VIRGINIA TECH/MONTGOMERY EXECUTIVE AIRPORT

BCB

BLACKSBURG, VIRGINIA 24060

RULES AND REGULATIONS

Approved by the Virginia Tech/Montgomery Regional Airport Authority

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CHAPTER I

GENERAL PROVISIONS

SECTION 1. PURPOSE

These Airport Rules and Regulations are adopted to establish the necessary administrative operational and safety regulations for the management, government and use of the Virginia Tech/Montgomery Executive Airport (KBCB). The Virginia Tech/Montgomery Regional Airport Authority (the Authority) was created under the 2001 Virginia Acts of Assembly. Furthermore, the airport sponsor, The Authority, has a federal and State obligation as a result of accepting financial assistance to maintain the airport and operate the aeronautical facilities and common use areas for the benefit of the public. To fulfill this responsibility the Authority has been empowered by its Enabling Legislation to adopt adequate rules, regulations, ordinances and enforcement procedures as necessary to ensure safety and efficiency of flight operations and to protect the public using the airport.

SECTION 2. DEFINITIONS

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

a. **Abandoned Aircraft:** means an aircraft that has been disposed of on the premises of a public-use airport in a wrecked, inoperative, or partially dismantled condition or an aircraft that has, without prior authorization remained in an idle state on premises owned or controlled by the operator of an airport for 45 consecutive calendar days. Has the meaning set forth in Va. Code § 5.1-2.25.

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

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

d. **Aeronautical Activities:** Any activity commonly conducted at the Airport which involves, makes possible, or is required for, the operation of aircraft, or which contributes to, air taxi and chartering operations, pilot training, aircraft renting, sightseeing, aerial photography, crop dusting, aerial advertising, aerial surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, or sale of aircraft parts and aircraft storage.

e. **Aeronautical Service:** means any service which involves, makes possible, or is required for, the safety of aircraft operations commonly conducted on the Airport by a person who has a lease from Virginia Tech/Montgomery Regional Airport Authority to provide such service.

f. **Airport:** Virginia Tech/Montgomery Executive Airport (KBCB) and all of the property, buildings, facilities, and improvements within the exterior boundaries of such airport as it now exists on the Airport Layout Plan, or as it may hereafter be extended, enlarged or modified.

g. **Airport Director:** The designated person appointed by the Authority to manage the airport.

h. **Airport Operations Area: (**AOA) The area of the airport used, or intended to be used for landing, takeoffs or surface maneuvering of aircraft, including the associated hangers and navigational and communication facilities.

i. **Airside:** The inside the fenced areas where airplanes operate. It includes runways, taxiways, aprons, and areas for aircraft fueling and maintenance. Access is limited to authorized staff, Aircrew, Enplaning/Deplaning passengers, and Airport/Aircraft Maintenance Personnel.

j. **Airworthy:** An aircraft with a type certificate (TC) is airworthy when it conforms to its U.S. TC and is in a condition for safe operation. For the purpose of this order, a non-type-certificated aircraft is airworthy when it is in a condition for safe operation. FAA Order, 8130.2L

k. **Approved Airport Layout Plan:** The fully executed plan that includes approval signatures from the FAA, DOAV and the Virginia Tech/Montgomery Regional Airport Authority showing boundaries and proposed additions to all areas leased or controlled by Virginia Tech/Montgomery Regional Airport Authority for airport purposes, the location and nature of existing and proposed airport facilities and structures, and the location on the airport for existing and proposed non-aviation areas and improvements thereon.

l. **Authority:** The Virginia Tech/Montgomery regional Airport Authority

m. **Derelict aircraft:** means any aircraft that is not in a flyable condition for a period of 90 consecutive days or does not have a current certificate of airworthiness issued by the Federal Aviation Administration and is not in the process of being actively repaired or refurbished. Has the meaning set forth in Va. Code § 5.1-2.25.

n. **DOAV:** Virginia Department of Aviation

o. **Employee:** A person who is on the payroll of the aircraft owner and for whom the owner is complying with applicable labor laws including providing Workers Compensation insurance and withholding of taxes and Social Security payment*s*. Also, the Staff of the Virginia Tech Montgomery Executive Airport.

p. **FAA:** Federal Aviation Administration

q. **FAR:** Federal Aviation Regulations (14 CFR). Regulation formally identified under the "Code of Federal Regulation (CFR) are a catalog of rules adopted by Federal

Government. CFR divides rules into 50 titles; Title 14 Aeronautics and Space is informally referred to as Federal Aviation Regulations".

r. **Fixed Base Operator:** or FBO, means any person or entity with a lease from the Authority to provide two (2) or more aeronautical services to the public at the Airport.

s. **Heavy Twin:** A multi-engine aircraft with a gross weight exceeding 12,500 pounds.

t. **IFR:** Instrument Flight Rules, rules that govern the procedures for conducting instrument flights.

u. **Individual Users**: Includes individual pilots, aircraft owners, tie down and t-hangar renters, transient users, and other individual users of the airport.

v. **Landside:** All buildings and surfaces used by surface vehicle and pedestrian traffic on airport.

w. **Light Twin:** A multi-engine aircraft with a gross weight of less than 12,500 pounds.

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

y. **Minimum Standards:** The standards, which are established by the Authority amended from time to time and which are the minimum requirements to be met by the FBO or SASO, or proposed FBO or SASO, as a condition for the right to provide aeronautical services to the public at the Airport.

z. **NFPA:** National Fire Protection Association

aa. **NOTAM:** "Notice to Airman" published by the FAA or Airport Employees

bb. **Operations Director:** Appointed by the Airport director and responsible for Airport Operations.

cc. **Proprietary / Aeronautical Activity:** An activity as prescribed by the FAA Advisory Circular 150/5190-6 (Exclusive Rights at Airports), in which the Authority may engage while denying others the right to engage in the same activity.

dd. **Specialized Aviation Service Operations** (SASO) means any person or entity with a lease from the Authority to provide a single aeronautical service to the public at the Airport.

ee. **Unicom:** A nongovernmental communications facility, which may provide airport information at certain airports. Locations and frequencies are shown on aeronautical charts and publications.

ff. **WADO**: Washington Airports District Office, Federal Aviation Administration.

SECTION 3. AIRPORT MANAGEMENT

3.1 AIRPORT DIRECTOR: The Airport Director is responsible for the overall management and operation of the Airport. The Airport Director 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.

3.2 OPERATIONS DIRECTOR: Under the direction of the Airport Director, plans, directs, and coordinates the activities concerned with operations, staff, construction, and maintenance of airport infrastructure in accordance with federal, state, and local policies and governmental regulations.

SECTION 4. REGULATIONS AND STANDARDS MADE AVAILABLE

All persons operating at the airport or permitted to do business on the airport shall keep a current copy of these regulations and standards and shall make the copy available to all persons requesting a copy. Depending on the activity, additional standards may be applicable to the operation such as Commercial Minimum Operating Standards which are a separate document. A copy will be posted in the Airport Director's office.

SECTION 5. SPECIAL EVENTS

No special events, including but not limited to airshows, air races, fly-ins, skydiving or other events requiring the general use of the airport, other than normal or routine airport traffic, shall be held unless formal written approval for the event has been granted by the Virginia Tech/ Montgomery Regional Airport Authority. Besides time and dates, the event sponsor shall submit a plan identifying how the special event will be conducted to ensure that airport operations remain safe and secure. Minimum applicable insurance requirements shall apply and other terms and conditions as the Authority may require.

5.1 Solicitation, picketing, and/or Demonstrations

5.1.1 Commercial Solicitation. Commercial solicitation, including the sale or distribution of goods or services for profit, is prohibited on Airport property except in areas designated by the Airport Director pursuant to a written permit. Applicants for a commercial solicitation permit shall submit a written request to the Airport Director at least seventy-two (72) hours in advance, specifying the proposed dates, times, location, and nature of the activity. The Airport Director shall approve or deny the request within five (5) business days based solely on content-neutral criteria, including availability of the requested location, potential interference with Airport operations, and compliance with applicable safety and security requirements.

5.1.2 Noncommercial Expressive Activity. Noncommercial expressive activity, including peaceful picketing, leafleting, displaying signs, and other forms of protected speech, is permitted in designated public areas of the Airport terminal provided such activity: (i) does not obstruct pedestrian traffic or access to Airport facilities; (ii) does not interfere with Airport operations or security; (iii) does not

create a safety hazard; and (iv) is conducted by no more than ten (10) individuals at any one time in a single location. Groups of more than ten (10) individuals shall provide at least twenty-four (24) hours advance notice to the Airport Director to allow coordination of an appropriate location.

5.1.3 Designated Areas. The Airport Director shall designate, by written policy, specific areas where expressive activity may be conducted. Such designated areas shall be reasonably accessible to the public, shall provide a meaningful opportunity to communicate with the intended audience, and shall be identified by posted signage. The designation of areas shall be based solely on content-neutral considerations, including pedestrian flow, security requirements, and Airport operations.

5.1.4 Prohibited Conduct. Regardless of the nature of the activity, no person shall: (i) use sound amplification equipment without prior written approval; (ii) erect tents, canopies, tables, or other temporary structures without prior written approval; (iii) remain on Airport property overnight in connection with any expressive activity; (iv) obstruct or impede Airport operations, security checkpoints, or emergency access; (v) engage in conduct that creates an imminent threat to safety; or (vi) affix signs, posters, or other materials to Airport property.

5.1.5 Liability for Damage. Any individual or group engaged in activity under this Section shall be solely responsible for any damage to Airport facilities or property resulting from such activity, and shall remove all materials and dispose of all litter upon conclusion of the activity.

SECTION 6. PUBLIC USE

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 Airport Operations Area and special events and other causes, as may be determined by the Authority or the Airport Director. The airport is provided by the area jurisdictions for the use, benefit and enjoyment of the public.

SECTION 7. COMMON USE AREAS

Common use areas include all runways for landings and take-off, taxiways, airport lighting, all apparatus or equipment for disseminating weather and wind information, for radio or other electrical communication and any other structure, equipment or mechanism having a similar purpose for guiding or controlling flights in the air or the landing and take-off of aircraft. All parallel and connector taxiways shall be common use areas. All apron taxiways through lease areas shall be considered common use areas available for use, in common by all persons flying or operating aircraft on the airport and shall be kept clear and available for aircraft traffic. T-Hangar taxi-lanes are also considered common use areas. No FBO or SASO or other person shall use any common use area for the parking or storing of aircraft, the repair, servicing or fueling of aircraft, or for any other purpose, other than the flying and operation of aircraft, without the prior consent of the Authority

or its authorized representative. The Authority may change common use area designations at any time.

SECTION 8. VEHICULAR TRAFFIC AND PARKING

The traffic laws of the Commonwealth of Virginia shall apply to the streets, roads, and vehicular parking areas of the airport, unless otherwise provided by law. All traffic; informational and warning signs shall be obeyed. Except for fire-fighting equipment, ambulances and emergency vehicles, no person shall take or drive any vehicle on the airport other than on established streets, roads and vehicular parking facilities, unless permission has been first obtained from the Airport Manager, Operations Director, or, in their absence, *an* FBO/SASO supervisor. This permission is not required for personal vehicles to access hangars or tie-downs from the nearest vehicle gate unless specifically ordered by the Authority or Directors.

Only the pilot in command of parked aircraft, or his authorized representative may operate a vehicle on the ramp area. Operators of unauthorized vehicles shall be subject to arrest, eviction and vehicles towed, if necessary, at the owner's expense. In addition to the foregoing, the following rules apply to vehicles operated on the airport.

8.1: No vehicle or pedestrian shall access or cross the Airport Operations Area (AOA) without the permission of the Airport Director or their designee. This activity could be considered grounds for removal. Vehicles should access the airfield at the closest gate to their aircraft.

8.2: No person shall operate a motor vehicle on the airport in a reckless or negligent manner. Except for fire, emergency or law enforcement vehicles, no person shall operate a motor vehicle on the Airport Operations Area portion of the airport in excess of 15 MPH.

8.3: Pedestrians, Emergency Vehicles, and aircraft shall have the right of way at all times. When vehicles are operating on the Airport Operations Area, they shall pass to the rear, and at least 20 feet clear of taxiing aircraft.

8.4: When parking on the tie-down or transient apron, vehicles shall be parked clear of taxi lanes and parked aircraft so as not to endanger damage or interfere with aircraft.

8.5: The operator of any vehicle must have a valid driver's license and be qualified to operate the vehicle, for any non-airport owned vehicle. All vehicles accessing the AOA shall be insured at least to the minimum limits set by the Commonwealth of Virginia.

8.6: Any vehicle accessing the main ramp for passenger pickup or drop off shall immediately reposition the vehicle clear of the Airport Operations Area. No vehicle shall be left unattended in front of or beside the terminal or hangar except airport vehicles.

8.7: The following activities and vehicles are prohibited from the airside common use areas (outside of staff during the performance of normal duties). Inline skating, roller-skating, skateboarding, all-terrain vehicles and go-carts.

8.8: Based-aircraft owners and lessees may tow aircraft on the airport property, including crossing the runway in compliance with these standards. (See Chapter 2, Section 3, Paragraph 3.6)

8.9: Vehicle access gate cards are available to based tenants at a cost of $10 per card and may be obtained from the Director of Operations during normal business hours.

8.10: Electric/Hybrid Vehicles will only be charged at the electric charging station in the Airport Terminal Parking Lot. Except for hangar tenants that have properly certified chargers installed at/in their hangar and are solely responsible for the electrical services and bills for said hangars and charging systems.

8.11: The use of autonomous vehicle features, including any "come-to-me," "summon," remote vehicle movement, or similar driverless operation functions, is strictly prohibited within the airside area. Vehicles must be operated only by a licensed driver who is physically present in and maintains full control of the vehicle at all times.

SECTION 9. ADVERTISING AND SIGNS

No signs or other advertising shall be placed or constructed upon the airport, or any building, or structure or improvement thereon without having first obtained written approval of the Authority. The Authority may refuse permission for such sign if it determines that such sign is unnecessary or may create a safety hazard.

SECTION 10. LITTER

No person shall dispose of garbage, paper or refuse material on the Airport except in the receptacles provided for that purpose. Dumpsters are for use of Airport Tenants only; no public dumping is allowed. No object will be discarded from any vehicle, either standing or in motion, at any time.

SECTION 11. OPERATION OF UAS/UAV/DRONE FROM AIRFIELD

The operation of an unmanned vehicle from within the property line of the airport and the vertical uncontrolled space above requires prior coordination and approval of the Airport Director. All other flights in the vicinity of the Airport shall be done within strict adherence to all regulations of the FAA and Commonwealth of Virginia so as to not present a hazard to manned aircraft.

SECTION 12. ACCEPTANCE OF RULES BY USE

The use of the airport shall constitute an acceptance by the user of these regulations and standards and shall create an obligation on the part of the user to obey these regulations and standards and all applicable local, state, and federal laws and regulations.

SECTION 13. SECURITY

All persons at the Airport shall fully comply with the Airport Security Program established by the airport. Tampering with, interfering with, or disabling any lock or closing mechanisms, or breaching any other security devices is strictly prohibited unless authorized by the Airport Director. Persons who have been provided with a code, key or device for the purpose of obtaining access to the Airport shall not, under any circumstances, divulge, duplicate, or otherwise distribute or convey the code, device or key to any other person unless authorized by the Airport Director of his representative.

SECTION 14. PEDESTRIANS

All pedestrians at the airport shall remain behind the fenced AOA unless meeting or operating an arriving or departing aircraft, or unless escorted by an airport employee or authorized representative.

SECTION 15. IDENTIFICATION

All persons entering or exiting the airport shall display identification upon request of the Director, any airport employee or an employee of a full service FBO. All persons may be subject to a search. A Federal or State issued picture ID or driver's licenses will satisfy this requirement.

SECTION 16. INSURANCE

The owners of aircraft based at the Virginia Tech/Montgomery Executive Airport shall carry insurance on their aircraft in the amounts and coverage's required by Va. Code §§ 5.1-88.1 through 5.1-88.3, which provisions are incorporated herein by reference.

16.1 Each FBO or SASO shall maintain the types and amounts of insurance described in this paragraph.

16.2 The FBO or SASO shall use only responsible insurance companies of recognized standing which are authorized to do business within the State of Virginia. The insurance companies shall have a Best's Rating of at least "B+" and a financial size of "Class VII" or better in the latest edition of Best's Insurance Reports.

16.3 Each FBO, SASO, or aircraft owner, or lessee shall, at the request of the Authority, deliver to the Airport Director copies of all certificates of insurance for required insurance, any policy amendments and policy renewals, and any additional information related to required insurance. Each policy shall require the insurer to provide at least 30 days prior written notice of termination or cancellation to the Authority.

16.4 Each FBO or SASO shall submit to the appropriate insurer timely notices and claims of all losses insured under any required insurance policy, pursue such claims diligently and comply with all terms and conditions of required insurance policies. Each FBO or SASO shall promptly give the Airport Director copies of all notices and claims of loss and any documentation or correspondence related to such losses.

16.5 Each FBO or SASO shall maintain the following insurance policies as required insurance under these Rules and Regulations:

16.5.1 Workers Compensation and Employers Liability Insurance. Statutory limits as required by Virginia law.

16.5.2 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 the 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. 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 by the Authority.

Insurance against fire, windstorm or other casualty, including all standard extended coverage available, upon all the FBO's or SASO's person or property together with such medical payments coverage as the FBO or SASO may desire. In connection therewith, the FBO or SASO shall hold 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.

16.5.3 Business Automobile Liability Coverage. Business automobile 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.

16.5.4 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 $500,000 limited to $100,000 each passenger per occurrence. Coverage shall apply to bodily injury or death and mental anguish, including passenger injuries and property damage.

16.5.5 Hangar keepers Liability Insurance. Hangar keeper's legal liability coverage shall include protection for those lessees operating a hangar storage or aircraft maintenance/repair service to a limit of at least $300,000 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.

16.6 Any Person conducting 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 as long as the insurance policy or policies of the FBO or SASO covers that Person to the same extent and in the same amount as the applicable insurance policy described above.

16.7 Each FBO or SASO agrees 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, without limitation, legal fees) arising out of the use of the Airport.

SECTION 17. REPORTING REQUIREMENTS

17.1 In order to promote and maintain safety at the airport, any pilot or FBO/SASO is required to promptly report to the Airport Director in writing any bodily injury requiring medical attention, or any damage to airport property and any other accident, incident, occurrence or unsafe practice relating to any aircraft or vehicle in the air or on the ground which any one of the above owns, leases, flies or any aeronautical activity in which any are involved. If the accident or incident report is required under NTSB, Part 830, a copy of that information may be voluntarily provided to the Airport Director.

17.2 The following are examples of accidents, incidents, unsafe practices or occurrences that shall be reported promptly to the Airport Director. They are examples only and do not comprise a complete list of possible occurrences.

17.2.1 Aircraft landing off the runway.

17.2.2 Aircraft damaging the runway, taxiway or approach lights.

17.2.3 Taxing recklessly, operating motor vehicle recklessly and not contacting UNICOM.

17.3 The report shall include the following information:

17.3.1 Location, date and time of incident and the identity of each person involved;

17.3.2 Nature of any injuries suffered by any person as a result of the incident and the name and address of any person injured;

17.3.3 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

17.3.4 A narrative explaining why the incident occurred.

CHAPTER II

AIRCRAFT OPERATIONS AND AIRPORT TRAFFIC

SECTION 1. GENERAL

Every person operating an aircraft shall comply with, and operate such aircraft in conformity with procedures recommended in these regulations and standards, and all pertinent statutes, ordinances, laws, rules, regulations, orders and rulings of the FAA, DOAV and other appropriate governmental agencies. Each person operating an aircraft is responsible for the safety of their operation and the safety of others exposed to such operation.

Due to the density of traffic at the Virginia Tech/Montgomery Executive Airport, all aeronautical activities, other than the activities specifically described and allowed herein, shall submit a request in writing to the Authority for approval prior to engaging in such activity. The written request shall thoroughly describe the activity, the operations and all provisions for ensuring the safety of such operations. The requested aeronautical activity will not be conducted until properly coordinated and approved in writing by the Airport Director and until all other prerequisites to conducting such an activity have been satisfied.

1.1. The attached traffic pattern map (appendix B) is made a part of these regulations and standards, and each person operating an aircraft shall comply with the recommendations of AC 90-66C.

1.2. All aircraft must follow the appropriate taxiway and runway guidance marking and lighting when operating on the airport.

1.3. Aircraft shall not be operated carelessly or negligently, nor with disregard of rights or safety of others.

1.4. If the Airport Director, Operations Director, or in their absence, the FBO/SASO believes the conditions at the airport are unsafe for takeoffs or landings, it shall be within his authority to issue a NOTAM to close the airport, or any portion thereof, for a reasonable time so the unsafe condition may be corrected.

1.5. In the event any aircraft is wrecked or damaged to the extent that it cannot be moved under its own power, the Airport Director, Operations Director, or in their absence the designated FBO/SASO, shall be immediately notified by the pilot in command of the aircraft if physically practicable. Subject to governmental investigations and inspections of the wrecked or damaged aircraft, the owner or pilot of the aircraft, or the owner's agent or legal representative, shall take immediate action to move the aircraft from all the landing area, taxiways, ramps, tie down areas and other traffic areas, and move it to a place designated by the Airport Director. At the direction of the Airport Director no such aircraft shall be exposed to view no longer than necessary. If the owner of the aircraft fails for any reason to remove the wrecked or damaged aircraft from the airport as may be requested by the Airport Director, or to remove it from the airport operations area

as herein indicated, the FBO/SASO to perform this function, may cause the removal and storage or disposal of such wrecked or damaged aircraft at the sole expense of the aircraft owner.

1.6. Every aircraft owner, operator or lessee shall pay when due all charges for services received, or premises, equipment or goods leased or purchased.

SECTION 2. PARKED AIRCRAFT AND OWNER SELF MAINTENANCE

2.1 No person shall park, store, tie down or leave any aircraft on any area of the airport other than that designated by the Airport Director, Operations Director, or by the FBO/SASO subject to approval of The Airport Director.

2.2 The pilot or owner of an aircraft shall properly secure the aircraft while it is parked or stored. Aircraft pilots or owners are solely responsible for supplying their own tie down rope, chocks, parking and tying down their aircraft, including any special security measures required by weather conditions or conditions at the airport. Aircraft pilots or owners shall be responsible for securing aircraft in a manner necessary to avoid damage or loss resulting from the failure of such owner or the pilot of such aircraft to comply with this rule. The Airport is not responsible for any extension cords, storage boxes or other accessories stored.

2.3 Separate areas shall be designated by the Authority for FBO/SASO aircraft and itinerant tie-downs. No person shall use any aircraft anchoring or tie-down facilities when such facilities are already in use, rented to or designated by the Authority for use by another person.

2.4 Repairs to aircraft or engines shall be made in the area designated for this purpose and not on any part of the landing area, taxiways, ramps or fueling service areas. No person shall allow a person who is not their employee onto the airport to perform maintenance on their owned or operated aircraft unless the aircraft requires a repair which cannot be adequately performed by an authorized FBO or SASO providing aircraft maintenance and repair services on the airport. Any aircraft owner utilizing an employee to perform aircraft maintenance may be required to provide the Authority evidence of employment in a form acceptable to the Authority. Social Security records, corporate identification, etc., shall be deemed acceptable evidence of employment. An aircraft owner shall not contract with a second party, such as an aircraft maintenance company or contractor, to perform scheduled maintenance on their aircraft at the airport unless said company or contractor is recognized by the Authority as an authorized maintenance FBO/SASO as defined in these regulations and standards. The pilot or owner of an aircraft shall not be restricted at any time in performing routine maintenance on, or cleaning and servicing their aircraft, as long as it does not violate these rules and regulations, nor in any way conflict with Town, County, State, or FAA requirements for such work. If other than routine maintenance or service is required, then the pilot or owner may notify the FBO/SASO, who shall have the opportunity to provide those services, providing the FBO/SASO has the capabilities to do so and conforms to these rules regulations and FAA standards for such work. Unscheduled maintenance is limited to the following.

2.4.1 Warranted maintenance work that requires repair or additional attention by the warranting company.

2.4.2 A malfunction that prevents the aircraft from being taken to another airport for maintenance.

2.4.3 Maintenance work that requires a specialty service that is not being provided by an existing FBO operating at the airport.

2.5 All aircraft maintenance shall be conducted strictly in accordance with regulations and standards; all federal, state, county and town fire and safety regulations; all federal, state, county and town rules and regulations; air worthiness directives and other applicable rules and regulations.

2.6 No aircraft engine shall be started on an aircraft unless a competent operator is in control of the aircraft.

2.7 No aircraft engine shall be run up unless the aircraft is in such a position that the propeller or turbine engine blast clears all hangars, shops, or other buildings, persons, other aircraft and automobiles or vehicles in the area, and the flight path of the landing aircraft.

2.8 Snow removal adjacent to the hangars and around tie-down aircraft is the responsibility of the aircraft owners.

2.9 DISABLED, ABANDONED, AND/OR DERELICT AIRCRAFT

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

2.9.2 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 Airport Director. Upon request by Lessee, the Authority, at its sole option, may extend the time period for maintenance or repairs for an additional period not to exceed sixty (60) days. After that period of time expires, the owner of said aircraft shall remove the aircraft from the airport property at the aircraft owner's expense.

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

2.9.4 The identification, notice, removal, and disposition of abandoned and derelict aircraft shall be conducted in accordance with the procedures set forth in Va.

Code § 5.1-2.25, which procedures are incorporated herein by reference. Any aircraft disposed of pursuant to this section shall be subject to the lien, surplus-proceeds distribution, and good-faith-purchaser protections provided by that statute.

SECTION 3. TAXIING AND AIRCRAFT TOWING

3.1 All aircraft shall taxi at a reasonable speed.

3.2 Aircraft awaiting take-off shall stop off the runway and, in a position, so as to have a direct view of aircraft approaching for a landing, and shall give full right-of-way to such approaching aircraft in compliance with applicable FAR's.

3.3 No person shall taxi an aircraft until he has ascertained by visual inspection of the area that there will be no danger of collision with any object.

3.4 Aircraft on the taxiway must stop before entering the runway and allow aircraft, which are exiting the runway to clear the runway. Aircraft clearing the runway have the right-of-way over aircraft on the taxiway preparing to enter the runway.

3.5 Back taxiing on the runway shall be done only if it can be done safely and only when associated taxiways are closed or when no other taxiing route is available.

3.6 Based-aircraft owners and lessees may tow their aircraft, or aircraft with the aircraft owner's permission, on the airport property, including crossing the runway only in compliance with these standards.

3.6.1. Days and hours of towing operations: Monday through Thursday, Saturday and Sunday 1100H – 1400H and 1600H – 1800H (local time), or one-half hour before sunset, whichever is earlier.

3.6.2. Any ceiling reported by AWOS must be greater than 2,000 feet above the airport and visibility must be greater than 3 miles.

3.6.3. The person towing the aircraft shall possess and use a VHF radio capable of transmitting and receiving the CTAF frequency and shall announce all movements that use a taxiway or runway prior to moving.

3.6.4. The vehicle towing the aircraft must display a flashing yellow light on the vehicle roof while operating on the airport.

3.6.5 The person towing the aircraft shall have insurance on the aircraft in the amounts required by Title 5.1 of the Code of Virginia (Va. Code §5.1-88.2) and shall provide the airport evidence of insurance from the insurance company.

3.6.6 Persons wishing to tow aircraft must provide the airport with evidence that the vehicle they seek to use to tow the aircraft contains the equipment referenced in paragraph (3.6.3) and (3.6.4) above, as well as evidence that the insurance requirements referenced in paragraph (3.6.5) above have been satisfied. After such persons provide this evidence to the airport, the airport will notify the person, within 72 hours of receipt of such evidence, if the requirements of paragraphs (3.6.3-3.6.5) have been satisfied. After such approval has been received the person towing the aircraft must notify the airport staff at least 24 hours prior to each occasion in which they wishes to tow the aircraft.

3.6.7 Any aircraft that is to be towed across or onto the runway will cross only at taxiway A4 end and shall proceed directly across the runway. Upon crossing any hold line at the runway, the person towing shall proceed as quickly as is safe for the vehicle and aircraft being towed.

SECTION 4. TRAFFIC RULES

4.1 All pre-takeoff checks shall be completed before taxiing to takeoff position on the runway.

4.2 All VFR aircraft taking off shall proceed as per AC 90-66C. After ascertaining there is no danger of collision with other aircraft, the aircraft shall then follow normal practice.

4.3 All VFR aircraft intending to remain in the traffic pattern shall continue to operate as recommended in AC 90-66C Section 11.4 and shall conform as nearly as possible.

4.4 Operators of ultralight aircraft must be vigilant for other aircraft operations around the airport at altitudes between 600 to 1,500 AGL. Ultralight operations must be avoided in close proximity to aircraft of greater speed and weight. When operating within the traffic pattern of the airport (which is non-towered), ultralight pilots must be concerned, pay close attention and conform to landing direction indicators on the airport. It is the responsibility of the ultralight operator to determine the safe landing direction of their aircraft.

4.5 Existing residential areas adjacent to and in close proximity to the airport should be avoided to the fullest extent during landings and takeoffs. The established airport traffic pattern should be strictly observed in the interest of safety to persons on the ground and in the interest of noise abatement to residents within the operational radius of the airport. All aircraft operators shall follow established noise abatement procedures in the FAA AF/D for climbing to 1000ft AGL before turning. These procedures may from time to time be amended.

SECTION 5. FIRE PREVENTION AND AIRCRAFT SELF-FUELING

5.1 **General.** All fire prevention and self-fueling activities shall be conducted in accordance with NFPA 407 (Standard for Aircraft Fuel Servicing) and FAA Advisory

Circular 150/5230-4C (Aircraft Fuel Storage, Handling, and Dispensing on Airports), as amended, which standards are incorporated herein by reference. Where these Rules and Regulations impose additional requirements, the more stringent standard shall apply.

5.2 **Flammable or Volatile Liquids**. The procedures and precautions set forth in NFPA 410 (Standard on Aircraft Maintenance Operations), including sections on aircraft cleaning, painting, and paint removal, are incorporated herein by reference. No rags soiled with flammable substances shall be stored in any building on the airport except in Authority-approved aircraft maintenance facilities in a manner acceptable to the Town Fire Marshal.

5.3 **Cleaning and Liquid Disposal**. No person shall clean any engines or other parts of an aircraft in any hangar with flammable substances. If flammable liquids are used for this purpose, the operation shall be carried on in open air in the designated owner maintenance area as identified in **(appendix A)**. Fuels, oils, dopes, paints, solvents and acids shall not be disposed of, or dumped into drains on the aprons, catch basins, ditches (on, or adjacent to the airport) or elsewhere on the airport. Such liquids shall be disposed of at an approved waste disposal point off property.

5.4 **Cleaning Floors**. Floors shall be kept clean and free of oil. The use of a volatile or flammable solvent for cleaning floors is prohibited.

5.5 **Drip Pans**. If required by aircraft design, or if an airplane leaks oil, drip pans shall be placed under engines and kept clean.

5.6 **Fueling Operations**. No aircraft shall be fueled while its engine is running (except for during medical or governmental emergencies), without the approval of the Airport Director, or while in a hangar or other enclosed place. Adequate connections for bonding electricity shall be continuously maintained during fueling. Aircraft shall not be fueled if an electrical storm is in progress in the immediate vicinity of the Airport. Persons may only self-fuel aircraft owned by them provided such operation is conducted in accordance with NFPA 407 and these regulations and standards. Self-fueling shall be conducted only in those areas designated **(appendix A).** An aircraft owner may fuel their own aircraft, or one in which they normally operate, provided they do so personally, or with their own full or part time employee and their own equipment in accordance with established regulations related to such work. Any aircraft owner utilizing an employee to perform aircraft self-fueling may be required to provide to the Authority evidence of employment in a form acceptable to the Authority. Social Security records, corporate identification, etc., shall be deemed acceptable evidence of employment.

5.7 **Fuel Storage.** No fuels shall be stored on the airport property other than the airport's bulk storage and distribution system (fuel farm) except:

5.7.1 Fuel stored in a tank on a maintenance vehicle used for the refueling of grounds maintenance equipment and;

5.7.2 A mobile refueling gas tank used by the designated FBO for the purpose of refueling the aircraft refueling vehicles.

5.7.3 A maximum of five (5) gallons may be stored in NFPA approved container for the sole purpose of fueling aircraft or towing equipment.

5.8 **Fuel Servicing Vehicles**. Any FBO shall use only fully approved servicing vehicles (herein after referred to as "refuelers") to dispense fuel at any airport location.

5.8.1 Refuelers and their systems shall be maintained and operated in accordance with Environmental Protection Agency (EPA), federal, state, and local codes, NFPA 407, and FAA Advisory Circular 150/5230-4, as incorporated by reference in Section 5.1 above.

5.8.2 The FBO shall purchase and maintain in force insurance that will, in the opinion of the Authority, protect the FBO and the Authority from claims which may arise out of, or result from the fueling services performed, whether such services be performed by refueler operator's officers or employees, or by anyone for whose acts any one of them may be liable. The insurance coverage shall be such as to fully protect the Authority and the general public from any and all claims for injury or damage, or both, resulting, or arising from any actions or omissions on the part of the refueler operator, its officers or employees. The refueler operator shall include the Authority with a certificate of insurance naming the Authority as an additional insured for all coverage, in addition to updated certificates of insurance reflecting any and all changes to the refueler operator's insurance coverage, including, but not limited to changes in coverage terms, insurance risks, agents or insurers. Should any of the coverage be canceled, the issuing company or its agent will mail a 30-day written notice of such cancellation to the Authority.

5.8.3 The FBO shall be accountable for any damage, fuel spills or environmental contamination resulting from the negligent operations or equipment malfunction. All such damages shall be paid for by the FBO. Adequate environmental insurance, or proof of financial ability to clean up a major spill, must be provided to the Authority prior to bringing a fuel servicing vehicle onto airport property and conducting refueling activity. Refueler operators shall be fully responsible for the protection of all persons, including members of the public, employees of other contractors or subcontractors, and all public and private property which are affected by work performed by, or on behalf of the refueler operator.

5.8.4 An annual fee of $3000.00 will be paid to the Virginia Tech/Montgomery Regional Airport Authority to obtain a permit to conduct volume fueling at the airport. Volume fueling shall be defined as fueling of more than one owner aircraft.

5.8.5 Each Refueler shall be conspicuously marked in letters of contrasting color, with the word "flammable" on both sides and rear of the cargo tank, and with

the word "emergency shutoff" and other appropriate operating instructions required at the emergency operating devices in letters at least two inches. Each refueler will also be conspicuously marked on both sides and rear with the type and grade of fuel it contains in appropriate color schemes.

5.8.6 A refueler cargo tank shall be supported by, attached to, or be part of the vehicle upon which it is carried.

5.8.7 Refueling with non-public refuelers shall be conducted only in those areas designated in writing by the Authority.

5.9 **Contracts Prohibited.** An aircraft owner shall not contract with, or permit a second party, such as a fuel service contractor, to refuel their aircraft. Refueling by such a second party is considered a commercial aeronautical activity and therefore may not be carried out on the airport unless the fueler is an FBO permitted to carry out fueling services.

SECTION 6. PERSONAL AIRCRAFT SALES

Nothing contained herein shall prohibit any person from selling his or her own aircraft.

SECTION 7. NON-COMMERCIAL SAILPLANE OPERATIONS

7.1 General – The purpose of this section is to establish standard ground operating procedures and safety procedures for the operation of glider aircraft at the airport. Persons who operate glider aircraft shall comply with all items contained in this section.

7.2 Communications – An onboard radio capable of transmitting and receiving local UNICOM frequency (123.05) is required due to density of traffic. Notification to personnel operating the UNICOM base station of the presence of glider operations for the purpose of pilot advisory information is also recommended.

7.3 Standard Operating Procedures – Operator shall submit written standard operating procedures to be reviewed by the Airport Director, Airport Authority Board, and the FAA Flight Standards District Office prior to operating at the airport.

7.4 Ground Operations – Glider Staging and Recovery – During the staging of the sailplane for departure, the sailplane will be positioned no closer than 200 feet from the runway centerline. The tow plane will remain behind the yellow hold short line (250 feet from runway centerline) until the sailplane has taken the active runway. Upon return to the airport, the tow plane should be removed from the active runway and taxiways, as not to impede the flow of other aircraft traffic when required for glider operations. The sailplane must be moved from the active runway and parallel taxiway as soon as possible. When necessary, the sailplane and tow plane will be repositioned into the grass areas outside the 250 feet safety areas.

7.5 Ground Operations – Personnel and Equipment – Operator shall not exceed a specific number of motor vehicles (1) and personnel (3) to assist the glider and tow plane pilots while on the runways and taxiways without written approval from the Airport Director. Said motor vehicle and personnel shall be pulled back from, remain clear of the runway safety area (250 feet from runway center line), and not obstruct any aircraft taxiway when not required for glider operations. The motor vehicle must be equipped with a yellow rotating light while in use in the AOA. No more than two (2) glider passengers will be present in the staging areas at any one time. Said passengers will be escorted from the terminal building to and from the staging area, by a member of the operating personnel referenced above and remain outside the 25 foot safety area except while actually acting as a passenger in the glider.

7.6 Registration, Waiver of Liability and Staging Area Cost - Due to the introduction of personnel onto the active runway, and into the runway safety areas, all personnel required for operation of the glider, or acting as a passenger in the glider shall be required to register with the Operations Desk in the main terminal, and sign applicable liability waiver forms approved by the Authority's Attorney. If the sailplane operator is not a tenant of the Virginia Tech/Montgomery Executive Airport, and the airport is used as the staging area for sailplane operations, then a daily usage fee of twenty (20) dollars will be charged.

SECTION 8. ULTRALIGHT VEHICLES OR TRAILERED AIRCRAFT

8.1 General – The purpose of this section is to establish standard ground operating procedures and safety procedures for the operation of Ultra-light or trailered aircraft at the airport. Persons who operate Ultra-light or trailered aircraft shall comply with all items contained in this section.

8.2 Communications – A radio capable of transmitting and receiving local UNICOM frequency (123.05) is required due to density of traffic.

8.3 Standard Operating Procedures—Before operating from the airport, the ultralight pilot shall be briefed on airport policy, traffic pattern procedures, and population areas by a certified FAA flight instructor employed by an airport Fixed Base Operator.

8.4 Ultralight vehicles or trailered aircraft operators shall maintain the State of Virginia minimum combined Single limit insurance policy. Operators shall provide proof of insurance upon request of the Airport Director.

8.5 Non-Tenant Ultralight vehicles or trailered aircraft shall be charged a daily usage fee of $20.00 provided the Virginia Tech/Montgomery Executive Airport is used as the original staging area. Assembly of any ultralight or trailered aircraft shall only be done in an area designated by airport personnel and shall not interfere with other aircraft operations.

SECTION 9. FLYING CLUBS

In an effort to promote flying for the personal transportation of its members, to promote flying for pleasure, and to develop skills in aeronautics, including pilotage, navigation, and awareness and appreciation of aviation requirements and techniques, the category of Flying Club is added to these Rules and Regulations.

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 fixed base operator requirements upon satisfactory fulfillment of the conditions contained herein.

9.1 The club shall be a nonprofit entity (corporation, association or partnership) organized for the express purpose of providing its members with aircraft for their personal use and enjoyment only. The ownership of aircraft must be vested in the name of the flying club (or owned ratably by all of its members). The property rights of the aircraft shall be held jointly and no part of the net earnings of the club will inure to the benefit of any member in any manner. The club shall not derive greater revenue from the use of its aircraft other than the amount necessary for the operation, maintenance, insurance, and replacement, upgrading or expansion of its fleet, except those reserves as may be deemed necessary for the above purposes may be accommodated and maintained.

9.2 The club shall not conduct charter, air taxi, rental or any other commercial operations. The club shall not conduct aircraft flight instruction except for members. Any qualified mechanic who is a member and part owner of the aircraft owned and operated by a flying club shall not be restricted from doing maintenance work on aircraft owned by the club and the club does not become obligated to pay for such maintenance work except that such mechanics may be compensated by credit against payment of dues or flight time. Maintenance shall be subject to the provisions of section 2.4, chapter II, of these Rules and Regulations. Any qualified Flight Instructor who is a member, part owner or approved by the club shall not be restricted from performing flight instruction.

9.3 All flying clubs and their members are prohibited from leasing or selling any goods or services whatsoever to any person or firm other than a member of such club at the airport, except that said flying club may sell or exchange its capital equipment.

9.4 The flying club, with its initial application, shall furnish the Authority a copy of its charter and by-laws, articles of association, partnership agreement or other documentation supporting its existence; a roster, or list of members, including names of officers and directors; evidence of insurance in the form of a certificate of insurance in the minimum amounts required by the State of Virginia; number and type of aircraft; evidence that ownership is vested in the club; and operating rules of the club. Evidence of insurance shall be submitted to the Airport Director on an annual basis during the renewal month of the policy. The books and other records of the club shall be available for review at any reasonable time by the Authority and Airport Director.

9.5 A flying club shall comply with all Federal, State, and Local laws, ordinances, regulations and these Rules and Regulations.

9.6 If a flying club violates any of the foregoing, or permits one or more members to do so, and the violation is not corrected within a reasonable time, as determined by the Airport Director, the club shall be required to terminate all operations on the airport and vacate the airport.

SECTION 10. AERIAL ADVERTISING BANNER TOWING – PARACHUTE JUMPING

No aerial advertising banner towing or parachute jumping will be allowed to operate at the airport without the express written consent of the Virginia Tech/Montgomery Regional Airport Authority. For aerial advertising the owner of the organization will provide to the Airport Authority a copy of a current FAA waiver for aerial advertising as well as a certificate indicating that the aerial advertiser has Business Liability Insurance.

SECTION 11. 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 area except those specified in the lease agreement. No FBO shall occupy any common use areas except as authorized by these Rules and Regulations or by the Authority.

SECTION 12. AIRCRAFT WASHING

All aircraft and vehicle washing shall be conducted only in the wash area located on the southwest side of the New T-hangers.

SECTION 13. HANDLING AND STORING HAZARDOUS ARTICLES AND MATERIAL

The Virginia Tech/Montgomery Executive Airport has no cargo-handling agent at the airport. Hazardous cargo, including explosives, corrosives, and radioactive materials, is handled, stored, and transported to and from the airport by the air-carrier in accordance with the hazardous cargo specifications adopted by their company, in accordance with applicable Federal Regulations.

SECTION 14. COMPLIANCE WITH SAFETY AND ENVIORNMENTAL RULES AND REGULATIONS

All users of the airport shall comply with all safety and environmental Rules and Regulations adopted by the Authority. The Authority is subject to all local, regional and national environmental laws. A copy of the Airport's Spill Prevention Control Plan and Storm Water Pollution Prevention Plan is available in the office of the Airport Director.

SECTION 15. MAINTENANCE AND AIRCRAFT PAINTING

Aircraft may be painted while located on the airport property under the following conditions:

15.1 Application of paint to an individual aircraft from a maximum of 3 aerosol cans containing no more than 20 ounces each for touch-up of aircraft. The paint may be applied in the hangar where the aircraft is stored and may not be applied outdoors. The paint must be applied in accordance with all safety regulations of the federal government and the Commonwealth of Virginia. The painting operation must be carried out in a manner that will not affect other users of the airport.

15.2 Application of paint that exceeds the amounts allowed in paragraph 15.1 must be carried out within a permanent structure that complies with all applicable federal, state and local laws and regulations, including the following:

15.2.1 Virginia Statewide Fire Prevention Code (VSPC) Chapter 20 (Aviation Facilities) and all other VSPC requirements and restrictions.

15.2.2 Federal regulations and Virginia Administrative Code provisions pertaining to the construction and operation of spray or paint booths.

15.2.3 Virginia Uniform Statewide Building Code.

15.2.4 Town of Blacksburg zoning ordinance.

15.3 The entity operating any structure built or used for commercial aircraft painting operations must qualify and become a fixed based operator in compliance with the minimum standards and rules and regulations of the Authority.

15.4 Any person applying paint to their own or a leased aircraft in a structure built or used for painting operations that exceed the amounts of paint set out in paragraph 15.1 must provide property casualty, general liability and environmental risk insurance in the amount of One Million Dollars ($1,000,000.00), and the policy must name the Authority as an additional named insured.

NOTES

A. 15.2 see 29 CFR 1926.66ICC 2021 Virginia Statewide Fire Prevention Code Chapter 20 (Aviation Facilities), Section 2004 Aircraft Maintenance.

B. 1104.2 Application of flammable and combustible liquid finishes. The application of flammable or Class II combustible liquid finishes is prohibited unless both of the following conditions are met:

1. The application of the liquid finish is accomplished in an approved location.
2. The application methods and procedures are in accordance with Chapter 24.

CHAPTER III

INFRACTIONS AND ENFORCEMENT

SECTION 1. INFRACTION DEFINED

Infraction means any of the following:

A. A violation of these Rules and Regulations

B. In the case of an FBO, a violation of the FBO Lease.

SECTION 2. EFFECT OF INFRACTION

Any infraction of these regulations and standards by any person may result in the termination of the lease, contract or agreement under which such person is operating. Upon termination, such person shall be informed as to their eligibility for a new lease, contract or agreement.

SECTION 3 NOTICES OF INFRACTION AND TERMINATION

The Authority, acting through the Airport Director shall give notice of termination by sending a letter, certified mail, to the person at the address listed upon the relevant lease, contract or agreement or, at the option of the Authority, to the person's last known address.

SECTION 4. HEARINGS

Any person whose lease, contract or agreement shall hereafter terminate may request a hearing thereon before the Authority provided such request is made in writing and received by the Airport Director within ten (10) calendar days of the date of the Authority's notice of termination to such person. The hearing officer shall be the Chairperson of the Airport Authority or their designee. The Authority shall mail notice of the date, time and location of such hearing to the person requesting same and such notice shall be mailed at least seven (7) 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 written notice of its action within thirty (30) days to the person requesting the hearing. Compliance with this hearing process is a prerequisite to initiating any other legal or administrative action.

SECTION 5. GENERAL

In addition to any penalties otherwise provided by the Town ordinance or law, the Federal Aviation Regulations, Virginia Aviation Law, and all other rules and regulations of the FAA, any person violating these Rules and Regulations may be promptly removed, either temporarily or permanently, from the airport by the Authority and/or the Airport Director.

CHAPTER IV

RESERVATION OF RIGHT TO INDIVIDUAL USERS

SECTION 1. EXPLANATION OF RIGHTS TO INDIVIDUAL USERS

Notwithstanding anything to the contrary contained herein, the following rights, privileges and duties are hereby conferred and imposed upon individual users of the airport facilities, including but not limited to individual pilots, aircraft owners, tie-down and t-hangar renters.

1.1 Each individual user shall comply with all applicable Federal Aviation Regulations (14 CFR), FAA Safety Bulletins, Advisory Circulars, Virginia Aviation Law (Va. Code Title 5.1), and all other applicable federal, state, and local aviation regulations.

1.2 It shall be the duty of each individual user of the airport to fully inform themselves of, and to keep current on, all Federal, State and local aviation Rules and Regulations and to completely and promptly comply therewith.

CHAPTER V

MISCELLANEOUS

SECTION 1. SEVERABILITY

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.

SECTION 2. EFFECTIVE DATE

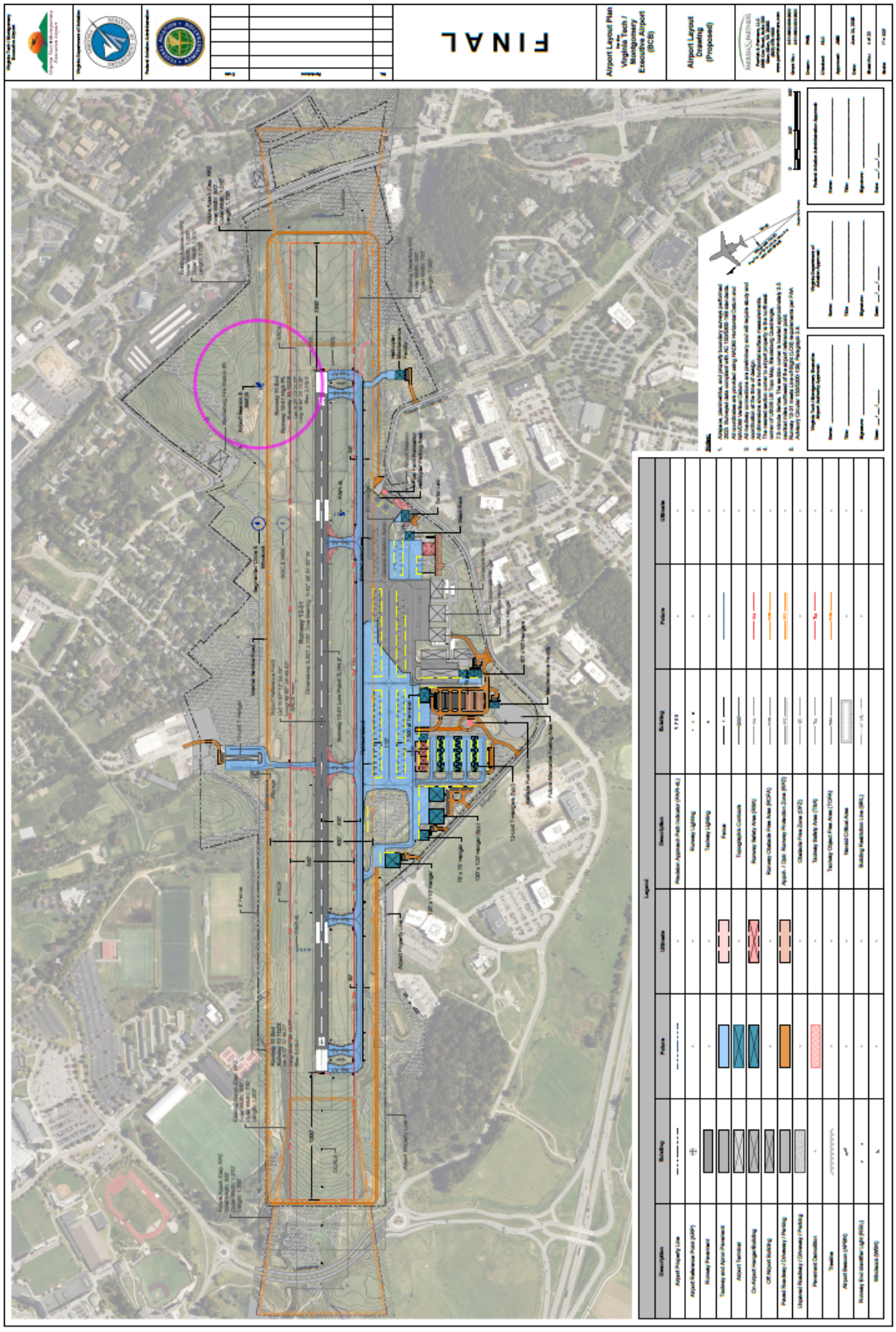
These Rules and Regulations shall be effective on the date of approval by the Virginia Tech/Montgomery Regional Airport Authority.

APPENDIX A

Airport Layout Plan

APPENDIX A

AIRPORT LAYOUT MAP



APPENDIX B

Airport Traffic Pattern Map

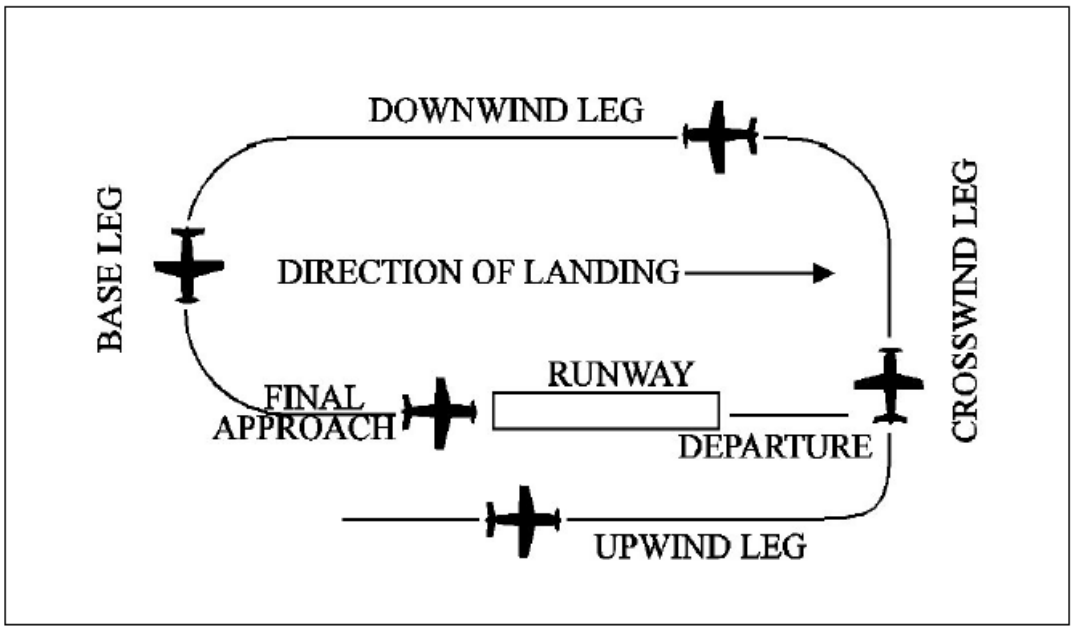
APPENDIX B

AIRPORT TRAFFIC PATTERN MAP

Aeronautical Information Manual 7-6-2026, AC 90-66C

FIG 4–3–1

Components of a Traffic Pattern



AC 90-66C, Section 11.4

Traffic Pattern Altitudes: It is recommended that airplanes observe a 1,000 foot above ground level (AGL) traffic pattern altitude. Large and turbine-powered airplanes should enter the traffic pattern at an altitude of 1,500 feet AGL or 500 feet above the established pattern altitude. Ultralight aircraft should operate no higher than 500 feet below the powered aircraft pattern altitude. A pilot may vary the size of the traffic pattern depending on the aircraft's performance characteristics.

APPENDIX C

PERMITS

INDEPENDENT FLIGHT INSTRUCTOR

An independent flight instructor providing a commercial aeronautical activity to the general public, and/or advertising to the general public will be permitted to provide aircraft flight instruction without meeting the requirements of Subsection e above (Flight Training).

(1) A Local Business License is obtained (if applicable).

(2) An Airport Business Permit is acquired.

(3) An Airport Independent Flight Instructor Permit is acquired from the Airport Director and requires:

(a) Proof of the proper and current FAA licenses and certificates.
(b) Proof of a local Business License, if required.
(c) Proof of $1,000,000.00 combined insurance for public liability and property damage insurance (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, passengers, including mental anguish and property damage. Authority shall be named as additionally insured.
(d) Completion of an Independent Flight Instructor Permit and Permit Assurance (Appendix C).

(4) Training or business activities are not conducted in the public areas of the Airport terminal building, or in the leased space of another FBO, without written approval of the Authority.

VIRGINIA TECH/MONTGOMERY EXECUTIVE AIRPORT
INDEPENDENT FLIGHT INSTRUCTOR PERMIT

Date: _____

Expiration Date: _____

Name: _____

Address: _____

_____

Telephone Number: _____

Proof of Business License (If Applicable): _____

Proof of proper and current licenses certified by the Federal Aviation Administration, with appropriate ratings to cover the training offered:

VIRGINIA TECH/ MONTGOMERY EXECUTIVE
INDEPENDENT FLIGHT INSTRUCTOR PERMIT

Permit Assurance:

As a permitted Independent Flight Instructor at the Virginia Tech/Montgomery Executive Airport, I understand that the activities of such position may expose me to risk and I assume all such risk. To the extent legally possible, I agree to indemnify and save harmless and assume the defense of the Virginia Tech/Montgomery Regional Airport Authority ("AUTHORITY"), its agents, employees and officials from and against any and all liabilities, damages, expenses, causes of action, suits, claims or judgments; and to pay all attorneys fees, court costs, and other costs incurred in defending such claims, which may accrue against, be charged to, be recovered from or sought to be recovered from the Authority, its agents, employees or officials by reason of or on account of damage to the property of, injury to, or death of any person arising from my negligence or acts of omission as a permitted independent flight instructor at the Virginia Tech/Montgomery Executive Airport.

I further assure that at all times adequate public liability and property damage insurance is and shall be provided in such amounts as required by the Code of Virginia and the Authority's Risk Manager to protect the operation and the Authority from legal liabilities resulting from this activity and that I shall provide to the Executive Director of the Authority on or before July 1 of every year an accurate certificate of insurance showing such insurance coverage. During the course of conducting independent flight instruction activities as stipulated by this permit, I shall (1) furnish said services on a fair, equal and not unjustly discriminatory basis to all users thereof; (2) charge fair, reasonable, and not discriminatory prices for each unit of service, provided however, that reasonable and nondiscriminatory discounts, rebates or other similar types of price reductions to volume purchasers may be allowed; (3) ensure that all Federal, State, and local statutes, Rules and Regulations shall be complied with at all times.

It is agreed and understood that any violation of the Airport Rules and Regulations and Minimum Standards, or the provisions of this permit may result in its revocation.

Name: _____
(Print)

Signature: _____

Date: _____

Permit # _____

Independent Aircraft Repair and Inspection Services Permit

Any person intending to provide aircraft repair and/or inspection services, other than owner-preventive maintenance as defined in FAR Part 43, as a part time business will be permitted to provide aircraft maintenance and inspection services without meeting the requirements of the Minimum Standards section 7 (a) Aircraft Maintenance and Repair, provided they obtain prior approval of the Airport Director with the aircraft registration number and the following to their satisfaction:

(1) Proof of proper and current licenses approved by the FAA, with appropriate ratings to cover the types of repairs or inspection work being offered.

(2) Proof of a business license if applicable.

(3) Proof of 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.

$1,000,000 each occurrence for bodily injury and 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 Virginia Tech/Montgomery Regional Airport Authority is to be included as additional insured.

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.

(4) Completion of an Independent Aircraft Repair and Inspection Service Permit with payment of the $50 permit fee. The operator will be issued a permit good for the calendar year and must resubmit each year for a new permit. If the operator requests a gate card for access, an additional gate card access form must be completed, with a $200 deposit of which $175 will be returned upon returning the gate card.

(5) Maintenance, Inspections or business activities shall not be conducted in the public areas of the Airport terminal building, or in the leased space of another FBO, without written approval of the Authority. Maintenance shall only be conducted in the leasehold premises (hangar or tie-down location) of the aircraft owners. Aircraft owners sub-leasing space must receive approval from the Lessor or hangar owner prior to conducting any maintenance activity. Maintenance operators are forbidden from making sub-lease agreements or providing services on the field to

aircraft owners other than those primarily based here or a transient with "aircraft on ground" (AOG) maintenance needs.

(6) The maintenance operator or the aircraft owner is required to inform the airport via email to ops@vtbcb.com of the registration number of the aircraft to be worked on, the type of work to be conducted, the dates the expected work is to occur and where on the airfield the maintenance will take place (such as tie-down location or hangar number) prior to work occurring. The intent of this notification is to best ensure that when work is observed to be occurring that it is being done in compliance with these rules and regulations.

(7) A maintenance operator or aircraft owner shall be required to provide proof of permit when challenged by the Airport Director, their designee, or any law enforcement officer.

(8) Permit holders agree to adhere to all Federal, State and local regulations and codes, all Airport Rules and Regulations, all Stormwater Plan and Pollution measures, applicable Best Management Practices, and all tools and equipment directions and guidelines issued by the manufacturer. In addition, permit holders agree to have a structure of fees for their services that are fair and reasonable and not unjustly discriminatory as defined by the Federal Aviation Administration (FAA).

(9) An independent maintenance operator is prohibited from advertising their services in such a fashion to imply that their operations are based at the Virginia Tech Montgomery Executive Airport or to imply a greater degree of service on the airfield as anything other than a permitted non-based independent aircraft repair and inspection service.

VIRGINIA TECH/MONTGOMERY EXECUTIVE AIRPORT
INDEPENDENT MAINTENANCE & INSPECTION SERVICE PERMIT

Date: _____

Expiration Date: _____

Name: _____

Address: _____

_____

Telephone Number: _____

Proof of Business License (If Applicable): _____

Proof of proper and current licenses certified by the Federal Aviation Administration, with appropriate ratings to cover the training offered:

VIRGINIA TECH/ MONTGOMERY EXECUTIVE AIRPORT
INDEPENDENT MAINTENANCE & INSPECTION PERMIT

Permit Assurance:

As a permitted Independent Maintenance & Inspector at the Virginia Tech/Montgomery Executive Airport, I understand that the activities of such position may expose me to risk and I assume all such risk. To the extent legally possible, I agree to indemnify and save harmless and assume the defense of the Virginia Tech/Montgomery Regional Airport Authority ("AUTHORITY"), its agents, employees and officials from and against any and all liabilities, damages, expenses, causes of action, suits, claims or judgments; and to pay all attorney's fees, court costs, and other costs incurred in defending such claims, which may accrue against, be charged to, be recovered from or sought to be recovered from the Authority, its agents, employees or officials by reason of or on account of damage to the property of, injury to, or death of any person arising from my negligence or acts of omission as a permitted independent maintenance and inspection service provider at the Virginia Tech/Montgomery Executive Airport.

The maintenance operator or the aircraft owner is required to inform the airport via email to ops@vtbcb.com of the registration number of the aircraft to be worked on, the type of work to be conducted, the dates the expected work is to occur and where on the airfield the maintenance will take place (such as tie-down location or hangar number) prior to work occurring. The intent of this notification is to best ensure that when work is observed to be occurring that it is being done in compliance with these rules and regulations.

I further assure that at all times adequate public liability and property damage insurance is and shall be provided in such amounts as required by the Code of Virginia and the Authority's Risk Manager to protect the operation and the Authority from legal liabilities resulting from this activity and that I shall provide to the Executive Director of the Authority on or before July 1 of every year an accurate certificate of insurance showing such insurance coverage. During the course of conducting independent maintenance and inspection activities as stipulated by this permit, I shall (1) furnish said services on a fair, equal and not unjustly discriminatory basis to all users thereof; (2) charge fair, reasonable, and not discriminatory prices for each unit of service, provided however, that reasonable and nondiscriminatory discounts, rebates or other similar types of price reductions to volume purchasers may be allowed; (3) ensure that all Federal, State, and local statutes, Rules and Regulations shall be complied with at all times.

It is agreed and understood that any violation of the Airport Rules and Regulations and Minimum Standards, or the provisions of this permit may result in its revocation.

Name: _____
(Print)

Signature: _____

Date: _____

Permit # _____

TO USE THE VIRGINIA TECH/MONTGOMERY EXECUTIVE AIRPORT FOR AERIAL APPLICATION

TO: Keith Holt, C.M.
Airport Director
1600 Research Center Drive
Blacksburg, Virginia 24060

FROM: Name and Address of Applicant

PHONE:

DATE OF OPERATIONS: _____

The undersigned is a principal of a company making application to use the Virginia Tech/Montgomery Executive Airport for aerial application. The undersigned agrees to abide by the rules and regulations of the Virginia Tech/Montgomery Executive Airport and hold harmless the Virginia Tech/Montgomery Regional Airport Authority and Virginia Tech for any action that should take place as a result of any activity resulting from the use of any aircraft or material used in aerial application.

Signature: _____

Title: _____

Printed Name: _____

APPENDIX D

ACCIDENT REPORTING FORM

ACCIDENT REPORTING FORM
VIRGINIA TECH/MONTGOMERY EXECUTIVE AIRPORT

In accordance with the accident reporting provisions of the Rules and Regulations governing the operation of the Virginia Tech/Montgomery Executive 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 Director 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. Other than the italicized conditions stated above this form is considered voluntary. A copy of a Federal accident report may be submitted in lieu of this form.

1. Name of Person: _____
2. Age: _____
3. Address: _____

   _____
4. Phone: _____
5. Date and time of occurrence: _____
6. Nature and extent of injuries: _____
7. Description of accident/injury: _____
8. Name of Doctor or hospital: _____

_____

9. Kind of property and extent of damage (vehicles, property, aircraft):

_____

_____

_____

10. Signature: _____

APPENDIX E

Airport Hangar/Tie-down Waitlist Policy

Virginia Tech Montgomery Executive Airport
Hangar and Tie-down Waitlist Policy

The hangar waitlist policy is designed to provide a simple and fair process for aircraft owners to be placed on a waitlist for hangars and tie-downs at the Virginia Tech/Montgomery Executive Airport. All available spaces are on a first-come, first-served basis, and because demand is often greater than availability, it may be necessary to be on the waitlist to receive a spot. Airport policy is to process the waiting list by the date the applicant was put on the list. The waitlist is a non-exclusive list and at the discretion of the Airport Director, an individual can be removed from the list for matters such as violations of airport Rules and Regulations, violations of FAA policy, current or pending litigation with the Airport Authority, or threats or threatening behavior made concerning public bodies, institutions, the airport authority and any of its represented members, officers, directors, employees, representatives, or other tenants. For questions concerning the waitlist, or to be placed on the waitlist please contact the Airport Director or the Operations Director at (540) 231-4444 or mgr@vtbcb.com or do@vtbcb.com.

Waitlist Application

1. An individual or corporation may request to be added to the waitlist by calling or emailing the Airport Director, Director of Operations, or other management personnel at the airport. Contact information including phone number, email, and address must be provided. The date the person placed their name on the list will be recorded. The date recorded will determine the applicant's position on the waitlist.
2. Separate waitlists may be kept for differing types of space, including new T-hangars, old T-hangars, box hangars, and tie-downs. An applicant is permitted to be on multiple lists for the varying types of space.
3. The applicant's position on the waitlist is not transferable to others. Offers of available space will only be made to the applicant whose name appears on the waitlist.
4. Applicants may request removal from the waitlist at any time. Requests for reinstatement will be treated as a new request.
5. Applicants who are building an aircraft are eligible for a hangar only for the final assembly of the aircraft. Homebuilt aircraft must be airworthy within one (1) year of taking possession of the hangar.

Hangar Offer

1. The applicant listed as first on the list will be notified once the spot becomes available. The applicant will have five (5) business days after notification to respond to the

notification. If the applicant fails to respond within five (5) days, this will be treated as a decline.

2. Each applicant on the waitlist will have one chance to decline an offer without forfeiting their position on the waitlist. A second decline will result in their name being moved to the bottom of the seniority list.
3. The airport is not responsible for the applicant's failure to keep contact information up to date. If the airport attempts to contact an individual and the contact information on file is not current, this will be treated as a non-responsive declining offer and will be treated like a decline. Up to two forms of contact will be used to reach an individual. If the individual cannot be reached using one of those two forms within five (5) business days, this will be treated as a decline.
4. Once a spot becomes available, the applicant will be presented with a lease and will have ten (10) days to complete the lease. All storage must be for aeronautical purposes only. A lease will not be extended if the lessee does not intend to use it for aeronautical purposes. The date of occupancy will be communicated to the lessee as to when the spot will become vacant. Upon exercising the lease, all terms of the lease will become valid and in effect.
5. In the event of an aircraft sale, the hangar is non-transferable to the new owner of the aircraft. If an aircraft is owned in a co-ownership arrangement, if one owner sells their interest or the other owner buys out a partner's share, that sale of partial ownership will not affect the hangar status provided current owner information is kept up to date per the lease agreement.