

BROOKNEAL-CAMPBELL COUNTY AIRPORT AUTHORITY



RULES AND REGULATIONS
FOR THE
BROOKNEAL-CAMPBELL COUNTY AIRPORT
BROOKNEAL, VIRGINIA

December 20, 2007

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SECTION I – GENERAL PROVISIONS

PURPOSE

The rules and regulations contained in this document (hereinafter referred to as the Rules and Regulations) are intended to provide a structure for the management, governing and effective use of the Brookneal-Campbell County Airport (hereafter referred to as the Airport) in such manner as to better maintain order and protect the safety of both the public and the tenants of the airport. The Brookneal-Campbell County Airport Authority (hereafter referred to as the Authority) has the right to, and does hereby, regulate all commercial enterprises using the airport as a base of operation, whether such operation is aeronautical or non-aeronautical in nature. No commercial operation of any kind or type shall be conducted on the airport unless specifically authorized by the Authority. The use of the airport or any of its facilities in any manner shall create an obligation on the part of the user to obey all the Rules & Regulations herein provided and adopted by the Authority. The Rules and Regulations are intended to be reasonable, non-arbitrary and non-discriminatory.

DEFINITIONS

1. Aeronautical Activity means any activity conducted at airports which involves, makes possible, or is required for, the ongoing operation and safety of aircraft. 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, sale of aircraft parts and aircraft storage.
2. Aeronautical Services means any service which involves makes possible or is required for, the operation of aircraft, or which contributes to, or is required for, the safety of aircraft operations commonly conducted on the airport by a person who has a lease from the Authority to provide such service or any other service permitted by authorization of the Airport Manager.
3. Aircraft means a device which is used, or intended to be used, for flight in air.
4. Airport means the Brookneal-Campbell County Airport and all the property, buildings, facilities and improvements within the exterior boundaries of the airport, as it now exists on the Airport Layout Plan, or Airport Property map or as it may hereinafter be extended, enlarged, or modified.
5. ALP means the current Airport Layout Plan for the Brookneal-Campbell County Airport, which has been approved by the Federal Aviation Administration (FAA).

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6. Airport Operations Area or AOA means the area of the Airport used, or intended to be used, for landing and takeoff or surface maneuvering of aircraft, in addition to associated hangars, navigation and communication facilities.
7. Airport Owner means the Brookneal-Campbell County Airport Authority.
8. Airport Manager means the person employed by the Authority to manage the Airport.
9. Authority means the Brookneal-Campbell County Airport Authority of Brookneal-Campbell County, Virginia acting by or through its members or any duly authorized employee, agent or instrumentality of the Authority.
10. CTAF/UNICOM means a non-governmental communication facility which provides airport advisory information.
11. Designated Examiner means any person designated by the FAA under FAR Part 183 (e.g., a pilot examiner to conduct practical tests and issue airman certificates).
12. FAA means the Federal Aviation Administration and its successors.
13. FAR means Federal Aviation Regulation, as published and amended from time to time in the Code of Federal Regulations.
14. Fixed-Base Operator (FBO) means an individual, firm or corporation leasing or sub-leasing space and operating at the airport and providing two or more general aircraft services to the public, (e.g., fueling, maintenance, storage, ground and flight instructions).
15. Fixed-Base Operator Lease means any (a) lease agreement between the Authority and the FBO leasing property at the Airport, or (b) sub-lease agreement or assignment approved by the Authority between any FBO and any Person sub-leasing property at the Airport for the purpose of providing aeronautical services to the public at the Airport.
16. Flying Club means a non-commercial organization established to promote flying and develop skills in aeronautics, including pilotage, navigation, and an awareness and appreciation of aviation requirements and techniques.
17. Fuel means fuel intended for use in the propulsion of aircraft as otherwise defined in an operator's lease agreement.
18. Fueling Operations means the dispensing of aviation fuel into aircraft and ultralights.

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19. Fuel Vendor means an entity engaged in selling or dispensing aviation fuel to aircraft other than that owned or leased by the entity.
20. FSDO means Flight Standards District Office (FAA).
21. IFR means Instrument Flight Rules as set forth in the FAR.
22. Landside means all buildings and surfaces on the airport used by surface vehicular and pedestrian traffic outside the security fence.
23. Large Aircraft means an aircraft of more than 12,500 pounds maximum certified takeoff weight or turboprop and turbojet aircraft.
24. Minimum Standards means the standards as may be amended from time to time, established by the Authority as the minimum requirements to be met by an FBO or SASO or proposed FBO or SASO as a condition for the right to provide Aeronautical Services to the public at the airport.
25. NFPA means the National Fire Protection Association.
26. NOTAM means Notice to Airmen published by the FAA (e.g., a method of notifying the flying public of conditions at the Airport that may affect flight).
27. NTSB means the National Transportation Safety Board or any successors.
28. Operator means an individual, firm or corporation leasing or sub-leasing space and providing an Aeronautical Service to the public at the Airport.
29. Person means an individual, corporation, government or governmental subdivision, partnership, association, or any other legal entity.
30. Ramp Privileges means the driving of a vehicle upon an aircraft parking ramp on the airside of the airport to deliver persons, cargo, or equipment to an aircraft as a matter of convenience or necessity.
31. Specialized Aviation Service Operations (SASO) means any person or entity with a lease or sub-lease from the Authority to provide only a single Aeronautical Service to the public at the Airport. A SASO cannot provide Fuel and Oil Dispensing Services.
32. Self-Fueling Operator means a person who dispenses aviation fuel to aircraft owned or leased from others and operated by such person.
33. Self-Service Fueling means fueling performed by individuals using the self-service fueling facility (i.e., 24/7 card swipe fueling system).

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34. Self-Maintenance means all repairs and/or assembly to aircraft or engines, as specified in FAR 43, Preventive Maintenance, Appendix A, paragraph (c) by the aircraft owner or operator.
35. Small Aircraft means an aircraft of 12,500 pounds or less maximum certified take-off weight.
36. Shall means mandatory and not directory.
37. Special Event means an Aeronautical Activity which does not comply with the Airport Rules and Regulations or which, although it may comply with the Rules and Regulations, may require an accommodation by other users of the Airport. Special Events includes, but are not limited to, fly-ins, air shows, skydiving exhibitions, balloon operations or similar events or activities.
38. State means the Commonwealth of Virginia unless other wise noted.
39. Tenant means an individual, firm or corporation leasing or sub-leasing space on the Airport to domicile an aircraft for its private use.
40. VFR means Visual Flight Rules as set forth in the FAR.

AIRPORT OPERATIONS

The Airport will be open to all aircraft 24 hours a day, every day of the year, except that the Airport may be closed when either the Authority or the Airport Manager determines that an unsafe condition exists. The Airport may remain closed until the unsafe condition has been corrected or no longer exists.

FBOs or SASOs are not required to be open at all times the Airport is open.

AIRPORT MANAGER

The Airport Manager is hired by the Authority, reports to the Authority, and is the Authority's representative at the Airport. The Airport Manager is responsible for the overall management and operation of the Airport. The Airport Manager is authorized to take all reasonable actions necessary to protect and safeguard both the Authority property and the public at the Airport and to oversee all Airport operations for compliance with these Rules and Regulations. The Airport Manager will use reasonable efforts to coordinate tenant activities to avoid conflicts.

INSURANCE

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1. Each FBO and SASO shall maintain the following insurance policies as required by these Rules and Regulations when the exposures covered by each described policy exist within the business operations of the FBO or SASO, and/or when required by state, Authority or federal law:

- a. Workers Compensation and Employers Liability Insurance. This insurance will pay the lessee's obligation under the Workers Compensation Act of Virginia.
- b. General Liability Insurance. This insurance must be written on an "occurrence" basis, responding to claims arising out of any occurrences, which may take place during the policy period. The general liability form shall provide limits of at least the following with no deductible:

- \$1,000,000 each occurrence for bodily injury & property damage.
 - \$1,000,000 each incident for personal and advertising injury.
 - \$1,000,000 product-completed operation aggregate.
 - \$1,000,000 general aggregate.

The contractual liability coverage shall include protection for the FBO or SASO from claims arising out of the liability assumed under the indemnification provision of these Rules and Regulations.

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

Insurance against fire, windstorm or other casualty, including all standard extended coverage available, upon all of the FBO's or SASO's personal property, together with such medical payments coverage as the FBO or SASO may desire. In connection therewith, the FBO or SASO holds the Authority harmless against loss or damage to the FBO's or SASO's person or property by reason of any casualty other than the negligence or fault of the Authority.

- c. Business Automobile Liability Coverage. Business automobile

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liability insurance shall apply to any automobile, including all owned, hired and non-owned vehicles, to a combined single limit of at least \$300,000 each accident. Any statutorily required "No-Fault" benefits and uninsured/underinsured motorist coverage shall be included.

- d. Aircraft Liability Insurance. This insurance shall provide aircraft liability, including temporary substitute aircraft and non-owned aircraft liability, to a combined single limit of at least \$1,000,000 with a limit of \$100,000 each passenger per occurrence. Coverage shall apply to bodily injury or death and mental anguish, including passenger injuries and property damage.
- e. Hangarkeepers Liability Insurance. Hangarkeepers legal liability coverage shall include protection for those lessees operating a hangar storage or aircraft maintenance/repair service to a limit of at least \$1,000,000 each occurrence.

The Authority is to be included as additional insured.

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

- 2. All policies shall be obtained through responsible insurance companies of recognized standing which are authorized to do business in the Commonwealth of Virginia. The insurance companies shall have an A.M. Best's rating of at least "A" or better and a financial size of "Class VII" or higher. Insurance company's ratings shall be taken from the latest edition of Best's Insurance Reports.
- 3. All liability policy limits shall be written on what is commonly known as a "Combined Single Limit" basis, and extend to both "property damage" liability and "bodily injury" liability. (Note: the Aircraft Liability policy may contain a sub-limit per passenger per occurrence.)

A combination of limits, from a basic (or underlying) policy and an umbrella policy, may be used to reach the total liability limit required.

The contractual liability coverage shall include protection for the FBO and SASO from claims arising out of the liability assumed under the indemnification provision of these Rules and Regulations.

All liability policies shall name the Authority as an "additional insured" and evidence of such shall be delivered to the Authority through the Airport Managers Office in the form of a certificate of insurance issued by the various insurance

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companies. Certificate shall state that the Authority is an additional insured and shall provide for a 30-day advance notice to the Authority in the event of termination, cancellation, or material change in the policies.

4. Each FBO or SASO may obtain insurance coverage or limits in excess of those required by the Authority, but in no event shall carry limits that are less than those specified in the Rules and Regulations.
5. Any person, business, or organization providing an aeronautical service to the public at the Airport under the supervision of, or pursuant to, an arrangement with an FBO or SASO shall not be required to obtain the insurance described above, if the insurance policy or policies of the FBO or SASO cover that person, business, or organization to the same extent, and in the same amount, as the applicable insurance policy described above for the FBO or SASO. Otherwise, said person, business, or organization shall comply with these Rules and Regulations, and shall be required to evidence coverage either through an FBO or SASO policy or their own policy with the requirements listed above.
6. Insurance for aircraft registered in Virginia shall be in accordance with the Code of Virginia, 8.1, Title 5.1-88.1 through 6 and minimum coverage shall be as follows:
 - a. \$50,000 bodily injury or death of one person.
 - b. \$100,000 bodily injury or death of two or more persons.
 - c. \$25,000 property damage protection.
 - d. \$250,000 single limit policy.
7. Each FBO and SASO shall:
 - a. Promptly deliver to the Airport Manager copies of all notices and claims of loss and any documentation or correspondence related to such losses.
 - b. Promptly submit and diligently pursue notices of all claims of loss insured under any required insurance policy to the respective insurance companies.
 - c. Comply with all terms and conditions of the required insurance policies.

INDEMNIFICATION PROVISIONS

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Each FBO and SASO as a condition to becoming or continuing as such shall agree to indemnify and hold the Authority and each of their officers, officials, representatives, agents, employees, successors or assigns harmless from all claims and liabilities (including, legal fees without limitation) arising out of the use of the Airport.

REPORTING REQUIREMENTS

1. In order to promote and maintain safety at the Airport, any pilot, Skydiver, Drop Zone Manager, FBO or SASO should report to the Airport Manager any bodily injury requiring medical attention, or any damage to property at the Airport, or any other accident, incident, occurrence or unsafe practice relating to any aircraft which any one of the above owns, leases, flies, or any Aeronautical Activity in which any are involved. A form is attached (see **EXHIBIT "A"**) for use in those instances. If the accident or incident report is required under NTSB, Part 830, a copy of that information may be submitted to the Airport Manager in lieu of the form in **EXHIBIT "A."**

2. The following are examples of accidents, incidents, unsafe practices or occurrences that shall be reported promptly to the Airport Manager:
 - a. Aircraft Operations:
 - (1) Aircraft landing off the runways without prior permission of the Airport Manager.
 - (2) Aircraft breaking runway or taxiway lights or any airport fixtures, signs, approach lights, or visual aids such as VASI, etc.

 - b. Skydiving Operations:
 - (1) Skydiver crossing the runway at less than 500 feet AGL.
 - (2) Skydiver impacting a structure and causing damage or injury.
 - (3) Skydiver not landing in the Designated Drop Zone.

3. The report shall include the following information:
 - a. Location, date and time of incident and the identity of each Person and Aircraft involved;
 - b. Nature of any injuries suffered by any Person as a result of the incident and the name and address of any Person injured;

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- c. Nature and extent of any property damage occurring as a result of the incident and the name and address of the owner of the damaged property; and
- d. A narrative explaining the circumstances of the incident occurrence or unsafe practice.

GROUND VEHICULAR TRAFFIC AND PARKING

1. Unless otherwise indicated, traffic laws of the Commonwealth of Virginia and/or the Brookneal/Campbell County Airport Authority shall apply to the streets, roads, and designated vehicular parking areas at the Airport. Designated parking areas are on the gravel lots adjacent to the terminal building and as designated by the Airport Manager. Nothing in this section shall be construed to prohibit the FBO or SASO from using vehicles to transport supplies to hangars, but the vehicles shall not remain on the AOA after the supplies have been delivered to the hangar.
2. All vehicles, other than emergency vehicles and those operating under emergency conditions, are limited to the maximum speed as posted or 25-MPH on any street within the boundaries of the Airport. A maximum of 15 MPH shall be observed when operating around hangar areas, fuel areas, etc. A safe and reasonable speed should be maintained on other areas. The Airport Manager may authorize exceptions in advance and in writing. Additional vehicle operating rules in the AOA are contained in **EXHIBIT "B"**.
3. Aircraft owners and pilots who own or rent spaces or hangars on the Airport may drive to their aircraft or hangar, as approved and directed by the Airport Manager and, at their own risk, may park private vehicles in or near their hangars if ingress or egress to other hangars is not impeded. Aircraft owners may park their cars in their hangars when their aircraft are away (i.e., in use).

PEDESTRIANS, PASSENGERS AND SIGHTSEERS

All pedestrians, air carrier passengers and sightseers at the Airport shall remain behind the fence off the AOA, or in designated areas and shall be escorted onto the AOA by the Airport Manager, FBO personnel or tenant. FBOs are responsible for safety enforcement on their leased areas.

SECURITY

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All operators based on the Brookneal-Campbell County Airport shall comply with all Federal, State and Local security laws currently in force, or which shall be imposed in the future. All FBOs, SASOs and tenants shall comply with all published security regulations.

The Airport Manager may order the immediate removal from the Airport grounds of persons or equipment that pose an immediate or apparent risk or threat to the security of persons, property, or equipment. Failure to follow the lawful order of the Airport Manager shall subject any person to criminal prosecution for trespassing, and shall subject any equipment to immediate removal and off-site storage.

1. All FBOs, SASOs and tenants shall be responsible for monitoring persons in their respective AOA. This includes visitors, delivery, and fuel trucks.
2. All FBOs, SASOs and tenants with a gate that separates the general public and the AOA shall keep it closed and locked at all times. If the gate has malfunctioned, the FBO, SASO or tenant shall take the necessary precautions to temporarily restrict access to the AOA and immediately notify the Airport Manager.

ADVERTISING SIGNS

No signs or advertising, other than those existing on the date these rules are adopted by the Authority shall be placed or constructed upon the Airport, Airport entrance roads, or on any building or structure or improvement thereon, without prior written approval of the Airport Manager. All signs or advertising media shall be kept in good repair and neat in appearance and must comply with the Authority Code and local ordinances.

AIRCRAFT OWNER MAINTENANCE

1. Nothing contained herein shall prevent any Person operating aircraft on the Airport from performing any services they may wish to perform on their own aircraft so long as they adhere to these Rules and Regulations.
2. All repairs and/or assembly to aircraft or engines, other than specified in FAR 43, Preventive Maintenance, Appendix A, paragraph (c), made by the aircraft owner, FBO or SASO shall be made in the spaces or areas designated for such purpose by the Airport Manager or Authority or in the leased area of the Operator. The repairs and/or assembly shall not be made on any part of the landing area, taxiways, ramps or fueling or service areas, and shall be completed within a reasonable timeframe and not produce waste or any unsightly condition and must be in compliance with all other Federal, State and Authority requirements. Reservations for the maintenance spaces can be made with the Airport Manager. See **EXHIBIT "C"** for designated space location.

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AIRCRAFT SELF-FUELING

1. Aircraft owners may self-fuel their aircraft on the Airport. Individuals and corporate aircraft owners using mobile fueling equipment must obtain a self-fueling permit from the Airport Manager. Procedures for obtaining a self-fueling permit are contained in **EXHIBIT "D."** Those Aircraft owners who have obtained a self-fueling permit will adhere to the following rules governing self-fueling:
 - a. All Aircraft shall be fueled in the area designated by the Authority for self-fueling. The Authority will provide and maintain fire extinguishers and maintain this area.
 - b. Both the approved fueling equipment and the fuel shall be brought to the designated self-fueling area only when fueling is to be accomplished. A current self-fueling permit must be available for inspection by the Airport Manager upon request.
 - c. Mobile fueling equipment may be stored on lessee leased area if it complies with NFPA 407 and is in a containment area meeting EPA standards. Fuel purchased from a vender off the Airport shall not be delivered to the lessee's mobile fueler on the Airport by the fuel vender.

PERMITS

1. No Person may provide an Aeronautical Service at the Airport unless:
 - a. The Person has an Aeronautical Operating agreement executed by the Authority to provide an Aeronautical Service on the Airport, or
 - b. The Airport Manager has issued a permit authorizing the Person to provide the Aeronautical Service at the Airport. The requirement for a permit does not apply to any FAR Part 183 FAA designated examiner acting as such.
2. The Minimum Standards, shall, in addition to any application or leasing requirements of the Authority, apply to any FBO or SASO Operating Agreement.
3. Permits shall be issued by the Airport Manager to any Person who satisfies the conditions listed below for the Aeronautical Service:
 - a. Any Person providing flight instruction as a part-time business shall provide the following to the satisfaction of the Airport Manager:
 - (1) proof of current FAA authorization appropriate to the types of instruction being offered, and a current medical certificate as required by the FAR.

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- (2) proof of the necessary Campbell County business license, if applicable.
 - (3) proof of aircraft bodily injury and property damage liability insurance in the amount of \$500,000 (limited to \$100,000 each passenger), with no deductible amount and naming the Authority as additional insured. Coverage shall apply to bodily injury or death, passenger injuries, including mental anguish, and property damage.
- b. Any Person providing aircraft repair and/or inspection services, other than owner-preventive maintenance as defined in FAR Part 43, shall have:
- (1) Proper and current licenses approved by the FAA, with appropriate ratings to cover the types of repairs or inspection work being offered.
 - (2) A business license, if applicable.
 - (3) Insurance in accordance with the provisions of Section I, E “Insurance” of the “Rules and Regulations” document. Special attention should be paid to the “additional insured” and “indemnification” provisions of the referenced document.

The contractual liability coverage shall include protection for the Permit Holder from claims arising out of the liability assumed under the indemnification provision of these Rules and Regulations.

- c. Any Person based outside of the boundaries of the Airport and providing warranty service to a customer who’s Aircraft is located on the Airport shall have:
- (1) Proper and current licenses approved by the FAA with appropriate ratings to cover the types of repairs or inspection work being offered.
 - (2) A business license if applicable.
 - (3) Insurance in accordance with the provisions of Section I, E “Insurance” of the “Rules and Regulations” document. Special attention should be paid to the “additional insured” and “indemnification” provisions of the referenced document.

The contractual liability coverage shall include protection for the Permit Holder from claims arising out of the liability assumed under the indemnification provision of these Rules and Regulations.

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- d. Other aeronautical services that any person may wish to perform on the Airport requiring approval of the Authority prior to operating on the Airport.
 - e. Persons wanting to provide non-aeronautical services on the Airport shall submit a request to the Airport Manager describing the non-aeronautical operation and requesting a Permit or a lease from the Authority.
4. Each Permit shall be issued for a designated time and date or for a period not to exceed one (1) year; based on the contemplated activity, impact on the safety of airport operations, past experience with the requester, current circumstances and the civil aviation needs of the public.
 5. The Authority may establish and revise fees for issuing Permits.

SPECIAL EVENTS

Any Person wishing to sponsor a Special Event shall obtain prior written approval of the Authority. The Authority shall require such safeguards in addition to those set forth in these Rules and Regulations deemed necessary to protect the Airport, aircraft using the Airport and the general public. These requirements may include, but are not limited to, bonds, insurance policies, and additional security personnel, paid for by the Special Event sponsor or facilities as well as evidence of any necessary waiver or authorization issued by the FAA. The Authority is prohibited by the FAA from closing the Airport for any activity which is not an Aeronautical Activity. The Authority may establish and charge reasonable fees for Special Events.

CONSTRUCTION ON THE AIRPORT

1. Construction contractor's equipment and personnel vehicles will be marked, following the guidelines established by the FAA in the current edition of its Advisory Circular 150/5370-2, Operational Safety on Airports During Construction, Section 2, paragraph 2-4, Vehicles on Airports, as may be amended or supplemented from time to time.
2. During periods of construction activity within 250 feet of Runway 6/24 centerline and 93 feet from the centerline of a taxiway, a radio operator with an operative two-way radio must be on the construction site. The operator's function is to control and direct the movement of the construction equipment, not aircraft, via information from the CTAF/UNICOM operator or as may otherwise be required to ensure the safety of persons and property in the vicinity of the construction site.
3. Landing, taking-off and taxiing aircraft always have the right of way.

SOLICITATION OF FUNDS

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No person shall solicit funds for personal gain on Airport grounds and no signs or advertisements may be posted at the Airport without permission of the Authority.

TRASH DISPOSAL

Garbage, refuse and other waste material shall be placed in receptacles provided for such purpose.

DESTRUCTION OF AIRPORT PROPERTY

No person shall destroy, remove or disturb in any way buildings, signs, equipment, markers, or other property on the airport.

PETS ON AIRPORT

All pets within the airport-fenced area shall be under control at all times.

RUNWAY STRENGTH

The landing area facilities constructed are primarily intended for the use of powered aircraft whose weights are not in excess of the published weight limitations of the paved surfaces concerned. Operations of aircraft in excess of the weight limitations may be permitted on an infrequent basis with prior permission from the Airport Manager after review by the Airport Consulting Engineer. A limited use waiver must be formally requested and granted prior to any such use.

SECTION II - AIRCRAFT OPERATION

RESPONSIBILITIES

1. Operation of all aircraft at the Airport shall be done in a safe and responsible manner and in compliance with these Rules and Regulations, the FARs, FAA Advisory Circulars and the requirements of other appropriate governmental agencies. Each Person operating an aircraft is responsible for the safety of its operation and for the safety of others exposed to such operation.
2. Based aircraft shall be registered and insured in accordance with all applicable Federal and State requirements.
3. All Aeronautical Services for aircraft using the Airport landing facilities will be performed on the Airport. No aircraft involved in aeronautical services will be allowed to taxi or be towed off the Airport for storage, service or to pick up or deliver cargo.

COMMUNICATIONS

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1. All pilots of aircraft having radio equipment permitting 2-way communications should announce their intentions when within 10 miles of the Airport. Pilots are encouraged to maintain a listening watch on the CTAF/UNICOM frequency (122.7 MHz) when operating within a 10-mile radius of the Airport. All departing aircraft should announce on the CTAF/UNICOM frequency their intentions and the runway to be used for departure.

2. RADIO OPERATIONS:
 - a. All aircraft based at, or using, the airport facilities are encouraged to have a properly functioning two-way radio, which, under normal conditions, is capable of allowing pilots to communicate on the CTAF/UNICOM frequency within a 10-mile radius from the Airport.

 - b. Only ground vehicles with an operational two-way radio may operate upon, or adjacent to runways and taxiways. All other ground vehicles must be escorted by a ground vehicle with an operational two-way radio. Such two-way radios must be capable of transmitting on and receiving the CTAF/UNICOM frequency.

 - c. Unescorted ground vehicles without a two-way radio may only operate upon taxiways and runways with prior permission of the Airport Manager. Such ground vehicles shall display on the rear of the vehicle an orange and white checkered flag of a size not less than three feet (3) square.

TRAFFIC PATTERNS

1. All aircraft operating into and out of the Airport shall follow the approved Airport traffic pattern which has been established. See **EXHIBIT "E."**
 - a. Traffic pattern altitude for the Airport is 1400 feet MSL for single-engine and light twins and 1900 feet MSL heavy twins and turbine Aircraft.

 - b. Traffic pattern is standard left hand for both Runway 6 and for Runway 24.

2. Helicopter traffic pattern is 500 feet AGL avoiding congested areas and flow of fixed wing traffic. Air taxiing is permitted only over the runway, ramp and taxiways. Helicopter operators shall operate so as to minimize rotor downwash on the ramp. Helicopters in appropriate circumstances, determined by the Airport Manager or his designee, may be required to be towed to the taxiway before engine start.

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3. The pattern for ultralights is between the immediate right of runway 6 and inside the service road extending no more than 1,000 feet from the end of each runway and inside the general aviation pattern.
4. All takeoffs or landings by powered airplanes shall be on the paved runway unless otherwise approved by the Airport Manager.

AIRCRAFT OPERATION

1. Aircraft maintenance run-ups will be conducted only in places approved by the Airport Manager.
2. The landing gear of aircraft shall be chocked with wheel blocks or other approved devices, except in cases where, in the opinion of the Airport Manager, other procedures are equally safe.
3. At no time will aircraft with engines running or engines being tested be left unattended.
4. At no time shall engines be warmed up or operated when hangars, shops, offices, building, persons, equipment, passengers or aircraft landing, parked or taking off are in the path of the propeller stream or jet engine exhaust.
5. Propeller and exhaust noises shall be kept at a minimum at all times on the airport.
6. Starting engines shall be prohibited until all standard safety precautions have been met.
7. Operation of aircraft engines shall be restricted to qualified personnel.
8. No air-carrier shall operate from the Airport without a contract or without the expressed written approval of the Airport Manager. Such carriers shall comply with contract conditions or directions from the Airport Manager as to loading and unloading of passengers at designated places.
9. No aircraft shall be operated on the surface of any public landing areas, public aircraft ramps or apron area, public cargo ramp and apron area or public aircraft parking and storage area in a careless or negligent manner or in disregard of the rights and safety of others, or without due caution or at an unreasonable speed or manner which endangers persons or property.
10. Rotorcraft shall not operate close enough to create a hazard of any area where an aircraft is parked or operated.

BROOKNEAL-CAMPBELL COUNTY AIRPORT RULES AND REGULATIONS

EQUIPMENT AND MISCELLANEOUS ITEMS IN THE APRON AREA

All ramp equipment shall be parked and kept in a neat and orderly manner. No receptacles, chests, cases or housing shall remain on the apron or ramp area that do not fit in with the general architectural and cleanliness standards of the rest of the installation as determined by the Airport Manager.

REMOVAL OF AIRCRAFT BY MANAGER

Upon direction from the Airport Manager, the operator of any aircraft parked or stored at any terminal or hangar shall move said aircraft from the place where it is parked or stored to any other designated place. If the operator refuses to comply with such direction, the Airport Manager may tow the aircraft to the designated place at the operator's expense without liability for damage, which may result in the course of such move.

UNSAFE AIRPORT CONDITIONS

In the event the Authority or the Airport Manager determines that conditions at the Airport are unsafe for landings or takeoffs, a NOTAM shall be initiated to close the Airport, or any portion thereof, for a reasonable period of time (i.e., until those unsafe conditions can be corrected or no longer exist).

REMOVAL OF DAMAGED AIRCRAFT

Whenever an accident occurs on any runway at the airport, the Airport Manager or his designee will close the affected runway immediately and a Notice to Airmen (NOTAM) will be issued through Leesburg Flight Service. In the event any aircraft is damaged, and cannot be moved under its own power, the pilot shall immediately notify the Airport Manager, the aircraft owner and the FBO or SASO, as well as comply with any applicable provisions of the FARs.

Subject to governmental investigation and inspection of the damaged aircraft, the owner or pilot of the damaged aircraft, or the owner's agent or legal representative shall, as soon as reasonably possible, obtain the necessary permission for removal of the aircraft from any landing area, taxiway, ramp, tie-down area or any other traffic area and park or store the aircraft in a location designated by the Airport Manager. If for any reason the owner, of the aircraft fails to remove the wrecked or damaged aircraft from the AOA or Airport as requested by the Airport Manager, the Authority, FBO or SASO may cause the removal and storage or disposal of the wrecked or damaged aircraft at the sole expense of the aircraft owner without liability for further damage as a result of the removal.

When the wreckage is removed, only the Airport Manager or his designee will determine when and under what circumstances the affected runway will be reopened to aircraft

BROOKNEAL-CAMPBELL COUNTY AIRPORT RULES AND REGULATIONS

traffic. The Runway will only be reopened following a documented visual inspection of the runway by a person qualified to do so.

AIRCRAFT PARKING

No person shall park, store, tie down or leave any aircraft on any area of the Airport where prohibited by these Rules and Regulations or by the direction of the Airport Manager or his designee.

1. Aircraft pilots, owners or agents shall properly secure their aircraft while parked or stored. Aircraft pilots, owners or agents are solely responsible for parking and tying down their aircraft and for any special security measures required by weather or other conditions at the Airport. Aircraft pilots, owners or agents shall also be responsible for securing aircraft in a manner necessary to avoid damage to other aircraft or buildings at the Airport in the event of wind or other severe weather. Owners, pilots or agents of all aircraft shall be held solely responsible for any damage or loss resulting from the failure of such owner, pilot or agents of such aircraft to comply with these Rules and Regulations.
2. Each tie-down space being rented by FBOs on a monthly basis shall be assigned to a specific operator. A person shall not knowingly take or use any aircraft tie-down facility when such facilities are already in actual use by, or rented to, another person. Tie-down space renters shall not sublease their space.
3. All cargo shall be loaded and unloaded in the leased areas of those FBOs or SASOs who provide that aeronautical activity.

FIRE PREVENTION

Fire prevention at the Airport is governed by the State and local fire codes and the current edition of NFPA 407 and 409, including all NFPA Standards referenced in 407.

1. No aircraft shall be fueled or defueled while its engine is running or while in a hangar or other enclosed place. Fueling or defueling shall be done in such a manner and with such equipment that adequate connections for electrical bonding shall be continuously maintained. Rapid refueling shall be accomplished in accordance with the provisions of the current addition of NFPA 407.
2. The cleaning of engines or other parts of Aircraft shall not be accomplished in any hangar except with nonflammable substances. If flammable liquids are used for this purpose, the operation shall be conducted outside in the open air in designated spaces. Flammable liquids shall be stored in Underwriters Laboratory (U.L.) approved containers. All aircraft painting shall be done in accordance with safety procedures approved in writing by the Authority.

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3. All hangar and shop floors shall be kept clean and free of oil, gas, and other flammable substances. No volatile, flammable solvent shall be used for cleaning floors. No rags soiled with flammable substances shall be kept or stored in any building on the Airport in such manner as to create any fire hazard.
4. No person shall smoke or produce any open flame including the use of kerosene heaters anywhere within a hangar, building or structure in which any aircraft may be stored, or in which any gas, oil or flammable substance is stored, or within 50 feet of any aircraft or any fueling facility. All persons must adhere to State and local fire codes when heaters and open flames (e.g., acetylene torches for heating components, welding or soldering) and arc welding equipment are being used in maintenance hangars.
5. Any Person using the Airport area or the facilities of the Airport in any way shall exercise the utmost care to guard against fire and injury to persons or property. No person shall start an open fire any place on the airport without permission of the Airport Manager.
6. Fuel services may be administered by an authorized FBO attendant using proper safety equipment. Fueling may also be performed by individuals using the self-service fueling facility owned by the FBO.

The Authority assesses a fuel flowage fee and facility fee subject to adjustment from time to time from each FBO authorized to provide fuel and petroleum product sales to the public based on the number of gallons of fuel delivered to the FBO.

Individuals, FBOs or SASOs self-fueling their own Aircraft from their own containers shall conduct such operations only in designated areas (see **EXHIBIT "C"**) using approved equipment and procedures. Individual self-fuelers shall pay the same fuel flowage fee as the FBOs.

7. The following general rules shall be followed in connection with the fueling of any aircraft:
 - a. Portable fire extinguisher shall be in the vicinity of the fueling operation.
 - b. All self-fueling shall be performed in the designated area for self-fueling and not on the ramps or outside parking areas.
 - c. Fueling in hangars is prohibited.
 - d. Applicable aircraft bonding requirements shall be followed.

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- e. All funnels and fueling apparatus shall be metal and shall be bonded to the Aircraft. Caution must be used in fueling aircraft.
- f. Fueling personnel shall not carry lighters or matches on their person while engaged in fuel servicing operations.
- g. Where applicable, all electrical equipment used in the fueling operation shall be U.L. approved, and all equipment shall be approved by the State Fire Marshall's local office.

FLYING CLUBS

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

1. The club shall be a non-profit entity (i.e., corporation, association or partnership) organized for the purpose of providing its members with aircraft for their personal use and enjoyment only. The ownership of aircraft must be vested in the name of the flying club (or owned ratably by all of its members). The club may not derive greater revenue from the use of its aircraft than the amount necessary for the operation, maintenance, and replacement of its aircraft.
2. Flying clubs may not offer or conduct charter, air taxi, or aircraft rental operations. Except for regular members, they may not conduct aircraft flight instruction, and only members of the flying club may operate the aircraft. No flying club shall permit its aircraft to be utilized for giving flight instruction to any person, including members of the club owning the aircraft, when such person pays or becomes obligated to pay for such instructions, except when instruction is given by an FBO, SASO or permittee based on the Airport who provides flight training.
3. All flying clubs and their members are prohibited from leasing or selling any goods or services to any person or firm other than a member of such club at the Airport, except that said flying club may sell or exchange its capital equipment.
4. With its initial application, the flying club shall furnish the Authority a copy of its charter and by-laws, articles of association, partnership agreement or other documentation supporting its existence; evidence of insurance, in the form of a certificate of insurance with a limit not less than One Hundred Thousand Dollars (\$100,000.00) per person for personal injury and property damage and a total limit not less than One-Half Million Dollars (\$500,000.00), with the Authority as an additional named insured; number and type of aircraft; evidence that aircraft are properly certificated; evidence that ownership is vested in the club; and the operating rules of the club. The flying club shall make annual certifications to the

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Authority that its insurance is in force, and the Authority may require certificates review at other times to confirm that adequate insurance is in force.

5. A flying club must abide by, and comply with, all Federal, State and local laws, ordinances, regulations, and these Rules and Regulations.
6. A flying club which violates any of the foregoing, or permits one or more members to do so, will be required to terminate all operations on Airport property.

ULTRALIGHT VEHICLES

1. All ultralight vehicles (as defined in FAR 103) using the Airport are recommended to use a radio capable of sending and receiving the CTAF/UNICOM frequency of 122.7.
2. Before operating from the Airport, the ultralight pilot shall be briefed on airport policy, traffic pattern procedures and populated areas to be avoided.
3. Operators shall provide proof of insurance to the Authority upon request of the Airport Manager.

AERIAL ADVERTISING - BANNER TOWING

Any Person wishing to use the Airport to pick up or drop off an aerial advertising banner shall obtain the prior written approval of the Authority. The Authority shall require such safeguards as it deems necessary to protect the Airport, aircraft using the Airport and the general public. These requirements may include, but are not limited to, bonds, insurance policies, additional security personnel, facilities and waivers/authorizations to the FARs issued by the FAA. The operations shall be conducted from a mutually acceptable location on the airport that does not interfere with normal airport activities. The Authority may establish and charge reasonable fees for this activity.

PARACHUTE JUMPING

Persons wishing to use the Airport for a parachute drop area shall obtain the prior written approval of the Authority, as required by FAR 105.17. The Authority shall require such safeguards as it deems necessary to protect the Airport, aircraft using the Airport and the general public. These requirements may include, but are not limited to, bonds, insurance policies, additional security personnel, facilities and waivers/authorizations to the FARs issued by the FAA. The Authority may establish and charge reasonable fees for this activity. Skydiving Rules and Regulations are included in **EXHIBIT "F"**.

GLIDER OPERATIONS

BROOKNEAL-CAMPBELL COUNTY AIRPORT RULES AND REGULATIONS

Any Person wishing to use the Airport to launch and recover gliders shall obtain written permission from the Authority in advance of the operations. This will require advance coordination due to the need for additional personnel and equipment on the Airport for towed operations for gliders. The Authority shall require such safeguards as it deems necessary to protect the Airport, aircraft using the Airport and the general public. These requirements may include, but are not limited to, bonds, insurance policies and additional security personnel. The Authority may establish and charge reasonable fees for this activity.

LIGHTER THAN AIR (LTA)

Any Person wishing to use the Airport to launch and recover LTA shall obtain written permission from the Authority in advance of the operations. This will require advance coordination due to the need for additional personnel and equipment on the Airport to launch and recover the LTA. The Authority shall require such safeguards as it deems necessary to protect the Airport, aircraft using the Airport and the general public. These requirements may include, but are not limited to, bonds, insurance policies and additional security personnel. The Authority may establish and charge reasonable fees for this activity.

AERIAL APPLICATION - CROP DUSTING AND SPRAYING

Any Person wishing to use the Airport as a base to load chemicals onto aircraft for the purpose of aerial application shall obtain written permission from the Authority in advance of the operations. This will require advance coordination due to the need for additional personnel and equipment on the Airport to handle and control the chemicals. The Authority, at the time of approval shall designate a specific area on the Airport to be used for this operation. The Authority shall require such safeguards, as it deems necessary to protect the Airport, aircraft using the Airport, and the general public. These requirements may include, but are not limited to, bonds, insurance policies and additional security personnel. The Authority may establish and charge reasonable fees for this activity.

ASSIGNED AREAS

No person authorized to operate on, or conduct business activities at the Airport shall conduct any of its business activities or park any aircraft on any areas except those specified in the lease or written agreement. No FBO or SASO shall occupy any common-use area except as authorized by these Rules and Regulations or by the Authority.

COMPLIANCE WITH SAFETY AND ENVIRONMENTAL RULES AND REGULATIONS

All users of the Airport shall comply with all existing and future safety and environmental Rules and Regulations adopted by the Authority. A copy of the current Rules and Regulations as currently in force is available at the office of the Airport Manager.

SECTION III - INFRACTIONS AND ENFORCEMENT

BROOKNEAL-CAMPBELL COUNTY AIRPORT RULES AND REGULATIONS

INFRACTION DEFINED

An Infraction is defined as any of the following:

1. A violation of these Rules and Regulations.
2. In the case of an FBO or SASO, a violation of the FBO or SASO lease or giving false or inaccurate information to the Authority or the Airport Manager in connection with the FBO or SASO lease.

EFFECT OF INFRACTION

Any Infraction by any Person is grounds for immediate termination of any contract, agreement or permit under which such person maybe operating. Upon termination, such Person shall not be eligible for a new contract or agreement for a minimum period of six (6) months.

The Airport Manager may order the immediate removal from the Airport grounds of persons or equipment found in violation of these Rules and Regulations. Failure to follow the lawful order of the Airport Manager shall subject any person to criminal prosecution for trespassing, and shall subject any equipment to immediate removal and off-site storage at the owner's expense.

NOTICE OF INFRACTION AND TERMINATION

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

HEARING

Any Person whose contract or agreement shall hereafter terminate may request a hearing before the Authority, provided such request is made in writing and received by the Airport Manager within 15 calendar days of the date of the Authority's notice of termination to such Person. The Authority shall mail notice of the date, time and location of the hearing to the Person requesting same, and such notice shall be mailed at least 15 days in advance of such hearing date. At the hearing, the Party requesting the hearing may appear, may be represented by counsel, and may present evidence. Upon completion of the hearing, the Authority shall affirm, revoke or modify the termination and shall give prompt written notice of its action to the Person requesting the hearing. Any adverse determination of the Authority to the Person requesting the hearing shall be subject to appeal in accordance with the applicable laws of the Commonwealth of Virginia.

SECTION IV - MISCELLANEOUS

SEVERABILITY

**BROOKNEAL-CAMPBELL COUNTY AIRPORT
RULES AND REGULATIONS**

In the event that any provision of these Rules and Regulations shall for any reason be determined to be invalid, illegal or unenforceable in any respect, the other provisions of these Rules and Regulations shall remain in full force and effect.

EFFECTIVE DATE

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

REVISIONS

The Authority shall reserve the right to modify, alter, change or add to these Airport Rules & Regulations as needed.

EXHIBIT "A"

**ACCIDENT REPORTING FORM
BROOKNEAL-CAMPBELL COUNTY AIRPORT**

**BROOKNEAL-CAMPBELL COUNTY AIRPORT
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In accordance with the accident reporting provisions of the Rules and Regulations governing the operation of the Brookneal-Campbell County Airport, it is mandatory to report any damage to public property and any injury requiring medical attention. Damage to privately owned property located within the confines of the Airport is to be reported to the owner. The Airport Manager will help you with contacting the owner.

This form is for local Airport usage and does not replace the reporting requirements of NTSB-830 with regard to aircraft accidents and incidents. A copy of a Federal accident report may be submitted in lieu of this form if there are vehicles involved.

1. Name of person _____

_____ Age _____

Address

Phone (H) _____(W) _____

Date and time of occurrence _____

2. Nature and extent of injuries

Description of accident/injury _____

Name of doctor or hospital _____

3. Kind of property and extent of damage (use reverse for vehicles and aircraft)

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Name of owner _____

Address _____

Phone (H) _____(W) _____

4. Reported to police _____

Report number _____

Name of police department _____

Weather
condition(s) _____

5. Vehicle/Aircraft identification (number 1)

Name of owner _____

Address _____

Phone (H) _____(W) _____

N Number (or TAG & state) _____

Year & Make

Model _____

Serial number

(VIN) _____

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6. Vehicle/Aircraft identification (number 2)

Name of owner _____

Address _____

Phone (H) _____(W) _____

N Number (or TAG & state) _____

Year & Make

Model _____

Serial number

(VIN) _____

7. Name of Witness _____

Address _____

Phone (H) _____(W) _____

8. Name of Witness _____

Address _____

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Phone (H) _____(W) _____

9. Remarks or additional information _____

10. Signature _____ Date _____

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EXHIBIT "B"

RULES FOR VEHICLES OPERATING AND PARKING ON THE AOA

1. "Follow-Me" fueling trucks, maintenance vehicles, escort vehicles, tugs, tows, and other surface vehicles are authorized in the AOA. The intent is to allow aircraft to move unimpeded within the areas designed for aircraft operations. Two-way radio contact with the CTAF/UNICOM is required of vehicles operating within the AOA. Vehicles following an aircraft are cautioned to follow at a safe distance to preclude damage to them from jet blast, prop wash, fumes, etc. If a pilot request guidance service, however, a "Follow-Me" or maintenance vehicle may be directed to lead the aircraft to his parking area.
2. The crossing of runways and taxiways will be permitted only to those persons charged with the express responsibility to manage or maintain the airport and aircraft service vehicles such as tugs.
3. All other vehicular traffic must use perimeter roads.
4. No person shall operate any vehicles in a careless or negligent manner, or in disregard for the safety of others, or in excess of posted speed limits or 25 MPH. All aircraft have right-of-way over all surface vehicles.
5. There will be no vehicle left running while unattended in any AOA.
6. All persons operating a vehicle on the airport shall have a valid driver's license for the class of vehicle they are operating.

VEHICLE PARKING

1. No vehicle of any type may be parked, stopped, or allowed to stand on the main roads, the perimeter road, the terminal access road, or the Terminal ramp at any time. No cars shall be washed on the terminal ramp.
2. No unauthorized or non-essential vehicle may be parked/stored within any airport-fenced area.
3. Parking on grassed or landscaped areas is prohibited unless authorized by the Authority or its representative. Exceptions include; unusual circumstances, special events (i.e. shows), and when temporarily parking next to a hangar while flying your aircraft.
4. There shall be no parking of any vehicle in, or on, any Emergency access lane.

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5. If a vehicle breakdown has occurred, parking is only allowed for those minor repairs necessary to effect removal of the vehicle from the AOA.

**USE OF AIRPORT OPERATIONAL AREA BY GROUND VEHICLES
BY TENANTS:**

1. Except for vehicles driving to or parking at tie-downs or hangars, all vehicles operating on the AOA shall display amber flashing beacon day or night or an orange and white checkered flag for daylight only. Before entering any taxiway, all vehicles shall contact the CTAF/UNICOM operator for traffic information and continue to monitor the CTAF/UNICOM.
2. Before crossing any runway, all vehicles shall contact the CTAF/UNICOM operator for a traffic advisory and announce their intentions. Upon receiving the advisory, the driver of such vehicle will insure by personal observation that no aircraft is approaching his position before crossing. All vehicles operating on the airport property between the hours of sunset and sunrise shall have fully operating headlights and taillights that are visible from at least five hundred (500) feet.
3. A vehicle may not cross the path of taxiing aircraft.
4. All vehicles shall pass to the rear of a taxiing aircraft, on the field side of parked aircraft, and shall pass no nearer than twenty feet (20) horizontal distance from any part of the aircraft.
5. Upon challenge or inquiry, any person that exercises any type of control over a vehicle, or any part thereof, shall provide the Airport Manager or his designee satisfactory evidence of ownership or permission to exercise such control.
6. During the daylight hours, all vehicles shall display an orange and white checkered flag (3x3 – one foot square checkers) that is clearly visible from all directions. In place of the flag during the day and in all cases during the night, the vehicle shall have an operating amber flashing or rotating warning light mounted such that it is visible from all directions. The amber beacon shall be operational at all times the vehicle is within 93 feet of any taxiway and 250 feet of any runway except those vehicles parked at tie-downs.

BROOKNEAL-CAMPBELL COUNTY AIRPORT RULES AND REGULATIONS

EXHIBIT "C"

DESIGNATED AREAS FOR SELF-MAINTANANCE AND SELF-FUELING

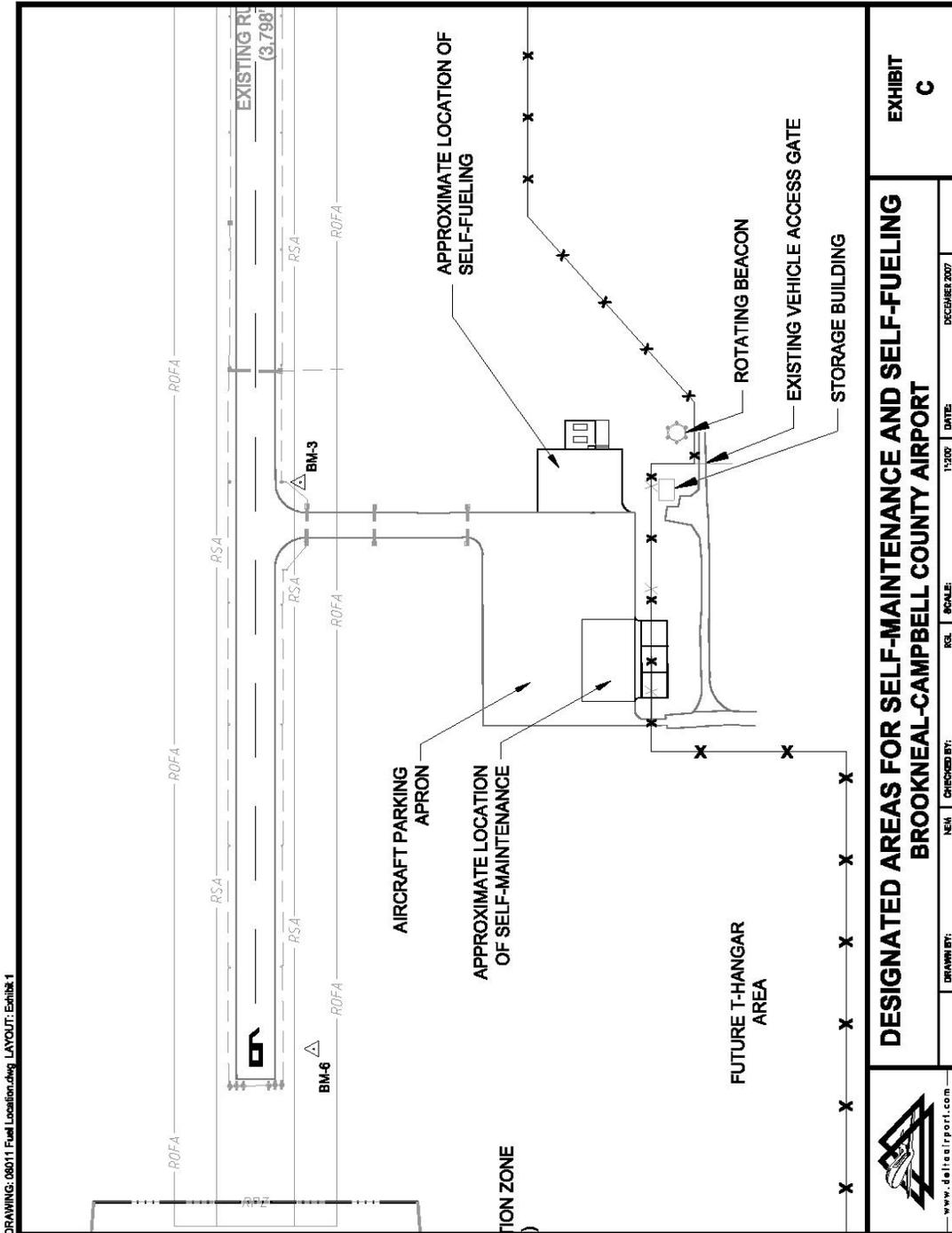


EXHIBIT "D"

**BROOKNEAL-CAMPBELL COUNTY AIRPORT
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PROCEDURE FOR OBTAINING A SELF-FUELING PERMIT

There are three levels of Self-Fueling permits:

Level 1: Auto gas – permit required with no fee.

Level 2: AVGAS, non-metered – permit required with fee.

Level 3: AVGAS or Jet Fuel, metered – permit required.

Any Person wishing to supply and dispense fuel into its own aircraft at the Airport must do so using their own employees and their own equipment, and they must obtain a self-fueling permit from the Authority. Applications for self-fueling permits are available at the Airport Manager's office.

The procedure for obtaining a self-fueling permit is as follows:

- a. Submit a completed self-fueling application to the Airport Manager with the required approvals shown below (levels 1, 2 & 3).
- b. Complete the approved self-fueling training course conducted by the Fire Marshall or the Airport Manager (levels 1, 2 & 3).
- c. Obtain approval from the Fire Marshall for equipment to be used in the self-fueling operation (levels 1, 2 & 3).
- d. Obtain any general liability insurance coverage on the fueling equipment to be used that the Authority reserves the right to require (level 3).
- e. Pay the annual permit fee of \$50.00 (level 2 & 3) and a flowage fee (Level 3).

BROOKNEAL-CAMPBELL COUNTY AIRPORT RULES AND REGULATIONS

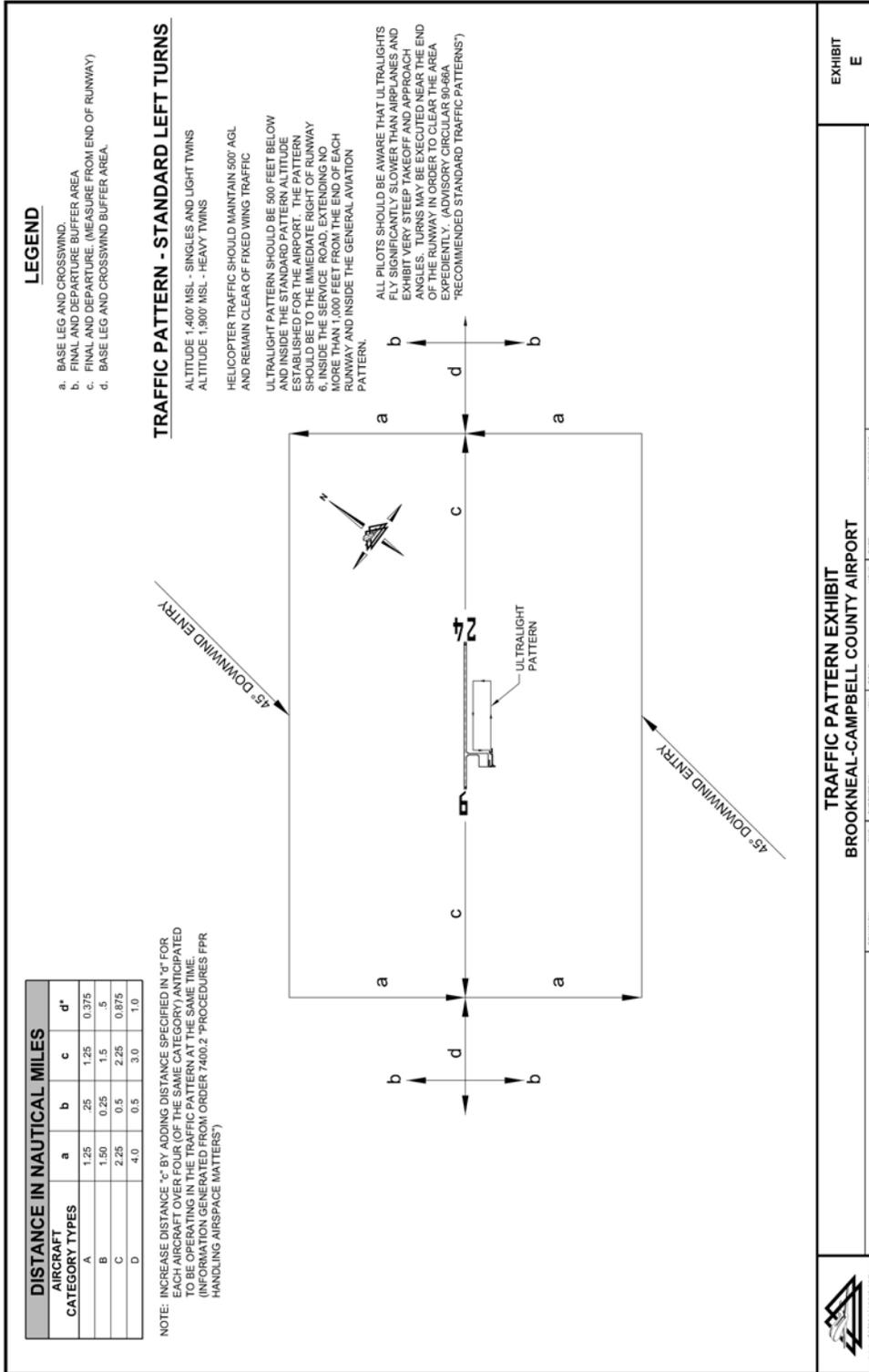


EXHIBIT "F"

**BROOKNEAL-CAMPBELL COUNTY AIRPORT
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SKYDIVING RULES AND REGULATIONS

1. No Skydiver shall land on the Airport except within the boundaries of the Designated Parachute Drop Zone unless an unsafe or emergency condition exists. Should this occur, the event shall be reported in compliance with Section I.G.1. and shall specifically describe the emergency or unsafe condition in Section 9 of the report form in this exhibit. Based upon such report and all other information known and available to the enforcement officer, the enforcement officer shall determine whether an unsafe or emergency condition existed. If the enforcement officer determines that an unsafe or emergency circumstance did not exist, the enforcement officer shall issue a citation.
2. The Designated Parachute Drop Zone may be used from 1/2 hour after sunrise to 1/2 hour before sunset local time and at such other times as are approved in writing by the Airport Manager. The Designated Parachute Drop Zone shall be closed at all other times and at the following times:
 - a. during any period beginning fifteen (15) minutes before and ending fifteen (15) minutes after any scheduled air carrier or scheduled commuter takeoff or landing at the Airport.
 - b. during any period that State helicopters are on emergency operations at the Airport.
 - c. for students, during any period that there are winds exceeding twenty (20) nautical miles per hour.
 - d. for students, during any period that there are wind gusts exceeding twenty-five (25) nautical miles per hour.
3. The pilot of any aircraft used for Skydiving shall determine that none of the conditions described in paragraph 2. above exist prior to permitting any Skydiver to jump from his aircraft.
4. The Drop Zone Manager is responsible for the safety and operation of the DZ during all parachute jumping operations and:
 - a. shall have USPA Class B license or equivalent experience and knowledge in parachute operations.
 - b. shall be responsible for determining who should be in the DZ and shall assign a staff member to exercise control of the non-jumping individuals in the DZ.

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- c. shall have a radio capable of transmitting on UNICOM and shall maintain such radio contact with the aircraft dropping the Skydivers and aircraft in the vicinity of the airport traffic pattern as is necessary to protect the safety of Airport operations.
5. The pilot of any aircraft used in conducting a Skydiving operation over or onto the Airport and/or the Drop Zone Manager shall issue the following advisories to all aircraft in the vicinity of the Airport on UNICOM frequency 122.7.
 - a. Five (5) minutes prior to any Skydiver's jumping from the Aircraft, broadcast a general advisory that a Skydiving operation is scheduled to occur in five minutes.
 - b. One minute prior to any Skydiver's jumping from the Aircraft, broadcast a general advisory that a Skydiving operation is scheduled to occur in one minute.
 - c. Immediately after any Skydiver's jumping from the aircraft, broadcast a general advisory that a Skydiving operation is occurring over and onto the Airport DZ.
 - d. In coordination with the Drop Zone Manager, immediately after all Skydivers who jumped from the Aircraft have landed, broadcast a general advisory that all Skydivers have landed.
6. The pilot of any aircraft used for Skydiving shall not allow more than 10 persons to jump onto the Designated Parachute Drop Zone in any 1/4-hour period. No commercial Skydiving operator shall allow more than 10 Skydivers using such operator's services to jump onto the Designated Parachute Drop Zone in any 1/4-hour period.
7. Parachute (Skydiving) operations shall at all times be conducted under the supervision of a USPA qualified jumpmaster or equivalent.