



## **Stafford Regional Airport**

### **Rules and Regulations**

July 14, 2024

**Adopted by the Stafford Regional Airport Authority (SRAA)**

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## **CHAPTER ONE**

### **GENERAL PROVISIONS**

#### **INTRODUCTION**

Prudent and proper administration requires that regulations and standards be established to ensure that aeronautical activity at the Airport is conducted in the public interest and provides protection from irresponsible and unsafe operations. Minimum operation and design standards assures that the minimum acceptable qualifications of participants, level and quality of service, and other conditions which will be required of those proposing to conduct aeronautical activities at the Airport be established.

#### **PURPOSE**

This document prescribes the rules and regulations for the management, government and conduct of all aeronautical activities (for profit and nonprofit) to be conducted by individuals or organizations at Stafford Regional Airport.

#### **COMPLIANCE**

All aeronautical activities at the Airport, all operation and flying of aircraft at the Airport and all other activities at the Airport shall be conducted in conformity with these rules, regulations, orders, and rulings of the Federal Aviation Administration and the Virginia Department of Aviation, as appropriate. In the event of any conflict between these rules and regulations and any law, rule, regulation or order of any governmental agency cited in this section exercising the same or similar jurisdiction, the latter shall prevail.

#### **DEFINITIONS**

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

**Aircraft:** Aeronautical devices including, but not limited to powered aircraft, gliders, kites, helicopters, gyrocopters, parachuting, ground-effect machines and balloons.

**Aircraft Maintenance:** The repair, adjustment or inspection of aircraft.

1. Major Repairs - Major alterations to the airframe, power plant, propeller and accessories as defined in Part 43 of the Federal Aviation Regulations.

2. Minor Repairs - Normal, routine annual inspection with attendant maintenance, repair, calibration or adjustment or repair of aircraft and their accessories.

**AIM:** Aeronautical Information Manual.

**Airport:** The Stafford Regional Airport and all of the area, buildings, facilities and improvements within the exterior boundaries of such airport as it now exists or as it may hereafter be extended or enlarged.

**Airport Director:** The person or corporation empowered with airport management responsibilities pursuant to a management agreement authorized by the Stafford Regional Airport Authority.

**Airport Operations Area (AOA):** Area of the Airport used or intended to be used for landing, take off or surface maneuvering of aircraft including the associated hangars and navigational and communication facilities.

**Airport Authority:** The entity of Stafford Regional Airport Authority (SRAA).

**Building:** Includes the main portion of each structure, all projections or extensions there from and any additions or changes thereto, and shall include garages, outside platforms and docks, carports, canopies, eaves and porches. Paving, ground cover, fences, signs and landscaping shall not be included.

**Commercial Activity:** The exchange, trading, buying, hiring or selling of commodities, goods, services or property of any kind, or any revenue producing activity on the Airport.

**Derelict Aircraft:** Any aircraft that is not in flyable condition, does not have a current certificate of airworthiness issued by the Federal Aviation Administration, and is not in the process of actively being repaired.

**DOAV:** Virginia Department of Aviation

**Entity:** A person, firm, corporation, partnership formed for the purpose of conducting the proposed activity.

**Equipment:** All machinery, together with the necessary supplies for the upkeep and maintenance and all tools and apparatus necessary to the proper construction and completion of the work.

**Exclusive Right:** A power, privilege, or other right excluding or debarring another from enjoying or exercising a like power, privilege or right. An exclusive right may be conferred either by express agreement, by imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more parties by excluding others from enjoying or exercising a similar right or rights would be an exclusive right. The granting of an exclusive right to conduct a commercial aeronautical activity on an Airport developed or improved with Federal funds is expressly forbidden by law.

**Fixed Base Operator (FBO):** Any entity as defined herein duly licensed and authorized to operate at the Airport providing one or more of the services described in the Stafford Regional Airport Minimum Standards.

**FAA:** The Federal Aviation Administration.

**FAR:** Federal Aviation Regulations.

**Flying Club:** An entity engaged in the ownership or lease of aircraft and providing flying services (for example, aircraft rental and flight training) for its members.

**Improvements:** All buildings, structures and facilities including pavement, fencing, signs and landscaping constructed, installed or placed on, under or above any leased area by or with the concurrence of a lessee. Plans and specifications for all improvements must be approved by the Airport Authority for conformity with its building and construction standards.

**IFR:** Instrument Flight Rules.

**Lease:** A contractual agreement between the Airport Authority and an entity granting a concession or otherwise authorizing the conduct of certain activities, which is in writing and enforceable by law.

**NOTAM:** Notice to Airmen

**Operator:** All persons licensed to do business on or conducting operations of any kind on the Airport

**Repair Facility:** A facility utilized for the repair of aircraft to include airframes, power plants, propellers, radios, instruments, and accessories. Such facility will require FAA certification and will be operated in accordance with pertinent FARs.

**SRAA:** Stafford Regional Airport Authority.

**Sublease:** A lease granted by a lessee to another entity of all or part of the property.

**Tenant:** Any entity entering into a contractual relationship with the SRAA for space to conduct its business.

**Tie-Down:** A paved area suitable for parking and mooring of aircraft wherein suitable tie-down points have been located.

**Unmanned Aircraft Systems (UAS):** An aircraft and its associated elements which are operated with no pilot on board

**VFR:** Visual Flight Rules.

## **AUTHORITIES AND GENERAL REGULATIONS**

### **AIRPORT AUTHORITY**

The Stafford Regional Airport Authority is authorized to take all actions necessary to regulate, benefit and protect the public who use the Airport, to regulate aircraft and vehicular traffic at the Airport and to see that all airport operations are consistent with these Rules & Regulations, Stafford County ordinances and the laws of the Commonwealth of Virginia and the United States of America.

### **AIRPORT DIRECTOR**

The Airport Director is authorized to take all actions necessary for the handling, policing, protection, and safeguarding of the public while present at the Airport, to regulate vehicular traffic at the Airport and to oversee all airport operations consistent with these rules and regulations.

### **ACCEPTANCE OF RULES AND REGULATIONS BY USE**

The use of the Airport or any of its facilities in any manner shall constitute an assumption by the user of these rules and regulations and shall create an obligation on the part of the user to abide by and obey these rules and regulations. Users of the airport facilities include, but are not limited to,

individual pilots, tie-down, T-hangar and corporate hangar renters and other tenants. Flight instructors shall have the duty to fully acquaint their students with these rules and regulations and shall be responsible for the conduct of students under their direction. When a student is flying solo, it shall be his responsibility to comply with all applicable rules and regulations.

Each individual user as defined herein shall meet and maintain all requirements, and regulations and standards for licensing, maintenance and repair of aircraft established by the FARs, Safety Bulletins, Advisory Circulars, Virginia Aviation Law and all other Federal and State regulations and standards for licensing, maintenance, and repair of aircraft.

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 County aviation Rules and Regulations and to completely and promptly comply therewith. Nothing contained herein shall restrict or limit the right of individual users to conduct maintenance and repairs on their own aircraft which are allowed by the FAA. However, all such repairs and maintenance shall be authorized and conducted strictly in accordance with Federal, State and Airport Rules and Regulations, Advisory Circulars, and Airworthiness Directives. Such repairs shall be conducted within the area designated for owner maintenance or at authorized repair facilities on the Airport.

#### **AIRPORT MINIMUM STANDARDS**

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

#### **OPERATORS TO KEEP RULES AND REGULATIONS AVAILABLE**

All persons licensed to do business on or conducting operations of any kind on the Airport shall keep a current copy of these rules and regulations prominently posted in their office or place of business and available to all persons.

#### **PUBLIC USE**

The Airport shall be open for public use at all hours of the day, subject to regulations or restrictions due to weather, the conditions of the landing area, the presentation of special events and like causes, as may be determined by the Airport Director and revocation of the right of use, for violation of these rules and regulations as herein provided.

#### **COMMON USE AREAS**

All runways for landing and take-off; all runway, marker, guidance, signal and beacon lights used to guide operating aircraft; all apparatus or equipment for disseminating weather and wind information, for signaling, for radio-directional finding or for radio or other electrical communication and any other structure, equipment or mechanism having a similar purpose for guiding or controlling flight in the air or the landing and take-off of aircraft; and together with such aprons, ramps, turnoffs, transient tie-down areas and taxiways (unless otherwise noted) 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.

## **TIE-DOWN SPACES**

Tie-down space shall be allocated by the Airport Director to each tenant aircraft renting on a monthly basis. Separate areas shall be designated by the Airport Authority for itinerant tie-downs.

## **T-HANGARS**

The Airport Director will maintain a hangar wait list for the purpose of fairly offering T-Hangars to qualified tenants. The Airport Director will publish the general rules for the wait list on the airport's website. Failure to comply with the airport's published rules may result in removal from the wait list. The wait list contains the names and contact details of pilots and will therefore not be made public. Considerations for special cases or requests regarding the wait list may be submitted, in writing, to the Airport Director. After review and if the request is reasonable, the Director will forward the request to the Chairman for possible inclusion for discussion at the next SRAA meeting. The requestor may be asked to present the request at the meeting. Final disposition will be determined by the Authority.

A specific T-hangar shall be assigned by the Airport Director to each tenant aircraft renting monthly. Only aircraft specifically identified by N-number in a tenant's lease are authorized to occupy that tenant's hangar. Tenants who allow other aircraft than those identified in the hangar lease may have their lease cancelled. No person shall utilize T-hangars for any commercial use without the written consent of the Airport Director or Stafford Regional Airport Authority. T-hangar entrances shall be kept clear. Lighting in hangars shall be restricted to lights using installed electricity. Heating and/or air conditioning in any T-hangar shall be by approved systems or devices and subject to approval by the Airport Authority. Aircraft owners/lessees and their employees may make repairs and perform aircraft maintenance on their own Aircraft, not in violation of FARs, in T- Hangars.

## **WASHING AIRCRAFT**

All washing of aircraft must be accomplished by a "waterless" technique, such as steam cleaning or use of applicators. Washing must not lead to discharges of hazardous substances into the drainage system or anywhere on the airport property. Commercial aircraft cleaners may be utilized only with the prior permission of the Airport Director and must have on file with the airport proof of insurance that identifies the Airport Authority and a named insured.

## **FEES AND OTHER CHARGES**

Charges for tie-down space and T-hangars shall be established from time to time by SRAA resolution.

## **PERSONAL AIRCRAFT SALES**

Nothing contained herein shall prohibit any person from selling such person's own aircraft. However, personal aircraft sales are limited to three (3) aircraft sales per calendar year. Aircraft sales in excess of three (3) per calendar year shall be deemed a commercial activity and subject to compliance with the Airport's Minimum Standards for Providing Aeronautical Services to the Public.

## **VEHICULAR TRAFFICE AND PARKING**

The traffic laws of the Commonwealth of Virginia shall apply to all streets, roads and vehicular parking areas at the Airport, unless otherwise provided by law. In addition, the following rules apply to vehicles operated on the Airport:

No person shall operate a motor vehicle on the Airport in a reckless or negligent manner.

No person shall operate a motor vehicle on any portion of the Airport Common Area at more than 15 miles per hour except for fire, emergency, or law enforcement vehicles responding to an actual emergency, or during an emergency exercise.

When operating on the AOA, vehicles shall pass to the rear and at least 20 feet clear of taxiing aircraft.

No T-Hangar tenant may park a car in the hangar area except in a designated parking spot. Temporary parking for loading and unloading in the hangar area or tie-down area is permitted. If another aircraft needs to depart/arrive and requires access to the hangar taxiway, the tenant owning the car is expected to immediately move and allow for the unrestricted taxi of aircraft. Parking inside a T-Hangar is permitted while the tenant is flying.

Parking or abandoning aircraft on a taxiway is prohibited. This includes leaving aircraft close enough to designated taxiways on the apron so that the aircraft obstructs the movement of larger aircraft. Parking of aircraft or cars next to the jet pod of T-Hangar 135 is prohibited, except for the temporary loading or unloading, and this location is marked by "No Parking" signs on the side of Building 135. At the direction of FBO staff or the Airport Director, aircraft may be parked in front of the terminal temporarily when being refueled. Pilots who intend to leave their aircraft to access terminal facilities must park their aircraft on one of the twenty apron parking spots along the east parking row identified for transient aircraft.

The Director will notify violators in writing for the first offense. A subsequent offense will result in a fine in an amount determined by the Airport Authority. Multiple offences may result in termination of a tenant's lease.

### **SPECIAL EVENTS**

No special event, including but not limited to air shows, air races, fly-ins, skydiving or other similar events requiring the general use of the Airport, other than normal or routine airport traffic, shall be held unless the SRAA grants permission. Said permission shall specify the areas of the Airport authorized for such special use, dates and such other terms and conditions as the Airport may require.

### **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 permission for same from the Airport Director. The Airport Director shall refuse permission for such signs if he finds that such are undesirable, unnecessary or may create a safety hazard.

### **FEDERAL AVIATION ADMINISTRATION GRANT ASSURANCES**

Nothing contained in these Rules, Regulations and Minimum Standards shall be interpreted in any manner so as to violate any FAA/Sponsor Assurances for Airport Improvement Program grant funding.



## **FIRE REGULATIONS**

The following shall apply, except where either insurance requirements or applicable codes differ, in which case the latter shall prevail.

No aircraft shall be fueled or drained while its engine is running, or while in a hangar or other enclosed place. Fueling shall be done in such a manner and with such equipment that adequate connections for bonding of electricity shall be continuously maintained during such time.

Any FBO providing fuel service shall provide service to individual aircraft with trained personnel employed by the FBO. Individual aircraft operators shall not use FBO equipment to fuel their own aircraft. Equipment, operation and maintenance of fueling facilities shall be in accordance with National Fire Protection Association guidelines and recommendation as published in NFPA 10, 30, 70, 77, 385, 409, 415 & 418. FAA Advisory Circular 150/5230-3 Fire Prevention during Aircraft Fueling Operations and 150/5230-4 Aircraft Fuel Storage, Handling and Dispensing on Airports is incorporated by reference.

The cleaning of power plants or other parts of aircraft shall not be carried on in any hangar, except with non-flammable substance. If flammable liquids shall be employed for this purpose, the operation shall be carried on in the open air.

All hangar and shop floors shall be kept clean and free from oil, gas and other flammable substances. No volatile flammable solvent shall be used for cleaning floors. No rags soiled with flammable substances shall be kept or stored in any building on the Airport in such a manner as to create any fire hazard.

No person shall smoke or ignite any matches, flares, lighters or other objects which produce an open flame within a hangar, shop, building or structure in which any aircraft is or may be stored, or in which any aircraft is or may be stored or within 50 feet of any aircraft or any fueling facilities or vehicles.

## **AMENDMENTS TO THE AIRPORT RULES AND REGULATIONS**

Amendments to these Rules and Regulations may be proposed by the Airport Director or any Member of the Airport Authority. A recommended change shall be reviewed by the Airport Authority and approved or denied for inclusion in these Rules and Regulations. The Airport Director will either have the amendment incorporated in the next update to the Rules and Regulations, or will issue an Operations Directive. Approved amendments will become effective immediately following approval by the Airport Authority, unless otherwise specified.

## **CHAPTER TWO**

### **AIRCRAFT OPERATION AND AIRPORT TRAFFIC RULES AND REGULATIONS**

#### **GENERAL**

Every person operating an aircraft shall comply with and operate such aircraft in conformity with these rules and regulations, and all pertinent rules, regulations, orders and rulings of the FAA and DOAV and other appropriate governmental agencies. If the Airport Authority, or its authorized representative, believes the conditions at the Airport are unsafe for takeoffs or landings, it shall be within their power to issue a NOTAM to close the Airport, or any portion thereof, for a reasonable time so the unsafe condition may be corrected.

The traffic pattern chart in Attachment A is made a part of these rules and regulations, and every person operating an aircraft shall comply therewith.

In the event any aircraft is wrecked or damaged to the extent that it cannot be moved under its own power, the Airport Director shall be immediately notified. Subject to governmental investigations and inspections of the wreckage, the owner or pilot of the wrecked or damaged aircraft, or the owner's agent or legal representative shall, as soon as reasonably possible, obtain the necessary permission for removal of the aircraft and thereupon shall promptly remove such aircraft from all landing areas, taxi-strips, ramps, tie-down area and all other traffic areas, and place or store where designated by the Airport Director. No such wrecked or damaged aircraft shall be permitted to remain exposed to the general public on the Airport for more than 24 hours.

### **GROUND RULES**

No person shall park, store, tie down or leave any aircraft on any area of the Airport other than that prescribed by the Airport Authority.

No aircraft shall be parked or stored at the Airport unless it is properly tied down and secured. Aircraft owners are solely responsible for parking and tying down their aircraft, including any special security measures required by weather conditions or other conditions at the Airport.

No repairs to aircraft or engines or oil changes shall be made in tie-down spaces or on any apron (except in designated areas).

The engine shall be started, warmed up and run only in places designated for such purposes by the Airport Director. No aircraft engine shall be run-up unless the aircraft is in such a position that the propeller or jet blast clears all hangars, shops other buildings, persons, other aircraft and automobiles or vehicles in the area, and the flight path of landing aircraft.

Each operator shall be responsible for the removal of snow and ice from all its leased area and areas in which it is authorized to operate, and shall keep its leased areas in which it is authorized to operate free and clear of all weeds, rocks, debris and other material which is unsightly or could cause damage to aircraft, buildings, persons or vehicles as the result of aircraft engine operation.

### **TAXIING**

All aircraft shall be taxied at a low and reasonable speed and, if not equipped with adequate brakes, shall be towed by tractor.

No Aircraft shall be taxied into or out of any hangar under its own power.

Aircraft awaiting take-off shall stop at designated hold lines off the runway in use 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 aircraft.

Aircraft on the taxiway must stop before entering the runway and allow aircraft, which are exiting the runway at an intersection or at the far end to the runway to clear the runway. Aircraft clearing the runway after landing have the right-of-way over aircraft on the taxiway preparing to enter the runway.

### **TRAFFIC RULES**

All pre-takeoff checks must be completed before taxiing to takeoff position. Takeoff will be made immediately after taxiing onto the runway.

All aircraft taking off shall proceed on runway heading to an altitude of at least 500 feet above the surface prior to making turns, subject to any published noise abatement procedures.

All aircraft intending to remain in the traffic pattern shall continue to climb to the traffic altitude of 1,000 feet AGL (1,200 feet MSL) and follow the pattern as set forth on the traffic pattern chart in Attachment A.

Aircraft on IFR clearances should not assume that they have priority over VFR aircraft, and they must maintain vigilance for VFR flights in or near the pattern of the field. Aircraft approaching straight-in, such as those practicing instrument approaches, must yield to traffic established in the traffic pattern.

### **LANDINGS**

Aircraft entering the traffic pattern shall do so in accordance with the AIM at an altitude of 1,000 feet above the surface.

All aircraft shall turn off the runway as soon as reasonably possible after landing and taxi only on designated taxiways.

### **AERIAL ADVERTISING**

Any person wishing to use the Airport to pick up or drop an aerial advertising banner shall obtain prior written permission from the Airport Authority. The Airport Authority shall require such safeguards as deemed necessary to protect the Airport, aircraft using the Airport, and the general public. These requirements may include, but are not limited to, bonds, insurance policies, additional security personnel, facilities and waivers/authorizations to the FARs issued by the FAA. The Airport Authority may establish and charge reasonable fees for this activity. Any pedestrian activity within the runway/taxiway safety area shall be required to register with the Airport and sign applicable acknowledgment of Risk and Liability Agreement forms and approved by the Airport Authority.

### **PARACHUTE JUMPING**

Persons wishing to use the Airport for a parachute drop area shall obtain prior written approval from the Airport Authority as required by FAR 105.17.

### **SAILPLANE OPERATIONS**

Persons wishing to use the Airport for sailplane operations shall obtain prior written approval from the Airport Authority and comply with FAR Part 91.309.

### **ULTRALIGHT VEHICLES**

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

### **UAS OPERATIONS**

All drone operations at the Airport must comply with FAR Part 107. Any person who wants to operate a drone on Stafford Regional Airport property must be licensed and current to do so and must obtain permission from the Airport Director.

### **POWERED PARAGLIDING OPERATIONS**

Powered paragliding, or paramotor operations, are not permitted at Stafford Regional Airport.

### **AEROBATIC OPERATIONS**

Stafford County Airport has received FAA approval to conduct acrobatic operations under certain limited conditions. The Aerobatic Operational Procedures are published on the Airport's web site. Interested pilots must adhere to the requirements specified in the FAA's permit.

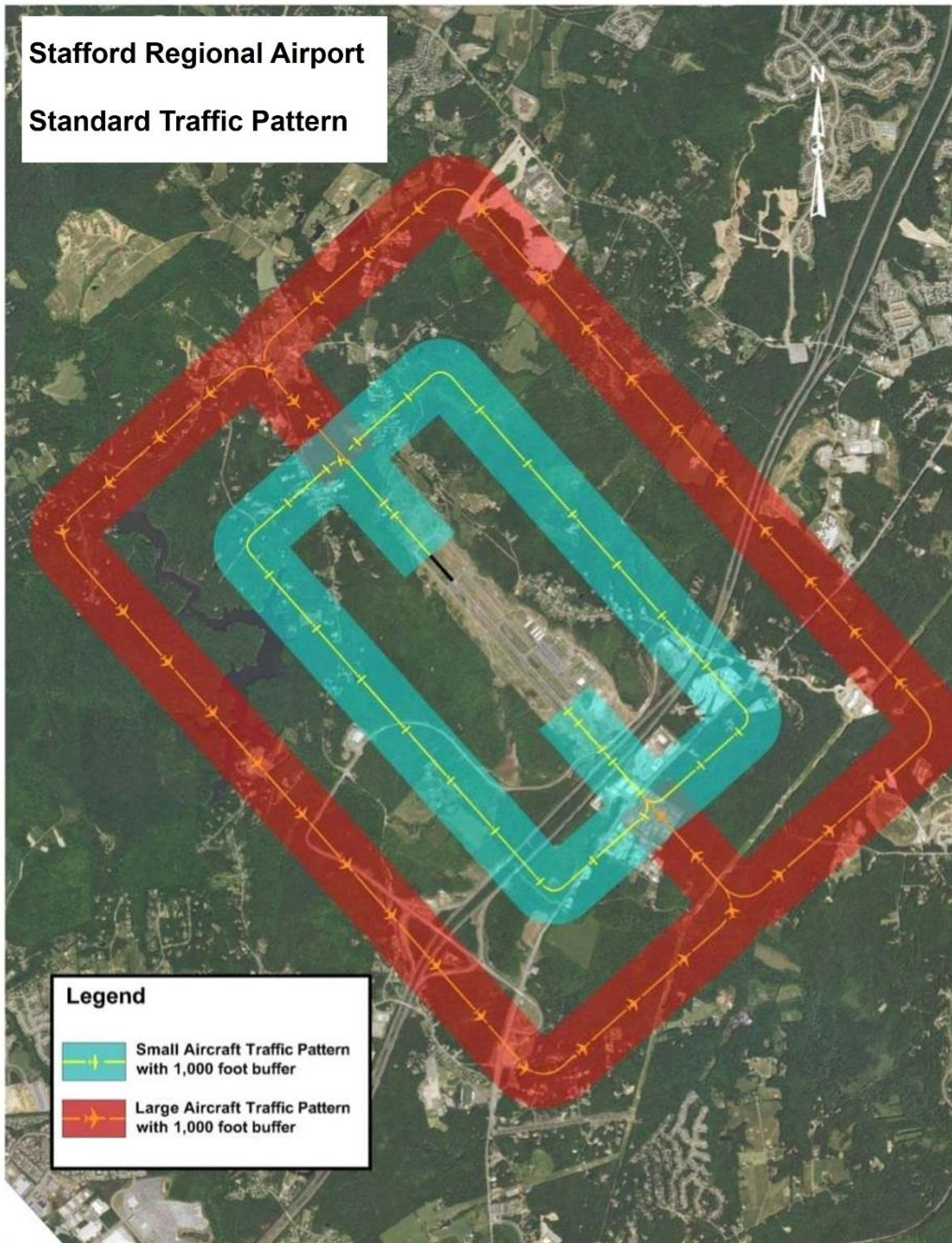


## Attachment A

### Stafford Regional Airport Traffic Pattern

The Stafford Regional Airport Traffic pattern is flown at an altitude of 1,200' MSL (1,000' AGL) to the south south-west of the airport resulting in left traffic for runway 33 and right traffic for runway 15 as depicted in figure 1.

1.



Figure

Stafford Regional Airport Traffic Pattern