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CHAPTER I**GENERAL PROVISIONS**Section 1 Purpose

These (combined) Airport Operating Rules & Regulations and Minimum Standards for Airport Aeronautical Service Providers, hereinafter referred to as either "Rules and Regulations" or "Regulations and Standards", are adopted to establish the necessary administrative, operational and safety regulations and standards for the management, government and public use of the Airport. These regulations and standards apply to everyone using the Front Royal-Warren County Airport and they must be observed in the interest of safety, security and financial well-being of all.

Section 2 Definitions

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

a. ALP or AALP - Approved Airport Layout Plan.

b. Aeronautical Activity - Refers to a commercial or business activity commonly conducted at the Airport which involves, makes possible or is required for the operation of aircraft or which contributes to or is required for the safety of such operations. These activities include, but are not limited to: air charter operations, pilot training, aircraft renting, hangar leasing, sight-seeing, aerial photography, crop dusting, aerial advertising, aerial surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products, repair and maintenance of aircraft, or sale of aircraft parts, and any other activity directly related to the operation of aircraft.

c. AIM - Airmen's Information Manual published by the FAA, containing information and procedures for aircraft operators.

d. Airport - The Front Royal-Warren County Airport and all of the area, property, buildings, facilities and improvements within the boundaries of said Airport as it now exists or as it may hereafter be extended, enlarged or modified.

e. Airport Commission (also referred to, herein, as "Commission") - Those persons appointed by the Warren County Board of Supervisors to serve as Commissioners for the Airport. More details are provided in Section 4 of this Chapter.

f. Airport Manager - Person designated, appointed or employed by the Airport Commission to conduct overall day-to-day affairs of the operation of the Airport, to take all reasonable actions necessary to protect the public while present at or using the Airport, and to oversee all Airport operations for compliance with these regulations and standards, and the laws and regulations of the Commonwealth of Virginia and those of the Federal Aviation Administration (FAA).

g. AMP - Airport Master Plan.

h. AOA - Aircraft Operation Area: the area of the Airport used or intended to be used for landing, takeoff or surface maneuvering of aircraft, including the associated hangars and navigational and communications facilities.

I

- i. "Based" Aircraft - An aircraft which is normally housed, hangared, tied down or otherwise sited at any public or private airport or heliport.
- j. Co-Insured. - The County of Warren, the Airport Commission and the Airport Manager.
- k. FAA - Federal Aviation Administration
- 1. FAR - Federal Aviation Regulations
- m. FCC - Federal Communications Commission
- n. Fixed Base Operator (FBO) - A person, entity or incorporated party duly licensed and authorized by written agreement to conduct aviation related business for profit at the Airport as a tenant operator, providing one or more services to the public as described in Chapter III, Section 9 of these regulations and standards.
- o. Individual Users - Individual pilots, aircraft owners, aircraft tie-down space renters, clubs, T-hangar renters, transient Airport facility users, and corporate owners of aircraft using the Airport.
- p. IFR - Instrument Flight Rules that govern the procedures for conducting instrument flight.
- q. Minimum Standards - The qualifications established by the Airport Owner as the minimum requirements to be met as a condition for the right to conduct an aeronautical activity on the Airport.
- r. NFPA - the National Fire Protection Association
- s. NOTAM - Notice to Airmen, as published by the FAA.
- t. NTSB - the National Transportation Safety Board
- u. Owner - The County of Warren, Virginia.
- v. UNICOM - a non-governmental communicating facility which may provide airport advisory information at certain airports, (locations and frequencies are shown on aeronautical charts and publications). *The frequency for FRR is 123.0 Mhz*
- w. VDOA - Virginia State Department of Aviation
- x. WADO - Washington Airports District Office of the FAA

Section 3 Ownership

The Airport is owned by the County of Warren, Virginia. It is operated through direct and indirect actions by its Airport Commission and its Airport Manager.

Section 4 Airport Commission

The Airport Commission is a board of five individuals, appointed by the Warren County Board of Supervisors. The board elects its officers from these five individuals. The term of the Airport Commission is four years. The Commission is responsible for the safe operation of the airport and for upholding these regulations and standards and those

of the United States, the Commonwealth of Virginia and the FAA. All financial and budgetary issues relating to the Airport are handled by the Commission.

Section 5 Airport Manager (or Agent Manager)

The Airport Manager shall provide a broad range of administration, maintenance, operations and management responsibilities pursuant to the Airport regulations and standards, and those of the NFPA, the Commonwealth of Virginia and the FAA. The Airport Manager is authorized to take all actions necessary for the handling, policing, protection and safeguarding of the public while present at the Airport. The Airport Manager will control the Airport's primary Unicorn frequency in strict accordance with applicable FCC regulations. The Airport Manager is the Commission's representative at the Airport and shall report to the Commission. At this Airport a private FBO serves, under written agreement with the Commission, as both FBO and Agent Manager, representing the Commission as the Airport Manager.

Section 6 Regulations and Standards

All aeronautical activities and all operation and flying of aircraft on the Airport and within the confines of the airport traffic pattern (see Appendix A) and all business and other activities at the Airport shall be conducted in accordance with these regulations and standards, and all pertinent rules, regulations, orders and rulings of the NFPA, the FAA and the VDOA, as appropriate, which are made a part of these regulations and standards by this reference. In the event of any conflict between these regulations and standards 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.

Section 7 Special Events

Special events such as but not limited to air shows, air races, fly-ins, or other similar events or activities requiring the general use of the Airport, other than activities specifically described and allowed herein, shall be held only after a written request, (see Appendix B), to the Airport Commission has been formally approved. Said approval shall specify the areas of the Airport authorized for such special use, dates and such other terms and conditions as the Commission may require.

Section 8 Public Use

The Airport shall be open for public use at all hours, subject to regulations or restrictions due to weather, the conditions of the AOA, and special events and other causes, as may be determined by the Commission. The Airport is provided by the County of Warren, Virginia for the use, benefit, and enjoyment of all. The Airport shall be attended by the Airport Manager or his duly authorized employee, from dawn to dusk, Monday thru Friday, excepting certain holidays and/or necessary closure(s) due to safety or other reason(s) at the discretion of the Commission or the Airport Manager. Aircraft tie-downs shall be provided under lease agreements only.

Section 9 Common Use Areas, Equipment and Buildings

Common Use Areas include:

- All runways
- All taxiways including apron taxiways through leased areas
- All taxilanes including taxilanes through leased ramp areas and T-hangar taxilanes
- All ramp areas not specifically leased for FBO exclusive use

Common Use Areas shall be for the use of all persons operating aircraft on the Airport and shall, at all times, be kept clear and available for use. Except in emergency

situations, no FBO or other person shall use any Common Use Area for the parking or storing of aircraft, the repair, servicing or fueling of aircraft or for any other purpose other than the flying and operation of aircraft without the prior consent or authorization of the Commission. Common Use Area designation may be changed from time to time by resolution of the Commission.

Common Use Equipment includes:

- All Airport lighting
- All navigational aids and components
- All apparatus or equipment for disseminating weather and wind formation, 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.

Common Use Equipment designations may be changed from time to time by resolution of the Commission.

Common Use Buildings include:

- Terminal Building

Common Use Buildings are available for the use of the general public for nonprofit use, except that business operations may lease space in common use buildings, or other structures located on the airport premises, at the discretion of the Airport Commission and the Airport Manager.

Section 10 Ground Vehicular Traffic and Parking

Traffic laws of the State of Virginia shall apply to the streets, roads and vehicular parking areas at the Airport, unless otherwise provided by law or these regulations and standards or by resolution of the Commission. No vehicle shall exceed a safe speed while operating on Airport property. Vehicles on Airport property will not be operated, in any area, carelessly or negligently or in disregard of the rights and safety of others. All traffic, information, and warning signs shall be obeyed. Except for fire fighting equipment, ambulance and emergency vehicles, no person shall cause to be placed any vehicle on the Airport other than on established and approved streets, roads and vehicular parking areas, unless permission has been first obtained from the Airport Manager and/or the Airport Commission (or FBO, if on the FBO's leased premises). Vehicles shall be parked only in areas designated by the Airport Manager, except when the temporary parking of an attended vehicle is necessary for mechanical maintenance, loading, unloading or retrieval of aircraft -- and then only when such vehicle is attended by a licensed operator at all times during such parking, and is not parked in such a manner that would in any way interfere with the operation or safe use of the Airport. No towed vehicle shall be parked or stored at the Airport except with the approval of the Airport Commission. No vehicles shall be "garaged" or stored in or on Airport vehicular parking areas. Parking of any vehicles at the Airport shall only be when such vehicles are being parked for the purpose of otherwise lawfully utilizing the Airport facilities. Any person or legal entity desiring to so park a vehicle for a period in excess of seven (7) days shall do so only after notification to and obtaining permission for such from the Airport Commission or Airport Manager. Unauthorized persons shall be subject to arrest and unauthorized vehicles shall be subject to towing and removal from Airport property at owner's expense. Pedestrians and aircraft shall have the right of way at all times. Vehicles. operated within the AOA shall pass to the rear and at least 20 feet clear of moving aircraft.

Section 11 Pedestrians

For their protection, all pedestrians and sightseers at the Airport shall remain off the Airport Operational Areas unless arriving in or departing from an aircraft. Pedestrian incursions will be treated the same as vehicular incursions, (Refer to Section 10, above).

Section 12 Exterior 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 approval from the Commission. The Commission may refuse permission for such signs if it finds that such signs are detrimental to the welfare, safety, and good order of airport operations.

Section 13 Acceptance of Regulations and Standards by Users

The use of the Airport or any of its facilities in any manner shall constitute an acceptance, by the user, of these regulations and standards and shall create an obligation on the part of the user to abide by and to obey these regulations and standards. Flight instructors shall have the duty to fully acquaint their students with these regulations and standards and shall be responsible for the conduct of students under their direction. When a student is flying solo it shall be his/her responsibility to comply with all applicable regulations and standards.

Section 14 Regulations and Standards Availability

All persons licensed to do business or to conduct operations of any kind at the Airport shall keep a current copy of these regulations and standards prominently posted in their office or place of business and available to all persons. It is the responsibility of the Airport Commission and/or the Airport Manager to provide, to all operators with valid Agreements to do aeronautical business at the Airport and to all owners of aircraft based at the Airport, a current copy of these regulations and standards and to have available an adequate supply of copies for pilots who use the Airport on a regular basis.

Section 15 Refuse

No Person shall throw, dump, or deposit any waste, refuse or garbage on the Airport, except into containers approved by the Airport Commission or the Airport Manager. All operations areas shall be kept safe, neat and clean at all times.

CHAPTER II

AIRCRAFT OPERATION AND AIRPORT TRAFFIC

Section 1 General

a. Every person operating an aircraft within the airport boundaries shall comply with and operate such aircraft in accordance with these regulations and standards, and all pertinent rules, regulations, orders and rulings of the FAA, VDOA and other appropriate governmental agencies. Every person operating an aircraft is responsible for the safety of his operation and for the safety of others exposed to such operation, and therefore shall exercise good operating procedures and judgment at all times. Aircraft shall not be operated carelessly, negligently or in disregard of the rights and safety of others.

b. Front Royal-Warren County Airport is a non-towered airport. All pilots of aircraft having radio equipment permitting two-way radio communications shall contact the Airport Unicorn to obtain Airport advisory information or to announce their intentions when they are within seven (7) miles of the Airport. For safety reasons, two-way radio communications may be required, by the Airport Manager or the Commission, for certain based operations at the Airport. Pilots having radios capable of reception-only should maintain a listening watch on the UNICOM frequency while operating in the vicinity of the Airport

c. A Traffic Pattern Chart, shown on APPENDIX A, is made a part of these regulations and standards and every person operating an aircraft shall comply therewith. *This chart shall be conspicuously posted in the terminal area.*

d. All aircraft shall follow the appropriate taxiway and runway guidance marking and lighting when operating on the Airport.

e. Aircraft shall not be operated, in any area, carelessly, negligently or in disregard of the rights and safety of others.

f. In the event the Airport Manager or Commission is of the opinion that conditions of the Airport are unsafe for landings or takeoffs, it shall be within their authority to issue a NOTAM to close the Airport or any portion thereof, for such time as is necessary to correct the unsafe condition.

g. In the event any aircraft is wrecked or damaged to the extent that it cannot be moved under its own power, the Commission shall be immediately notified by the Operator, the FBO or the Airport Manager. Subject to governmental investigations and inspection 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 from all common use areas, landing areas, taxi-strips, ramps, tie-down areas and all other traffic areas, and place or store off the Airport or where designated by the Airport Manager or the Commission. No such wrecked or damaged aircraft shall be permitted to remain exposed to the general public on the Airport for more than 24 hours after governmental inspection and release, if required. In the event the owner of the aircraft fails for any reason to promptly remove the wrecked or damaged aircraft from the Airport as may be required by the Commission or to remove it from the traffic areas as herein indicated, the Commission may cause the removal and storage or disposal of such wrecked or damaged aircraft at the expense of the aircraft owner.

Section 2 Parked Aircraft & Aircraft Owner Self-Maintenance

a. No person shall park, store, tie-down or leave any aircraft in any area of the Airport other than that prescribed by the Airport Manager.

b. Pilots or owners shall properly secure their aircraft while parked or stored. Pilots and owners are solely responsible for parking and tying down their aircraft, including securing devices, ropes, cables or other special security measures required by weather conditions or other conditions at the Airport. Pilots and owners shall also be responsible for securing aircraft in a manner necessary to avoid damage to other aircraft buildings or structures at the Airport in the event of winds or other severe weather. Pilots and owners of all aircraft shall be held solely responsible for any damage or loss to persons or property resulting from the failure of such pilots or owners to comply with this rule, and shall hold the County of Warren and the Airport Commission harmless from liability or damages for any said

damages or loss. The Commission's obligation, unless otherwise provided for by an FBO lease agreement, shall be the maintenance of the aircraft parking spaces, exclusive of tie-down rope and the grass surfaces.

c. A specific tie-down space shall be assigned each aircraft leasing or using such on a monthly basis. Separate areas shall be designated by the Commission and/or Airport Manager to each FBO for FBO aircraft and transient tie-downs. No person shall knowingly take or use any aircraft anchoring or tie-down facility when such a facility is already in actual use by, or leased to, another person.

d. All self-maintenance and minor repairs to aircraft or engines shall be made in the spaces or areas designated for this purpose by the Commission and/or Airport Manager and not on any part of the landing area, tie-down area, taxi-strips, ramps or fueling areas or service areas of an FBO unless such FBO consents to such use for repairs. The Commission may have removed from the Airport and/or moved to another location on the Airport property any aircraft which have been allowed to fall into a state of disrepair, non-airworthiness, or derelict condition thirty (30) days after notification to last known address of its owner(s).

e. No aircraft engine shall be started on an aircraft unless a competent and licensed operator is in control of the aircraft and brakes have been set or the wheels have set with suitable blocks that are equipped with ropes or other suitable means for removing such blocks.

f. No aircraft engine shall be started, warmed up or "run-up" in places other than those designated for such purposes by the airport manager. No aircraft engine shall be run up unless the aircraft is in such a position that the propeller blast clears all hangars, shops, other buildings, persons, other aircraft and automobiles or vehicles in the area, and the flight path of landing aircraft. No aircraft shall be started or operated inside a hangar.

Section 3 Taxiing

a. Aircraft awaiting take-off shall stop off the runway in use and in a position so as to have a direct and clear view of aircraft approaching for a landing and shall give full right-of-way to such aircraft.

b. No person shall taxi an aircraft until he/she has ascertained that there will be no danger of collision with any person or object in the immediate area of visual inspection of the area or through advisories of traffic in the airport environs as furnished by the Airport Management.

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

d. All aircraft shall be taxied at a slow and reasonable speed.

e. Taxiways shall be used for aircraft ground movement only; take-offs and/or landings shall not be conducted from a taxiway without approval of the Airport Manager.

Section 4 Traffic Rules

- a. All pre-takeoff checks must be completed before taxiing to takeoff position on the runway. Takeoff will be made immediately after taxiing onto the runway.
- b. All aircraft taking off shall proceed straight ahead to an altitude of at least 500 feet AGL before executing any turn and after ascertaining there is no danger of collision with other aircraft. Any aircraft remaining in the traffic pattern shall execute a 90 degree left turn at a horizontal distance not less than 1000 feet from the end of the runway.
- c. Aircraft intending to remain in the traffic pattern shall continue to climb to the traffic altitude of 1000 feet AGL (500 AGL for ultralight aircraft) after the first 90 degree turn and shall thereafter follow the pattern as set forth on the attached traffic pattern chart (APPENDIX A). All aircraft departing the Airport traffic pattern shall utilize applicable FAA departure procedures and standards.
- d. Aircraft having flight characteristics which make the above procedure impractical shall be flown at approach altitudes for type of aircraft but shall conform to the pattern as nearly as possible.
- e. Over noise-sensitive areas all aircraft within the traffic patterns for the Airport shall utilize the current noise abatement procedures adopted by the Commission. The patterns are established to minimize operations over noise-sensitive areas. These procedures shall be displayed in a conspicuous place in the terminal building of the airport for all pilots to observe.

Section 5 Landings

- a. Aircraft entering the traffic pattern shall do so either on the X-wind leg or at an angle of 45 degrees on the downwind leg and at an altitude of 1000 feet AGL (500 feet AGL for ultralight aircraft), as prescribed for type of aircraft on the traffic pattern chart, (Appendix A).
- b. All aircraft shall clear the runway as soon as reasonably possible after landing.

Section 6 Fire Regulations and Aircraft Owner Self-Fueling-

The purpose of this section is to provide fire prevention regulations and standards for pilots and aircraft owners operating on the Airport who engage in servicing their own aircraft. Persons operating aircraft on the airport who intend to use flammable or volatile liquids on their own aircraft shall do so only in areas designated by the Airport Manager and in accordance with the requirements of National Fire Protection Association (NFPA) 407 Standard for Aircraft Servicing, and FAA Advisory Circular 150/5230-4 (Change No.2). Unless and until an appropriate and authorized self-fueling facility is provided, by the Airport Management, "Self-fueling" of aircraft is strictly prohibited at the Airport.

Flammable and Volatile Liquids

No person shall use flammable or volatile liquids having a flash point of less than 1000 F in the cleaning of aircraft, aircraft engines, propellers, appliances, or for any other purpose. The procedures and precautions outlined in the criteria of NFPA pamphlet 410-F (Aircraft Cabin Cleaning and Refurbishing Operations) are hereby incorporated by reference and made part of this chapter as if fully set out herein, and shall be adhered to in all cleaning,

painting, and refurbishing operations using flammable and volatile fluids, including the storage of such fluids.

Liquid Disposal

Fuels, oils, dopes, paints, solvents, acids and/or other hazardous or environmentally detrimental materials shall not be disposed of or dumped into drains, on the aprons, catch basins, ditches, (on or adjacent to the Airport), or elsewhere on the Airport, except at a designated Airport waste disposal point(s), as prescribed by the Airport Manager.

Cleaning Floors

Floors shall be kept clean and free of oil. The use of volatile or flammable solvents for cleaning floors is prohibited.

Drip Pans

If required by aircraft design, drip pans shall be placed under engines and kept cleaned.

Compressed Gases

Cylinders or flasks of compressed flammable gases shall not be stored inside hangars or occupied buildings but shall be stored external to occupied buildings and hangars in facilities approved in writing by the Airport Manager.

Fuel Storage

No fuels shall be stored on Airport property other than in the bulk storage and distribution systems owned and operated by the Authority, except:

A maximum of 10 gallons of automobile gasoline may be stored on the Airport for the fueling of lawn mowers, trimmers, and small garden tractors used on the Airport by FBOs. Such gasoline shall be stored external to buildings and hangars in areas/facilities approved, in writing, by the Airport Manager.

Fuel Servicing Vehicles

Any person, entity or corporation who qualifies under Chapter 111, Section 13 of these Regulations and Standards, who uses a fuel servicing vehicle (hereinafter referred to as "re-fueler") for the purpose of dispensing fuel to aircraft, must meet the following minimum standards.

- a. Re-fuelers and their systems shall be maintained and operated in accordance with Environmental Protection Agency (EPA), federal, state, and local codes, laws and regulations pertaining to fuel dispensing on airports and NFPA Standard 407, latest edition, (Aircraft Fuel Servicing), or as hereinafter amended. The applicable sections of FAA Advisory Circular 150/5230-4 (change no.2) shall also be followed.
- b. Each re-fueler shall be conspicuously marked in letters of contrasting color, with the word "flammable" on both sides and rear of the cargo tank in letters of at least six inches high, and with the wording "emergency shut off" and other appropriate operating instructions required at the emergency operating devices in letters at least two inches high. Each re-fueler will also be conspicuously marked on both sides and rear with the type and grade of fuel it contains in appropriate color schemes.
- c. Re-fuelers shall not be stored or parked on airport property or leased parcels, except that a person, entity or corporation may park or position a re-fueler on the airport premises only when actively engaged in the business of dispensing fuel.

- d. Re-fuelers shall use only the entrance, exit, and route designated by the Airport Manager, or his designee, during the transportation and delivery of fuel to and from the airport.
- e. Refueling with non-public re-fuelers shall be conducted only in those areas designated in writing by the Commission.
- f. A re-fueler cargo tank shall be supported by and attached to, or be a part of, the vehicle upon which it is carried.
- g. Fueling personnel shall be of sufficient number and competence to safely operate the fuel storage and dispensing systems and perform periodic checks and inspections essential to their proper functioning.
- h. The following minimum conditions for refueling operations must be followed:
 - (1) Portable fire extinguisher must be available in vicinity of fueling operation.
 - (2) Use designated area only for fueling.
 - (3) Applicable bonding and grounding procedures must be used.
 - (4) All fuel containers shall be metal.
 - (5) All funnels shall be metal and shall be bonded to the aircraft.
 - (6) Fueling personnel shall not carry lighters or matches on their person while engaged in fuel servicing operations.
 - (7) Where applicable, all equipment used in the fueling operation shall be U.L. approved.

Prohibited Contracts

An aircraft owner shall not contract with a second party, such as an oil company or fuel contractor to refuel his aircraft, without the permission of the Airport Manager or the Commission. Such a second party is considered to be a commercial activity, and must qualify as such, under these regulations and standards, to operate at the airport.

Section 7 Glider Operations

Glider operations shall be conducted from the designated area in accordance with traffic patterns as shown on APPENDIX A, and in accordance with safety procedures, as approved by the Commission and/or Airport Manager, and as reviewed by the FAA. Vehicles used for towing gliders or glider trailers to/from the glider flight line shall take the shortest routes practicable while keeping safely clear of power plane and other aircraft operations.

Section 8 (Minimum Standards to Conduct) Parachute Operations

Parachute operations at the Airport require written approval from the Commission. Requests for such approval shall include an agreement to abide by these rules and regulations and all other applicable and appropriate safety and communications procedures. Also, the operator shall show proof, and provide copy to the Commission or the Airport Manager, of liability insurance providing coverage, according to such reasonable standards as may from time to time be set by the Commission or the Airport Manager, of the operation, naming the County of Warren, the Airport Commission and the Airport Manager as additional insureds. All requirements, as outlined by the U.S. Parachute Association, must be met as well as any additional requirements mandated by the Commission and/or the Airport Manager, in order to insure a safe operation. Currently, there are no parachute landing sites designated on the AALP.

Section 9 Rotary Wing Operations

Rotary wing aircraft operations shall be conducted from the designated area in accordance with the attached traffic pattern chart, and in accordance with safety and other reasonable procedures, as approved by the Commission and/or Airport Manager, and as reviewed by the FAA. Rotary wing aircraft shall not be operated within 200 feet of any unsecured aircraft.

Section 10 Ultralight Operations

Ultralight operations shall be conducted from the designated area in accordance with the attached traffic patterns and in accordance with safety and other reasonable procedures, as approved by the Commission and/or Airport manager, and as reviewed by the FAA. Aircraft shall be appropriately certified and insured.

Section 11 Model Aircraft/Vehicles Operations

Operation of tethered or remote Radio Controlled (R/C) model aircraft or other vehicles requires approval the Airport Commission or the Airport Manager. Such approval shall not be unreasonably withheld. Requests for approval shall include an agreement to abide by these rules and regulations and other applicable and appropriate safety procedures. Operations shall be limited to area(s) and times designated by the Airport Manager and shall be conducted only while a qualified operator is present and in control of the model aircraft or vehicle. The Unicorn frequency shall be monitored for flight operations, in and around the Airport, during such model operations.

Section 12 Lighter-than-air Operations (Balloons, dirigibles, etc.)

Lighter-than-air operations are generally limited to take-offs, from areas designated by the Airport Manager as "launch" areas. Notice shall be given, to the Airport Manager, at least 24 hours in advance of any operation in order to conduct an operations briefing for safety reasons. Operations require appropriate certification of both equipment and operator; in addition, commercial operations require written Standard Operating Procedures (SOP) which must be on file with the Airport Manager. Commercial operators must show proof of insurance, equal to that which is described in Chapter 111, Section 9e(4) of these regulations and standards.

CHAPTER III

AIRPORT OPERATORS, AERONAUTICAL ACTIVITIES, LEASES, AND CONCESSIONS

Section 1 Business or Commercial Activities Compliance

POLICY

Rules, regulations and minimum standards are intended to promote fair competition at the Front Royal-Warren County Airport and to insure that those who have undertaken to provide commodities and services as approved, are not exposed to unfair or irresponsible competition. The imposition of minimum standards, by expressing minimum levels of service that must be offered, relate primarily to the public interest, and such appropriate standards, uniformly applied, discourage substandard activities and enterprises, thereby protecting both the established aeronautical activities and the Airport patrons.

Subject to applicable orders, certificates or permits from the FAA or its successors, Grant Agreements with the FAA, and the laws of the Commonwealth of Virginia, or unless covered under preexisting agreement with the Commission, no person or organization shall use the Airport or any portion thereof or any of its improvements or facilities for commercial, business or other activities who has not first complied with these regulations and standards and has obtained the consent and required approval and/or licenses for such activities from the Commission and the FAA, and has entered into such written leases and subleases and/or other agreements as prescribed by the Commission.

Section 2 Application for Business/Commercial Authorization

Any person, entity or corporation which intends to conduct a business or service for hire at the Airport must contact the Airport Manager and make application, in writing, for qualification and approval, to the Airport Commission. The authorizing of a business or activity to operate on the Airport by the Commission does not imply, intentionally or otherwise, that said business or activity has exclusive rights. The Commission supports and enforces the policy to utilize Disadvantaged Business Enterprises (DBE) in all aspects of contracting at the Airport. Also, the Commission, being the recipient of Federal funds via the FAA, is obligated to comply with FAA Policy Statement "Exclusive Rights at Airports".

The Federal Aviation Administration considers that the existence of an exclusive right to conduct any aeronautical activity limits the usefulness of an airport and deprives the using public of the benefits of competitive enterprise. Apart from the legal considerations it is FAA policy that "it is clearly inappropriate to apply Federal funds to improvement of an airport where full realization of the benefit would be restricted by the exercise of an exclusive right to engage in aeronautical activities."

Section 3 Qualification Supporting Documentation

Qualification to conduct a business/commercial operation at the Front Royal - Warren County Airport shall be determined by assessment of an application to the Airport Commission. The written application, (shown on Attachment 2 of Appendix B), shall contain at the minimum:

- a. The proposed nature of the business and a detailed description of its Standard Operating Procedures (SOP)
 - b. The names, addresses and phone numbers of all parties who are being submitted as owning or controlling an interest in the proposed business or who will appear on leases or other documents as being an owner, partner, director, corporate or executive officer and those who will be managing the business and a brief description of their previous experience in related activities.
 - c. A financial statement, covering the most recent three (3) years, prepared or certified by an independent Certified Public Accountant, and a certification from the chief financial officer(s) of the applicant.
 - d. A written listing of assets owned, leased, used or being purchased which will be used in the business on the Airport.
 - e. A current credit report on the applicant principals, co-owners and/or partners, covering all geographical areas in which they have done business in the three (3) year period immediately prior to such application.
 - f. A written and signed authorization, permitting the FAA and all Aviation or Aeronautical Commissions, Administrators or Departments of all states, provinces or countries in which the applicant has engaged in aviation business, to release information in their files relating to the applicant or its operation. The applicant will execute such forms, releases or discharges as may be requested by those agencies for the Commission.
 - g. An accurate drawing of the proposed lease area and preliminary plans and specifications for any improvements which the applicant intends to make on the lease area as part of the activity for which approval is sought.
 - h. Show proof of and provide a copy, to the Commission, of liability insurance coverage for the business operation, and, as required by the minimum standards, name the town of Front Royal, the County of Warren, the Airport Commission and the Airport Manager as additional insureds.
 - i. Brief, accurate description of previous experience in the proposed business; and provide three (3) business references.
 - j. A listing and furnishing proof of Federal, State and/or local county licenses required to operate said business.
 - k. A statement of any requirement for the Commission to spend its funds or supply labor or materials for the operation or the preparation for operation of the proposed business.
1. Willingness to enter into a contractual agreement with the Airport Commission.

Section 4 Action on Application

All applications will be reviewed and acted upon by the Commission within 60 days from receipt. Applications may be denied or any bid or proposal may be rejected for one or more of the following reasons:

- a. The applicant, for any reason, does not meet the qualifications, standards and requirements established by these rules and regulations or other applicable regulations and standards.
- b. The applicant's proposed operations or construction will create a safety hazard.

- c. Approval of the application will require the Commission to expend funds or to supply labor or materials which the Commission is unwilling to provide; or the operation will result in a financial loss to the Commission.
- d. There is no appropriate, adequate or available space or building on the Airport to accommodate the proposed activity of the applicant at the time of the application unless the applicant proposes to construct such facilities with the approval of the Commission.
- e. The proposed operation, development, or construction does not comply with the Approved Airport Layout Plan, or is incongruent with the Airport Business Plan.
- f. The development or use of the area requested by the applicant will deprive existing FBOs of portions of the area in which they are operating; or will result in a congestion of aircraft and/or buildings; or will result in interference with the operations of any present FBO on the Airport, such as problems with aircraft traffic or service, or preventing free access to the FBO's area.
- g. Any party applying, or having an interest in the business, has supplied the Commission with any false information or has misrepresented any material fact in the application or in its supporting documents, or has failed to make full disclosure on the application or in its supporting documents.
- h. Any party applying, or having an interest in the business, has a record of violating these regulations and standards, the regulations and standards of any other Airport, or the Federal Aviation Regulations or any rules and regulations applicable to this or any other Airport.
- i. Any party applying, or having an interest in the business, has defaulted in the performance of any lease or any other agreement with the Commission, or the lawful management entity of any other airport.
- i J. Any party applying, or having an interest in the business, has a credit report containing information which reasonably suggests said applicant does not appear to be a person of satisfactory business responsibility and reputation.
- k. The applicant does not have, or does not reasonably appear to have, access to the operating funds necessary to conduct the proposed operation.
- 1. Any party applying, or having an interest in the business has been convicted of any crime or violation of any City, County, State, United States, National, or lawful subdivision ordinance, law or regulation of such a nature that it reasonably indicates to the Commission that the applicant would not be a desirable operator on the Airport.
- m. The health, welfare or safety of the community could in any way be jeopardized.

Nothing contained herein shall be construed to prohibit the Commission from either granting or denying, for any reason it deems sufficient, an application to do business on, or otherwise use, the Airport for the purpose of selling, furnishing or establishing non-aviation products and supplies or any service or business of a non-aeronautical nature, or the application by a person for an area on the Airport for the personal non-profit use of such person.

Denied or rejected applications may be appealed, in writing, within 30 days, to the Administrator, County of Warren. A response from such an appeal should be received within 60 days.

Section 5 Non-Transferability

No right, privilege, or approval to do business at the Airport, or lease of any area of the Airport or a part thereof shall be assigned, sold or otherwise transferred to, or conveyed in whole or part without the prior express written consent of the Commission. No lease, or portion thereof may be assigned or sublet without prior written approval of the Commission. All assignees or sublessees, as approved by the Commission, shall comply with these regulations and standards.

Section 6 Rates

Rates of fees charged by the Commission for business or commercial activities, hangar space, hangar rentals, tie-down rentals, products and services shall not be excessive, discriminatory nor otherwise unreasonable, and shall be posted in a written agreement on file with the Airport Manager and the Commission.

Note: The Airport Manager shall provide, to the Airport Commission, a list of names, addresses and phone numbers of all aircraft owners leasing or utilizing hangar space or tie-downs, or otherwise considered as having aircraft "based" at the Airport. The list shall also provide makes and models of such based aircraft. This information will be provided to the Warren County Commissioner of Revenue. With certain exceptions, all aircraft will be deemed as "based" at the airport and must, therefore, be registered to Warren County if they meet the criteria established by VDOA definition.

Section 7 Approval of Construction

No buildings, structures, tie-downs, ramps, paving, taxi areas or any other improvement or addition on the Airport shall be placed or constructed on the Airport or altered or removed without written application, approved by the Commission, (see APPENDIX B of these regulations and standards). In the event of any proposed construction, the Commission may, at its discretion, require an appropriate bond to guarantee the completion of the construction in accordance with its approval. The Commission shall consider conformance to the capital improvement plan for the Airport and Airport Master Plan prior to the approval or denial of any construction or development at the Airport. Any approval of construction shall include insurance providing coverage according to such reasonable standards as may be, from time to time, set by the Commission or the Airport Manager, for the facility for fire and liability, naming the County of Warren, the Airport Commission and the Airport Manager as additional insureds. All new-construction facility maintenance shall be the sole responsibility of the lessee. Buildings and structures must meet the minimum standards for construction as provided on APPENDIX C to these regulations and standards.

Section 8 Area of Activity

No person authorized to operate or conduct business activities at the Airport shall do so in any area except that specified by the lease agreement, or otherwise approved in writing by the Commission.

Section 9 Fixed Base Operators (FBO)

a. An FBO shall enter into a lease agreement with the Commission, establishing Airport space lease terms, rental amounts, insurance requirements and other terms and conditions required by the Commission, and has met the qualifications,

standards and requirements contained herein. An FBO may be in the business to conduct one or more of the following services to the public at the Airport:

- (1) Aircraft sales and services.
- (2) Parts and accessories sales.
- (3) Charter operations which include, but are not limited to passenger or ,fair taxi ; freight or delivery; aerial survey; agricultural spraying; aerial photography, advertising and surveying.
- (4) Aircraft rental and sight-seeing.
- (5) Flight instruction and/or ground schools.
- (6) Maintenance service, which shall include services in one or more of the following: (a) Airframe overhaul and repair. (b) Engine overhaul and repair. (c) Avionics and electrical systems repair. (d) Instrument repair. (e) Aircraft interior work. (f) Refinishing and painting. (g) Radio and/or electrical
- (7) Line services, which shall include the following:
 - (a) Supplying fuel, oil and other fluids and/or lubricants
 - (b) Applying de-icing fluids
 - (c) Engine pre-heating
 - (d) Interior and exterior cleaning
 - (e) Minor services and repairs
- (8) Aircraft storage, inside and/or outside.
- (9) Any other aeronautical activity for profit or hire.
(except as excluded in these rules and standards)

b. The application for an FBO lease shall specify all services from the above list which the applicant desires to offer at the Airport. An FBO may provide or conduct only those services for which he/she has executed a lease agreement with the Commission.

c. Unless covered under preexisting agreements with the Commission, no person shall use the Airport as an FBO until such person has executed a lease agreement approved by the Commission establishing Airport space lease terms, rental amounts, insurance requirements and other terms and conditions required by the Commission; has met the qualifications, standards and requirements of these Rules and Regulations; and has paid the required fees.

d. Minimum Qualifications: A fixed base operator shall, in addition to meeting all other requirements and qualifications of its written agreement and of these rules and regulations, meet the following minimum qualifications for each type of service that they intend to provide:

- (1) Aircraft Sales: The FBO who engages in an aircraft sales business at the Airport shall lease an area of the Airport land sufficient in size to provide the office space hereinafter required and the space needed for the storage and/or display of a minimum of two (2) aircraft or as many more as

such operator reasonably expects to have on hand in such business at any one time.

(2) Parts and Accessory- Sales: In order for a party to engage in the business of selling parts and accessories at the Airport, it shall be licensed to provide at least one other fixed base operator service and shall lease an area of Airport land sufficient in size to provide the office space hereinafter required and the space needed for the display and storage of all of the parts and accessories the FBO reasonably expects to have on hand in such business at any one time. The land required to be leased under this provision shall be in addition to the land leased for the FBO's other said business activity, but the office space provided for the other activity may be used for the office or the parts and accessory sale business.

(3) Charter Operations: The FBO who engages in a charter operation at the Airport shall lease an area of Airport land sufficient in size to provide the office space hereinafter required and storage for as many aircraft as such FBO reasonably expects to have on hand in such business at any one time; in addition, such FBO shall have available for use at least one (1) aircraft based at the Airport which is in compliance with all FAA rules and regulations dealing with aircraft used in charter operations.

(4) Aircraft Rental: The FBO who engages in an aircraft rental business at the Airport shall lease an area of Airport land sufficient in size to provide the office space hereinafter required and the space needed for the storage of a minimum of two (2) aircraft or as many more as such FBO reasonably expects to have on hand in such business at any one time.

(5) Flight Instruction and/or Ground School: The FBO who engages in a flight instruction and/or ground school business at the Airport shall lease an area of Airport land sufficient in size to provide for office space hereinafter required, a training room if a ground school is part of such business, and an area sufficient in size to store two (2) aircraft or as many aircraft as such FBO reasonably expects to have on hand in such business at any one time. In addition, such fixed base operator shall have on hand and available for use at least two (2) aircraft suitable for instruction and, if ground school training is offered as part of such business, shall have on hand, and available for use, such equipment and apparatus as would reasonably be expected to be available for such training.

(6) Maintenance Services.

(a) The FBO who engages in a maintenance service business at the airport shall lease an area of airport land sufficient in size to provide the office space hereinafter required and a shop building large enough to accommodate all necessary tools and equipment used in such business. In addition, the area to be leased shall be large enough to store all aircraft such operator can reasonably be expected to have on hand for service or otherwise at any one time.

(b) The shop building and office space required above shall be separated by an appropriately approved fire wall from any hangar, building or area in which the aircraft are stored. The shop shall be a minimum of 1400 square feet and shall be equipped with such tools, machinery, equipment, parts and supplies as are normally necessary to conduct a full-time business operation in the maintenance services being offered, and shall be staffed by mechanics and other personnel

who are qualified and competent and who hold all necessary certificates required by the FAA.

(c) The business of such maintenance service operator shall be conducted on a regular basis and shall be open daily during normal business hours on all normal business days with competent and appropriately licensed personnel on duty.

(7) Line Services

(a) In order for a person, entity or corporation (hereinafter "operator") to engage in the business of providing line services at the Airport, it shall lease an area of Airport land sufficient in size to provide the office space hereinafter required and the space needed to accommodate the line services, the aircraft being serviced and the flow of traffic in and out of the line service areas.

(b) In addition, an operator under this provision shall provide and maintain at least one (1) jet and/or one (1) AVGAS mobile gas truck, all necessary pumps, tanks, fueling islands and areas ramps and other fueling facilities that may be necessary, provided that the operator shall not place, use or maintain any fueling facilities on the Airport, mobile or fixed, which are not previously approved by the Commission. The operator shall not deliver fuel into any aircraft unless the fuel has first been placed in a suitable and approved filtration tank. (Tank Farm). There shall be no fueling direct from a common carrier transport truck into a re-fueler. The Tank Farm shall provide storage for at least 5,000 gallons of jet fuel and/or 5,000 gallons of aviation fuel (AVGAS).

(c) An operator under this provision shall keep a current, complete and accurate record of all fuels, oil and other products sold in connection with line services and shall, at the request of the Commission, make available all invoices and records of purchases and sales, by the operator, of fuels, oils and products sold in connection with the line services, for at least five years after the sale of such products.

(d) Each operator offering line services shall maintain sufficient full time attendants on duty to service aircraft without unreasonable delay from dawn to dusk, seven days a Week. All attendants must be trained in accordance with the FAA regulations, and records will be maintained to certify the training. Annual refresher training must be conducted and appropriately certified.

(e) The operator with fueling facilities shall at all times maintain an adequate supply of the fuels, oils, and fluids normally called for at this Airport. A mobile fueling truck may operated only in the assigned area and such other areas as may be designated from time to time by the Commission or the Airport Manager.

(f) All operators licensed to provide line services under this provision shall pay such Charges or taxes as may be imposed by the Commission, on the gallonage of airplane fuel pumped by such operators.

(g) Services provided in addition to fuel shall include emergency starting, cle-icing, engine pre-heating, parking, washing, waxing, minor repairs, tire inflation, oil changing, and services not requiring a certified mechanic rating. All equipment necessary to provide these services will be available.

(8) Aircraft Storage~

(a) Outside Storage: In order for a person, entity, or corporation (hereinafter "operator") to engage in the business of storing aircraft outside, at the Airport, it shall lease an area of airport land sufficient in size to provide the office space hereinafter required and the space needed for a tie-down area of sufficient size to accommodate all of the aircraft that such operator can reasonably expect to store at any one time. The lease agreement shall be made between the operator and the Airport Commission.

(b) Inside Storage: An FBO who engages in the business of storing airplanes inside at the Airport shall lease an existing building or an area of Airport land sufficient in size for the construction of a storage building, with proper access ramps, taxiways and other accessories, designed to accommodate at least ten (10) aircraft, and shall construct building, ramps, taxiways and accessories at the operator's sole cost and expense according to plans and specifications therefore previously submitted and approved by the Commission and according to all applicable laws and regulations. If no office is maintained, as is herein allowed for such a business, the operator shall post in conspicuous places on the building, the name, address and telephone number of the person who is in charge of such business, The Commission reserves the right to enter lessee's hangar at any time to inspect for conformance with these regulations and standards.

(9) Aerial Applications Operators

A person, intity or corporation (hereinafter "applicant") planning or desiring to use the Airport as a staging area for aerial application of pesticides, herbicides, fertilizer or any other material dispensed from an aircraft are considered as Commercial Operators and must complete an Application for Permit, (shown on Attachment 3 to APPENDIX B of these regulations and standards), providing the Commission and the Airport Manager with the information listed below. Applicants shall not deliver any material or aircraft to the airport prior to receiving an aerial application permit from the Airport Manager.

(a) A copy of the Applicant's current and valid Virginia Commercial Pesticide Permit.

(b) A Certificate of Insurance indicating the Applicant has Chemical Liability Insurance for the period of proposed operation at the airport in the amounts and coverage required by the Commission or the Airport Manager.

(c) A copy of an FAA Waiver for aerial application.

(d) A copy of the Applicant's emergency plan which must include 24-hour telephone numbers of Applicant's key personnel.

(e) Product labels and Material Safety Data Sheets (MSDS) for all materials being used.

(f) The Applicant must agree to:

(1) Have at least 200 pounds of absorbent material on site for spill protection, plus shovels, brooms and containers for all used materials.

(2) Use a back-flow preventer for any hoses attached to any water supply.

(3) If pesticides are to be stored on airport property, they must be locked in appropriately posted storage containers.

e. Specific Requirements

(1) Commencement of Activities: Each FBO shall, upon authorization and as the construction of any required physical facilities permit, immediately commence and conduct on a full time basis, all business activities and services authorized.

(2) Office Space: Except in cases of FBO's offering inside storage space, each FBO shall provide and maintain an office which shall be staffed and open to the public during the normal business hours of each normal business day, which shall be the operator's office or place of business on the Airport. These facilities shall be kept in a neat, clean and orderly condition and properly painted. The office shall contain at least 400 square feet of inside floor space, exclusive of inside partitions. Only one office shall be required for each FBO. No FBO or its employees, agents, officers or other persons connected with the business shall use the office, area or other facilities of any other FBO without consent of said FBO and the Commission.

(3) NTSB/FAA Requirement: The FBO and all personnel and employees shall be competent and shall hold all current, valid certificates, permits, licenses or other authorities required by the FAA or other competent authority. If, as a result of any action, order or ruling of the FAA or other competent authority, any FBO's authority to operate is suspended or revoked for a period of ninety (90) days or more, the FBO's license and authority to operate at the Airport may be revoked.

(4) Indemnity and Insurance: The FBO shall agree, and by his or its operation at the Airport does agree, indemnify, defend, and save the County of Warren, and the Commission and their authorized agents, officers, representatives and employees, harmless from and against any and all actions, penalties, liabilities, claims, demands, damages, or losses, resulting from claims or court actions, whether civil, criminal or in equity, and arising directly or indirectly out of acts or omissions of the FBO, its agents, employees, servants, guests, or business visitors. The FBO shall secure, at his expense, public liability and property damage insurance on which the Commission and the County of Warren shall be named as an additional insured. Such policies of insurance shall be maintained in full force and effect during all terms of existing leases and agreements or renewals or in extensions thereof. Such policies shall be in minimum amounts of \$5,000,000 on account of bodily injuries to or death of one person and \$5,000,000 on account of bodily injuries and \$5,000,000 on

account of damage to property, unless it can clearly be demonstrated to the reasonable satisfaction of the Commission that insurance of lesser amounts are adequate for a particular FBO's activity and said lesser amount is approved by the Commission, and shall be placed with an insurance company licensed to do business in the Commonwealth of Virginia. Copies of all such policies of insurance shall be delivered to the Commission and shall be held for the benefit of the parties as their respective interests may appear. The amounts of said insurance shall not be deemed a limitation on the FBO's liability to the Commission.

(5) Public Responsibility: An FBO shall cooperate with the Commission in the operation, management and control of the Airport and shall do all things reasonable to advance or promote Airport and aeronautical activities thereon and to develop the facility into a more attractive, efficient, safe and modern Airport. The FBO shall furnish all services authorized or licensed on a fair, equal, and not unjustly or unlawfully discriminatory basis to all users and shall charge fair, reasonable, and not unjustly discriminatory prices for each unit of service. The FBO may make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers, if permitted by law.

(6) Lease: Unless covered under preexisting agreements with the Commission, each FBO approved shall enter into a lease agreement with the Commission which includes an agreement on the part of the FBO to accept, be bound by, comply with and conduct his business operations in accordance with these rules and regulations and to agree that his license and authority to carry on business at the Airport shall be subject to the terms and conditions set forth in these rules and regulations and the revocation or termination thereof as herein provided. For an FBO to qualify for approval, it must have available sufficient operating funds, as reasonably determined by the Commission, to conduct the proposed business.

(7) Subleasing/Sale of Lease: No right, privilege, permit or license to do business on the Airport, or any lease of any area of the Airport shall be assigned, sold, or otherwise transferred or conveyed in whole or in part without prior express written consent of the Commission.

(8) Plans: Plans and specifications and an FAA 7460-1 Form for any construction required by the FBO shall be submitted to the Commission for review and approval within 60 days from successful negotiations of a lease agreement. Construction thereon shall commence within 90 days from the Commission's approval of the plans and specifications; time is of the essence of this requirement. The deadlines provided in this paragraph may be extended by the Commission for good cause upon the request of the FBO. All construction shall comply with applicable building codes and other laws, regulations and ordinances, and the proper permits including fees, shall be secured and paid for by the FBO.

(9) Approval of Construction:

(a) No buildings, structures, tie-downs, ramps, paving, taxi areas, or any other improvements or additions shall be placed or constructed on the Airport, or altered or removed therefrom without prior approval of the Commission. In the event of any construction, alteration or removal, an appropriate bond to guarantee the completion of the work in accordance with submitted plans and specifications and all applicable laws, regulations and standards may be required.

(b) Unless otherwise agreed to, any FBO or aeronautical activity operator shall, at his own expense, provide, construct, install, equip and maintain all utilities, buildings and/or structures, (excepting T-hangars), ramps, tie-down areas, taxiways, fences and all other facilities and improvements approved by the Commission as being necessary for the operation. The Commission will be responsible for normal and reasonable repairs and maintenance required for T-hangars constructed under the Commission's contract(s).

(10) Utilities: The FBO shall promptly pay, when due, all charges for water, sewer, power, telephone service and all other utilities and services supplied to his operation at the Airport, and all wages or salaries due and all rentals fees and payments to the Commission. A breach of this paragraph shall be deemed a material breach of any lease agreement between the FBO and the Commission.

f. Inspection and Maintenance

(1) To the extent necessary to protect its rights and interests, or to investigate compliance with the terms of these regulations and standards, the Commission, or any member thereof and/or the Airport Manager, shall have the right to inspect, at reasonable times, all Airport premises together with all structures or improvements, and all aircraft, equipment and all applicable licenses, registrations and/or permits.

(2) Each FBO shall be responsible for the removal of snow and ice from its leased area and areas in which it is authorized to operate, and shall keep such leased area and areas free and clear of all weeds, rocks, debris and other materials which are unsightly or could cause damage to aircraft, buildings, persons or automobiles.

(3) Each FBO shall regularly inspect its leased area, areas in which it is authorized to operate, and common areas of the Airport, for any deficiency(ies) in services or in safety, including, but not limited to: Approach conditions, Pavement conditions, Operational hazards, Airport lighting, Directional Markings and/or signs. Such deficiencies shall be reported to the Commission, immediately, on a written DEFICIENCY REPORT. The Commission shall keep a DEFICIENCY LOG to track dates, deficiency descriptions and actions taken.

(4) Nothing contained in these regulations and standards shall be construed as requiring the Commission to maintain, repair, restore or replace any Airport structure, improvement or facility which is either substantially damaged or destroyed.

g. Assigned Area

No person, entity or corporation authorized to operate on or to conduct business activities at the Airport shall conduct any of its business or activities, or park any aircraft in any areas except those specified in the lease or written agreement. An FBO shall not use any common use areas except as authorized by these rules, or in accordance with a written agreement with the Commission or the Airport Manager.

h. Complaints

All complaints against any FBO for violation of these regulations and standards shall be filed with the Commission, in writing and signed by the party submitting the complaint, specifying dates, times, the substance of the complaint, and witnesses, if any.

i. Termination

The Commission shall have the right, at its discretion, to terminate any lease or other agreement authorizing the FBO to conduct any services or business on the Airport and to revoke any FBO license, authority or permit to do business upon the Airport for any cause or reason provided in these rules, or by law, and in addition thereto, upon the happening of any one or more of the following~

(1) For Cause

(a) Filing of petition voluntarily or involuntarily, for the adjudication of bankruptcy.

(b) The making, by the FBO, of any general assignment for the benefit of creditors.

(c) The abandonment or discontinuance of any licensed operation at the Airport by the FBO or the failure to conduct such operation on a full time basis without prior approval of the Commission.

(d) The failure to promptly pay, when due, all rents, charges, fees and other payments which are payable to the Commission by the FBO. (e) The failure of the FBO to remedy any default, breach or violation by it or its personnel in keeping, observing, performing, and complying with these rules and regulations or any other applicable laws, rules, regulations or standards, and the terms and conditions, other than insurance coverage, in any lease or other agreement entered into pursuant hereto on the part of the FBO to be performed, kept or preserved, within thirty (30) days from the date of delivery of a written notice from the Airport management has been mailed, with "Notice by Return Receipt Requested", to the place of business of the FBO at the Airport.

(f) The FBO, or any partner, officer, director, employee or agent thereof, commits any of the following:

1. Violates any of these rules and regulations; or

2. Engages in unsafe or abnormal or reckless practices in the operation of an aircraft or motor vehicle on or in the vicinity of the Airport; or which creates a hazard to the safety of, or is a nuisance to other Airport users, other aircraft, or the general public, or which endangers property; or which could result in causing personal injuries or death to a person or damage to property; or

3. Operates the business of the FBO in such a fashion as to create a safety hazard or nuisance on the Airport for other airport users, aircraft or property on the Airport, the general public, or the Airport, or any pilots, students or passengers.

(g) It becomes known to the Commission that the FBO or someone on its behalf and with its knowledge, supplied false information, or misrepresented any material fact, in the application, supporting documents, or in statements to or before the Commission pertaining to the application, or failed to make full disclosure in the application,

the supporting documents or in statements to or before the Commission.

(h) The failure of the FBO to keep in full force and effect any insurance coverage required by these rules and regulations, which failure shall be cause for immediate termination of any agreement between the FBO and the Commission.

(2) Without Cause: In the event the Commission decides to close the Airport in its entirety or to close the Airport to all traffic it is not legally bound to serve, it shall have the right to terminate any lease or other agreement with the FBO, without liability to the FBO or any other person except as may be otherwise set forth in the lease or other agreement with the FBO.

(3) In the event of termination, the FBO shall forthwith peaceably vacate the Airport and surrender possession of the premises and cease all business operations on the Airport. Should the FBO fail to make such surrender, the Commission shall have the right at once, and without further notice to the FBO, to enter and take full possession of the space occupied by the FBO on the Airport by force or otherwise and with or without legal process to expel, oust and remove any and all parties and any and all goods and chattels not belonging to the Commission that may be found within or upon the same at the expense of the FBO and without being liable to prosecution or to any claim for damages therefor. Upon such termination, all rights, powers and privileges of the FBO hereunder shall cease and the FBO shall immediately vacate any space occupied by it under this agreement or any lease or leases and shall make no claim of any kind whatsoever against the Commission, the County of Warren, their employees, agents or representatives by reason of such termination or any act incident thereto.

(4) In the event of termination for cause, all structures and other improvements made to the Airport by the FBO shall be and become the property of the Commission and shall remain on the Airport after the FBO ceases operations and vacates the premises. In the event of termination without cause, all operators shall be given a reasonable period of time within which to remove all structures and improvements erected by them on Airport property but, if such removal is not completed within such period, any structures or improvements remaining on the Airport after such period has elapsed, shall be and remain the property of the Commission.

j. Right to Enforce Regulations and Standards

In addition to all other rights and remedies provided in these regulations and standards, the Commission and/or Airport Manager shall have any and all other rights and remedies at law or in equity, including the equitable remedy of injunction, to enforce these regulations and standards, to obtain compliance therewith and to impose the penalties herein provided.

Section 10 Flying Clubs

All flying clubs desiring to base their aircraft and operate on the Airport must comply with the applicable provisions of these regulations and standards, However, they shall be exempt from regular Fixed Base Operator requirements upon satisfactory fulfillment of the conditions contained herein.

a. The clubs shall be a non-profit entity (corporation, association or partnership) organized for the express purpose of providing its members with aircraft for their personal use and enjoyment only. The ownership of aircraft must be vested in the name of the flying club or owned ratably by all of its members. The property rights of the members of the club shall be equal and no part of the net earnings of the

club will inure to the benefit of any member in any form (salaries, bonuses, etc.). The club may not derive greater revenue from the use of its aircraft than the amount necessary for the operations, maintenance, replacement, and improvement of its aircraft and equipment.

b. Flying clubs may not offer or conduct charter, air taxi, or rental of aircraft operation. They may not conduct aircraft flight instruction except for regular members, and only members of the flying club may operate the aircraft. Any qualified mechanic who is a registered member and part owner of the aircraft owned and operated by a flying club shall be permitted to do maintenance work on aircraft owned by the club.

c. The flying club, with its initial application, shall furnish the Commission a copy of its charter and bylaws, Articles of Incorporation or Association, Partnership Agreement or other documentation supporting its proper existence, a roster, or list of members, including names of officers and directors, to be revised on a semi-annual basis; evidence of insurance in the form of a certificate of insurance in the following minimum amounts: Public liability \$100,000 per person; public liability \$5,000,000 per accident; property damage \$5,000,000; with hold harmless and loss payee clauses in favor of the County of Warren, the Commission, and their officers, representatives and employees (ten days prior notice of cancellation shall be filed with the Commission); number and type of aircraft; evidence that aircraft are properly certificated and licensed; evidence that ownership is vested in the club, and operating rules of the club, if applicable. The books and other records of the club shall be available for review at any reasonable time by the Commission.

d. The flying club must abide by and comply with all Federal, State and local laws, ordinances, regulations and these rules and regulations.

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

f. A flying club which violates any of the foregoing, or permits one or more members to do so, will be required to terminate all operations.

Section 11 Independent Flight Instructors

Independent flight instruction is prohibited at the airport without the written permission of the Commission. Consideration may be given to those individuals desiring to provide instruction on a limited or part-time basis, and who have obtained appropriate certification from the Federal Aviation Administration (FAA), and who comply with the following requirements:

a. Furnish to the Commission:

(1) a copy of the applicable FAA certification documents;

(2) Evidence of insurance in the form of a certificate of insurance in the following minimum amounts: public liability \$500,000 per person, - public liability \$5,000,000 per accident; property damage \$5,000,000 with hold harmless and loss payee clauses in favor of the Airport Manager, the Airport Commission and their officers and employees, the County of Warren and their representatives, officers, agents and employees;

(3) A current address and telephone number.

b. Abide by and comply with all applicable federal, and local laws, ordinances, regulations, and these rules and regulations.

c. Independent flight instructors are prohibited from selling or leasing any material goods or services in direct competition with existing FBO(s) on the Airport, other than those services directly related to the conduct of individual flight training.

d. Independent flight instructors who violate any of the foregoing will be required to terminate all flight training operations on the Airport to which this section applies.

Section 12 Independent Mechanics

Independent Mechanics are prohibited from operating at the airport without the written permission of the Commission. Consideration may be given to those individuals desiring to perform on a limited or part-time basis, and who have obtained appropriate certification from the Federal Aviation Administration (FAA), and who comply with the following requirements:

a. Furnish to the Commission:

(1) a copy of the applicable FAA certification documents;

(2) Evidence of insurance in the form of a certificate of insurance in the following minimum amounts: public liability \$500,000 per person-, public liability \$5,000,000 per accident; property damage \$5,000,000 with hold harmless and loss payee clauses in favor of the Airport Manager, the Airport Commission, the County of Warren, and their officers, representatives and employees. (2) A current address and telephone number.

b. Abide by and comply with all applicable federal, state and local laws, ordinances, regulations, and these rules and regulations.

c. Independent mechanics are prohibited from selling or leasing any material goods or services in direct competition with existing FBO(s) on the Airport other than those services directly related to the conduct of independent maintenance.

d. Mechanical operations shall be conducted only within hangar(s), and only in those hangars that have been designated by the Airport Commission for such operations.

e. Independent mechanics who violate any of the foregoing will be required to terminate all maintenance operations on the Airport to which this section applies.

Section 13 Independent Re-fuelers

Persons, entities or corporations desiring to perform "independent" re-fueling must comply with all applicable provisions of these rules and regulations. They may be exempt from regular Fixed Base Operator requirements upon satisfactory fulfillment of the conditions contained below:

a. **Authorization for operation as an Independent Re-fueller is subject to approval from the Airport Commission.** The Commission reserves the right to disapprove Independent Re-fueler operations if these operations cannot be performed in accordance with the Front Royal-Warren County Airport Rules & Regulations and Minimum Standards. An application to the Commission requesting approval shall contain at least the following:

(1) Evidence of insurance in the form of a certificate of insurance in the following minimum amounts: public liability \$500,000 per person; public liability \$5,000,000 per accident; property damage \$5,000,000 with hold harmless and loss payee clauses in favor of the Airport Manager, the Airport Commission, the County of Warren, and their officers, representatives and employees.

(2). A current address and telephone number,

b. Independent re-fuelers must abide by and comply with all applicable federal, state and local laws, ordinances, regulations, and these rules and regulations (including Chapter 11, Section 6).

c. Independent re-fuelers are prohibited from selling or leasing any material goods or services in direct competition with existing FBOs on the Airport other than those services directly related to the conduct of aircraft fueling.

d. Independent re-fuelers shall be restricted, in their operations, to areas designated by the Airport Manager and the Commission.

e. Independent re-fuelers who violate any of the foregoing will be required to terminate all self-fueling operations on the Airport to which this section applies.

f. "Co-op" fueling is not recognized as a self-fueling or as an independent re-fueling privilege at this Airport.

Section 14 Independent Hangar and/or Tie-down Subleasing or Lending

No individual or business shall have the right to lend or sublet a hangar or tie-down area without written permission from the Commission.

Section 15 Personal Aircraft Sales and Leases

Nothing contained herein shall prohibit any individual or business from selling and/or leasing personally-owned or business-owned aircraft at their discretion, providing that they are in compliance with these rules and regulations and with all other applicable rules, regulations and laws.

Section 16 Waiver of Chapter III Provisions

The Commission may, at its discretion, waive all or any portion of Chapter III of these regulations and standards for the benefit of any government, governmental agency, or public service entity performing non-profit public services to the aircraft industry, or performing air search and rescue operations -- but only to the extent permitted by the rules of the FAA and the laws of the Commonwealth of Virginia.

Section 17 Acts of God

Nothing contained in these regulations and standards shall be construed as requiring the Commission to maintain, repair, restore or replace any structure, improvement or facility which is substantially damaged or destroyed due to an act of God, Force Majeure, or other condition or circumstances beyond the control of the Commission.

However, should acts of God, or Force Majeure occur to the extent that the FBO is not able to conduct business as usual, all rents and fees due the Commission shall be temporarily suspended for a reasonable period of time to allow the FBO to reopen for business at its discretion.

Section 18 Pioneers

If an applicant wishes to qualify as a "specialized FBO" in order to provide services not already provided at the Airport, the foregoing minimum standards may be modified, subject to the written approval of the Airport Commission, for a limited period of time (not to exceed one (1) year). It is the express purpose of this provision to encourage the expansion of services at the Airport where they do not exist and only to the extent and for the period of time necessary to create an inducement to the establishment of such services.

Section 19 Effects on Existing Licenses and Leases

All licenses and leases of buildings or land at the Airport, at the time these regulations and standards become effective, shall be subject to these regulations and standards except as these regulations may be inconsistent with any express provisions of said licenses or leases.

PENALTIES

Unless provided for elsewhere within this document, in addition to any penalties provided by local ordinance, law or the Federal Aviation Regulations, and all other rules and regulations of the FAA, any person violating these rules and regulations and standards may be promptly removed or ejected, either temporarily or permanently, from the Airport by the Commission and/or the Airport Manager. The Commission may hear and decide appeals from the persons so removed by the Airport Manager in accordance with this Chapter. The Commission shall, in writing, within 14 days of any such removal or ejection, render to the person removed or ejected under this section, a letter to his last known mailing address delineating the specific violation of these regulations and standards which necessitated such removal. The Commission may hear appeals submitted by any person or persons so removed or ejected, within 10 days of their receipt of such letter from the Commission.

CHAPTER V

GOVERNMENT AGREEMENTS

Section 1 War or National Emergency

During time of war or national emergency, the Commission shall have the right to lease the Airport, or the landing area, or any part thereof to the United States Government for military use. Any license or authority granted under these rules and any lease and agreement executed pursuant hereto shall be subject to such government lease and the provisions of the government lease shall control, insofar as they are inconsistent with any other agreement, lease or authority.

Section 2 Leases Subordinate to Government Lease

Any license, authority, lease or agreement entered into pursuant to these regulations shall be subject and subordinate to the provisions of any existing or future agreement between the Commission, the United States, and the Commonwealth of Virginia relative to the operation or the maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the expenditure of Federal funds for the development of the Airport.

CHAPTER VI

AIRPORT PLANS

Section 1 FBO Approval not Required

The Commission may, without the consent or approval of any FBO or other person licensed or authorized to do business or use part of the Airport, make changes in the Master Plan of the Airport, the Approved Airport Layout Plan and in its planning and policies in connection with the development of the Airport. However, it is the Commission's intent to inform FBO(s) and other businesses, tenants, and users of the proposed improvements to the Airport and/or changes to the Airport Master Plan, and to request and consider any and all comments.

CHAPTER VII

RESERVATION OF RIGHTS TO INDIVIDUAL USERS

Section 1 Explanation of Rights and Duties Imposed

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

- a. All individual users, as defined herein, shall meet and maintain all standards for licensing, maintenance, and repair of aircraft established by the Federal Aviation Regulations (FARs), Safety Bulletins, Advisory Circulars and all other Federal and State regulations and standards for licensing, maintenance, and repair of aircraft.
- b. It shall be the duty of all individual users of the Airport to fully inform themselves of and to keep current on all Federal and State aviation regulations and standards, and regulations set forth by the Commission, to completely and promptly comply therewith.
- c. Nothing contained herein shall restrict or limit the right of aircraft owners and/or pilots to perform preventive maintenance on their own aircraft which are allowed by the regulations. However, all such repairs and maintenance shall be authorized and conducted strictly in accordance with Federal and State regulations, circulars, airworthiness directives and requirements, and such maintenance and repairs shall be conducted within the area designated for owner maintenance or T-hangars leased by individual users of the Airport or by authorized repair facilities on the airfield.
- d. All individual users shall comply with the Front Royal-Warren County Airport rules and regulations regarding common use areas and will not allow any maintenance or repair activities or any part thereof to be conducted in said common areas and will comply with all safety and fire regulations in effect at the time and as set forth herein.
- e. Nothing herein shall be construed as restricting the full use and enjoyment of the Front Royal-Warren County Airport by all individual aircraft owners, pilots, renters of the tie-downs and T-hangars and all other individuals having a right to be users of the Airport.

APPENDIX B

(APPLICATIONS)

B-1 Application for Land Lease and/or Construction

- B-1-1 General Description
- B-1-2 Certification
- B-1-3 Supporting Documents

B-2 Application for Authorization to Conduct a Business/Commercial activity at the Airport

- B-2-1 General Description
- B-2-2 General Description Cont'd
- B-2-3 Certification
- B-2-4 Supporting Documents

B-3 Application for Permit Staging for Aerial Application Operation

B-4 Application for Permit Special Event

APPENDIX C

Minimum Standards for Facilities and Improvements, Planning and Construction

Section 1 **Review and Approval Procedures**

- a. No buildings, structures, tie-downs, ramps, paving, taxi areas or any other improvement or addition on the Airport shall be placed, constructed, altered or removed without prior approval of the Commission. In the event of any construction the Commission may, at its discretion, require an appropriate bond to guarantee the completion of the construction in accordance with its approval. The Commission shall consider conformance with the Airport Master Plan and the approved Airport Layout Plan prior to the approval or denial of any construction or development at the Airport.
- b. A site plan must be submitted to the Commission for any proposed new facilities. All plans and construction drawings for buildings, pave areas, and other facilities must meet at least the minimum standards set forth herein and must meet tentative approval by the Commission. Tentative approval by the Commission shall precede submission to the Warren County Department of Planning and Building or any other regulatory agency. Final Plans and specifications for any construction requested or proposed by an operator must prove to be in accordance with the Uniform Statewide Building Code, other applicable laws and regulations and this Appendix and shall then be submitted to the Commission for final review and approval. Sixty (60) days following approval of the plans and specifications, a lease agreement shall be finalized and an "Authorization to Construct" shall be issued. Construction shall not commence prior to finalizing a proper lease agreement nor later than ninety (90) days from finalizing such agreement. In the event that a phased construction program is provided in the lease agreement, the agreement should specify completion dates for each phase. Submittal of final plans and specifications to the Commission for approval shall follow the lease agreement schedule. The deadlines provided in this paragraph may be extended by the Commission for good cause upon request by the Operator.
- c. All facilities shall be in conformance with the adopted Airport Master Plan (AMP) and the most current Approved Airport Layout Plan (AALP). In addition to specific design standards for the Airport, all facilities are subject to the applicable codes, standards and regulations of the FAA, the State of Virginia, and the County of Warren.

Section 2 **General Requirements**

All improvements, including any proposed hangar facility, constructed on Airport property shall be subject to conditions, restrictions, reservations and prior approvals for the following purposes.-

- a. To establish aesthetic values designed to complement and benefit all Airport facilities;
- b. To insure adequate and reasonable development of the Airport, with an emphasis on making the most efficient utilization of available space.
- c. To insure proper, desirable use and appropriate development and improvement of each site within the Airport-;
- d. To protect lessees and/or tenants of buildings against improper and undesirable use of surrounding building sites which will depreciate the value of their leaseholds;
- e. To guard against the erection of structures built of improper or unsuitable materials;

- f. To guard against the erection of structures with unnecessarily short economic life expectancies;
- g. To encourage the erection of attractive improvements with appropriate locations on building sites; h. To insure and maintain proper setbacks from streets, highways, runways, taxiways, and aprons, and adequate, safe spaces between structures;
- i. In general, to provide for a high type and quality of improvement of said property;
- j. To insure the safety and security of the Airport operation and the operations of Airport tenants.

Section 3 Codes

All hangars, buildings and other structures shall conform to building and safety codes applicable for their intended use. These include, (but are not necessarily limited to):

- a. BOCA
- b. State of Virginia (Uniform Statewide Building Code)
- c. County of Warren
- d. FAA
- e. OSHA
- f. Access for the handicapped (ANSI A117.1-1998 and Federal Guidelines for Accessible design 36 CFR Part 1190)
- g. National Fire Protection Code (NFPC)

No office/mobile trailers shall satisfy these requirements except as approved by the Commission, the VDOA and the FAA.

Section 4 Location and Height

- a. The locations of lessee buildings shall be guided by the adopted Airport Master Plan, the ALP and Standards established in FAA Advisory Circular 150/5300-12, (Change no.5) for Utility and Basic Transport Airports - Group 11. No structures may be of such a height as to penetrate the runway or approach imaginary surfaces specified by FAR Part 77, or hinder the operation of an approach system, (e.g. GPS).
- b. Lighting systems, Windows or large areas of glass and/or other reflective surfaces shall be oriented to avoid distraction to aircraft operations.

Section 5 Size

- a. Structures housing office space shall be no less than 375 square feet.
- b. Structures for private aircraft storage shall be no less than 2,500 square feet.
- c. T-hangars shall be at least 10 bay, fully-nested, all metal, have a minimum door opening of 41'W x 12'H, and be constructed on concrete foundation and floor.

Section 6 Utilities

- a. Buildings and/or portions of buildings, (such as structures adjacent to hangars) used for offices, customer lounges, waiting rooms or other public spaces, shall be provided, at the expense of the lessee, with heating, air conditioning, lighting, sanitary rest rooms, and public telephone. Such buildings shall be separated by a fire wall meeting all applicable codes when adjacent to any hangar, building or area in which aircraft are stored.
- b. Buildings, or portions of buildings, used for maintenance shops or aircraft repair, shall be provided with heating, lighting, sanitary rest rooms, telephone service and a sprinkler system (if required by local code).
- c. Hangars 2,500 square feet or greater, not including T-hangars, used for aircraft maintenance or aircraft storage, shall be provided with electrical service, lighting, heating and a sprinkler system (if required by local code).
- d. All buildings requiring water service shall connect to a well water system at time of construction. Only wells approved by Warren County Department of Health shall be utilized. When and if public water service is made available, a connection shall be made within one year after date of availability.
- e. All new electrical and telephone service entrance facilities shall be underground.

Section 7 Access

- a. Pedestrian and vehicular access to buildings normally open to the public shall avoid crossing aircraft operating (air side) areas.
- b. Vehicular access to aircraft storage hangars shall minimize crossing of aircraft operating areas. Automobile parking shall be provided for aircraft storage hangars in locations which do not interfere with aircraft operations.
- c. T-Hangar doors shall be electrical ly-operated bi-fold type with a personnel access door, or improved future design type as approved by the Commission.

Section 8 Materials and Finishes

The objective of the Commission is to insure that all new construction is of high quality materials and finishes which will retain their appearance with minimal maintenance. To this end, the following guidelines have been developed:

- a. Hangars and other buildings may be constructed with steel or aluminum exteriors. All exterior metal surfaces shall incorporate a rustproofing process and have a durable finish applied at the point of manufacture.
- b. Exterior colors and textures should harmonize with other buildings and structures. The Commission reserves the right to disapprove exterior materials or finishes which it feels would detract from the overall visual impression of the Airport.
- c. Interior materials, finishes, fixtures and graphics which are part of waiting rooms, lounges or other public spaces must be approved by the Commission.

- c. Interior materials, finishes, fixtures and graphics which are part of waiting rooms, lounges or other public spaces must be approved by the Commission.
- d. Signs shall adhere to appropriate regulations of Warren County and be approved by the Commission. No signs, logos or other graphics may be painted on the roofs of buildings, nor may any illuminated signs be placed in locations where they could distract pilots or interfere with airfield lighting.

Section 9 Chemicals and Hazardous Materials

- a. Operators using chemicals or other hazardous materials shall store these materials in tank containers that meeting State, County, and/or Federal standards. The location of on-airport storage areas will be determined by the Commission. Storage facilities shall be designed to protect the public and the natural environment from these materials. Any accidental spills or leaking of materials shall be reported immediately to the Commission and the Fire Chief, County of Warren.
- b. No chemicals, fuels, lubricants or hazardous materials may be discharged into the storm water or sanitary sewer systems. All chemicals and used containers shall be disposed of by the lessee off airport and in compliance with applicable state, local and federal regulations.

Section 10 Insurance

All buildings, structures, tie-downs, ramps, paving, taxi areas or any other improvements or additions constructed on the Airport shall be insured against liability. Evidence of insurance in the form of a Certificate of insurance is required, for the following minimum amounts: public liability \$500,000 per person; public liability \$5,000,000 per accident; and property damage \$5,000,000 with hold harmless and loss payee clauses in favor of the Airport Manager, the Airport Commission, the County of Warren, their officers, representatives and employees.