3 exclusively to the dispensing of fuel by Persons into Aircraft at the Manassas Regional Airport.
4 This Section 4.03 shall not apply to Aircraft fuels and oil sales and services by a Full-Service FBO.
5

6 Any Person desirous of engaging in Non-Commercial Self-Fueling shall be accorded a fair and
7 reasonable opportunity, without unjust discrimination, to qualify to receive a Non-Commercial
8 Self-Fueling permit, if one is necessary. A Person that has a Franchise Agreement, Lease
9 Agreement, or other Agreement expressly granting them the rights to perform commercial fueling
10 are not required to apply for a Non-Commercial Self-Fueling permit.
11

12 No Person who dispenses over 1,200 gallons of fuel annually in their Aircraft shall engage in Non-
13 Commercial Self-Fueling activities unless a valid Non-Commercial Self-Fueling permit
14 authorizing such activity has been issued by the Airport. Any Person who dispenses less than
15 1,200 gallons of fuel annually in their Aircraft may engage in Non-Commercial Self-Fueling
16 without obtaining a permit, so long as industry standards and these Rules and Regulations are
17 adhered to.
18

19 Any person who negligently engages in Non-Commercial Self-Fueling shall be responsible for
20 any and all costs associated therewith, including, but not limited to, any required cleanup, any
21 property or personal damage, or any reasonable remedial measures undertaken by the City.
22

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.

2. An Aircraft owner/operator may fuel his or her Aircraft.

3. Except in the Airport's consolidated fuel farm, no more than five (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 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, National Fire Protection Act 407 (as revised), 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. The Airport will complete on the 1st of each month fuel meter readings for each tank at the Fuel Farm. A form will be emailed to each fuel tank owner regarding the amount of fuel that was pumped out the previous month. The Airport will complete on the 1st or by the 3rd of the month, fuel meter readings for each tank at the Fuel Farm.~~

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4. The Permittee, shall during the term of the permit, and for ~~two~~ 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

1 from the City. In the case of a discrepancy, Permittee shall promptly pay, all additional
2 fees and charges due to the Airport, plus interest on the unpaid balance at the maximum
3 rate allowable by law from the original due date.

4
5 5. The Permittee shall arrange and demonstrate that satisfactory arrangements have been
6 made for the purchase of fuel through either an authorized Full-Service FBO at the Airport
7 or through a reputable off-airport aviation petroleum supplier/distributor, as determined in
8 the sole discretion of the Director.
9

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 City. In no event shall the total storage capacity be less than:

i. 12,000 gallons for Jet A Fuel

ii. 10,000 gallons for 100 LL Fuel (Avgas)

8. The use of a fuel truck for storing fuel or fueling directly from a fuel truck to avoid using a tank in the Airport's 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, the City of Manassas Fire Codes, and the National Fire Protection Association (NFPA) Codes.

ii. 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 ~~latest edition of~~ 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 ~~AB~~ 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 franchised 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, ~~vaping~~, or carrying lighted smoking materials or striking matches or other lighting devices shall not be permitted on any ~~area of the AOA Apron area~~, nor in any area on the Airport where smoking is prohibited by the City, nor in any ~~hangar~~ 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 Director. Engine pre-heaters that generate open flames shall not be permitted in ~~any hangars~~ any Hangars.

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

4.06 FRANCHISE AGREEMENT AND LEASE AGREEMENT HOUSEKEEPING

All Franchisees, Lessees, and Tenants shall keep the space franchised, 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~~self-extinguishing cover 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. Excessive storage of non-aeronautical items in areas deemed for aeronautical use or items that prohibited by the City building code (parking lots) are prohibited.

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 City codes federal or state laws. Except in the Airport's consolidated fuel farm, no more than five (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 oil, 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 keep, transport, or store lubricating oils on the Airport except in strict compliance with the applicable codes of the City of Manassas and the Commonwealth of Virginia.

d. No Person shall store vehicles, trailers, or equipment such as conex boxes (shipping containers), campers, boats, recreational vehicles, support equipment, 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, and recommended practices of the City of Manassas, the Commonwealth of Virginia and the FAA FAR's (~~Federal~~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 ~~HANGAR~~HANGARS

No person shall operate a Motor Vehicle in any ~~hangar~~Hangar except for entering or departing the ~~hangar~~Hangar for vehicle storage. This exception only applies when a ~~hangar~~Hangared Aircraft is being operated or serviced outside of the ~~hangar~~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 ~~hangar~~Hangars or maintenance shelters. All electrical equipment and lighting systems are subject to inspection by the City Fire Marshal.

b. All power-operated equipment or electrical devices shall be shut off and disconnected when not in actual use. Extension cords and surge protectors inside Hangars are considered temporary wiring per the National Fire Protection Act (NFPA) and shall only be used for a maximum of ninety (90) days.

4.13 CONTAINERS

a. Persons doing business on the Airport must keep their trash in covered containers adjacent to sidewalks or roads in any public area of the Airport.

b. No Person shall operate an uncovered Motor Vehicle hauling trash, dirt, or any other material on the Airport unless prior permission is obtained from the Director or ~~his~~their 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 ~~hangar~~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 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 City 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 ~~hangar~~Hangars, Aircraft Maintenance Buildings, or shop facilities shall supply and maintain readily accessible fire extinguishers of ~~the appropriate~~ type, size, 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, one located on each side of the vehicle. All extinguishers shall conform to applicable NFPA Standards.

c. Fire extinguishers inside the AOA that are in close proximity to any Aircraft or has the capability of being used on an Aircraft must be BC rated of the appropriate size and number.

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~~ ATCT and applicable Airport Minimum Standards.

b. NEGLIGENCE 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 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 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 Director or ~~his~~ their 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 (~~a~~ Notice to Air Missionsmen) 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 ~~Airport office within 24 hours of the 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, Aircraft parts, or debris involved in an Aircraft Accident or Incident shall be tampered with, moved from the accident scene, or operated unless first authorized by an official of either the NTSB or FAA, or the AirportDirector, 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 Director, the 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 or any additional fees as assessed and permissible by local, state, or federal regulations.

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 ~~p~~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 applicable sections of the Manassas City Code, state, or federal regulations. ~~Sections 78-76 and 78-77.~~

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), the 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 Airport Commission
7. Emergency Exercises

~~8. Aircraft Incident or Accidents~~

~~9. Construction Activity~~

b. TAKEOFFS AND LANDINGS

1. Every Person operating an Aircraft shall comply with and operate such Aircraft in conformity with instructions given by the ~~Control Tower~~ATCT.

2. When the ~~Control Tower~~ATCT is closed, every person operating an Aircraft shall comply with and operate such Aircraft in conformity with procedures recommended and outlined in the latest version of the Aeronautical Information Manual (AIM).

3. Any Person operating or controlling an Aircraft landing at or taking off from the Airport shall maintain engine noise within applicable noise limits as promulgated by the Federal Government, the Commonwealth of Virginia, City of Manassas, or the Airport, whichever is the most restrictive.

c. 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.

d. KITES, MODELS, ~~& ROCKETS, AND UAS~~

No kites, model airplanes, rockets, ~~moored or free balloons, UAS~~, or other objects shall be flown on the Airport without prior written authorization from the Director.

e. ULTRALIGHT VEHICLES

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

f. PARACHUTING

Under special circumstances, the Airport Director may authorize parachuting as prescribed in FAR Part 105, Parachute Operations.

g. LIGHTER-THAN-AIR VEHICLES

Lighter-than-air vehicles (airships and blimps) may only be moored in the areas designated by the Director. A map of the designated mooring areas is available from the Director.

All UAS activities should be conducted in compliance with the most current applicable FAA Part 107 regulations and Airport's Rules and Regulations.

5.03 TAXI AND GROUND RULES

a. AIRCRAFT PARKING

1. No Person shall pPark an Aircraft in any area on the Airport except those designated, and in the manner prescribed/identified, by the Director. If any Person uses unauthorized areas for Aircraft Parking, the Aircraft so pParked may be removed by or at the direction of the Director at the risk and expense of the owner or operator thereof. The Director shall not be liable for damages to any Aircraft or loss of personal property that might result from the act of removal.

2. No pPerson 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 leave an Aircraft, having a gross weight of less than 12,500 pounds, Parked and unattended overnight or long-term without properly securing the Aircraft in a designated tie-down space with tie-down rope or straps. Aircraft designed without suitable tie-down hooks or mooring connections shall be excluded.

3. No pPerson shall pPark an Aircraft in a tie-down space unless that Person has an approved tie-down Lease Agreement with the Airport and has provided the Airport with all documents required by the Lease Agreement. Aircraft found to be pParked in a tie-down space without an approved tie-down Lease Agreement will be secured or locked down after seven (7) calendar days and 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. DISABLED 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 Director or authorized representative. Such Aircraft and associated parts may be removed by the 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 or franchised premises, for a period in excess of ninety (90) days, without the written permission of the 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 Director.

3. Whenever any Aircraft is Parked, stored or left in non-flyable condition on the Airport in violation of the provisions of this Section, the Airport shall so notify the owner or operator thereof by certified or registered mail, and require removal of said Aircraft within fifteen (15) calendar days of the mailing of such notice. If the owner or operator is unknown or cannot be found, the Director shall conspicuously post and affix such notice to the said Aircraft, and require removal of said Aircraft within fifteen (15) calendar days of the date of posting. Upon failure of the owner or operator of said Aircraft to remove said Aircraft as required, the Director shall cause the removal of such Aircraft from the Airport and ~~the~~ access ~~gate card~~ ID Badge ~~may~~ will be revoked. All costs incurred by the Airport shall be recoverable against the owner or operator thereof. The Director shall not be liable for damages to any Aircraft or loss of personal property that might result from the act of removal.

4. Aircraft found to be Parked in a tie-down space without an approved tie-down Lease Agreement will be secured or locked down after seven (7) calendar days and 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.

c. STARTING AND RUNNING AIRCRAFT ENGINES

1. No Aircraft engine shall be run at the Airport unless a pilot, certified 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 that have a gross weight of 12,500 pounds or less are the ~~run-up blocks~~ holding bays located at the ends of Runways 16L-34R, 16R-34L, and Taxiway Kilo. Aircraft may also use ~~a~~ Apron areas and ~~a~~ Aircraft parking areas, so long as the Person operating the Aircraft complies with ~~Reference item 2 of this section.~~

4. The designated areas for Aircraft engine run-ups for Aircraft that have a gross weight greater than 12,500 pounds are the ~~run-up blocks~~ holding bays located at the end of Runway 16L-34R, 34L and Taxiway Kilo, so long as the Person operating the Aircraft complies with item 2 of this section. ~~Reference item 2 of this section.~~

5. 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 ~~or~~ repair run-ups.

6. Noise emanating from Aircraft engines during ground operations shall be maintained within the applicable limits as promulgated by the Federal Government, the Commonwealth of Virginia, the City of Manassas, or the Airport, whichever is the most restrictive.

7. The starting or operating of Aircraft engines inside any ~~hangar~~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~~Hangar.

8. Maintenance engine run-ups in designated areas are restricted to the hours of 7:00AM to 10:00PM, Monday through Sunday. Operations conducted after these hours must be submitted for approval in writing to the Director. Engine run-ups associated with a safety preflight ~~activity~~ are permitted at all hours.

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 or objects. No Person shall taxi an Aircraft within the movement area until they have received clearance from the Control Tower, during Control Tower operating hours.

2. All Aircraft shall be taxied at a safe and reasonable speed.

3. No Aircraft shall be taxied into or out of any ~~hangar~~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, cones, or other visible safety devices.
- iv. The Aircraft is moved by a dolly or tug.

5. All Aircraft operations shall be confined to hard-surfaced Runways, Taxiways, and Aprons, unless otherwise approved by the Director or as directed by Air Traffic Control.

5.04 AIRCRAFT MAINTENANCE IN ~~T-HANGAR~~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-Hangar~~Hangars. Such Aircraft Maintenance is also subject to the Manassas Regional Airport Minimum Standards, the limitations contained in these Rules and Regulations and any restrictions on such activities as may be promulgated by an applicable Franchise Agreement, Lease Agreement, or other applicable agreement.

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~~Hangar provided the certified specialist is registered with the Airport prior to performing Aircraft Maintenance as defined herein, and provided that the certified specialist complies with the Manassas Regional Airport Minimum Standards, and with the limitations on Aircraft Maintenance activities as specified in these Rules and Regulations and any applicable Franchise Agreement, Lease Agreement, or other applicable agreement.

Aircraft Maintenance activities shall not be in violation of NFPA 409 for Group III Aircraft ~~Hangar~~Hangar. Use Group S-1.

c. ASSEMBLY OF AMATEUR-BUILT EXPERIMENTAL AIRCRAFT

Lessees or Franchisees of ~~hangar~~Hangars may accomplish assembly of an amateur-built experimental Aircraft, as defined by CFR Part 21.191, project in ~~their~~his/her leased or franchised ~~T-hangar~~Hangar. The ~~Person building Aircraft~~builder the Aircraft must maintain compliance with any applicable Franchise Agreement, or Lease Agreement, any applicable By-Laws of the ~~hangar~~Hangar association, the Manassas Regional Airport Minimum Standards, and all limitations contained in these Rules and Regulations.

5.05 LIMITATIONS ON ACTIVITIES IN AIRCRAFT ~~HANGAR~~HANGARS

1. Except for oil in containers or as permitted by the City Fire Marshal, not more than five (5) 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 City of Manassas in its sole discretion.

1
2 2. The washing of Aircraft with running water within a ~~hangar~~Hangar not equipped with a
3 functioning floor drainage system is prohibited.

4
5 3. Lessees or Franchisees or Tenants of all ~~hangar~~Hangars will exercise reasonable care to
6 keep oil, grease, and similar substances off the floor.

7
8 4. Lessees or Franchisees or Tenants shall conduct no Commercial Activity of any kind
9 whatsoever in, from or around Aircraft ~~hangar~~Hangars except as allowed by a Franchise
10 Agreement, -Lease Agreement, or any other agreement with the City of Manassas.
11

5. Space or Building heating systems or devices in any ~~T-Hangar~~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 City of Manassas Fire Marshal. The use of kerosene heaters or any type of open flame heaters or apparatus is prohibited in ~~hangar~~Hangars. Natural gas or LP gas-fueled heaters may be permanently installed in ~~hangar~~Hangars that are suitably plumbed for such devices, only after receipt of approval of the Director and the City of Manassas Building Official. Heating units must be installed in accordance with the City's Fire Code and Building Code requirements.

6. 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~~Hangar Franchisee, Lessee, or Tenant.

7. ~~Hangar~~Hangar Franchisees, Lessees or Tenants shall not cause an electrical overload of ~~a~~ the ~~hangar~~Hangar circuits.

8. Aircraft ~~hangar~~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.

9. 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 Airport 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.

~~10.~~ No person shall use a volatile flammable substance for cleaning purposes inside any ~~hangar~~Hangar. Small amounts of solvent dispensed onto a rag may be used for cleaning purposes in a ~~hangar~~Hangar so long as the ~~hangar~~Hangar door is fully open so as to avoid the building up of flammable and/or potentially toxic fumes.

~~101.~~ No Person shall operate any machinery or equipment in a ~~hangar~~Hangar that produces unshielded sparks.

~~142.~~ No Aircraft or Aircraft component shall be suspended or lifted utilizing the ~~hangar~~Hangar's structure or any component of the building. Lifting devices resting on the floor but not attached to any portion of the ~~hangar~~Hangar are permitted.

1
2 123. Tools, equipment, and material that constitute a fire hazard are prohibited in
3 ~~hangar~~Hangars.

4
5 134. No tools, machines, or maintenance fixtures may be attached to any ~~hangar~~Hangar
6 structure or floor that would have a negative effect on the structural integrity of the
7 ~~hangar~~Hangar, as determined by the Airport Director in consultation with the City's Building
8 Official.
9

145. ~~T-Hangar~~Hangar occupants shall maintain an approved, ten (10) pound minimum, dry chemical fire extinguisher suitable for use on Types "B" and "C" fires. The extinguisher shall carry a current inspection certificate from an approved fire equipment company or the City Fire Marshal. The ~~ten-pound~~ten-pound minimum pertains to the amount of dry chemical stored, not the net weight of the extinguisher.

15. 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-hangar~~Hangars.

5.06 AIRCRAFT MAINTENANCE IN TIE-DOWNS

a. ~~Aircraft being stored in a tie-down may only conduct preventive maintenance as authorized in FAR Part 43, Annex A a designated tie-down spot if the owner is an A&P licensed mechanic. All hardware and or parts removed for any reason shall be stored in the Aircraft, storage containers, or secured in such a manner to protect from the wind or incidental prop wash.~~

b. ~~Persons conducting preventative maintenance shall thoroughly inspect the space after conducting any preventive maintenance. No maintenance shall be conducted which could result in the damage or contamination of the Apron or surrounding areas, including the changing of oil. All other maintenance that can be legally performed on the Aircraft shall be conducted in a designated area or in a Building suitable and permitted by the Airport for the type of repair.~~

5.067 FOREIGN OBJECT DEBRIS (FOD)

a. ~~Each Person employed~~at Airport shall be responsible for the proper disposal of FOD on Aprons and the AOA. FOD shall be properly disposed of in closed containers that prevent the introduction of the FOD to Aprons and the AOA.

~~a-b.~~When practical, dumpsters, trash containers, and storage containers shall be stored outside of the AOA. If required or authorized, containers inside the AOA must be properly sealed and secured to prevent FOD from being introduced back into the AOA.

SECTION 6 - MOTOR VEHICLES**6.01 GENERAL TRAFFIC REGULATIONS****a. AUTHORITY**

The City of Manassas 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, loading/unloading zones, kiss and rides zones, 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 City of Manassas and/or the Commonwealth of Virginia shall be observed.

b. TRAFFIC SIGNS AND SIGNAL DEVICES

The City 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 City of Manassas Police, authorized Airport security officers, 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 AND MARKINGS

1. No Person shall operate upon the Airport premises any Motor Vehicle 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.

2. No Person shall operate upon the Airport premises any Motor Vehicle that does not have proper working headlights, hazards, or not in generally sound condition.

3. All Airport support Motor Vehicles operating on Aprons and Taxilanes, including fuel trucks, golf carts, crew cars, and tugs, shall be equipped with an operating flashing amber light or beacon when operating on a Runway, Taxiway, or Taxilane. Beacons must be visible from all directions and be flashing yellow. Support vehicles shall also be properly marked as per the latest version of FAA Advisory Circular 160/5210-5. Vehicles should be marked with a vehicle identifier and adequately visible at night with reflective Department of Transportation (DOT) tape.

1 4. In addition to Item 3 under this section, all Airport Motor Vehicles authorized to
2 operate at the Runways and Taxiways shall be marked with their assigned company call-
3 sign or company logo and be equipped with a two-way capable VHF radio.

4 a. Beacon Requirements: Must be visible from all directions

5 b. Non-Movement Area—Flashing or Steady Yellow

6
7 e. CLOSING OR RESTRICTING USE OF AIRPORT ROADWAYS

8
9 The Director or his authorized representative is authorized to close or restrict the use of all
10 Airport roadways to vehicular traffic in the interest of public safety.
11

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. The vehicle must be properly equipped per Section d of 6.01 of the Rules and Regulations.

g. TOWING OF BAGGAGE CARTS AND PODS

The number of baggage carts and pods being towed on the Airport ~~shall will~~ not exceed three (3). ~~This will include the towing of baggage carts and pods on the Airport roadways.~~

6.02 LICENSING

a. No Person shall operate a Motor Vehicle on the Airport without a valid driver's or 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 ~~operator~~driver of any Motor Vehicle involved in an Incident or Accident on the Airport shall immediately stop such Motor Vehicle at the scene of the accident. The ~~operator~~driver shall immediately, by the quickest means of communication, give notice of the Accident to the City of Manassas Police Department and the Airport~~Director~~.

6.04 SPEED LIMITS

a. AOA SPEED LIMIT

The speed limit for all Motor Vehicles~~vehicles~~ operating inside on~~inside on~~ the AOA is 15 MPH.

1
2 b. SPEED LIMIT ON PUBLIC ROADS
3

- 4 a. Persons operating a Motor Vehicle on public roadways (outside of the AOA) shall obey all
5 posted speed limit signs. Persons in violation of these speed limits may be subjected to
6 violations and fines as issued or administered by the City of Manassas Police Department.
7

8 ~~b. SAFE SPEED~~
9

- 10 b. No Person shall drive a Motor Vehicle on the Airport at a speed greater than what is
11 reasonable and prudent under the conditions and having regard to the actual and potential
12 hazards, then existing.
13

e. MAXIMUM SPEED

- c. 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 or franchised property. Only those Motor Vehicles necessary for the servicing of Aircraft and the maintenance of the Airport may be parked on the AOA.

Any Motor Vehicle Parked on the AOA without the permission of the Airport shall be towed by the Airport. All costs incurred by the Airport shall be recoverable against the owner or operator thereof. The Director and or City shall not be liable for damages to any Motor Vehicles or loss of personal property that might result from the act of removal.

c. VEHICLES CROSSING TAXIWAYS AND RUNWAYS

1. All Motor Vehicles ~~authorized to operating on or across or operate on~~ Taxiways or Runways shall be equipped per Section 6.01d of the Rules and Regulations and an functioning aircraft radio or be escorted by a Motor Vehicle that is properly authorized and 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 ~~his or her~~their position and ~~his or her~~their intentions prior to operating on ~~or crossing~~ an active Runway or Taxiway. The Motor Vehicle operator shall also self-announce via aircraft radio when they are clear of ~~all active~~ Runways and Taxiways.

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 ~~Familiarization~~ Training Program and shall have received prior permission from the Director or ~~his~~their authorized representative. Anyone accessing Runways or Taxiways, must get approval by ~~Air Traffic Control~~ATCT 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~~ Hangar. Taxilanes and Taxiways shall not be used for the sake of convenience or "joy riding." All Motor Vehicles authorized and licensed for road use shall use public roads to access facilities.

2. All Motor Vehicles ~~authorized to 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.~~ During an emergency, blue/red-flashing lights are acceptable for police, fire and rescue vehicles.

3. No person shall operate a motorcycle anywhere on airport property without a helmet and flashing hazards.

~~—~~ 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 any grass areas on the Airport 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.

Aircraft being tugged on the Apron or Taxilane 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. Motorcycles, scooters, etc shall park in marked spaces only and are prohibited to park on sidewalks or adjacent to buildings.

c. PARKING CHARGES

No Person shall Park a Motor Vehicle in any area requiring payment for Parking therein without paying the required parking fee for the right and privilege of Parking therein.

d. PARKING DURATION

No Motor Vehicle shall remain in any Public Parking Facility on the Airport for more than 48 consecutive hours. Prior written notification to the Director is required if the Motor Vehicle is to be parked for more than 48 hours.

6.07 RESERVED PARKING

No Person shall Park any Motor Vehicle in any reserved Parking area without a valid permit issued by the ~~Director~~Airport permitting Parking in such a reserved area. Each vehicle Parked in said area shall prominently display the identifying insignia provided by the ~~Director~~Airport or shall display other markings acceptable to the ~~Director~~Airport. Every such vehicle shall be Parked only in the space or area specifically assigned to it.

6.08 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 loading and unloading of the public, passengers, and their baggage. Unattended vehicles may be cited and may be towed away in accordance with ~~SSub~~section 6.09 of these Rules and Regulations.

6.09 AUTHORITY TO REMOVE VEHICLES

The Director or ~~his~~-their authorized representative may remove or cause to be removed from any restricted or reserved areas, any roadway or right-of-way, AOA, 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.

6.10 ISSUANCE OF TRAFFIC CITATIONS

The City ~~of Manassas of Manassas~~ 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, Franchise Agreements, operating agreements or other agreements with the Airport shall conduct their operations in accordance with these Rules and Regulations, the provisions of the latest City Council approved version of the Airport Minimum Standards, and the provisions of any applicable Lease Agreement, Franchise 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 AND REMOVAL

a. In addition to any penalties and remedies otherwise provided by City 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, Franchise Agreement, or other applicable agreement under which such Person is operating at the Airport.

b. After investigation, the Director may issue to any Person that has violated these Rules and Regulations a written No Trespass Notice. The City of Manassas Police will serve 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. The City of Manassas Police will may A send 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 Director, or as otherwise provided by the Person. An additional copy shall be kept on file at the Office of the Director.

SECTION 9 –HEARINGS AND APPEALS

Any Person aggrieved by a decision of the Director regarding enforcement of the airport rules, regulations and minimum standards may appeal that decision to the Commission within ten days after the Director's decision by delivering notice of such appeal to the City Attorney. The Commission shall set a date for a hearing on the Director's decision. If the 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 Director's decision. An appeal may be taken to the City Council from any final decision of the Commission. The Council 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 Director or the Airport Commission members. A recommended change shall be forwarded, in writing to the Director. The Director shall have the proposed amendment studied by the appropriate Airport staff and the Commission's Executive Committee, and then shall forward the proposal to the full Commission. The Airport Commission shall review the proposed amendment (s) and direct the Airport staff to post a notice on ~~the bulletin board in the Terminal and in the pilot's planning rooms located in the Full Service Fixed Base Operators (FBOs)~~ social media and the Airport's website. ~~The proposed amendments shall also be posted on the Airport's web site.~~ 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 Director and must be received within the comment period. All comments will be considered by the Director and Commission. After considering all the comments, the Airport Commission will forward its recommendation to the City Council for approval or disapproval. If the amendment (s) is adopted by the City Council, the 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 City Council, unless otherwise specified.



Rules and Regulations

Manassas Regional Airport
Manassas, VA

Adopted by City Council:
XXXXXX

FOREWORD

The **Mission** of the Manassas Regional Airport is to provide world class facilities and services to our customers and be a major driver of economic growth to our community.

The **Vision** of the Manassas Regional Airport is to be a world class, innovative, thriving aviation gateway for the greater Washington, DC area, providing global access and economic opportunity for our customers and our community.

These Rules and Regulations are intended to provide the basic guidelines for Aeronautical Activities at the Manassas Regional Airport. Additional, activity-specific requirements may be imposed in Lease Agreements, Franchise Agreements or other agreements between the City of Manassas and Persons engaging in Aeronautical Activities at the Airport. In the event of a conflict between these Rules and Regulations and other agreements, the most stringent requirements shall apply. The Airport is owned by the City of Manassas and operated as a department of the City of Manassas. The Manassas Regional Airport Commission has eight representatives from the City of Manassas and two from Prince William County. The Commission serves at the pleasure of the Manassas City Council and is tasked to operate and maintain existing and future facilities, oversee construction, prepare report and annual budgets and make recommendations to the City Council. Day-to-day operations and the implementation of the policies of the Commission are the responsibility of the Airport Director.

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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 and Regulations shall have the following definitions:

1. **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.
2. **Accident** - Any collision between a Motor Vehicle and another Motor Vehicle, Person, or object which results in property damage, personal injury, or death.
3. **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.
4. **Aeronautical Activity (Activities)** - Any activity that involves, makes possible, or is required for the operation of Aircraft or that contributes to or is required for the safety of such operations. Activities within this definition, commonly conducted on airports, include, but are not limited to, the following: general and corporate aviation, air taxi and charter operations, scheduled and nonscheduled air carrier operations, pilot training, Aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, Aircraft sales and services, Aircraft storage, sale of aviation petroleum products, repair and maintenance of Aircraft, sale of Aircraft parts, parachute or ultralight activities, and any other activities that, because of their direct relationship to the operation of Aircraft, can appropriately be regarded as aeronautical activities. Activities, such as model Aircraft and model rocket operations, are not aeronautical activities.
5. **Aircraft** - A device that is used or intended to be used for flight in air. Examples of Aircraft include, but are not limited to, airplane, sailplane, glider, rotorcraft (helicopter and gyroplane), balloon, blimp and ultralight.
6. **Aircraft Maintenance** - The inspection, overhaul, repair, preservation and the replacement of parts including Preventive Maintenance.
7. **Airport** - Manassas Regional Airport. All land and improvements located with the geographical boundaries of the Manassas Regional Airport, Manassas, Virginia, as shown on the Airport Layout Plan or as it may hereafter be extended, enlarged or modified.

8. **Airport Director** - A person that is the duly appointed Airport Director of the Manassas Regional Airport or their duly authorized representative. In these Rules and Regulations, the Airport Director will be referred to as the "Director".
9. **Airport Commission (the Commission)** - The body established by the Manassas City Council, which serves at their pleasure, tasked with operating and maintaining the Airport's existing and future facilities, oversee construction at the Airport, prepare reports and annual budgets relating to the Airport, hear appeals, and make recommendations to the City Council relating to the Airport.
9. **Airport Operations Area (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.
10. **Air Traffic Control** - A service operated by appropriate authority to promote the safe, orderly, and expeditious flow of air traffic. The Manassas Air Traffic Control Tower (ATCT) is operated by employees of the Federal Aviation Administration (FAA)
11. **Airworthy** – An Aircraft maintained to Airworthiness standards as more particularly defined pursuant to Federal Aviation Regulations.
12. **Apron(s)** - Those areas of the Airport within the AOA designated for the loading, unloading, servicing, or Parking of Aircraft.
13. **Based Aircraft (to Base an Aircraft)** - Any Aircraft that remains or is housed, hangered, 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.
14. **Building(s)** - Includes the main portion of each structure, 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 be included.
15. **City** - The City of Manassas, Virginia.
16. **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.
17. **Commercial Operating Permit** - A written license issued by the Airport Commission granting the right to perform aviation related business functions on the Airport.
18. **Commercial Operator** - A Person or Organization engaged in Commercial Activity and licensed by the Airport.
19. **Commercial Vehicle** - A Commercial Vehicle is defined as a loaded or empty Motor Vehicle, trailer, or semitrailer, designed or regularly used for carrying freight,

merchandise, or more than ten passengers. A Commercial Vehicle shall include buses, but shall not include vehicles used for vanpools.

20. **Control Tower** - The Air Traffic Control facility located at the Airport.

21. **DEQ** – Virginia Department of Environmental Quality.

22. **EPA** - The United States Environmental Protection Agency.

23. **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.

24. **Emergency** - Any occasion or instance such as a 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.

25. **FAR** - Federal Aviation Regulations.

26. **Federal Aviation Administration (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.

27. **Flying Club** - A club that meets all provisions of Section 2.08 of these Rules and Regulations and the Airport's Minimum Standards.

28. **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.

29. **Franchise Agreement** – An agreement between a Person and the City Council which allows that Person to exclusively use public property at the Airport in a manner that is not permitted to the general public for a period in excess of five (5) years.

30. **Franchisee** - A Person that has been granted a Franchise Agreement at the Airport.

31. **Full-Service Fixed Base Operator (FBO)** - An aviation business providing multiple aeronautical services including Aircraft Fueling, Oil Sales and Services, Airframe and Power plant Repair Services, as well two (2) of the following aeronautical activities to Aircraft owners, Airport users, and Airport tenants.:

1. Sale of New Aircraft Parts and Components
2. Aircraft Charter
3. Aircraft Hangar Storage
4. Flight Training and Aircraft Rental
5. Avionics Repairs and Sales

6. Aircraft Refurbishing and or Painting
7. Sale of New and Used Aircraft

A Full-Service FBO shall comply with all the standards and requirements contained in the Airport's Minimum Standards.

32. **ID Badge** - Refers to any airport ID, access card, and/or airport badge issued by the Airport. ID Badges are the property of the Airport and must be returned upon termination of employment, termination of lease or whenever requested by the Director or Designee.
33. **Hangar** – General term for aircraft storage unit to include, but not limited to definitions **Corporate, Executive/Intermediate, and T-Hangar**
34. **Hangar - Corporate** – A structure with a minimum of 10,000 square feet designed for the storage of one or more large corporate aircraft or multiple smaller aircraft. Such structures may include offices, kitchens, toilets and shower facilities.
35. **Hangar – Executive or Intermediate** – A portion of a row of Hangars, comprising a minimum of 3,000 square feet for the storage of larger Aircraft. Such structure may include an office, kitchen, 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. The 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 franchised or leased area by, or with the concurrence of, a Franchisee or Lessee.
39. **Large Aircraft** - Any Aircraft weighing more than 12,500 pounds maximum certificated takeoff weight.
40. **Lease Agreement** – An agreement between a Person and the City Council which allows that Person to exclusively use public property at the Airport in a manner that is not permitted to the general public for a period of not more than five (5) years.
41. **Lessee** - A Person that has been granted a Lease Agreement at the Airport.
42. **Maintenance** – Maintenance other than Aircraft Maintenance.

- 1 **43. Motor Vehicle** – As defined by Virginia Code §46.2-100, every vehicle that is self-
2 propelled or designed for self-propulsion. This includes but not limited to automobiles,
3 motorcycles, and any other motor driven devices as defined by the Virginia Code.
4
- 5 **44. Movement Area** - The Runways, Taxiways and other areas of the Airport that are
6 utilized for the taxiing, air taxiing, takeoff and landing of Aircraft.
7
- 8 **45. NFPA** – National Fire Protection Association Standard.
9
- 10 **46. Non-Commercial Activity** - Activities that are undertaken not for profit.
11
- 12 **47. Non-Commercial Self-Fueling** – The dispensing of fuel into an Aircraft by an owner of
13 the Aircraft from facilities and equipment that are provided by that owner.
14
- 15 **48. Non-Movement Area** - The Taxilanes, Aprons, and other areas of the Airport that are
16 utilized for Aircraft loading areas and Aircraft parking areas.
17
- 18 **49. Operational Areas** -
19 1. Landside - Those areas outside of the AOA.
20 2. Airside - Those areas involved in any Aircraft movement or operations, i.e., Runways,
21 Taxiways, Aprons, tie-down areas, Hangar areas, etc., also known as the AOA.
22
- 23 **50. Park** (Parking, Parked)- To put or leave or let a Motor Vehicle or Aircraft stand or stop
24 in any location whether the operator thereof leaves or remains in such Motor Vehicle or
25 Aircraft when such standing or stopping is not required by traffic controls or conditions
26 beyond the control of the operator. Fuel trucks that are in the process of fueling Aircraft
27 are not considered to be Parked.
28
- 29 **51. Person** - Any individual, firm, partnership, corporation, company, association, joint stock
30 association, business entity, or body politic; including any trustee, receiver, committee,
31 assignee or other representative or employee thereof.
32
- 33 **52. Preventive Maintenance** - Simple or minor Aircraft preservation operations and the
34 replacement of small standard parts not involving complex assembly operations in
35 accordance with 14 CFR Part 43, Appendix A, paragraph C.
36
- 37 **53. Private Vehicle** - A Motor Vehicle transporting Persons or property for which no charge
38 is paid directly or indirectly by the passenger or by any other Person.
39
- 40 **54. Public Facility** - Those areas of the Airport provided for public use (e.g. Terminal), but
41 not including areas used by private businesses.
42
- 43 **55. Public Parking Facilities** - All Motor Vehicle parking provided for the public at the
44 Airport.
45
- 46 **56. Repair Station** - A Federal Aviation Administration approved facility utilized for the
47 repair of Aircraft that may include airframes, power plants, propellers, radios,
48 instruments, and accessories.

- 1
2 57. **Restricted Area** - Any area of the Airport posted to prohibit entry or to limit entry or
3 access to unauthorized Persons.
4
- 5 58. **Runway(s)** - A defined rectangular surface on the Airport prepared or suitable for the
6 landing and takeoff of Aircraft.
7
- 8 59. **Scheduled Operations** - All regularly scheduled operations of Aircraft by a duly
9 certificated air carrier (FAR 121, 125 or 135, 139) holding an agreement with the City for
10 the purpose of transporting passengers, mail and freight whose operation is either
11 intrastate or interstate.
12
- 13 60. **Shall** - The words "shall", "must", or "will" are mandatory.
14
- 15 61. **Solicitation or to Solicit** - To directly or indirectly, actively or passively, openly or
16 subtly, ask (or endeavor to obtain by asking), request, implore, plead for, importune, or
17 seek to obtain.
18
- 19 62. **Standard Parts** – Those parts that meet published specifications that include information
20 clearly establishing design, materials, manufacture and uniform identification
21 requirements. Examples include National Aerospace Standards (NAS), Army-Navy
22 Aeronautical Standard (AN), Society of Automotive Engineers (SAE), and American
23 National Standards Institute (ANSI) etc.
24
- 25 63. **Sublease** - A lease granted by a Franchisee or Lessee to another Person of all or part of
26 the franchised or leased property.
27
- 28 64. **Substantial Damage** - Means damage or failure which adversely affects the structural
29 strength, performance or flight characteristics of the Aircraft, and which would normally
30 require major repair or replacement of the affected component. Engine failure or damage
31 limited to an engine if only one engine fails or is damaged, bent fairing or cowlings,
32 dented skin, small puncture holes in the skin or fabric, ground damage to rotor or
33 propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories,
34 brakes, or wing tips are not considered "Substantial Damage."
35
- 36 65. **Taxilane(s)** – The portion of the Aircraft parking area used for access between Taxiways
37 and Aircraft parking positions.
38
- 39 66. **Taxiway(s)** – A defined path established for the taxiing of Aircraft from one part of an
40 airport to another.
41
- 42 67. **Tenant** – Any Person entering into a contractual relationship with the City to conduct its
43 business, or a sublessee who has the written approval of the City.
44
- 45 68. **Terminal** - The passenger terminal facility, the designated Motor Vehicle parking
46 facilities serving that facility, and all roadways associated therewith.
47

1 **69. Tie-Down Area** - A paved or grass area suitable for the Parking and mooring of Aircraft
2 wherein suitable tie-down points have been located.

3
4 **70. Transient Aircraft** - An Aircraft that is not using the Airport as its permanent base of
5 operations.

6
7 **71. Unmanned Aircraft** - An Aircraft that is operated without the possibility of direct human
8 intervention from within or on the aircraft.

9
10 **72. Unmanned Aircraft Systems (UAS)** – Unmanned aircraft and its associated elements
11 (including communication links and the components that control the small unmanned
12 aircraft) that are required for the safe and efficient operation of the unmanned aircraft in
13 the national airspace system.

SECTION 2 - GENERAL REGULATIONS

2.01 COMPLIANCE WITH RULES AND REGULATIONS

a. Any permission granted by the City, directly or indirectly, expressly, or by implication or otherwise, to any Person to enter or to use the Airport or any part thereof, is conditioned upon compliance with these Rules and Regulations and the Minimum Standards of the Airport. In the event that these Rules and Regulations conflict with FAA regulations, the FAA regulations shall supersede these Rules and Regulations. In the event that differing specific requirements are imposed upon a Person by other Lease Agreements, Franchise Agreements or other agreements with the City of Manassas, the most stringent applicable requirements shall apply.

b. Any permission granted by the Director, after approval by the Airport Commission if such is necessary, under these Rules and Regulations, is conditioned upon the payment of any and all applicable fees and charges as established by the City.

c. Any person witnessing an unlawful act, suspicious activity, or security threat, will report it to the City of Manassas Police immediately. It is the responsibility of the person witnessing the act to also report such activity within 12 hours to the Airport Security Coordinator and their employer.

d. Any Person violating any of these Rules and Regulations shall be held accountable as provided by these Rules and Regulations, by any applicable law, or by any applicable administrative or contractual actions.

2.02 COMMERCIAL ACTIVITY

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

2.03 ADVERTISING AND DISPLAY

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

1 2.04 SOLICITATION

2
3 No Person shall Solicit fares, alms, or funds for any purpose or conduct any poll within the Airport
4 grounds without first obtaining permission from the City or its authorized representative. Such
5 actions are subject to reasonable restrictions to protect traffic, the public, businesses, and other
6 uses of the Airport by the public. These reasonable restrictions may limit solicitation to a defined
7 stationary area, may limit the number and sizes of signs and may require that someone attend the
8 signs.

9
10 2.05 RESTRICTED AREAS AND AIR OPERATIONS AREAS

11
12 No Person may, without the prior authorization of the Director or his authorized agent, enter the
13 Airport Operations Area (AOA) or any Restricted Area on the Airport except:

- 14
15 a. Persons assigned to duty thereon and entering in accordance with a security clearance
16 pursuant to a security program established or authorized by the Airport..
17
18 b. Aircraft owners, operators and their employees, pilots, passengers, and those engaged in an
19 Aeronautical Activity that have completed the Airport Driver Training Program.
20
21 c. Persons and/or entities authorized by the Director to perform Aeronautical Activities.
22
23 d. Police and fire and rescue personnel performing their duties.

24
25 All owner, operators of based aircraft and/or employees operating on the AOA shall complete the
26 Airport's Driver Training Movement and/or Non-Movement requirements.

27
28 2.06 AIRPORT SECURITY

29
30 Any Person using the Airport in any capacity shall follow the security requirements adopted by
31 the City and as required by local, state, and federal regulations.

- 32
33 a. Each Person and Tenant who has a Franchise Agreement or Lease Agreement, or other
34 agreement with the Airport and whose leased, franchised, or otherwise assigned area forms a
35 part of the Airport's perimeter fence, or whose leased, franchised, or otherwise assigned area is
36 in the main Terminal shall make every reasonable effort to prevent, restrict and deter
37 unauthorized access to the AOA through their leased, franchised, or otherwise assigned area.
38
39 b. Each Person and Tenant who is on the AOA shall comply with the all applicable parts of the
40 Airport's Security Program.
41
42 c. Each Person and Tenant who has a Franchise Agreement, Lease Agreement, or other
43 applicable agreement with the Airport shall be responsible for maintaining its outside Apron
44 and parking lot lighting system(s) in good working order and shall replace broken lamps and
45 fixtures within 48 hours of becoming aware of the problem. Lights that cannot be repaired
46 within 48 hours shall be reported to Airport Operations.
47

d. No person shall “piggy-back” through an Airport gate. Any Person that has been issued an Airport ID Badge, or is under escort by a Person who has been issued an ID shall stop and allow the gate to fully close before proceeding. Cardholders are responsible for any visitor or employee who enters the airfield under their escort. ID badges are only for use by the specific individual the badge was issued to. ID badges should not be loaned to others, or used to permit others to enter the Airport unless they remain under escort by the ID badge holder. See Section 2.13 Airport Badges and Identification.

e. Persons entering the AOA through a vehicle gate must activate their Motor Vehicle hazards or flashers before driving on throughout the AOA. Headlights on Motor Vehicles shall be used in low visibility conditions, hazardous weather, or at night.

f. 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(a)3 of these Rules and Regulations.

g. All Buildings and Hangars, when unattended for any period of time, shall be closed and locked so as to prevent unauthorized entry.

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

i. The Airport shall be promptly notified of any open or stuck gate and/or door which has direct access to the AOA. The reporting Person shall make a reasonable effort to monitor the gate until a response is made by the Airport or the gate/door is properly secured.

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

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

2.07 PICKETING, MARCHING AND DEMONSTRATING

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

2.08 NONPROFIT FLYING CLUBS

All Flying Clubs should be conducted in compliance with the requirements of FAA’s amended policy on Flying Clubs as found in 81 FR 13719 and with the Airport’s Minimum Standards.

2.09 OPERATING PROCEDURES, EMERGENCY PROCEDURES & DIRECTIVES

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

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

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

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

2.10 AIRPORT FEES

In accordance with the Code of Virginia §5.1-44, the City may establish fees or other charges for the use of the Airport or for services and activities at the Airport. All Airport fees and charges shall be paid on or before the date due. The City shall charge a late fee for all fees and charges that are not received by the due date. A list of fees and charges are listed in the Airport Minimum Standards. The Airport Director may assess penalties, violations, or fees if any items Airport Rules and Regulations are broken. The list of fees is not comprehensive and do not preclude any fees which may or may not be assessed by local, state, or federal agencies.

2.11 AIRCRAFT STATE LICENSES

All Aircraft that are based in the Commonwealth of Virginia for more than 90 (ninety) days during any calendar year are required to be licensed by the Virginia Department of Aviation pursuant to §5.1-5. On the Airport, these Aircraft must display the license decal at all times, or the owners must make available the aircraft registration card when requested.

2.12 BASED AIRCRAFT REGISTRATION

All Aircraft owners that Base their Aircraft at the Airport for more than ninety (90) shall register their aircraft with the Virginia Department of Aviation.

2.13 AIRPORT BADGES AND IDENTIFICATION

a. No Person shall access the AOA through a vehicle or pedestrian gate unless they are in possession of a valid ID Badge, unless they are directly escorted by a Person who is possesses a valid ID Badge. ID Badges are issued at the discretion of the Director or authorized representative. Persons who possess a valid ID Badge are responsible for any visitor or employee who enters the airfield under their escort or permission.

b. Persons with escort privileges must remain with the visitors or employees under escort at all times while on the AOA. Persons may not leave individuals unescorted.

1
2 c. At all times, Persons who have been issued an ID Badge must have it prominently display
3 above the waist on the outermost garment of clothing at all times. Badges must be clearly
4 visible and must be shown to the Airport upon request. Badges remain Airport property and
5 must be relinquished immediately upon request of the Airport
6

7 d. The Airport Director has the right to rescind permission for the use of any access control
8 device and to confiscate any Airport badge previously given to any Person for any lawful
9 reason, including but not limited to violations of Airport security standards and Rules and
10 Regulations.
11

12 e. All ID Badge Holders shall successfully complete the requirements of the Airport's Driver
13 Training Program prior to being issued an ID Badge and having unescorted access to the AOA.
14 This frequency of these requirements is subject to change as directed by local, state, and federal
15 regulations. Completing the Airport's Driver Training Program does not automatically grant
16 access to operate on the AOA.
17

18 f. Any Person in possession of an ID Badge, upon termination of employment, termination of
19 lease or whenever requested by the Airport, must return the ID Badge to the Airport within
20 five (5) calendar days.
21
22

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 or Restricted Area or governing the activities or demeanor of the public while on the Airport.

3.02 USE AND ENJOYMENT OF AIRPORT PREMISES

a. 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.

b. 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.

c. 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.

d. 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 City. The City provides the Airport for the use, benefit, enjoyment, and as a service to the public.

3.03 ENVIRONMENTAL POLLUTION AND SANITATION

a. Each Person while on Airport property shall conduct his/her activities thereon in such a manner as not to cause littering or any other form of environmental pollution.

b. No Person shall dispose of garbage, papers, refuse, or other forms of trash, including cigarettes, cigars and matches, except 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 storm drain or other systems which will result in water pollution having passed through such drain or system.

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 Director immediately. In no case shall any refuse be burned at the Airport.

e. 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, vaping, cigars, or pipes, or Aircraft Maintenance activities.

f. Any Person(s) who spills one quart or more of any petroleum product anywhere on the Airport shall immediately notify the Airport. The Person who spills the petroleum product shall submit a written report of the incident to the Airport within 24 hours of the spill.

g. Any Person(s) who spills 5 gallons or more of Jet A, Kerosene, 100LL or any other petroleum product on the Airport shall contact the Airport and the City's Safety and Hazardous Materials Officer, or the Fire Marshal, or both, immediately. The Person who spills the petroleum product shall submit a written report of the incident to the Airport within 24 hours of the spill

h. Appropriate industry standards shall be followed to minimize the use of ethylene glycol. Proper techniques should be used when de-icing Aircraft to ensure that only the amount of chemical needed to complete the job is applied. To the extent possible, other de-icing and anti-icing techniques should be utilized to minimize the use of ethylene glycol. These techniques are described in detail in the most recent version of FAA Advisory Circular (AC) 20-117. 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 on a monthly basis. The Airport Director may require a permit and specify a location for aircraft deicing operations. This may include a fee for the permit.

i. The use of salt or sodium chloride-based products for de-icing and the anti-icing of Runways, Taxiways, or Aprons is prohibited inside the AOA. Salt can be used for treating parking lots, sidewalks, and/or streets only.

3.04 ANIMALS

a. GENERAL REGULATIONS

No Person shall enter or be on 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 their 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.

1 4. No Person shall ride on horseback within the boundaries of the Airport except in those
2 areas so specified by easements.

3
4 5. Under no circumstances shall a domestic animal be permitted within the AOA unless it
5 is appropriately restrained or humanely contained.

6
7 b. TERMINAL REGULATIONS

8
9 1. No Person shall enter the Terminal with a domestic animal, unless such animal (1) is to
10 be or has been legally transported by air and is kept restrained by a leash or is otherwise
11 confined so as to be completely under control, (2) is a K-9 police dog or a search and rescue
12 animal under the control of authorized handlers or law enforcement officers, or (3) is a
13 designated as a service animal.

14
15 2. No Person shall permit, either willfully or through a failure to exercise due care or
16 control, any animal to urinate or defecate upon the sidewalks or grounds of the Airport or
17 upon the floor or carpet of the Terminal or any other Building used in common by the
18 public. In the event that an animal does urinate or defecate in violation of this Rule, the
19 Person responsible for the animal shall immediately clean up the area and shall be liable
20 for any associated costs.

21
22 3.05 PRESERVATION OF PROPERTY

23
24 No Person may destroy, injure, deface or disturb any Building(s), sign, equipment, or other
25 structure, tree, flower, lawn, or other property within the Airport boundaries.

26
27 a. No Person shall travel upon the Airport other than on roads, walks, or other rights-of-way
28 provided for such specific purpose.

29
30 b. No Person shall alter, add to, or erect any Building on the Airport, or make any excavation
31 on the Airport, without prior written approval of the Airport Director.

32
33 c. Any Person causing or being responsible for any injury, destruction, damage or disturbance
34 of property at the Airport shall report such damage to the Director or their authorized
35 representative immediately and shall be liable for the full amount of the damage.

36
37 d. No Person shall alter, add to, or erect any sign on the Airport without the Director's approval
38 and in a manner that is inconsistent with the City's zoning ordinances.

39
40 3.06 UNATTENDED OR ABANDONED PROPERTY

41
42 a. No Person shall willfully abandon any personal property on the Airport.

43
44 b. The Airport may remove any luggage, bags or parcels left unattended. All unattended, bags,
45 parcels or luggage are subject to being searched or disposed of according to all applicable
46 federal, state, and local laws and regulations.

1
2 3.07 AIRPORT CONSTRUCTION
3

4 a. No Person shall willfully interfere with, or hinder the progress of, any construction
5 project(s) conducted at the Airport.
6

7 b. No Person shall enter into or upon any construction area on the Airport without the prior
8 permission of the Director or a construction manager or superintendent, or without the proper
9 safety attire.
10

11 c. No Person who has permission to operate on a construction site shall do so without the
12 proper safety attire or be in a vehicle which is not properly marked. Vehicles shall be marked
13 with a rotating or flashing beacons and/or checkered construction flags.
14

15 d. No Person shall erect or operate a crane, tower, equipment, structure or install a device on
16 Airport property which has the capacity to be an obstruction which has the potential to
17 interfere with the safety of Aircraft or creates a hazard to navigation. The Person shall be
18 subject to compliance and restrictions as applicable by local, state, and federal regulations.
19

20 3.08 RESTRICTED ACTIVITIES
21

22 a. No Person shall operate a bicycle (electric or non-electric), scooter, moped personal assistive
23 mobility device, motorized skateboard, hover board or similar vehicle on any Runway,
24 Taxiway, Taxilane, or Apron without prior permission of the Director. Strollers and wheelchairs
25 can be used for their intended purpose as a means of transporting children and individuals from
26 landside to airside.
27

28 b. No Person shall walk or run on any Runway, Taxiway, Taxilane, or Apron without prior
29 permission of the Director. The Director may authorize such activities in order to accommodate
30 special events that are held at the Airport, or in the case of emergencies.
31

32 c. Walking or running on a Taxilane or Apron is permitted if the action is required as a part of
33 that Person's employment, or is associated with an Aeronautical Activity. Persons routinely
34 walking on a Taxilane or Apron are required to wear high visibility vests at all times while on
35 the AOA.
36

SECTION 4 - FIRE AND SAFETY**4.01 GENERAL**

All standards of the Statewide Fire Prevention Code are applicable City-wide and incorporated by reference as part of these Rules and Regulations. The purpose of this Section 4 is to provide fire prevention and self-fueling regulations and standards for those Persons who service or fuel Aircraft. Copies of NFPA 407 and the Virginia Statewide Fire Prevention Code are available in the offices of the City's Fire Marshal and Building Official. Copies of relevant FAA documents are available for reference in the Director's office.

4.02 FUELING OPERATIONS

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's Minimum Standards. All fueling operations, including self-fueling, at the Airport shall be conducted in accordance with the Statewide Fire Prevention Code, and latest edition of FAA Advisory Circular 150/5230-4. No deviations from the procedures of NFPA 407 are permitted without the prior written approval of the City 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 on the AOA and within fifty (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 one quart or more of any petroleum product is spilled, servicing shall cease immediately and the Person in charge shall notify Airport 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.
- h. No Aircraft shall be fueled while it is fully or partially inside of any Building, Hangar, or structure.

i. No fuel vehicle designed for or employed in the transportation of fuel shall operate on a Runway or Taxiway without the permission of the Airport. Fuel vehicles shall utilize designated service roads for traveling around the Airport. If the Person is granted permission to operate on a Runway or Taxiway, it must be equipped with a visible operating beacon, appropriately marked, and be in continuous two-way radio communications with the Manassas Air Traffic Control Tower. During periods when the Control Tower is not in operation, the Person operating the vehicle shall self-announce their position and their intentions prior to crossing an active Runway on the Common Traffic Advisory Frequency (CTAF) (133.1). The vehicle operator shall also announce when he or she is clear of all-active Runways and Taxiways.

j. No fuel vehicle shall be Parked within fifty (50) feet of any Airport Building.

k. Aircraft fuel servicing personnel shall not carry lighters, matches, or sources of ignition in their possession while performing servicing operations, or loading and unloading operations.

l. Defueling of Aircraft in a Hangar, fully or partially, is prohibited.

m. No Aircraft shall be fueled on the Runway, Taxiway or Taxilane.

n. Fuel Trucks shall be in compliance with applicable FAR Part 139 inspections and NFPA 409.

o. In compliance with local, state, federal laws.

4.03 NON-COMMERCIAL SELF-FUELING

Non-Commercial Self-Fueling is the dispensing of fuel into an Aircraft by an owner of the Aircraft from facilities and equipment that are provided by that owner. This Section 4.03 applies exclusively to the dispensing of fuel by Persons into Aircraft at the Manassas Regional Airport. This Section 4.03 shall not apply to Aircraft fuels and oil sales and services by a Full-Service FBO.

Any Person desirous of engaging in Non-Commercial Self-Fueling shall be accorded a fair and reasonable opportunity, without unjust discrimination, to qualify to receive a Non-Commercial Self-Fueling permit, if one is necessary. A Person that has a Franchise Agreement, 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 Airport. 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.

Any person who negligently engages in Non-Commercial Self-Fueling shall be responsible for any and all costs associated therewith, including, but not limited to, any required cleanup, any property or personal damage, or any reasonable remedial measures undertaken by the City.

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.

2. An Aircraft owner/operator may fuel his or her Aircraft.

3. Except in the Airport's consolidated fuel farm, no more than five (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 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, National Fire Protection Act 407 (as revised), 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 Airport will complete on the 1st or by the 3rd of the month, fuel meter readings for each tank at the Fuel Farm.

4. The Permittee, shall during the term of the permit, and for two (2) year 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 City. 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.

1 5. The Permittee shall arrange and demonstrate that satisfactory arrangements have been
2 made for the purchase of fuel through either an authorized Full-Service FBO at the Airport
3 or through a reputable off-airport aviation petroleum supplier/distributor, as determined in
4 the sole discretion of the Director.

5
6 6. The Permittee shall utilize the Airport's fuel farm facility to store his or her bulk fuel.
7 If there is room for expansion in the Airport's fuel farm, the Permittee may expand the fuel
8 farm at his or her expense with written permission of the Airport Commission. Under no
9 circumstance shall the Airport be responsible for expanding the fuel farm.

10
11 7. A Permittee who is authorized in writing by the Airport to construct or install a fuel
12 storage facility at the Airport shall do so at their cost and in a manner approved by the City.
13 In no event shall the total storage capacity be less than:

14
15 i. 12,000 gallons for Jet A Fuel

16
17 ii. 10,000 gallons for 100 LL Fuel (Avgas)

18
19 8. The use of a fuel truck for storing fuel or fueling directly from a fuel truck to avoid
20 using a tank in the Airport's fuel farm is prohibited.

21
22 9. Permittee shall utilize a single refueling vehicle for each type of fuel to be dispensed.
23 Avgas re-fuelers shall have a minimum capacity of 750 gallons and Jet re-fuelers shall have
24 a minimum capacity of 1,200 gallons. All refueling vehicles shall be capable of bottom
25 loading.

26
27 i. Each refueling vehicle shall be equipped and maintained to comply at all
28 times with all applicable safety and fire prevention requirements as set forth in the
29 Airport Rules and Regulations, the City of Manassas Fire Codes, and the National
30 Fire Protection Association (NFPA) Codes.

31
32 ii. Prior to transporting Fuel onto the Airport, the Permittee shall provide the
33 Airport with a Spill Prevention Contingency and Control Plan (SPCC) which meets
34 the regulatory requirements of the Virginia Department of Environmental Quality
35 (DEQ) for above-ground fuel storage facilities. A copy of such SPCC Plan shall
36 be filed with the Airport Director at least ten (10) business days prior to such
37 implementation. Such Plan shall describe, in detail, those methods that shall be
38 used by the Permittee to clean up any potentially hazardous fuel spills. This plan
39 shall also describe, in detail, which methods the Permittee intends to use to prevent
40 any spill from occurring.

41
42 iii. In accordance with all applicable regulations and appropriate industry
43 practices, the Permittee shall develop, maintain, and at all times abide by Standard
44 Operating Procedures (SOP) for fueling, and shall ensure compliance with
45 standards set forth in latest edition of FAA Advisory Circular 00-34 "Aircraft
46 Ground Handling and Servicing." The SOP shall include a training plan, fuel
47 quality assurance procedures, record keeping, and emergency response procedures
48 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 A of the Airport Minimum Standards.

vii. When not in use, refueling vehicles shall be stored on the Permittee's leased or franchised 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, vaping, or carrying lighted smoking materials or striking matches or other lighting devices shall not be permitted on any area of the AOA, nor in any area on the Airport where smoking is prohibited by the City, 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 Director. Engine pre-heaters that generate open flames shall not be permitted in any Hangars.

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

4.06 FRANCHISE AGREEMENT AND LEASE AGREEMENT HOUSEKEEPING

All Franchisees, Lessees, and Tenants shall keep the space franchised, 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 cover 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. Excessive storage of non-aeronautical items in areas deemed for aeronautical use or items that prohibited by the City building code (parking lots) are prohibited.

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 City codes federal or state laws. Except in the Airport's consolidated fuel farm, no more than five (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 oil, 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 keep, transport, or store lubricating oils on the Airport except in strict compliance with the applicable codes of the City of Manassas and the Commonwealth of Virginia.

d. No Person shall store vehicles, trailers, or equipment such as conex boxes (shipping containers), campers, boats, recreational vehicles, support equipment, 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, and recommended practices of the City of Manassas, the Commonwealth of Virginia and the FAA 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 or maintenance shelters. All electrical equipment and lighting systems are subject to inspection by the City Fire Marshal.

b. All power-operated equipment or electrical devices shall be shut off and disconnected when not in actual use. Extension cords and surge protectors inside Hangars are considered temporary wiring per the National Fire Protection Act (NFPA) and shall only be used for a maximum of ninety (90) days.

4.13 CONTAINERS

a. Persons doing business on the Airport must keep their trash in covered containers adjacent to sidewalks or roads in any public area of the Airport.

b. No Person shall operate an uncovered Motor Vehicle hauling trash, dirt, or any other material on the Airport unless prior permission is obtained from the Director or their 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.

1
2 4.14 DOPING, SPRAY-PAINTING AND PAINT STRIPPING
3

4 a. The use of "dope" (cellulose nitrate or cellulose acetate dissolved in volatile flammable
5 solvents) within any Hangars is prohibited.
6

7 b. For paint, varnish, or lacquer spraying operations, the arrangement, construction,
8 ventilation and protection of spraying booths and the storing and handling of materials shall
9 be done in accordance with NFPA Standards. The Director must approve all painting
10 operations at the Airport. No approval will be granted unless the proper permits from the
11 Virginia Department of Environmental Quality (DEQ) and the Environmental Protection
12 Agency (EPA) are in place and the facility has been approved by the City Fire Marshal.
13

14 4.15 FIRE EXTINGUISHERS
15

16 a. Fire extinguishing equipment at the Airport shall not be tampered with at any time nor used
17 for any purpose other than firefighting or fire prevention. All such equipment shall be
18 maintained in accordance with the standards of the NFPA. Tags showing the date of the last
19 inspection shall be attached to each unit showing the status of such equipment.
20

21 b. All Persons occupying Hangars, Aircraft Maintenance Buildings, or shop facilities shall
22 supply and maintain readily accessible fire extinguishers of the appropriate type, size, and
23 number that are determined by appropriate laws and building code. Fueling vehicles designed
24 for the transport and transfer of fuel shall carry on board at least (2) fire extinguishers, one
25 located on each side of the vehicle. All extinguishers shall conform to applicable NFPA
26 Standards.
27

28 c. Fire extinguishers inside the AOA that are in close proximity to any Aircraft or has the
29 capability of being used on an Aircraft must be BC rated of the appropriate size and number.
30
31

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 ATCT and applicable Airport Minimum Standards.

b. NEGLIGENCE 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 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 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 Director or their 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 Air Missions) 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 Airport within 24 hours. 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. If a written report is submitted to the NTSB, a copy of the report shall also be submitted to the Airport.

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, Aircraft parts, or debris involved in an Aircraft Accident or Incident shall be tampered with, moved from the accident scene, or operated unless first authorized by an official of either the NTSB or FAA, or the Airport, 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 Director, the 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 or any additional fees as assessed and permissible by local, state, or federal regulations.

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 applicable sections of the Manassas City Code, state, or federal regulations.

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), the 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 Airport Commission
7. Emergency Exercises
9. Construction Activity

b. TAKEOFFS AND LANDINGS

1. Every Person operating an Aircraft shall comply with and operate such Aircraft in conformity with instructions given by the ATCT.
2. When the ATCT is closed, every person operating an Aircraft shall comply with and operate such Aircraft in conformity with procedures recommended and outlined in the latest version of the Aeronautical Information Manual (AIM).
3. Any Person operating or controlling an Aircraft landing at or taking off from the Airport shall maintain engine noise within applicable noise limits as promulgated by the Federal Government, the Commonwealth of Virginia, City of Manassas, or the Airport, whichever is the most restrictive.

c. 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.

d. KITES, MODELS, ROCKETS, AND UAS

No kites, model airplanes, rockets, moored or free balloons, UAS, or other objects shall be flown on the Airport without prior written authorization from the Director.

e. ULTRALIGHT VEHICLES

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

f. PARACHUTING

Under special circumstances, the Airport Director may authorize parachuting as prescribed in FAR Part 105, Parachute Operations.

g. LIGHTER-THAN-AIR VEHICLES

Lighter-than-air vehicles (airships and blimps) may only be moored in the areas designated by the Director. A map of the designated mooring areas is available from the Director.

All UAS activities should be conducted in compliance with the most current applicable FAA Part 107 regulations and Airport's Rules and Regulations.

5.03 TAXI AND GROUND RULES

a. AIRCRAFT PARKING

1. No Person shall park an Aircraft in any area on the Airport except those designated, and in the manner identified, by the Director. If any Person uses unauthorized areas for Aircraft Parking, the Aircraft so parked may be removed by or at the direction of the Director at the risk and expense of the owner or operator thereof. The Director 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 leave an Aircraft, having a gross weight of less than 12,500 pounds, Parked and unattended overnight or long-term without properly securing the Aircraft in a designated tie-down space with tie-down rope or straps. Aircraft designed without suitable tie-down hooks or mooring connections shall be excluded.

3. No Person shall park an Aircraft in a tie-down space unless that Person has an approved tie-down Lease Agreement with the Airport and has provided the Airport 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 secured or locked down after seven (7) calendar days and 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.

1
2 **b. DISABLED AND/OR DERELICT AIRCRAFT**
3

4 An Aircraft owner shall be responsible for the prompt removal of any disabled Aircraft and
5 associated parts as instructed by the Director or authorized representative. Such Aircraft and
6 associated parts may be removed by the Director at the owner's or operator's expense and
7 without liability for damage which may be incurred as a result of such removal.
8

9 1. No Person shall Park or store any Aircraft in a non-flyable condition on Airport property,
10 including any leased or franchised premises, for a period in excess of ninety (90) days,
11 without the written permission of the Director.
12

13 2. No Person shall store or retain Aircraft parts or components as inventory anywhere on
14 the Airport, other than in an enclosed, authorized facility, or in a manner approved in
15 writing by the Director.
16

17 3. Whenever any Aircraft is Parked, stored or left in non-flyable condition on the Airport
18 in violation of the provisions of this Section, the Airport shall so notify the owner or
19 operator thereof by certified or registered mail, and require removal of said Aircraft within
20 fifteen (15) calendar days of the mailing of such notice. If the owner or operator is unknown
21 or cannot be found, the Director shall conspicuously post and affix such notice to the said
22 Aircraft, and require removal of said Aircraft within fifteen (15) calendar days of the date
23 of posting. Upon failure of the owner or operator of said Aircraft to remove said Aircraft
24 as required, the Director shall cause the removal of such Aircraft from the Airport and an
25 access ID Badge may be revoked. All costs incurred by the Airport shall be recoverable
26 against the owner or operator thereof. The Director shall not be liable for damages to any
27 Aircraft or loss of personal property that might result from the act of removal.
28

29 4. Aircraft found to be Parked in a tie-down space without an approved tie-down Lease
30 Agreement will be secured or locked down after seven (7) calendar days and will be subject
31 to removal by the Airport, at no risk or liability to the Airport, and at the expense of the
32 owner of the Aircraft.
33

34 **c. STARTING AND RUNNING AIRCRAFT ENGINES**
35

36 1. No Aircraft engine shall be run at the Airport unless a pilot, certified A & P (airframe
37 and power plant) mechanic, or other qualified individual to run the engines of that
38 particular type of Aircraft is at the controls.
39

40 2. No Person may run an engine of an Aircraft Parked on the Airport in a manner that
41 could cause injury to Persons or damage to property, or in a manner that could endanger
42 the safety of operations on the Airport.
43

44 3. The designated areas for Aircraft engine run-ups for Aircraft that have a gross weight
45 of 12,500 pounds or less are the run-up blocks located at the ends of Runways 16L-34R,
46 16R-34L, and Taxiway Kilo. Aircraft may also use Apron areas and Aircraft parking areas,
47 so long as the Person operating the Aircraft complies with item 2 of this section.
48

4. The designated areas for Aircraft engine run-ups for Aircraft that have a gross weight greater than 12,500 pounds are the run-up blocks located at the end of Runway 16L-34R, 34L and Taxiway Kilo, so long as the Person operating the Aircraft complies with item 2 of this section.

5. 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 or repair run-ups.

6. Noise emanating from Aircraft engines during ground operations shall be maintained within the applicable limits as promulgated by the Federal Government, the Commonwealth of Virginia, the City of Manassas, or the Airport, whichever is the most restrictive.

7. 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.

8. Maintenance engine run-ups in designated areas are restricted to the hours of 7:00AM to 10:00PM, Monday through Sunday. Operations conducted after these hours must be submitted for approval in writing to the Director. Engine run-ups associated with a safety preflight are permitted at all hours.

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 or objects. No Person shall taxi an Aircraft within the movement area until they have received clearance from the Control Tower, during Control Tower operating hours.

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, cones, or other visible safety devices.
- iv. The Aircraft is moved by a dolly or tug.

5. All Aircraft operations shall be confined to hard-surfaced Runways, Taxiways, and Aprons, unless otherwise approved by the Director or as directed by Air Traffic Control.

5.04 AIRCRAFT MAINTENANCE IN 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 Hangars. Such Aircraft Maintenance is also subject to the Manassas Regional Airport Minimum Standards, the limitations contained in these Rules and Regulations and any restrictions on such activities as may be promulgated by an applicable Franchise Agreement, Lease Agreement, or other applicable agreement.

b. CERTIFIED SPECIALISTS

An Aircraft owner/lessee may employ an FAA certified specialist for Aircraft Maintenance activity to his/her own Aircraft in a Hangar provided the certified specialist is registered with the Airport prior to performing Aircraft Maintenance as defined herein, and provided that the certified specialist complies with the Manassas Regional Airport Minimum Standards, and with the limitations on Aircraft Maintenance activities as specified in these Rules and Regulations and any applicable Franchise Agreement, Lease Agreement, or other applicable agreement.

Aircraft Maintenance activities shall not be in violation of NFPA 409 for Group III Aircraft Hangar, Use Group S-1.

c. ASSEMBLY OF AMATEUR-BUILT EXPERIMENTAL AIRCRAFT

Lessees or Franchisees of Hangars may accomplish assembly of an amateur-built experimental Aircraft, as defined by CFR Part 21.191, in their leased or franchised Hangar. The Person building the Aircraft must maintain compliance with any applicable Franchise Agreement, or Lease Agreement, any applicable By-Laws of the Hangar association, the Manassas Regional Airport Minimum Standards, and all limitations contained in these Rules and Regulations.

5.05 LIMITATIONS ON ACTIVITIES IN AIRCRAFT HANGARS

1. Except for oil in containers or as permitted by the City Fire Marshal, not more than five (5) 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 City of Manassas in its sole discretion.

2. The washing of Aircraft with running water within a Hangar not equipped with a functioning floor drainage system is prohibited.
3. Lessees or Franchisees or Tenants of all Hangars will exercise reasonable care to keep oil, grease, and similar substances off the floor.
4. Lessees or Franchisees or Tenants shall conduct no Commercial Activity of any kind whatsoever in, from or around Aircraft Hangars except as allowed by a Franchise Agreement, Lease Agreement, or any other agreement with the City of Manassas.
5. Space or Building heating systems or devices in any 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 City of Manassas Fire Marshal. 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 Director and the City of Manassas Building Official. Heating units must be installed in accordance with the City's Fire Code and Building Code requirements.
6. 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 Franchisee, Lessee, or Tenant.
7. Hangar Franchisees, Lessees or Tenants shall not cause an electrical overload of the Hangar circuits.
8. 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.
9. 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 Airport 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.
10. 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.
11. No Person shall operate any machinery or equipment in a Hangar that produces unshielded sparks.
12. 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.

13. Tools, equipment, and material that constitute a fire hazard are prohibited in Hangars.

14. 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 City's Building Official.

15. Hangar occupants shall maintain an approved, ten (10) pound minimum, dry chemical fire extinguisher suitable for use on Types "B" and "C" fires. The extinguisher shall carry a current inspection certificate from an approved fire equipment company or the City Fire Marshal. The ten-pound minimum pertains to the amount of dry chemical stored, not the net weight of the extinguisher.

15. 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 Hangars.

5.06 AIRCRAFT MAINTENANCE IN TIE-DOWNS

- a. Aircraft being stored in a tie-down may only conduct maintenance in a designated tie-down spot if the owner is an A&P licensed mechanic. All hardware and or parts removed for any reason shall be stored in the Aircraft, storage containers, or secured in such a manner to protect from the wind or incidental prop wash.
- b. Persons conducting preventative maintenance shall thoroughly inspect the space after conducting any preventive maintenance. No maintenance shall be conducted which could result in the damage or contamination of the Apron or surrounding areas, including the changing of oil. All other maintenance that can be legally performed on the Aircraft shall be conducted in a designated area or in a Building suitable and permitted by the Airport for the type of repair.

5.07 FOREIGN OBJECT DEBRIS (FOD)

- a. Each Person at Airport shall be responsible for the proper disposal of FOD on Aprons and the AOA. FOD shall be properly disposed of in closed containers that prevent the introduction of the FOD to Aprons and the AOA.
- b. When practical, dumpsters, trash containers, and storage containers shall be stored outside of the AOA. If required or authorized, containers inside the AOA must be properly sealed and secured to prevent FOD from being introduced back into the AOA.

SECTION 6 - MOTOR VEHICLES

6.01 GENERAL TRAFFIC REGULATIONS

a. AUTHORITY

The City of Manassas 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, loading/unloading zones, kiss and rides zones, 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 City of Manassas and/or the Commonwealth of Virginia shall be observed.

b. TRAFFIC SIGNS AND SIGNAL DEVICES

The City 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 City of Manassas Police, authorized Airport security officers, 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 AND MARKINGS

1. No Person shall operate upon the Airport premises any Motor Vehicle 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.

2. No Person shall operate upon the Airport premises any Motor Vehicle that does not have proper working headlights, hazards, or not in generally sound condition.

3. All Airport support Motor Vehicles operating on Aprons and Taxilanes, including fuel trucks, golf carts, crew cars, and tugs, shall be equipped with an operating flashing amber light or beacon when operating on a Runway, Taxiway, or Taxilane. Beacons must be visible from all directions and be flashing yellow. Support vehicles shall also be properly marked as per the latest version of FAA Advisory Circular 160/5210-5. Vehicles should be marked with a vehicle identifier and adequately visible at night with reflective Department of Transportation (DOT) tape.

4. In addition to Item 3 under this section, all Airport Motor Vehicles authorized to operate at the Runways and Taxiways shall be marked with their assigned company call-sign or company logo and be equipped with a two-way capable VHF radio.

e. CLOSING OR RESTRICTING USE OF AIRPORT ROADWAYS

The 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. The vehicle must be properly equipped per Section d of 6.01 of the Rules and Regulations.

g. TOWING OF BAGGAGE CARTS AND PODS

The number of baggage carts and pods being towed on the Airport shall not exceed three (3).

6.02 LICENSING

a. No Person shall operate a Motor Vehicle on the Airport without a valid driver's or 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 operator of any Motor Vehicle involved in an Incident or Accident on the Airport shall immediately stop such Motor Vehicle at the scene of the accident. The operator shall immediately, by the quickest means of communication, give notice of the Accident to the City of Manassas Police Department and the Airport.

6.04 SPEED LIMITS

a. AOA SPEED LIMIT

The speed limit for all Motor Vehicles operating inside the AOA is 15 MPH.

b. SPEED LIMIT ON PUBLIC ROADS

- a. Persons operating a Motor Vehicle on public roadways (outside of the AOA) shall obey all posted speed limit signs. Persons in violation of these speed limits may be subjected to violations and fines as issued or administered by the City of Manassas Police Department.
- b. 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, then existing.
- c. 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 or franchised property. Only those Motor Vehicles necessary for the servicing of Aircraft and the maintenance of the Airport may be parked on the AOA.

Any Motor Vehicle Parked on the AOA without the permission of the Airport shall be towed by the Airport. All costs incurred by the Airport shall be recoverable against the owner or operator thereof. The Director and or City shall not be liable for damages to any Motor Vehicles or loss of personal property that might result from the act of removal.

c. VEHICLES CROSSING TAXIWAYS AND RUNWAYS

1. All Motor Vehicles authorized to operate on Taxiways or Runways shall be equipped per Section 6.01d of the Rules and Regulations and an functioning aircraft radio or be escorted 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 their position and their intentions prior to operating on an active Runway or Taxiway. The Motor Vehicle operator shall also self-announce via aircraft radio when they are clear of Runways and Taxiways.

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 their authorized representative. Anyone accessing Runways or Taxiways must get approval by ATCT 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." All Motor Vehicles authorized and licensed for road use shall use public roads to access facilities.

2. All Motor Vehicles authorized to operate on Taxilanes, and/or Aprons shall have an operating flashing beacon or vehicle hazards,. During an emergency, blue/red-flashing lights are acceptable for police, fire and rescue vehicles.

3. No person shall operate a motorcycle anywhere on airport property without a helmet and flashing hazards.

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 any grass areas on the Airport 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.

Aircraft being tugged on the Apron or Taxilane 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. Motorcycles, scooters, etc shall park in marked spaces only and are prohibited to park on sidewalks or adjacent to buildings.

c. PARKING CHARGES

No Person shall Park a Motor Vehicle in any area requiring payment for Parking therein without paying the required parking fee for the right and privilege of Parking therein.

d. PARKING DURATION

No Motor Vehicle shall remain in any Public Parking Facility on the Airport for more than 48 consecutive hours. Prior written notification to the Director is required if the Motor Vehicle is to be parked for more than 48 hours.

6.07 RESERVED PARKING

No Person shall Park any Motor Vehicle in any reserved Parking area without a valid permit issued by the Airport permitting Parking in such a reserved area. Each vehicle Parked in said area shall prominently display the identifying insignia provided by the Airport or shall display other markings acceptable to the Airport. Every such vehicle shall be Parked only in the space or area specifically assigned to it.

6.08 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 loading and unloading of the public, passengers, and their baggage. Unattended vehicles may be cited and may be towed away in accordance with Section 6.09 of these Rules and Regulations.

1
2 6.09 AUTHORITY TO REMOVE VEHICLES
3

4 The Director or their authorized representative may remove or cause to be removed from any
5 restricted or reserved areas, any roadway or right-of-way, AOA, or any other area on the Airport,
6 any Motor Vehicle which is disabled, abandoned, or illegally or improperly Parked. The Director
7 shall not be liable for damages to any Motor Vehicle or loss of personal property that might result
8 from the act of removal.
9

10 6.10 ISSUANCE OF TRAFFIC CITATIONS
11

12 The City of Manassas Police Department is authorized to issue traffic citations to Motor Vehicle
13 operators who violate any provisions of this Section 6 of the Rules and Regulations, as well as any
14 applicable federal, state, or local law governing Motor Vehicles.
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16

SECTION 7 - AIRPORT MINIMUM STANDARDS

All Persons holding Lease Agreements, permits, Franchise Agreements, operating agreements or other agreements with the Airport shall conduct their operations in accordance with these Rules and Regulations, the provisions of the latest City Council approved version of the Airport Minimum Standards, and the provisions of any applicable Lease Agreement, Franchise 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 AND REMOVAL

- a. In addition to any penalties and remedies otherwise provided by City 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, Franchise Agreement, or other applicable agreement under which such Person is operating at the Airport.
- b. After investigation, the Director may issue to any Person that has violated these Rules and Regulations a written No Trespass Notice. The City of Manassas Police will serve the No Trespass Notice 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. The City of Manassas Police may send a copy of the No Trespass Notice United States mail, certified, return receipt requested, to the last known address of the Person on file in the Office of the Director, or as otherwise provided by the Person. An additional copy shall be kept on file at the Office of the Director.

SECTION 9 –HEARINGS AND APPEALS

Any Person aggrieved by a decision of the Director regarding enforcement of the airport rules, regulations and minimum standards may appeal that decision to the Commission within ten days after the Director's decision by delivering notice of such appeal to the City Attorney. The Commission shall set a date for a hearing on the Director's decision. If the 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 Director's decision. An appeal may be taken to the City Council from any final decision of the Commission. The Council 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 Director or the Airport Commission members. A recommended change shall be forwarded, in writing to the Director. The Director shall have the proposed amendment studied by the appropriate Airport staff and the Commission's Executive Committee, and then shall forward the proposal to the full Commission. The Airport Commission shall review the proposed amendment (s) and direct the Airport staff to post a notice on social media and the Airport'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 Director and must be received within the comment period. All comments will be considered by the Director and Commission. After considering all the comments, the Airport Commission will forward its recommendation to the City Council for approval or disapproval. If the amendment (s) is adopted by the City Council, the 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 City Council, unless otherwise specified.



MANASSAS REGIONAL AIRPORT COMMISSION

MEETING DATE:	July 10, 2024
TIME ESTIMATE:	5 Minutes
AGENDA TITLE:	Receive nominations for Vice-Chairman to serve from July 18, 2024 to June 30, 2025.
RECOMMENDATION:	That the Chairman receive nominations for Vice-Chairman.
MOTION:	N/A
DATE LAST CONSIDERED BY COMMISSION:	N/A
SUMMARY AND/OR COMMENTS:	The Vice-Chairman serves for a one-year term and is elected to their position by a vote of the entire Airport Commission. The Vice-Chairman position unexpectedly became open on June 28 th , prior to the start of the new term year. The job of the Vice-Chairman is described in the Airport Commission By-laws that are approved by the City Council.
FISCAL IMPACT:	N/A
STAFF CONTACT:	Juan Rivera, Airport Director jrivera@manassasva.gov (703) 361-1882

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Airport Director