

**Acts of The**  
**Virginia Assembly**  
**February 18, 1946**

**"Section 3.** The Airport Commission established hereunder shall have all powers necessary or convenient to carry out the general purposes of this Act, including for purposes of illustration the following powers and, in addition, all others herein granted:

(j) To adopt, amend, and repeal rules and regulations for the use, maintenance, and operation of its facilities and governing the conduct of persons and or organizations using its facilities and to enforce such rules and regulations and all other rules, regulations, ordinances, and statutes relating to its facilities, all as hereinafter provided."

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# **RULES AND REGULATIONS FOR THE NEWPORT NEWS/WILLIAMSBURG INTERNATIONAL AIRPORT**

**Adopted by Resolution on the 25<sup>th</sup> day of September, 2014**

## **SECTION 1- DEFINITIONS**

Unless specifically defined otherwise herein, or unless a different meaning is apparent from context, the terms used in this manual shall have the following definitions:

**A. Aircraft:** "Aircraft" shall mean any contrivance now known or hereafter invented, used or designed for navigation of or flight in air.

**B. Aircraft Rescue and Firefighting:** "Aircraft Rescue and Firefighting" (ARFF) shall mean fire and rescue services located at the Airport.

**C. Air Operations Area:** "Air Operations Area (AOA)" shall mean the area within the Airport used or intended to be used for landing, takeoff, or surface maneuvering of aircraft.

**D. Airport:** "Airport" shall mean the Newport News/Williamsburg International Airport and includes all property and improvements within the boundary lines of the airport operated or controlled by the Commission, except when otherwise specifically noted.

**E. Commission Approved ID:** "Commission Approved ID" shall mean the type of identification approved by the Airport Operator (including airport issued ID) and cited in the existing Peninsula Airport Commission security program.

**F. Airport Employees:** "Airport Employees" shall mean the bonified employees of the Commission.

**G. Airport Issued ID:** This type of ID refers only to identification issued by the Airport Operator.

**H. Apron or Ramp:** "Apron or Ramp" shall mean those areas of the Airport within the AOA designated for the loading or unloading passengers or cargo, refueling, parking or servicing of aircraft

**I. Assistant Airport Director:** "Assistant Airport Director" shall mean those persons have immediate charge of Airport development, maintenance, operations and planning and act under the direction of the Executive Director.

**J. Cargo (Air):** "Cargo" shall mean any property carried on an aircraft other than mail, stores, and baggage.

**K. Challenge Procedure:** "Challenge Procedure" shall mean the Airport approved process by which individuals with unescorted access to the SIDA (or other areas controlled for security purposes) contact, approach, or point out to appropriate authorities, individuals or vehicles present in those areas but not displaying appropriate Airport approved identification media.

**L. Chief of Public Safety:** "Chief of Public Safety" shall mean the person having immediate supervision/charge of the Airport Police, Fire, Communications, Security, Safety, etc., or his duly appointed representative acting under the direction of the Assistant Airport Director.

**M. Commercial Activity:** "Commercial Activity" shall mean any activity involving the exchange, trading, buying, hiring or selling of commodities, goods, services or property of any kind, whether for profit or not, and any revenue producing activity on the Airport, including, but not limited to, the taking of still, motion, or sound motion records or recordings for commercial purposes, the use of sound amplification for commercial purposes, and the distribution of printed material to the public, whether or not such materials are offered for sale or free of charge, except where such distribution is done in connection with permitted handbilling or picketing activities provided for by these Rules and Regulations.

**N. Commercial Aviation Operations Operators:** "Commercial Aviation Operations Operator" shall mean all operations of aircraft for commercial purposes and shall include, without limitation, the following: (a) operations by a scheduled air carrier, (b) operation of nonscheduled air service for transportation of freight, express, or passengers or charter service.

**O. Control Tower:** "Control Tower" shall mean the Air Traffic Control Facility located at the Airport, and operated by the Federal Aviation Administration.

**P. Curbside:** "Curbside" shall mean the inner curb directly in front of the Air Carrier Terminal.

**Q. Designated Representative:** "Designated Representative" shall mean an individual designated to represent the Airport or Airport Commission.

**R. Executive Director:** "Executive Director" shall mean the person having immediate charge of the Airport, its employees and activities and is employed by the Commission.

**S. FAA:** "FAA" shall mean the Federal Aviation Administration.

**T. Fixed Base Operator:** "Fixed Base Operator" or "FBO" shall mean a commercial operator engaged in the sale of products and services and the renting or subleasing of facilities consistent with the General Aviation Minimum Standards.

**U. Instructor:** "Instructor" shall mean any certified or licensed individual giving, or offering to give, instruction in the operation, construction, repair or maintenance of aircraft, aircraft power plants and accessories, including the repair, packaging and maintenance of parachutes.

**V. Landside Building:** "Landside Building" shall mean the air carrier passenger terminal building housing passenger ticketing, baggage claim, and other related activities.

**W. Motor Vehicle:** "Motor Vehicle" shall mean a self-propelled device in, upon or by which a person or property may be transported, carried or otherwise moved from point to point, except aircraft or devices moved exclusively upon stationary rails or tracks.

**X. Park:** "Park" shall mean to put or leave or let a motor vehicle or aircraft stand or stop in any location whether the operator thereof leaves or remains in such vehicle or aircraft when such standing or stopping is not required by traffic controls or conditions beyond the control of the operator.

**Y. Passenger Terminal Complex:** "Passenger Terminal Complex" shall mean the passenger terminal facility, the surface parking facilities, and all roadways associated therewith.

**Z. Peninsula Airport Commission:** "Peninsula Airport Commission" or the "Commission" shall mean the Peninsula Airport Commission, the governmental entity duly chartered by the General Assembly of the Commonwealth of Virginia.

**AA. Person:** "Person" shall mean any individual, firm, partnership, corporation, company, association, joint stock association or body politic; and includes any trustee, receiver, committee, assignee or other representative or employee thereof.

**BB. Private Vehicle:** "Private Vehicle" shall mean a vehicle transporting persons or property, for which no charge is paid directly or indirectly by the passenger or by any other entity.

**CC. Public Aircraft Facilities:** "Public Aircraft Facilities" shall mean the following facilities as they are from time to time provided and made available by the Commission for public use by aircraft operators:

i. Public runways, for the purpose of the landing and the taking-off of aircraft;

ii. Public taxiways, for the purpose of the ground movement of aircraft;

iii. Public aircraft parking space, for the purpose of parking and storing aircraft; for the purpose of loading and unloading passengers, baggage, freight, mail and other cargo upon and from aircraft; for the purpose of performing operations incidental to the immediate preparation of aircraft for departure, such as inspection, cleaning, and other supplies; for the purpose of making minor and emergency repairs to aircraft; and for the purpose of parking mobile equipment actively used in connection with the foregoing;

iv. Any other space, facilities or services provided by the Commission for public use by aircraft operators at the Airport; and

v. Public access to the ramp is for the primary purpose of loading and unloading passengers and their baggage, and the loading and unloading of mail and freight.

**DD. Public Safety Officer:** "Public Safety Officer" (PSO) shall mean officers employed by the Commission having responsibility for ARFF and Law Enforcement on the Airport.

**EE. Public Parking Facilities:** "Public Parking Facilities" shall mean all parking provided for the public at the Airport.

**FF. Ramp:** See Apron.

**GG. Refueling Trucks:** "Refueling Trucks" shall mean any motor vehicle used for the transporting, handling or dispensing of aviation fuel, oils, and lubricants.

**HH. Restricted Area:** "Restricted Area" shall mean any area of the airport posted to prohibit entry or to limit entry or access to specific authorized persons.

**II. Scheduled Operations:** "Scheduled Operations" shall mean all operations of aircraft by duly licensed air carrier holding a formal operations agreement with the Commission.

**JJ. Rules and Regulations:** "Rules and Regulations" shall mean the Rules and Regulations as adopted or amended from time to time by the Commission.

**KK. Shall:** "Shall" is always mandatory and not merely directory.

**LL. Specialized Aviation Service Operator:** "Specialized Aviation Service Operator" or "SASO" shall mean a commercial operator that provides any one or a combination of the following activities: aircraft maintenance, avionics or instrument maintenance, aircraft rental or flight training, aircraft charter or aircraft management, aircraft sales, and other commercial aeronautical activities.

**MM. Solicitation or To Solicit:** "Solicitation or To Solicit" shall mean to directly or indirectly, actively or passively, openly or subtly, ask (or endeavor to obtain by asking), request, implore, plead for, importune, or seek to try to obtain.

**NN. SIDA:** "SIDA" shall mean "Security Identification Display Area"

**OO. Terminal Area:** "Terminal area" shall mean the area used, or intended to be used, for such facilities as terminal and cargo, gates, shops, automobile parking, restaurants, and an area provided for parking and positioning of aircraft in the vicinity of the terminal building for loading and unloading.

**PP. Transient Aircraft:** "Transient Aircraft" shall mean an aircraft not using the airport as its permanent base of operations.

**QQ. Transportation Security Administration:** Defined and hereafter referred to as "TSA" shall mean the Transportation Security Administration.

**RR. Unescorted Access:** "Unescorted Access" shall mean authorization to be in the SIDA, or other area controlled for security purposes, without Airport Operator required escort.

**SS. Vehicle:** "Vehicle" shall mean a device in, upon or by which a person or property may be propelled, moved, or drawn, including a device moved by human or animal power, except aircraft devices moved exclusively upon stationary rails or tracks.

**TT. Vehicles for Hire.** "Vehicles for Hire" shall mean a passenger-carrying, self-propelled motor vehicle maintained for hire and operated upon the streets of the Airport in the transportation of passengers for compensation.

## **SECTION 2 - SCOPE**

**A.** The use of the Airport, or any of its facilities in any manner, shall create an obligation on the part of the user thereof to obey all the Rules and Regulations herein provided and adopted by the Commission.

**B.** These Rules and Regulations are not intended to amend, modify or supersede any provision of federal or state laws, the Airport's General Provisions or General Aviation Minimum Standards.

### SECTION 3 – CONDITIONS

**A.** No person shall engage in any business or commercial activity of any nature on Airport property without the written approval of the Commission or designated representative, and under such terms and conditions as may be written.

**B.** The privilege of using the Airport and its facilities shall be conditioned upon the assumption of full responsibility and risk by the user thereof, and their release, hold harmless and indemnification of the Commission, its officers and employees from any liability resulting from such use, as well as claims of third persons to using the Airport. The Commission assumes no responsibility for loss, injury or damage to persons or property by reason of fire, theft, vandalism, wind, flood, earthquake, collision, strikes, or acts of God or of the public enemy, nor does it assume any liability for injury to persons while on the Airport or while using its facilities, or for property damage.

### SECTION 4 - GENERAL RULES AND REGULATIONS

#### **4.1 COMPLIANCE WITH RULES AND REGULATIONS**

**A.** Any permission granted by the Peninsula Airport Commission, directly or indirectly, expressly, or by implication or otherwise, to any person to enter or to use the Airport or any part thereof, is conditioned upon strict compliance with these Rules and Regulations of the Peninsula Airport Commission.

**B.** Any permission granted by the Peninsula Airport Commission under these Rules and Regulations is conditioned upon the payment of any and all applicable fees and charges established by the Commission.

#### **4.2 COMMERCIAL ACTIVITY**

No person shall engage in Commercial Activity on the Airport without first obtaining written authorization from and pursuant to the terms and conditions prescribed by the Commission, including, but not limited to, the payment of fees and/or costs for lease of space and/or access rights. Without in any way limiting the preceding, the following provisions apply to Commercial Activity on the Airport:

**A. Public Ground Transportation.** Public Ground Transportation vehicles shall only be permitted to access Airport property and/or conduct activities thereon, including solicitation of passengers, pursuant to the terms and conditions set forth in Section 8 of these Rules and Regulations.

**B. Photography and Recording.** No person shall take still, motion, or sound motion records or recordings on the Airport for commercial purposes without written permission from the Assistant Airport Director. This provision does not apply to bonified coverage by the news media conducting their business in authorized areas and in accordance within the procedures, practices, and directions of the Assistant Airport Director.

#### **4.3 PHYSICAL IMPROVEMENTS**

No individual, business, partnership, or corporation shall construct or erect any building, sign or structure, or modify any existing facility without specific permission and written approval of the Commission or designated representative.

#### **4.4 ADVERTISING AND DISPLAY**

No person shall post, distribute, or display, signs, promoting commercial or aeronautical business, advertisements, literature, circulars, pictures, sketches, drawings, or other forms of printed or written material without prior written permission from the Peninsula Airport Commission. Request for approval of existing signs shall be submitted to the Executive Director. "For Sale" signs are permitted in aircraft windows. Standard hangar signs with owners name and hangar are allowed with approval of the Executive Director or other designee. All signage displayed should be in accordance with the Design and Sustainability Guidelines. Any signs displayed without the prior permission of the Executive Director will be removed immediately. Whenever the Executive Director shall have caused to be served a written notice of an unsafe sign, and upon refusal or neglect of the person served with such notice to comply with the requirements of the order to abate the unsafe condition, the Executive Director is hereby authorized and empowered to cause such sign that has been declared unsafe to be taken down and removed. When, in the opinion of the Executive Director, there is immediate danger of collapse or failure of a sign, or any part thereof, which would endanger persons or premises; or when a violation of this section results in a fire hazard that creates an immediate, serious and imminent threat to life and safety, the Executive Director shall order the affected area barricaded or otherwise segregated and marked off to the extent necessary to warn others of such danger. Upon notice of dangerous condition, the Executive Director or his designee, shall make a reasonable attempt to notify the owner. If the owner is unable to be contacted within forty-eight (48) hours, or if the owner is contacted and takes no action within that time after notification, the Executive Director shall cause the sign, or so much thereof as is unsafe, if it can be safely removed from the remainder, to be demolished and removed from the Airport.

#### **4.5 RESTRICTED AREA AND AIRPORT OPERATIONS AREA**

All areas of the Airport, except those areas open to the public, are restricted and no person shall enter upon the Air Operations Area (AOA), or any hangar except:

- A.** Authorized Personnel assigned to duty therein and in possession of a Commission Approved Identification;
- B.** Authorized representatives of the FAA or TSA;
- C.** Passengers under appropriate supervised escort, entering the Air Operations Area for the purpose of enplaning and deplaning;
- D.** Business representative, with appropriate escort, in the conduct of their business with the tenants; and
- E.** Aircraft Owners or Renters and/or their authorized representatives.

#### **4.6 AIRPORT SECURITY**

The TSA has determined that employees of the Airport, Airport tenants, contractors and employees of commercial operators/air carriers having access to the restricted areas of the Airport, are in positions where their actions could have critical impact on the safety and security of the Airport's Security Identification Display Area (SIDA). The following standards are hereby adopted for these individuals:

- A.** All individuals with unescorted access to any area on the AOA shall be required to display an official Commission Approved Identification on their person at all times. Badges shall be

issued by the Chief of Public Safety. Additionally, the employer is responsible for ensuring Commission Approved Identification is issued to an individual prior to granting that individual unescorted access to the area.

**B.** Commission Approved Identification can only be used by the individual whom it is issued to, sharing of identification is not authorized.

**C.** All individuals approved to access the AOA must ensure all doors and gates utilized to access the area are secured upon entry.

**D.** Personnel not in possession of Commission Approved Identification must be escorted.

#### **4.7 SOLICITATION, PICKETING, DEMONSTRATIONS**

**A. Solicitation and Distribution/Sale of Materials.** No person shall engage in the solicitation and/or receipt of funds from the general public within the Airport by means of continuous or repetitive face to face requests for immediate, physical, in-person donations of money or anything of value or the distribution or sale within the Airport of flyers, brochures, pamphlets, or other written materials unless such activity is conducted pursuant to a permit issued under this Section.

**B. Picketing and Demonstrations.** No person shall walk in a picket line as a picket or take part in any form of demonstration including, but not limited to, parades, marches, patrols, sit-ins, vigils or public assemblies within the Airport except pursuant to a permit issued under this Section.

**C. Prohibit Conduct.** Any solicitation, distribution, picketing, or demonstration engaged in pursuant to a permit issued under this Section shall be conducted with the following limitations:

**i.** Any such activity shall be conducted in a peaceful and orderly manner contemplated by law;

**ii.** Any such activity shall be conducted without physical harm, molestation, threat, or harassment of persons, obscenities, violence, breach of the peace or other unlawful conduct;

**iii.** Any such activity shall be conducted without obstructing or impeding the use of the Airport by others and without hindrance to or interference with the proper, safe, orderly, and efficient operation of the Airport and the activities conducted thereupon;

**iv.** Participants in any such activity are prohibited from hawking, calling out passers-by, amplifying or modulating their voices, or setting up stands and/or structures; *and*

**v.** Any such activity shall be conducted in compliance with all the terms and conditions of the permit issued for such activity.

**D. Permits.**

**i.** Any person seeking to engage in solicitation, distribution of materials, picketing, demonstration, or any other activity contemplated by this Section shall deliver a request to do so in writing to the Assistant Airport Director or his/her designee at least forty-eight (48) hours prior to the proposed date and time of the requested activities, but no more than thirty (30) days in advance. The request shall contain the full name, address, and telephone number of the applicant, as well as the name, address, and telephone number of the organization he/she represents, if any.

Applicants seeking to collect donations on behalf of charitable or civic organization shall present any and all documentation necessary to establish compliance with all applicable state and local laws and regulations. Permits are issued to individual persons and are non-transferable.

**ii.** The Assistant Airport Director may impose and collect a reasonable and uniform permit fee, which fee shall be paid prior to the issuance of the requested permit.

**iii.** Persons engaged in solicitation, distribution of materials, picketing, demonstration, or any other activity contemplated by this Section are prohibited from leaving unattended, at any time, any materials associated with that activity, including any signs, posters, placards, or other printed or written materials. If such materials are left unattended in the Airport, the applicant shall be charged for the cost of their removal.

**iv.** Any individual or organization to which Section 57-48, *et seq.* of the Code Virginia, or a local ordinance relating thereto, is applicable shall be in compliance with the provisions of the same before engaging in any solicitation, distribution of materials, picketing, demonstration, or any other activity contemplated by this Section.

#### **4.8 OPERATING PROCEDURES, EMERGENCY PROCEDURES AND DIRECTIVES**

Written operating procedures and directives issued by the Executive Director, Assistant Airport Director, and/or Chief of Public Safety, from time to time shall be considered as addenda to and have the full force and effect as these Rules and Regulations.

**A.** When an emergency exists at the Airport, the Executive Director, Assistant Airport Director, and/or Chief of Public Safety shall be empowered to take that action, which within his/her discretion and judgment, is necessary or desirable to protect the health, welfare and safety of persons and property and to facilitate the operations of the Airport.

**B.** During such an emergency the Executive Director, Assistant Airport Director, and/or Chief of Public Safety may suspend these Rules and Regulations, or any part thereof, at their discretion and judgment and they may in addition issue such oral orders, rules, and regulations as may be necessary.

**C.** The Executive Director, Assistant Airport Director, and/or Chief of Public Safety shall at all times have authority to take such reasonable action as may be necessary for the proper handling of conduct and management of the public in attendance at the Airport. At the discretion of the Chief of Public Safety, the City of Newport News Police, York County Sheriff's Department, Virginia State Police, the Federal Bureau of Investigation, or any TSA may be called upon for assistance and action as may be necessary. The Commission expressly grants permission to these agencies to enter the premises and to enforce the Rules and Regulations contained herein and as may be adopted by the Commission.

#### **4.9 CITY OF NEWPORT NEWS**

All applicable provisions of the City of Newport News Municipal Code now in existence, or hereafter promulgated, are hereby adopted as part of the Rules and Regulations of the Airport.

#### **4.10 OTHER LAWS**

All applicable provisions of the laws of the United States and the Commonwealth of Virginia now in existence or hereafter promulgated, are hereby adopted as part of the Rules and Regulations of the Airport.

#### **4.11 TRASH, DEBRIS, AND CONTAINERS**

A. No person shall keep uncovered trash containers in any outside area.

B. No vehicle used for hauling trash, dirt, or any other materials shall be operated on the Airport unless such vehicle is constructed so as to prevent the contents thereof from blowing, dropping, sifting, leaking, or otherwise escaping therefrom. Operation of such vehicles is prohibited without prior permission of the Executive Director or designated representative.

C. Areas to be used for trash or garbage containers shall be designated by the Executive Director or designated representative and no other areas shall be used. Such areas shall be kept clean and sanitary at all times.

#### **4.12 STORAGE OF EQUIPMENT**

No tenant or lessee on the Airport shall store or stack material or equipment in such manner as to constitute a hazard to persons or property. A hazard includes non-airworthy aircraft in such a state that it creates a wildlife habitat and as a result risk to flight safety.

#### **4.13 EQUIPMENT/MISCELLANEOUS ITEMS ON APRON AREA**

All ramp equipment shall be parked and kept in a neat and orderly manner. No receptacles, chests, cases or housings 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 facility. Final approval of these items rests with the Assistant Airport Director or Chief of Public Safety.

#### **4.14 MAINTENANCE**

All property and equipment shall be in good appearance, repair and safe condition. Maintenance, repair and replacement shall be of a quality equal to the original condition.

#### **4.15 LOITERING AND REFUSAL TO COMPLY**

No person shall loiter on any part of the Airport or in any building on the Airport. "Loitering" shall be defined as the act of remaining on Airport property for a protracted period of time absent a purpose permitted by the Rules and Regulations. Any person or persons who shall refuse to comply with these applicable Rules and Regulations, after proper request to so do by the Commission or its designated representative, shall be requested to leave the Airport. In the event of their failure to comply with a request to abide by the Rules and Regulations of the Commission they shall be regarded as a trespasser(s) and appropriate action will be taken by the Airport Public Safety Department.

#### **4.16 VALIDITY AND ENFORCEABILITY**

If any portion of these Rules and Regulations shall be invalid or unenforceable, all other portions shall remain in effect and be construed to achieve the purposes hereof.

## SECTION 5- PERSONAL CONDUCT

### **5.1 COMPLIANCE WITH SIGNS**

Any person shall observe and obey all posted signs, fences, barricades prohibiting entry upon an AOA, Restricted Areas, or areas governing the activities and demeanor of the public while on the Airport.

### **5.2 USE AND ENJOYMENT OF AIRPORT PREMISES**

**A.** No person(s) singly, or in association with other, shall by his/her or their conduct, or by congregating with others, prevent any other person or persons lawfully entitled thereto from the use and enjoyment of the Airport and its facilities or any part thereof, or prevent any other person or persons lawfully entitled thereto from passage from place to place, or through entrances, exits or passageways on the Airport.

**B.** It shall be unlawful for any person to remain in or on any public area, place or facility at the Airport, in such a manner as to hinder or impede the orderly passage in or through or the normal or customary use of such area, place or facility by persons or vehicles entitled to such passage or use.

### **5.3 ENVIRONMENTAL POLLUTION, SANITATION AND HAZARDOUS MATERIALS**

**A.** To the maximum extent possible, each person while on Airport property shall conduct their activities in such a manner as not to cause littering or any other form of environmental pollution.

**B.** No person shall dispose of garbage, papers, refuse, or other forms of trash, including cigarettes, cigars and matches, except in receptacles provided for such purpose.

**C.** No person shall bring to the Airport any garbage, papers, refuse, or other forms of trash for disposal in receptacles provided by the Airport.

**D.** No person shall dispose of any fill or building materials or any other discarded or waste materials on Airport property except as approved in writing by the Commission. No liquids shall be placed in storm drains or systems that will result in water pollution upon having passed through such drain or system.

**E.** No person shall use a comfort station, toilet or lavatory facility at the Airport other than in a clean and sanitary manner.

**F.** Any solid or liquid materials which may be spilled at the Airport shall be reported to the Airport Public Safety Department (757-597-9714) immediately. In no case shall any refuse be burned at the Airport, except as specifically authorized by the Executive Director, Assistant Airport Director, or Chief of Public Safety.

**G.** No person shall cause any smoke, dust, fumes, gaseous matter or any other matter to be emitted into the atmosphere, or carried by the atmosphere, except normal emissions from internal combustion engines, jet engines or smoke from pipes, cigarettes, or cigars.

**H.** No person shall keep, transport, handle, or store at the Airport any cargo or other hazardous articles which are barred from loading in, or for transportation by Federal Aviation Administration or by any other competent authority. Compliance with Federal Regulations Part 103 shall

not constitute or be construed to constitute a waiver of the required notice or an implied permission to keep, transport, handle, or store such explosives or other dangerous articles at, in or upon the Airport.

**I.** No person may offer, and no person may knowingly accept, any hazardous article for shipment at the Airport without the express written authorization of the Executive Director or Assistant Airport Director.

**J.** The use of “dope” (cellulose nitrate or cellulose acetate dissolved in volatile flammable solvents) within any hangars is prohibited. The process of doping will be carried out as set forth in NFPA Standards.

**K.** For paint, varnish, or lacquer spraying operations, the arrangement, construction, ventilation and protection of spraying booths and the storing and handling of materials shall be in accordance with NFPA Standards.

#### **5.4 ANIMALS**

**A.** No person shall enter any part of the Airport Landside Building with a domestic or wild animal without the permission of the Assistant Airport Director except:

**i.** a person entering the Landside Building with domestic animal(s) that are to be or have just been transported by air and are properly confined for air travel or otherwise restrained so as to be kept completely under control; or

**ii.** a person with a disability entering the Landside Building with a properly trained service animal pursuant to and in accordance with the American with Disabilities Act, as amended.

**B.** No person, other than in the conduct of an official act, shall hunt, pursue, trap, catch, injure or kill any animal on the Airport.

**C.** No person shall feed or do any other act to encourage the congregation of birds or other animals on the Airport.

#### **5.5 FIREARMS AND WEAPONS**

**A. Definition.** For the purpose of this section, the term “firearm(s)” means any weapon or device, including a starter gun, which will, or is, designed to readily be converted to, expel a projectile by the action of any explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any matching gun. The term "firearm(s)" shall also include ammunition, firearm parts, clips, magazines or other weapons or explosives. For the purpose of this Section, the term “weapon(s)” shall also include any dirk, metallic knuckles, "slingshot", billie club, tear-gas gun, chemical gun or device, or any other device the principal function of which is to inflict bodily harm or severe discomfort.

**B. Possession.** No person shall possess firearms or weapons in the Airport passenger terminal in accordance with Virginia Code § 18.2-287.01, as amended, except:

**i.** duly authorized, active duty police officers;

**ii.** federal employees authorized to carry firearms in the performance of their duties;

- iii. Airport employees authorized to possess firearms by the Commission; or
- iv. duly authorized members of the armed forces of the United States on official duty.

**C. Transportation of Unloaded, Cased Sporting Guns as Baggage.** Travelers may transport unloaded, cased, sporting guns in locked, hard sided containers as checked baggage when permitted by law and/or air carrier regulations. Explosives are expressly prohibited from baggage. Travelers, other than law enforcement officers, desiring to transport firearms by commercial carrier must comply with the following:

i. Persons desiring to transport firearms by commercial carrier must proceed directly to the carrier check-in desk for handling as required by the carrier.

ii. Persons desiring to transport firearms by way of General Aviation Aircraft must obtain permit in writing either by prearrangement with the Assistant Airport Director or the Chief of Public Safety or by proceeding directly to Assistant Airport Director or Chief of Public Safety.

**D.** No person shall discharge any firearm or weapon on the Airport, except Law Enforcement Officers in the performance of official duties, or other Airport personnel designated for game control.

**E.** No person shall furnish, give, sell or trade any firearm or weapon on the Airport.

**F.** Any firearms or weapons possessed or transported in violation of this Section shall be forfeited to the Commission and disposed of at the discretion of the Commission.

## **5.6 PRESERVATION OF PROPERTY**

**A.** No person may destroy, injure, deface or disturb Airport improvements or equipment, or other property or structure on the Airport.

**B.** No person shall travel upon the Airport other than on roads, walks, or other rights-of-ways provided for such specific purpose.

**C.** No person shall alter, add to, or erect any building or improvements on the Airport, or make any excavation on the Airport without prior written approval of the Commission and in accordance with the Design and Sustainability Guidelines.

**D.** Any person causing or being responsible for destruction, damage or disturbance to Airport property shall report such damage to the Executive Director immediately. Any person causing or being responsible for same shall be fully responsible for and make restitution to the Airport for all damages to buildings, equipment, real property and appurtenances owned or in the custody of the Commission, its tenants, or others caused by negligence, abuse, or carelessness.

## **5.7 LOST, FOUND, AND ABANDONED PROPERTY**

**A.** Any person finding lost articles at the Airport shall contact a Public Safety Officer (757) 897-9714) for appropriate disposition. Nothing in this paragraph shall be construed to deny the right of

scheduled air carriers or other Airport tenants to maintain lost and found services for property of their patrons, invitees or employees.

**B.** No person shall willfully abandon any personal property on the Airport.

**C.** Any luggage or other personal property left unattended may be removed by an Airport Public Safety Officer and placed in lost and found. Should the property not be claimed within a period of forty-eight (48) hours, the Commission may dispose of the property as it sees fit and appropriate.

## **SECTION 6 - FIRE AND SAFETY**

### **6.1 GENERAL**

**A.** All persons using the Airport, or the facilities of the Airport, shall exercise the utmost care to guard against fire and injury to persons or property.

**B.** All applicable codes, standards and recommended practices of the Federal Aviation Administration, National Fire Protection Association, and the City of Newport News Code now in existence or hereafter promulgated are hereby adopted by reference as part of the Rules and Regulations of the Airport.

### **6.2 FUELING OPERATIONS**

**A.** All aviation fuels and oils for sale on Airport property will be dispensed only as authorized by the Commission. No other company, group or individual will be allowed to transport, store, fuel or otherwise introduce petroleum products to the Airport property without the express permission of the Commission, and then only in the areas designated by the Commission which meet all operations and safety procedures and requirements.

**B.** No fuel storage and/or dispensing equipment shall be installed or used at the Airport without the prior written approval of the Commission. All such equipment shall be kept in a safe and nonleaking condition. The use of any surface equipment such as skid tanks, or other such devices is expressly prohibited.

**C.** All fueling of aircraft should be conducted in accordance with the aircraft operator's manual.

**D.** No aircraft shall be fueled or defueled while one or more of its engines are running or is being warmed by external heat except in emergency situation whereby the on-board auxiliary power unit is inoperative and in the absence of suitable ground support equipment a jet engine mounted on the rear of the aircraft or on the wing opposite from the fueling location may be operated provided:

**i.** the operation follows procedures published by the operator to assure safety of the fueling operation;

**ii.** prior approval is obtained from the Airport Public Safety Department; and

**iii.** an Airport ARFF crew is positioned on standby watch at the aircraft involved.

**E.** No aircraft shall be fueled or defueled while inside any building or structure.

**F.** Fuel trucks, whether loaded or empty, shall never enter hangars nor shall they be parked unattended within a distance of 50 feet of hangars, buildings, paint and dope shops, fuel storage systems, or other critical installations.

**G.** No fuel, grease, oil, dopes, paints, solvents, acid, flammable liquids or contaminants of any kind shall be allowed to flow into or be placed in any Airport sanitary or storm drain system.

**H.** Any person, including the owner/operator of an aircraft, or fuelers causing overflowing or spilling of fuel, oil, grease or other contaminants on the Airport shall notify a Public Safety Officer immediately at (757) 897-9714. Cleanup of the spillage shall be the responsibility of the owner/operator of the aircraft or fueler causing the spill. Only during emergencies will the spillage be cleaned up by members of the Airport Department of Public Safety at the responsible party's expense.

**I.** Where there is apparent presence of fire, contact a Public Safety Officer immediately at (757) 897-9714. Additionally, aircraft fuel delivery devices and other vehicles shall not be moved or operated in the vicinity of the spill until the spillage is dispersed or removed. Airport Public Safety personnel shall be promptly posted to respond and restrict access to that area. When a fire occurs in the fuel delivery device while servicing an aircraft, fueling shall be discontinued, and all emergency valves and covers shall be shut down at once.

**J.** No aircraft shall be fueled or defueled while passengers are on board unless a crew member is on board, Airport ARFF is present, a passenger boarding door is open, and all procedures are followed in accordance with the airlines operating procedures to include (need to complete sentence)

**K.** Prior to the fueling and defueling of aircraft, the aircraft and the transfer fuel apparatus shall be adequately bonded.

**L.** Each hose, funnel (metal only), or apparatus used in fueling or defueling aircraft shall be maintained in good condition and must be properly grounded to prevent ignition of volatile liquids.

**M.** Fuelers shall not back their vehicles unless a person is posted to assist or guide.

**N.** No fuel vehicles designed for or employed in the transportation of fuel shall be operated on a runway at any time without prior permission from the Assistant Airport Director or Chief of Public Safety. No fuel vehicle shall operate on a taxiway or runway without first receiving clearance from the FAA Control Tower via two-way radio.

**O.** No person shall engage in aircraft fueling or defueling operations without adequate fire extinguishing equipment readily accessible at the point of fueling.

**P.** Parking areas for fuel tenders shall be arranged to:

- i.** facilitate dispersal of the vehicles in the event of emergency;
- ii.** provide at least 10 feet of clear space between parked vehicles for accessibility for fire control purposes;
- iii.** prevent any leakage from drainage to an adjacent building;
- iv.** minimize exposure to damage from out of control aircraft; and

v. provide at least 50 feet from any buildings and parked aircraft.

**Q.** No person shall start the engine of an aircraft on the Airport if there is any gasoline or other volatile fluid on the ground within the vicinity of the aircraft.

**R.** No person shall operate a non-intrinsically safe radio or electrical device such as a mobile phone on the AOA within the vicinity of fuel dispersal while an aircraft is being fueled or defueled.

**S.** Fueling or defueling operations shall not be conducted during period of intense thunderstorm or lightning activity on the Airport.

**T.** Aircraft fuel servicing personnel shall not carry lighters or matches in their possession, or in their fuel servicing vehicle, while performing servicing operations.

**U.** Positioning of aircraft fuel servicing vehicles shall be arranged as follows:

**i.** Aircraft fuel servicing vehicles shall be positioned so that they can be moved promptly after all aircraft fuel hoses have been disconnected and stowed.

**ii.** Aircraft fuel servicing vehicles shall not be positioned under the wing of an aircraft within 10 foot radius of aircraft fuel system openings.

**iii.** Hand brakes shall be set on fuel servicing vehicles before operators leave the vehicle cab.

**V.** All fuel servicing vehicles (fuel trucks) will have installed on the top of each cab, a yellow beacon light, which will be used during movement on the ramp and fuel operations.

### **6.3 SMOKING**

Smoking or carrying lighted smoking materials, striking matches or other lighting devices, shall not be permitted on the Airport apron; runways; taxiways; fuel storage areas; within 100 feet of any fueling or defueling operations; or in any building, room, or place on the Airport except in cases where specifically approved smoking rooms have been constructed for the purpose. The use of smokeless tobacco or electronic cigarettes are prohibited in the Airport terminal building.

### **6.4 OPEN FLAME OPERATIONS**

**A.** No person shall conduct any open flame operations on the Airport unless specifically approved in writing by the Commission.

**B.** Lead and carbon burning, fusion gas and electric welding, blow torch work, reservoir repairs, and all operations involving open flashes shall be restricted to approved repair shop sections only.

### **6.5 STORAGE IN APRON AREA**

Gasoline, oil, and solvent drums or receptacles shall not be stored on apron and ramp areas.

## **6.6 LIQUID DISPOSAL**

No fuels, oils, dopes, paints, solvents or acids shall be disposed of or dumped in drains, basins or ditches or elsewhere on the Airport.

## **6.7 LEASEHOLD HOUSEKEEPING**

All persons occupying space at the Airport shall keep the space allotted to them policed and free from rubbish and accumulation of any material. Only approved boxes, crates, paint or varnish cans, bottles, or containers shall be stored in or about any hangar, and all floors shall be kept clean and free from fuel and oil. The use of volatile or flammable solvents for cleaning floors is prohibited. Approved metal receptacles with a self-extinguishing cover shall be used for the storage of oily waste rags and similar material. The contents of these receptacles shall be removed daily.

## **6.8 STORAGE OF MATERIALS**

**A.** No person shall keep or store material or equipment in such manner as to constitute a fire hazard or be in violation of applicable NFPA codes, standards and recommended practices, State Codes, Standard Operating Procedures, or Operational Directives of the Commission.

**B.** Gasoline, kerosene, ethyl, jet fuel, lubricating oil, or other flammable gases or liquids, including those used in connection with the process of "doping" shall be stored in accordance with the applicable codes, standards, and recommended practices of NFPA. Buildings shall be provided with suitable fire appliances and first-aid equipment.

**C.** No person shall keep, transport, or store lubricating oils or fuels on the Airport except in containers and receptacles designed for such purpose and in areas specifically approved for such storage in compliance with the applicable codes, standards and recommended practices of NFPA, FAA regulations, and State Codes.

## **6.9 MOTORIZED GROUND EQUIPMENT AROUND AIRCRAFT**

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

## **6.10 OPERATING MOTOR VEHICLES IN HANGARS**

Lessees permitted vehicles may be parked in their hangars while aircraft is being repaired or is in operation.

## **6.11 AIRCRAFT ELECTRICAL AND ELECTRICAL SYSTEMS**

**A.** Radio transmitters and similar equipment in aircraft shall not be tested or operated within a hangar with dynamotors running unless all parts of the antenna system are at least one (1) foot removed from any other object. No aircraft shall be placed, at any time, so that any fabric-covered surface is within one (1) foot of an antenna system.

**B.** No airborne radar equipment shall be operated or ground tested in any area on the Airport where the directional beam of high intensity radar is within (300) feet of an aircraft fueling operation,

aircraft fueling truck or flammable liquid storage facility, unless an approved shielding device is used during the radar operation.

## **6.12 HEATING HANGARS**

Heating in any hangar shall only be by approved systems or devices by the Underwriters Laboratories, Inc., as suitable for use in aircraft hangars and shall be installed in the manner prescribed by the Underwriters Laboratories, Inc.

## **6.13 USE OF CLEANING FLUIDS**

Cleaning of Aircraft parts and other equipment shall preferably be done with non-flammable cleaning agents or solvents. When the use of flammable solvents cannot be avoided, only liquids having flash points in excess of 100 degrees F shall be used and special precautions shall be taken to eliminate ignition sources in compliance with recommendations of the NFPA.

## **6.14 APRONS, BUILDING AND EQUIPMENT**

**A.** All persons on the Airport shall keep all areas of the premises leased or used by them clean and free of oil, grease, and other flammable material. The floors of hangars and other buildings shall be kept clean and continuously kept free of rags, waste materials or other trash or rubbish. Approved metal receptacles with a self-extinguishing cover shall be used for the storage of oily waste rags and similar materials. The contents of these receptacles shall be removed daily by persons occupying space; drip pans shall be placed under engines and kept clean at all times; and clothes lockers shall be constructed of metal or fire-resistant material. Only approved boxes, crates, paint or varnish cans, bottles or containers shall be stored in or about a hangar or other buildings on the Airport.

**B.** No person shall use flammable substances for cleaning hangars or other buildings on the Airport.

## **6.15 REPAIRING AIRCRAFT**

**A.** No person shall repair an aircraft or aircraft engine, propeller, or other aircraft apparatus in any area of the Airport other than those areas specifically designed for such repairs, except that minor adjustments or repairs may be made while the aircraft is at an aircraft parking position prepared for departure and/or in route to takeoff.

**B.** Aircraft repairs on the ramp and in hangars shall only be performed by owners or owners' full time employee and shall be limited to inspections and replacements of parts and repairs incident thereto, provided such repairs do not involve appliances using open flames or heated parts.

**C.** The starting or operating of aircraft engines inside any hangar is prohibited. This shall not be construed as prohibiting the use of tractors with NFPA approved exhaust systems when moving planes within any hangar.

## **6.16 FIRE EXTINGUISHERS**

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

to each unit or records acceptable to Fire Underwriters shall be kept showing the status of such equipment.

**B.** All tenants or lessees of hangars, aircraft maintenance buildings, or shop facilities shall supply and maintain an adequate number of readily accessible fire extinguishers. Fueling vehicles designed for the transport and transfer of fuel shall carry on board at least (2) fire extinguishers, one located on each side of the vehicle. Extinguishers shall conform to applicable NFPA Standards.

## **6.17 POWER ACTIVATED TOOLS**

No person shall use explosive cartridge activated tools or hazardous equipment that produce open flames on the Airport without prior written authorization of the Commission.

## **SECTION 7 - AERONAUTICAL**

### **7.1 GENERAL RULES**

**A. Compliance With Orders.** All aeronautical activities at the Airport shall be conducted in compliance with current applicable Federal Aviation Regulations, these Rules and Regulations, Standard Operating Procedures and Operational directives issued by the Commission and directions of the FAA Control Tower.

**B. Hold Harmless.** The aircraft owner, pilot, agent, or his duly authorized representatives agrees to release or discharge the Commission, its officers and its employees of and from liability for any damage which may be suffered by any aircraft and its equipment, and for personal injury or death, except where such damage, injury, or death is due solely to the negligence of the Commission.

**C. Negligent Operations Prohibited.**

**i.** No person shall operate aircraft at the Airport in a careless manner in disregard of the rights and safety of others.

**ii.** All persons using the Airport shall be held liable for any property damage caused by carelessness and negligence on or over the Airport, and any aircraft being operated so as to cause such property damage may be retained in the custody of the Commission and the Commission may have a lien on said aircraft until all charges for damages are paid. Any person liable for such damage agrees to indemnify fully and to save and hold harmless the Commission, its officers, and its employees from claims, liabilities, and causes of action of every kind, character, and nature and from all costs and fees (including attorney's fees) connected therewith, and from the expenses of the investigation thereof.

**D. Denial of Use of Airport.** The Executive Director, or Assistant Airport Director, shall have the right at any time to close the Airport in its entirety or any portion thereof to air traffic, to delay or restrict any flight or other aircraft operation, to direct refusal of takeoff, and to deny the use of the Airport or any portion thereof to any specified class of aircraft or to any individual or group, when any such action is considered to be necessary and desirable. In the event the Executive Director, or Assistant Airport Director, believes the condition of the Airport to be unsafe for landings or takeoffs, it shall be within his authority to issue, or cause to be issued, a NOTAM (notice to airmen) closing the Airport or any portion thereof.

**E. Radio Communications.** No person shall operate an aircraft at the Airport unless such aircraft is equipped with a properly functioning two-way radio capable of communicating with the Control Tower, or unless otherwise authorized by the FAA.

**G. Payment of Fees.** The payment of rentals, fees and charges relating to the use of Airport premises and facilities shall be made before takeoff. In lieu of such payment, satisfactory credit arrangements shall be made by the pilot or owner of the aircraft with the Fixed Based Operator before such pilot leaves the Airport.

**H. Tampering with Aircraft Prohibited.** No person shall interfere or tamper with any aircraft, or put in motion such aircraft, or use or remove any aircraft, aircraft parts, instruments, or tools without positive evidence of permission of the owner thereof.

**I. Operations Restricted or Prohibited.** Airplane tow banner pickups and drop-offs from or on the Airport must be preapproved with the Commission and FAA Tower.

**J. Kites, Models, Balloons, Prohibited.** No kites, model airplanes, tethered balloons, or other objects constituting a hazard to aircraft operations shall be flown on or within the vicinity of the Airport.

**K. Ultralight Vehicles.** Ultralight vehicles operating under FAR PART 103 may only be operated into or from this Airport with prior permission from the FAA Air Traffic Control Tower.

**L. Parachute Jumping Prohibited.** Parachute jumping over or on the Airport is prohibited except in event of emergency or by prior arrangement.

## **7.2 LANDING AND TAKE-OFF**

All take-offs and landings shall be confined to the runways and all movement of aircraft shall be confined to the hard surface areas, except as specifically authorized by the Commission.

## **7.3 TAXI RULES**

**A.** No person shall taxi an aircraft until they have ascertained by visual inspection of the area that there will be no danger of collision with any person or object in the immediate area.

**B.** Aircraft shall be taxied at a safe and reasonable speed with due respect for other aircraft, persons, or property.

**C.** Aircraft not equipped with brakes shall have an attendant at a wing when the aircraft is taxied near buildings or other aircraft.

## **7.4 NON-AIRWORTHY AIRCRAFT**

**A.** All non-airworthy and/or otherwise disabled aircraft and parts thereof on the runways, taxiways, aprons, or an area creating a hazard, shall be promptly removed from AOA by the aircraft owner.

**B.** If any person refuses to move said aircraft or part thereof as directed by the Executive Director or Assistant Airport Director, said aircraft or part may be removed at the owner's or operator's

expense, and without liability to the Commission, Department of Public Safety, Commission employees or the Commission's designee for damage which may result in the course of, or after such moving.

## **7.5 REPAIRING, CLEANING AND MAINTENANCE OF AIRCRAFT**

The performance of aircraft and engine repair, and maintenance is considered to be a commercial operation regulated by the Commission except where such services or repairs are performed by the aircraft owner or his permanent full time employee. Maintenance and repair may be performed by the owner or his full time permanent employee on his aircraft inside or on the ramp in front of his hangar. The Commission reserves the right to designate reasonable areas where such aircraft owners may perform maintenance on their own aircraft. If such areas are designated, the Commission may prohibit the performance of such services in tiedown areas and prescribe rules for the use of such owner type aircraft maintenance areas. Cleaning of aircraft must be performed in accordance with the Airport's Stormwater Pollution Prevention Plan (SWPPP).

## **7.6 ENGINE RUN-UP**

Full Power Engine run-ups of aircraft are not permitted between the hours of 2200 and 0600.

## **7.7 PARKING OF AIRCRAFT**

**A.** Parking of aircraft in grass areas is prohibited, without prior coordination and permission of the Executive Director or Assistant Airport Director.

**B.** No person shall park an aircraft in any area on the Airport other than that prescribed or designated by the Executive Director, Assistant Airport Director or Chief of Public Safety.

**C.** At the direction of the Executive Director, Assistant Airport Director or Chief of Public Safety, the operator, owner, or pilot of any illegally parked aircraft on the Airport shall move the aircraft to a legally designated parking area on the Airport. If the operator refuses to comply with the directions, the Commission, through the Executive Director, Assistant Airport Director//or Chief of Public Safety, the aircraft may be towed, at the owner's expense and without liability to the Commission, Assistant Airport Director/Chief of Public Safety, or employees for damage that may result from such moving.

## **7.8 ACCIDENTS**

**A.** Persons involved in or witnessing aircraft accidents occurring on the Airport causing personal injury or property damage shall immediately contact a Public Safety Officer (757) 897-9714. A full written report will be completed by the responding officer and will include, persons involved names, and all available information.

**B.** In the event of an accident, after receiving approval from NTSB or FAA Flight Standards Office, the aircraft owner, through the Department of Public Safety, may, in compliance with FAR's and other governmental regulations, move damaged aircraft from the landing areas, ramps, aprons, or other areas at the expense of the aircraft owner and without liability to the Commission, Department of Public Safety, and employees for damage resulting from such moving.

**C.** Airport property damaged or destroyed by an accident or otherwise shall be paid for by parties responsible.

D. All aircraft accidents shall be reported to the FAA in accordance with all FAA and NTSB regulations.

## 7.9 COMMERCIAL OPERATIONS

No person shall engage in any commercial operation of any type at the Airport unless prior written permission is obtained from the Commission.

## SECTION 8 - MOTOR VEHICLES

**In the regulation of the ownership, use and operation of motor vehicles, the Commission adopts and incorporates by reference Chapter 26 of the Municipal Code of the City of Newport News, Virginia and Title 46 of the Code of Virginia (1950), as amended.**

### 8.1 GENERAL TRAFFIC REGULATIONS

A. **Authority.** Unless otherwise provided herein, the Commission shall establish regulations relating to traffic and traffic control. Said regulations shall include, but not necessarily be limited to, regulations for parking, standing, stopping, one-way roadways, through roadways, stop or yield intersections, speed restrictions, crosswalks, safety zones, bus stops, matters pertaining to all forms of commercial Ground Transportation traffic lanes, signal devices, limitations on roadway use, and restricted areas.

B. **Traffic Signs and Signal Devices.** The Commission shall erect or cause to be erected all signs, markers, and signal devices pertaining to traffic control within the boundaries of the Airport. Failure to comply with the directions indicated on such signs, markers, or devices erected or placed in accordance herewith shall be a violation of these Rules and Regulations and of the applicable provisions of the Virginia Uniform Traffic Control Law.

C. **Pedestrian Right-of-Way.** The operator of any vehicle shall yield the right-of-way to a pedestrian who crosses within a marked pedestrian crosswalk, except where the movement of traffic is being otherwise actively regulated by the Airport Public Safety Office or traffic control devices. The driver of a vehicle must exercise due care for the safety of any pedestrian upon a roadway.

D. **Vehicle Condition.** No person shall operate upon the Airport premises any motor vehicle which is in unsafe condition as to endanger persons or property, or which has attached thereto any object or equipment (including that which is being towed) which drags, swings, or projects so as to be hazardous to persons or property.

E. **Closing or Restricting use of Airport Roadways.** The Assistant Airport Director/Chief of Public Safety is authorized to close or restrict the use of all Airport roadways to vehicular traffic in the interest of public safety.

F. **Storing, Parking or Repairing Vehicles.** No motor vehicle, to include boats, trailers, mobile homes, etc., shall be stored, parked or repaired on Airport property, except in areas so designated by the Assistant Airport Director/Chief of Public Safety, except for minor repairs necessary with respect to a temporarily disabled vehicle.

G. **Slow-Moving Vehicles, Equipment, Machinery.** Every slow-moving vehicle, equipment or machinery designed for use at speeds of less than fifteen (15) miles per hour being operated

on Airport roadways shall be equipped and display a triangular slow-moving vehicle emblem, mounted on the rear, or in case of towed units, on the rearmost unit being towed.

**H. Towing or Baggage Carts and Pods.** The number of baggage carts and pods being towed on the Airport will not exceed three (3). This will include the towing of baggage carts and pods on the Airport roadways, tug drives, baggage make-up areas and the Air Operations Area.

**I. Engine Turn Off.** Operators of all motor vehicles being operated on the streets and other vehicular traffic areas on the Airport, including parking areas, shall turn off the vehicle's engine when such vehicle is parked or is waiting other than at a traffic control device, requiring the vehicle to stop temporarily or to permit the safe passage of persons or other vehicles.

## **8.2 LICENSING**

No person shall operate a vehicle or motorized equipment on the Airport without a valid operator's or chauffeur's license.

## **8.3 VEHICLES FOR HIRE**

Except as otherwise provided in this section, it shall be unlawful for any person to operate a vehicle as a taxicab on the Airport without maintaining a current business license for such operation from the commissioner of the revenue. No person shall operate a vehicle as a taxicab upon the Airport unless the taxicab is covered by a current policy of motor vehicle liability insurance issued by an insurance company authorized to do business in the Commonwealth of Virginia in such amounts as are required in Title 46.2 of the state code for motor carriers. All vehicles operating for hire at the Airport must be authorized by the Commission and comply with the Commission's Metered (or Non-Metered as applicable) Ground Transportation Concessionaires Agreement.

## **8.4 DESIGNATED ONE-WAY DRIVES**

Vehicular traffic on the entrance and exit drives serving the Passenger Terminal Complex shall be one-way and shall be so designated by signs posted and maintained by the Airport. Movement of vehicular traffic in the opposite direction to that indicated by the signs is prohibited.

## **8.5 VEHICLE OPERATIONS ON PERIMETER SERVICE ROADS**

Only vehicles properly registered with the Airport Department of Public Safety have authorized entry upon and use of the perimeter service roads on the Airport. All others are prohibited as indicated by signs posted and maintained by the Airport.

Additionally, the Airport reserves the right to require vehicles to move off Airport property if they are not conducting official business at the Airport.

## **8.6 VEHICLE OPERATIONS ON AIR OPERATIONS AREA**

**A. Permission.** No motor vehicles shall be parked on any portion of the AOA unless they are properly registered with the Department of Public Safety or are under escort with an authorized vehicle and driver. Non-registered vehicles shall not be left unattended anywhere in the AOA.

**B. Unattended Vehicles.** No motor vehicles or equipment shall be left running and unattended while parked on the AOA. The only exception is the Airlines' De-Icer equipment, which must have the wheels chalked while running.

**C. Vehicles Crossing Taxiways and Runways.** All vehicles operating on the Movement Area or across taxiways or runways shall be equipped with two-way radios, a yellow beacon light, police or fire emergency lights, and must be in continuous communication with the Control Tower except when under escort by a vehicle properly authorized and equipped. The installation of two-way radios shall not be construed as license to operate a vehicle on the AOA.

All personnel operating on the Movement Area unescorted must also pass Movement Area training given by the Commission's Operations Department. Recurring Movement Area training must be completed each year.

**D. Driving Across Passenger Loading Lane.** No person shall drive a motor vehicle or other equipment between an aircraft and the passenger gate, when passengers are boarding or debarking from the aircraft or the aircraft is maneuvering.

**E. Restricted Parking.** No person shall park a vehicle in any manner so as to block or obstruct: (1) fire hydrants and the approaches thereto, (2) gates or emergency exits, (3) building entrances or exits.

**F. Right-of-Way Aircraft.** Aircraft taxiing on any runway, taxiway, or anywhere on the AOA shall have the right-of-way over vehicular traffic.

**G. AOA Driving Permits.** All persons operating ground vehicles at the Airport in AOA 1,2, and 3 are required to participate in an FAA approved Drivers Training for the operations of ground vehicles on the Airport as provided by the Commission. Any person in violation of any of the procedures for the safe and orderly access to, and operation on, the movement area and safety areas by ground vehicles shall be subject to disciplinary actions, including removal from the Airport or termination of any lease or use agreement as may be deemed appropriate by the Assistant Airport Director.

## **8.7 PUBLIC PARKING**

**A. Compliance With Traffic Signs.** Operators of motor vehicles using the Public Parking Facilities at the Airport shall observe and comply with all regulatory and directional traffic signs entering and departing said Facilities.

**B. Parking Spaces.** Vehicles shall be parked in marked spaces only. No person shall park a motor vehicle in any space marked for parking of vehicles in such a manner as to occupy a part of another space.

**C. Parking Charges.** No person shall park a motor vehicle in any area requiring payment for parking therein without paying the required parking charges for the right and privilege of parking therein.

**D. Parking Duration.** No vehicle shall remain in any Public Parking Facility on the Airport for more than ninety (90) consecutive days without prior written approval from the Chief of Public Safety.

## **8.8 RESERVED PARKING**

No person shall park any vehicle in any reserved parking area without a valid permit issued by the Commission permitting parking in such a reserved area. Each vehicle parked in said area shall prominently display the identifying insignia provided by the Commission or shall bear other markings acceptable to the Commission and every such vehicle shall be parked only in the space or area specifically assigned to it.

## **8.9 LOADING AND UNLOADING OF VEHICLES**

No person shall stop a motor vehicle from loading, unloading, or for any other purpose on the Airport other than in areas specifically designated for such use and only in the manner prescribed by signs, lines, and other means provided. Stopping at the Curbsides of the Air Carrier Terminal Building shall be restricted specifically to loading and unloading of the public, passengers, and their baggage. Unattended vehicles shall be cited and may be towed away in accordance with these Rules and Regulations.

## **8.10 AUTHORITY TO REMOVE VEHICLES**

The Commission may remove or cause to be removed from any restricted or reserved areas, any roadway or right-of-way, or any other area on the Airport, any vehicle which is disabled, abandoned, or illegally or improperly parked, or which creates an operational problem. Any such vehicle may be removed or caused to be removed by the Assistant Airport Director/Chief of Public Safety. Any vehicle impounded by the Commission shall be released to the owner or operator thereof upon proper identification of the vehicle of the person claiming it and on payment of towing charges and the accrued parking fees thereon. The Commission shall not be liable for damage to any vehicle or loss of personal property which might result from the act of removal.

## **8.11 ISSUANCE OF TRAFFIC CITATIONS**

Any person violating the regulations contained herein to the extent that the violations fall within the provisions of the Traffic or Criminal Code of the City of Newport News or the County of York (depending upon the status of the violation) or the Code of Virginia shall be grounds for issuance of appropriate summons or arrest by the Commission's Public Safety Officer or by any other duly constituted authority.

## **8.12 PARKING IN AOA #3, BACK RAMP**

All vehicles entering the back ramp, AOA #3, except for escorted deliveries, must be registered with the Airport and have the appropriate hang tag displayed in the vehicle. Temporary Parking Permits for guests of badged individuals are available by contacting Airport Operations at (757) 234-0568. Temporary Parking Permits do not authorize the vehicle to be parked inside the AOA. Airport Operations will designate a parking location outside the AOA for these vehicles.

## **SECTION 9 - EXPLOSIVES AND OTHER DANGEROUS ARTICLES**

### **9.1 GENERAL RULES PERTAINING TO EXPLOSIVES AND OTHER DANGEROUS ARTICLES**

No person shall store, keep, handle, use, dispense or transport at, in or upon the Airport any Class A or Class B explosives (as defined in the Interstate Commerce Commission Regulations for

transportation of explosives and other dangerous articles), dynamite, nitroglycerin, black powder, fireworks, firearms and ammunition, blasting caps or other explosives, gasoline, alcohol, ether, liquid shellac, kerosene, turpentine, formaldehyde, or other flammable or combustible liquids, ammonium nitrate, sodium chlorate, wet hemp, powdered metallic magnesium, nitrocellulose film, peroxides, or other easily inflammable solids or other corrosive liquids, prussic acid, phosgene, arsenic, carbonic acid, potassium cyanide, tear gas, lewisite or any Class A poison (as defined in the Interstate Commerce Commission Regulations for transportation of explosives and other dangerous articles), or any other poisonous substances, liquids or gases, any compressed gas, or any radioactive article, substance or material, at such time or place or in such manner or condition as to endanger unreasonably or as to be likely to endanger unreasonably persons or property, and which has not been approved by the Commission or designated representative.

## **SECTION 10 - AIRCRAFT CARRYING OR SUSPECTED OF CARRYING EXPLOSIVES**

### **10.1 GENERAL RULES PERTAINING TO AIRCRAFT CARRYING OR SUSPECTED OF CARRYING EXPLOSIVES**

#### **A. Landing or taxiing aircraft.**

**i.** Persons having knowledge of an aircraft carrying or suspected of carrying explosive materials will so advise the Executive Director or Assistant Airport Director.

**ii.** Any aircraft carrying or suspected of carrying explosives having passengers aboard will unload passengers on the outer extremities of the Airport Terminal ramp and then immediately be moved to the end of taxiway "D" at the approach of runway 25. (Only engines affecting unloading of passengers should be shut off to enable subsequent moving of aircraft with a minimum of delay).

**B. Inspection.** Inspection of the aircraft and subsequent declaration of safety or contamination shall be the responsibility of the aircraft owner or his authorized agent, and shall be accomplished immediately after parking and evacuation.

## **SECTION 11 - PENALTIES**

### **11.1 REMOVAL**

**A.** Any person violating any of the Airport Rules and Regulations may be punished as provided by law or ordinance or, at the discretion of the Commission, may be deprived of the use of the Airport facilities for such period of time as deemed necessary to be effective.

**B.** Any person or persons who fail to leave the Airport or a specified area thereof, or any person or persons who knowingly or willfully violate these Rules and Regulations or who refuse to comply therewith, after proper request to do so by an authorized representative of the Commission shall be subject to removal from and denial of access to the Airport for such period of time as may be specified. Persons holding leases, permits or operating agreements with the Commission shall also have their contract privileges terminated for such violations. Furthermore, such person shall be regarded as a trespasser upon the Airport property.

**C.** Any person who feels that he or she has wrongfully been removed from the Airport, or denied access thereto, pursuant to these Rules and Regulations, may request a hearing thereon before the Executive Director provided that such request shall be made in writing and shall be filed with the

Executive Director within fourteen (14) calendar days of such removal or denial. The party filing such request shall give his or her name and address. After a hearing with the Executive Director, a further appeal may be made to the Commission provided the written request is made within 30 days of the decision of the Executive Director.

**D.** Should any dispute, claim, litigation of administrative action or proceeding arise, the object of which is to enforce these Rules and Regulations, the party against whom the action or proceeding is initiated shall be responsible for any costs and attorney fees incurred by the Commission.

The Airport Rules and Regulations were originally adopted on April 18, 1997. These Rules and Regulations were adopted by Resolution on September 25, 2014.

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