

**RULES, REGULATIONS AND MINIMUM STANDARDS**

**For The Operation of the  
ACCOMACK COUNTY AIRPORT  
MELFA, VIRGINIA**

**WHEREAS**, the County of Accomack, Virginia is the owner of a public Airport which has been developed and improved with Federal and State funds;

**WHEREAS**, the County of Accomack desires to establish the Rules and Regulations for the orderly operation of activities on the Accomack County Airport and Minimum Standards for aeronautical services to be provided at the Accomack County Airport;

**WHEREAS**, the County of Accomack Board of Supervisors adopted an ordinance that incorporated these Rules, Regulations and Minimum Standards first on September 19, 2012, effective January 01, 2013; and subsequently revised November 14, 2008, effective January 01, 2013.

**NOW, THEREFORE**, the County of Accomack Board of Supervisors hereby and herein revises and restates the Rules and Regulations and Minimum Standards for the Accomack County Airport effective June 19, 2019.

**ADOPTED AUGUST 13, 1998  
REVISED NOVEMBER 14, 2008  
ADOPTED BY ORDINANCE, EFFECTIVE JANUARY 01, 2013  
REVISED JUNE 19, 2019**

## TABLE OF CONTENTS

	PAGE
INTRODUCTION	
TABLE OF CONTENTS	1
SECTION I. GENERAL PROVISIONS	
A. Purpose	3
B. Definitions	3
C. Airport Operations	6
D. Airport Manager	6
E. Rules and Regulations	6
F. Commercial Aeronautical Services	6
G. Insurance	7
H. Reporting Requirements	9
I. Ground Vehicular Traffic and Parking	9
J. Vehicle Rules and Regulations	9
K. Consequences of Non-Compliance with Safety Procedures for Ground Vehicles	11
L. Airport Security	11
M. Advertising Signs	11
N. Aircraft Owner Self Service	11
O. Special Events	12
P. Construction on the Airport	13
SECTION II. AIRCRAFT OPERATION	
A. Responsibilities	13
B. Communications	13
C. Unsafe Airport Conditions	13
D. Removal of Derelict and Abandoned Aircraft	14
E. Aircraft Parking	14
F. Traffic Patterns	14
G. Fire Prevention	15
H. Other Aeronautical Activity	16
I. Assigned Areas	17
J. Handling and Storing Hazardous Articles And Materials	17
K. Compliance with Safety and Environmental Rules and Regulations	17
SECTION III. T-HANGAR RULES AND REGULATIONS	17
SECTION IV. VIOLATIONS OF THE RULES, REGULATIONS AND MINIMUM STANDARDS	
A. Violation	20
B. Notice of Termination	21
SECTION V. MISCELLANEOUS	
A. Severability	21
B. Effective Date	21

AUTHORIZATION TO OPERATE AT THE AIRPORT – Exhibit A	22
ACCIDENT REPORTING FORM - Exhibit B	25
APRON MAINTENANCE AREA – Exhibit C	28
FACILITY USE PERMIT APPLICATION – Exhibit D	29
TRAFFIC PATTERN CHART – Exhibit E	30
MAINTENANCE REQUEST – HANGAR ACCESS FOR MONTHLY TIE-DOWN TENANTS – Exhibit F	31

## SECTION 1. GENERAL PROVISIONS

### A. PURPOSE

The rules and regulations contained in this document, hereinafter referred to as the Regulations and Standards, are intended to provide a structure for the management, governing and effective use of the Accomack County Airport and to do so in such manner as to better maintain order and protect the safety of the public and tenants of the Airport. The Regulations and Standards are intended to be reasonable, non-arbitrary and non-discriminatory.

### B. DEFINITIONS

1. **Abandoned Aircraft** means an aircraft that has been disposed of in a common use area i.e., apron, on a public-use airport in a wrecked, inoperative, or partially dismantled condition, or an aircraft that has remained in an idle state on premises owned or controlled by the operator of a public-use airport for sixty (60) consecutive calendar days or more.
2. **Aeronautical Activity** means any activity commonly conducted at the Airport which involves or is required for the operation of aircraft or is required for the safety of such operations.
3. **Aeronautical Service** means any commercial service which involves the operation of aircraft or is required for the safety of aircraft operations conducted on the Airport by a person who has a lease or written permission from the County of Accomack to provide such service.
4. **Aircraft** means a device that is used or intended to be used for flight in air as defined by the Federal Aviation Regulations (FAR).
5. **Airport** means the Accomack County Airport and all of the area, buildings, facilities and improvements within the boundaries of said Airport as it presently exists or as it may exist when it is hereafter modified.
6. **Airport Manager** means the person employed by the County of Accomack to manage the Airport.
7. **Airport Service Attendant** means an employee of the County of Accomack.
8. **AGL** means altitude expressed in feet measured above ground level.
9. **ALP** means the current Airport Layout Plan for the Accomack County Airport, which has been approved by the FAA and the Virginia Department of Aviation.
10. **Air Operations Area** or **AOA** means the area of the Airport used or intended to be used for landing and takeoff or surface maneuvering of aircraft including the associated hangars and navigation and communication facilities.
11. **Aircraft Support Vehicles** means those vehicles routinely used on the aircraft apron or parking areas in support of aircraft operations.
12. **Airfield Service Vehicles** means those vehicles operated by Airport management and routinely used for service, maintenance, and construction on the AOA.

13. **AWOS** means Automated Weather Observation System.
14. **Based Aircraft** means aircraft based in the Commonwealth of Virginia over sixty days during any twelve-month period pursuant to the Code of Virginia Title 5.1 Chapter 1 Section 5.1-5. and at the Accomack County Airport.
15. **Commercial Activity** means a service done for hire, compensation or reward.
16. **Commercial Aeronautical Service Provider** means any FBO or SASO that provides a commercial aeronautical service at the Airport which is not provided by the County of Accomack.
17. **County** means the County of Accomack.
18. **Derelict Aircraft** means any aircraft that is not on a flyable condition, does not have a current certificate of air worthiness issued by the FAA, or is not in the process of actively being repaired.
19. **DOAV** means the Virginia Department of Aviation.
20. **FAA** means the Federal Aviation Administration.
21. **FAR** means the Federal Aviation Regulations as published from time to time.
22. **Facility Use Permit** means prior application made to the County of Accomack for any special event utilizing the County's facilities including the Accomack County Airport.
23. **Fixed Base Operator** or **FBO** means an individual or firm based and operating at the Airport and providing multiple Aeronautical Services under a lease agreement.
24. **Flying Clubs** means 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.
25. **FSDO** means Flight Standards District Office (FAA).
26. **IFR** means Instrument Flight Rules which govern the procedures for conducting instrument flight.
27. **Landside** means all buildings and surfaces used by surface vehicular and pedestrian traffic at the Airport.
28. **Lease Agreement** means a legal contract that allows the lessee rights to the use of property owned or managed by the lessor for a period of time in return for payment.
29. **Leased Aircraft** means any aircraft that is leased through an agreement for the exclusive use of the Lessee and issued in the Lessee's name.
30. **Lessee** means a person or entity who holds the lease of real or personal property.
31. **Maintenance Area** means a designated area on the ramp for transient and based monthly tie-down tenants to perform minor maintenance and minor repairs on their aircraft.

32. **Minimum Standards** means the standards which are established by the County of Accomack, amended from time to time, as the minimum requirements to be met by a tenant, sub-tenant or proposed tenant as a condition for the right to provide Aeronautical Services to the public at the Airport.
33. **MSL** means altitude expressed in feet measured from Mean Sea Level.
34. **NFPA** means National Fire Protection Association.
35. **NFPA 407** means the Standard for Aircraft Fuel Servicing, latest Edition.
36. **NOTAM** means a Notice to Airmen published by the FAA. (A method of notifying the flying public of conditions at the Airport that may affect flight.)
37. **NTSB** means the National Transportation Safety Board and its successors.
38. **Person** means an individual, firm, partnership, corporation, company, association or other entity.
39. **Preventative Maintenance** means maintenance an owner/operator can perform without the assistance of an aircraft mechanic as defined in the FAR AIM Part 43 Appendix A (c).
40. **SASO** or **Specialized Aviation Service Operator** means a commercial operator that provides a single commercial activity or limited aeronautical commercial services including but not limited to: aircraft rental, flight training and instruction, aircraft charter, aircraft maintenance, sightseeing, avionics or instrument maintenance and other commercial aeronautical activities, including UAS and Drone operations who have a lease or written permission from the County of Accomack to provide such service.
41. **Service and Delivery Vehicles** means those vehicles operating on the AOA which pick up and deliver air cargo and airport supplies.
42. **Shall** means mandatory and not discretionary.
43. **Special Event** means an Activity which does not comply with these Rules and Regulations or which, although it may comply with these Rules and Regulations may require an accommodation by other users of the Airport. Special Event includes, but not limited to, fly-ins, skydiving exhibitions, balloon operations, or non-aeronautical events such as a 5K run.
44. **Tenant** means a person or entity who pays rent for the use of land or property from a landlord under lease.
45. **T-Hangar** means an enclosed structure used for the storage of aircraft.
46. **UAS** means unmanned aircraft systems.
47. **Unicom** means a nongovernmental communication facility which may provide airport information.
48. **Vehicle** means all conveyances, except aircraft, used on the ground to transport persons, cargo or equipment.

49. **VFR** means Visual Flight Rules which govern the procedures for conducting flight under visual conditions as described in FAR Part 91.

50. **VSFPC** means Virginia Statewide Fire Prevention Code.

51. **WADO** means Washington Airports District Office of the FAA.

### **C. AIRPORT OPERATIONS**

The Airport will be open to all aircraft 24 hours a day, every day of the year, provided that the Airport may be closed when either the County of Accomack or the Airport Manager determines that an unsafe condition exists. The Airport may remain closed until the unsafe condition has been corrected or no longer exists. The FBO and Aeronautical Operators are not required to be open at all times the Airport is open. Meteorological conditions at the Airport shall be determined by those measurements taken by the AWOS installed at the Airport.

### **D. AIRPORT MANAGER**

The Airport Manager is responsible for the overall management and operation of the Airport. The Airport Manager is authorized to take all reasonable actions necessary to protect and safeguard both the County of Accomack property and the public at the Airport and to oversee all Airport operations for compliance with these Regulations and Standards. The Airport Manager will use reasonable efforts to coordinate tenant activities to avoid conflict.

### **E. RULES AND REGULATIONS**

All operation of aircraft at the Airport, and all business and other activities at the Airport shall be conducted in conformity with these Rules and Regulations, and all pertinent statutes, ordinances, laws, rules, regulations, orders and rulings of the FAA, the Virginia Department of Aviation, the Commonwealth of Virginia, the NFPA, and the Virginia Statewide Fire Prevention Code which are made a part of these Rules and Regulations and any statute, ordinance, law, rule, regulation, order or ruling of any governmental entity with jurisdiction.

### **F. COMMERCIAL AERONAUTICAL SERVICES**

No person or business entity shall engage in a commercial activity on the Airport without obtaining written authorization from the Airport Manager on behalf of the County of Accomack. An application detailing the proposed services must be submitted for consideration. See Exhibit A.

### **ACTION ON APPLICATION**

All applications will be reviewed and acted upon within 90 days from the receipt of the application.

## **FIXED BASE OPERATORS (FBO)**

An FBO is granted the right to operate on the Airport and provide specific multiple commercial aeronautical products, services and facilities in support of services to general aviation, air carrier and military aircraft under a lease agreement with the County of Accomack including but not limited to: fueling services, aircraft sales, airframe and power plant repair facilities, aircraft rental, charter and air taxi services, or flight schools.

## **OTHER COMMERCIAL AERONAUTICAL SERVICES**

There may be other commercial aeronautical services whose activities are so varied that their requirement on the Airport will depend on the scope of their operation. In some cases, the only Airport requirement need is access, or for a tie-down space, since all other activities of the business are normally conducted off the Airport. The Minimum Standards and insurance coverage will be determined based upon a detailed application submitted by the person requesting to perform the aeronautical service on the Airport.

### **SASO or Specialized Aviation Service Operator**

A person or commercial operator that provides a single commercial activity or limited aeronautical commercial services including but not limited to: aircraft rental or flight training, aircraft charter, aircraft management, sightseeing, aircraft maintenance, avionics or instrument maintenance, aircraft sales, or UAS/Drone operations. The minimum requirements include:

- a. Proof of proper and current certificate issued by the FAA with appropriate ratings to cover the services being offered to the general public.
- b. Proof of Liability Insurance, naming the County of Accomack as additional insured.

## **FLYING CLUBS**

Flying Clubs shall be non-profit entities (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 the aircraft must be vested in the name of the Flying Club (or owned ratably by all of its members). The Flying Club shall not conduct charter, air taxi, rental or any other commercial activities.

The Flying Club, with its initial application, shall furnish the County with a copy of its by-laws, articles of incorporation, partnership agreement or other documentation supporting its existence; a roster or list of members, including names of officers and directors; evidence of insurance naming the County of Accomack as additional insured.

## **G. INSURANCE**

1. The Commercial Aeronautical Service Provider shall use only insurance companies which are authorized to do business within the Commonwealth of Virginia.



2. Each Commercial Aeronautical Service Provider shall, at the request of the Airport Manager, deliver copies of all certificates of insurance for required insurance, any policy amendments and policy renewals and any additional information related to Required Insurance. Each policy shall require the insurer to provide at least 30 days' prior written notice to the Airport Manager on behalf of the County of Accomack of termination or cancellation.
3. Each Commercial Aeronautical Service Provider shall make all policies for required insurance, policy amendments and other related insurance documents available for inspection and photocopying by the Airport Manager or the County of Accomack upon reasonable notice.
4. Each Commercial Aeronautical Service Provider shall maintain the following insurance policies:
  - a. Workers Compensation and Employers Liability Insurance as required by the Commonwealth of Virginia.
  - b. General Liability Insurance. This insurance must be written on an occurrence basis, responding to claims arising out of any occurrences that may take place during the policy period. The general liability form shall provide limits of at least the following with no deductible:
    - \$1,000,000 each occurrence for bodily injury and property damage.
    - \$1,000,000 each incident for personal and advertising injury.
    - \$1,000,000 product-completed operation aggregate.
    - \$1,000,000 general aggregate.
  - c. The County of Accomack shall be named as additional insured.
 

The contractual liability coverage shall include protection for the Commercial Aeronautical Service Provider from claims arising out of the liability assumed under the indemnification provision of these Regulations and Standards.
  - d. Business Automobile Liability Coverage as required by the Commonwealth of Virginia.
  - e. Hangar Keeper's Liability Insurance. Hangar Keeper's legal liability coverage shall include protection for those Lessees operating a hangar storage or aircraft maintenance/repair service to a limit of at least \$500,000 each occurrence. The County reserves the right to adjust the coverage/limits if needed.
5. Any person providing an Aeronautical Service to the public under the supervision of, or pursuant to an arrangement with, a Commercial Aeronautical Service Provider shall not be required to obtain the insurance described above if the insurance policy or policies of the Commercial Aeronautical Service Provider covers that person to the same extent and in the same amount as the applicable insurance policy described above for the Commercial Aeronautical Service Provider. The Commercial Aeronautical Service Provider shall provide a Certificate of Insurance indicating the applicable coverage that applies.
6. Insurance for aircraft licensed in Virginia shall be in accordance with the Code of Virginia, §5.1-88.1-6

## **H. REPORTING REQUIREMENTS**

In order to promote and maintain safety at the Airport any bodily injury requiring medical attention, or any damage to property at the Airport, or any other accident, incident, occurrence or unsafe practice relating to any aircraft shall be reported to the Virginia State Police and the Airport Manager. An Accident Reporting Form is attached as Exhibit B. If the accident or incident report is required under 49CFR830, a copy of that information may be submitted to the Airport Manager in lieu of the form in Exhibit B.

## **I. GROUND VEHICULAR TRAFFIC AND PARKING**

1. Only authorized fire-fighting equipment, ambulances and emergency vehicles may drive on other than established streets, roads and designated parking areas on the Airport, unless special permission has been granted by the Airport Manager. Private vehicles shall not be left unattended on the AOA or on the grass adjacent to this area. Designated parking areas are the paved or graveled lots outside the Airport security fence. Nothing in this section shall be construed to prohibit the FBO or Aeronautical Operators from using vehicles to transport supplies to hangars but the vehicles shall not remain on the AOA after the supplies have been delivered to the hangar.
2. Individual aircraft owners and pilots who own or rent hangar spaces at the Airport may drive to their aircraft and may park their private vehicles at their own risk in their rented hangars in the absence of their aircraft. No unauthorized vehicle shall be left unattended in the AOA.

## **J. VEHICLE RULES AND REGULATIONS**

1. All vehicles other than those owned or operated by based aircraft owners are required to obtain authorization from the Airport Manager or Airport personnel before entry onto the AOA.
2. All operators of privately owned vehicles are required by the County of Accomack to have a valid operator's permit for a motor vehicle as required by the Commonwealth of Virginia before operating such vehicle on the Airport property.
3. General Vehicle Regulations
  - a. No person shall operate a motor vehicle on the apron or taxiway at a speed in excess of 15 MPH, except during emergency response.
  - b. No person shall operate a motor vehicle on the AOA when such vehicle does not possess valid license tags required by the appropriate authority.
  - c. The driver of any motor vehicle operated on the Airport must at all times comply with any lawful order, signal or directive of an authorized representative of the Airport.
  - d. No motor vehicle shall be operated on the Airport if it is so constructed, equipped or loaded as to endanger persons or property.

- e. No person shall park a vehicle on the Airport other than in the area specifically established by Airport Management for parking.
  - f. All motor vehicles shall be equipped with headlights and one or more red tail lights; the headlights to be of sufficient brilliance to assure safety in driving at night, and all lights shall be kept lighted after sunset unless the vehicle is in a designated parking area.
  - g. No person shall operate a motor vehicle on the Airport in a reckless manner or at a speed that will preclude collision with any other property or persons in the area.
  - h. Emergency conditions existing on the Airport will not mitigate or cancel any existing rule. During such conditions every driver of any motor vehicle shall make certain that his vehicle does not move in any direction which could interfere with any authorized operation necessary for the effective control of the emergency.
  - i. Any equipment that is not needed for repair or construction of the runway or taxiway shall not be parked within an FAA defined safety area (such as Object Free Zone (OFZ), Runway Safety Area (RSA), or other defined safety areas). Parking of equipment on the Airport during hours when repairs or construction are not in progress shall not be within the Object Free Area as defined by the FAA. During hours of daylight such equipment shall be marked by flags not less than three feet square made of alternating one foot squares of white and international orange cloth and during hours of darkness by obstruction lights when applicable.
4. Right-of-Way Between Vehicles:
- a. Emergency vehicles shall have the right-of-way over all other motor vehicles operating on the Airport.
  - b. Fuel tenders shall have the right-of-way over other vehicles on the apron.
  - c. Maintenance and construction vehicles shall have the right-of-way when operating within routes specifically designated by the Airport Manager in each instance of repairs or construction requiring several movements within a short period of time, or during any extensive construction.
5. Right-of-Way Between Motor Vehicles and Aircraft:
- a. With the exception of emergency vehicles operating under emergency conditions, all vehicles shall relinquish right-of-way to any aircraft moving under its own power.
  - b. With the exception of emergency vehicles operating under emergency conditions, all vehicles shall pass to the rear of any aircraft moving under its own power.
  - c. With the exception of emergency vehicles operating under emergency conditions, all vehicles shall pass to the left side of any aircraft moving under its own power.

## **K. CONSEQUENCES OF NON-COMPLIANCE WITH SAFETY PROCEDURES FOR GROUND VEHICLES**

1. Any tenant or contractor, or any of their employees, agents, or licensees of the County of Accomack who violates any of the procedures for safe and orderly access to and operation on the AOA by ground vehicles may be denied vehicle access to the airfield.
2. All aircraft owners/operators operating ground vehicles at the Airport shall be familiar with the Rules, Regulations and Minimum Standards, and the FAA's Guide to Ground Vehicle Operations and agree to abide by such Regulations and Standards.

## **L. AIRPORT SECURITY**

### **GATE CARD ACCESS**

Access to airport facilities through the perimeter security fencing system, including the slide and pedestrian gates, shall be subject to County policy relating to security issues, which may be amended as necessary.

### **PEDESTRIAN, PASSENGERS AND SIGHTSEERS – AIRPORT SECURITY**

The FAA has determined that employees of airports, airport tenants and contractors, who have access to the AOA of the Airport, are in positions where their actions can have critical impact on the safety and security of the traveling public. In order to protect persons and property no unauthorized personnel shall be allowed in the AOA.

## **M. ADVERTISING SIGNS**

No signs or other advertising shall be placed or constructed upon the Airport, Airport entrance roads, or on any building, or structure or improvement thereon without prior written approval of the Airport Manager. All signs or advertising media shall be kept in good repair and neat appearance and shall meet all size and location requirements specified by the County of Accomack.

## **N. AIRCRAFT OWNER SELF SERVICE**

1. Nothing contained herein shall prevent any person operating aircraft on the Airport from performing any services on its own aircraft, with its own employees, (including, but not limited to maintenance, repair and fueling), which it may wish to perform, subject to these Rules and Regulations.
2. All repairs to aircraft or engines other than specified in FAR 43, Preventive Maintenance paragraph A43.C, made by the aircraft owner or Aeronautical Operators shall be made in an enclosed leased area and shall not be made on any part of the landing area, taxiways, fueling or service areas.
3. Minor maintenance and minor repairs shall be made in the spaces or areas designated on the apron for such purpose by the Airport Manager. See Exhibit C. Best management practices for spill prevention and the handling and removal of all fluids used for maintenance and repairs

shall be the responsibility of the tenant or transient aircraft owner performing such tasks in the designated areas.

## O. SPECIAL EVENTS

1. Any person wishing to sponsor a Special Event such as an Air Show or other Aeronautical Activity that would limit access to the runway or taxiways, or may require an accommodation by other users of the Airport shall submit a Facility Use Permit Application (Exhibit D) and obtain the prior written approval of the County of Accomack. The Airport Manager shall require such safeguards as he/she deems necessary to protect the Airport, aircraft using the Airport, and the general public. These requirements may include, but are not limited to, bonds, insurance policies, additional security personnel, facilities and a waiver/authorization to the FAR's issued by the FAA. In accordance with 49 U.S.C. §47107(a)(8), implemented by Grant Assurance 19.a, *Operation and Maintenance*, any proposal to temporarily close the airport for non-aeronautical purposes must be approved by the FAA. The County of Accomack may establish and charge reasonable fees for Special Events.
2. In the event any person or operator desires to conduct a Special Event at the Airport on the basis of a single usage, then the person shall submit an application 90 days prior to the event to the Airport Manager on behalf of the County of Accomack and shall provide the following:
  - a. A temporary tower if required by FAA Regulations.
  - b. Operate in the space designated by the Airport Manager on behalf of the County of Accomack and not interfere with other operations at the Airport.
  - c. Insurance naming the County of Accomack as additional insured as follows:

For events other than an air show, the operator shall provide insurance in single limit coverage in the amount of One Million Dollars (\$1,000,000.00) per occurrence for property damage. If the operator intends to conduct an air show or intends to conduct any aerobatics, then the operator shall provide insurance at least equal to the County of Accomack's limit of liability insurance.
  - d. In the event the operator desires to conduct aerobatics, then it shall conduct those activities in the areas designated by the Airport Manager on behalf of the County of Accomack and as approved by the FAA.
  - e. The operators shall provide adequate personnel for parking at the Airport and, if necessary, will make arrangement for law enforcement personnel to provide for traffic control.
  - f. In its application, the operator shall provide an estimate of the number of people expected to attend and, at its own expense, provide rest room facilities (in addition to the public restrooms in the Terminal Building) for the estimated number of people expected to attend the activity.
  - f. All fuel sales for aircraft associated with the special activity shall be purchased from the County of Accomack and/or FBO and no outside fuel sales shall be permitted.

## **P. CONSTRUCTION ON THE AIRPORT**

1. Construction contractor's equipment and personnel vehicles will be marked in accordance with the guidelines established in FAA Advisory Circular 150/5370-2C or its latest revision, Operation Safety on Airports During Construction, Section 9 – Vehicles on Airport.
2. During periods of construction activity within 125 feet of the runway edge, the Airport Manager requires that a radio operator be on the construction site with a two-way radio. The operator's function is to control and direct the movement of the construction equipment via information from the Airport Manager.

## **SECTION II. AIRCRAFT OPERATIONS**

### **A. RESPONSIBILITIES**

1. Operation of all aircraft at the Airport shall be done in a safe and responsible manner and in compliance with these Regulations and Standards, a copy of which will be maintained in the pilot briefing area inside the Terminal Building and by each Aeronautical Operator. Each person operating an aircraft is responsible for the safety of its operation and for the safety of others exposed to such operation.
2. Any aircraft which is based at the Airport shall be currently registered and insured in accordance with all applicable Federal and State statutes including, without limitations, Title 5.1 of the Code of Virginia, and local ordinances, as the same may be amended from time to time.
3. Each aircraft renting a tie-down space on a monthly basis shall be assigned a specific tie-down and a signed Monthly Tie-Down Agreement shall be required. No person shall take or use any aircraft anchoring, or tie-down facilities when such facilities are already in actual use or rented by another person.

### **B. COMMUNICATIONS**

The Airport is served by a Unicom radio that is manned by the FBO during regular published hours. All pilots of aircraft having radio equipment permitting two-way communications should contact the Airport Unicom to obtain Airport advisory information and announce their intentions when within ten miles of the Airport. All pilots are also encouraged to maintain a listening watch on the frequency 122.8 at the Airport when operating within a 10-mile radius. All departing aircraft having radios should announce on the Unicom their intentions and the runway to be used for departure. For further guidance see FAA AC 90-66B for non-towered airport flight operations.

### **C. UNSAFE AIRPORT CONDITIONS**

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

#### **D. REMOVAL OF DERELICT AND ABANDONED AIRCRAFT**

In the event any aircraft is wrecked or derelict to the extent that it cannot be moved under its own power, the pilot shall immediately notify the Airport Manager, the aircraft owner and regulatory authorities. Subject to governmental investigations and inspections of the wreckage, the owner or pilot of the wrecked or damaged aircraft, or the owner's agent or legal representative, shall as soon as reasonably possible obtain the necessary permission for removal of said aircraft from all landing areas, taxiways, ramps, tie-down areas and all other traffic areas, and park or store said aircraft in an area designated by the Airport Manager. If the owner of the aircraft fails for any reason to remove the wrecked or derelict aircraft from the AOA or Airport as requested, the Airport Manager may cause the removal and storage or disposal of the wrecked or damaged aircraft at the sole expense of the aircraft owner.

In the event that any aircraft is abandoned or disposed of on a public-use airport in a wrecked, inoperative, or partially dismantled condition, or if an aircraft that has remained in an idle state on premises owned or controlled by the operator of a public-use airport for sixty (60) calendar days or more, the County of Accomack has the right, after all reasonable means of contact have been exhausted, to remove, acquire or dispose of the abandoned aircraft

#### **E. AIRCRAFT PARKING**

No person shall park, store, tie-down or leave any aircraft on any area of the Airport other than that which is prescribed by the Airport Manager and is not prohibited by these Rules and Regulations.

1. Aircraft pilots, owners or agents shall properly secure their aircraft while parked or stored. Aircraft pilots, owners or agents are solely responsible for parking and tying down their aircraft, including any special security measures required by weather conditions or other conditions at the Airport. Aircraft pilots, owners or agents shall also be responsible for securing aircraft in a manner necessary to avoid damage to other aircraft or buildings at the Airport in the event of wind or other severe weather. Owners, pilots, or agents of all aircraft shall be held solely responsible for any damage or loss resulting from the failure of such owner, pilot or agents of such aircraft to comply with these Regulations and Standards.
2. All cargo shall be loaded and unloaded in the leased areas of those Aeronautical Operators who provide that aeronautical activity.

#### **F. TRAFFIC PATTERNS**

The following are recommended operations and procedures. Further guidance can be found in FAA AC90-66B for non-towered airport flight operations.

1. All aircraft operating into and out of the Airport should follow any noise compatibility procedures, as may be established from time to time, for flying over noise sensitive areas. All aircraft should adhere to the approved Airport traffic pattern. See **EXHIBIT E**.
2. The traffic pattern altitude for the Airport is 550 feet AGL for ultralights, 850 feet AGL for single-engine and multi-engine piston aircraft, and 1050 feet AGL for turbine aircraft.

3. The traffic pattern for aircraft is standard left hand for all runways.
4. Helicopter traffic pattern is 500 feet AGL standard right hand pattern. Air taxiing is permitted only over runways, ramps and taxiways. Helicopter operators should operate so as to minimize rotor downwash on the ramp or they should be required to be towed to the taxiway before starting the engine.
5. The only State licensed landing area is the runway. All takeoffs and landings by powered aircraft shall only take place on the paved runway. No grass operations are allowed by fixed wing aircraft. UAS and other similar aeronautical vehicles shall receive approval from the Airport Manager to operate in other areas on the airfield. Launch and recovery operations shall remain clear of all safety areas.
6. All aircraft taxiing to and from the runway shall be on the paved taxiways.

## **G. FIRE PREVENTION**

The authority for all fire prevention at the Airport shall be the Virginia Statewide Fire Protection Code and the latest edition of NFPA 407 including all NFPA Standards reference in 407.

1. No aircraft shall be fueled or defueled while in a hangar or other enclosed place. Fueling or defueling shall be done in such a manner and with such equipment that adequate connections for electrical bonding shall be continuously maintained.
2. Cleaning of aircraft parts and other equipment shall be done with non-flammable cleaning agents or solvents. When the use of flammable solvents cannot be avoided, selecting cleaning materials with the highest flash point available shall be used (NFPA 410-7.1.4). Special precautions shall be taken to eliminate ignition sources in compliance with the recommendations of the NFPA. Limited quantities of flammable liquids shall be stored in Underwriters Laboratory (U.L.) approved containers, stored by type and away from any ignition source. No hazardous material of any kind shall be stored in any hangar.
3. All hangar and shop floors shall be kept clean and free of oil, gas and other flammable substances. No volatile, flammable solvent or other hazardous material shall be used for cleaning floors. No rags soiled with flammable substances shall be kept or stored in any hangar or building on the Airport in such a manner as to create any fire hazard. Rags soiled with flammable substances shall only be kept in listed containers with a self-closing lid that shall be emptied daily (VSFPC 304.3.1).
4. No person shall smoke or produce any open flame within 50 feet of any fueling facility.
5. All persons using the Airport area or the facilities of the Airport in any way shall exercise the utmost care to guard against fire and injury to persons or property.
6. Fuel services shall be administered by an authorized FBO attendant using the proper safety equipment. Individuals or Aeronautical Operators refueling their own aircraft from their own containers must comply with NFPA 407.



7. No person shall have the right to sell fuel on the Airport except the County of Accomack. When selling fuel, the County of Accomack will do so using its own employees and resources and will not sell fuel through an independent contractor or management company.
8. The following general rules shall be followed in connection with the fueling of any aircraft:
  - a. A portable properly classed fire extinguisher shall be readily available and in the vicinity of the fueling operation.
  - b. Fueling and defueling in the hangars is prohibited.
  - c. Applicable aircraft bonding requirements shall be followed.
  - d. All funnels and fueling apparatus shall be metal and shall be bonded to the aircraft.
  - e. Fueling personnel shall not carry lighters or matches on their person while engaged in fuel servicing operations.
  - f. Where applicable, all electrical equipment used in the fueling operation shall be U.L. approved and all equipment shall be approved by the State Fire Marshall's local office.
  - g. All fueling operations shall comply with requirements of the Virginia Statewide Fire Protection Code and the current edition of NFPA 407 including all NFPA Standards referenced in 407.

#### **H. OTHER AERONAUTICAL ACTIVITY**

Any person wishing to use the Airport for other non-commercial aeronautical activities including but not limited to, a parachute drop, launch and recover gliders or sail planes (motorized or non-motorized), hang-gliding, skydiving and UAS operations shall obtain the prior written approval of the Airport Manager.

The only State licensed landing area is the runway. Operations that require use of other areas of the airfield must be approved in advance by the Airport Manager and can only be conducted in areas that are clear of the Airport's safety areas.

The Airport Manager shall require such safe guards as he/she deems necessary to protect the Airport, aircraft using the Airport and the general public. These requirements may include, but are not limited to, bonds, insurance policies, additional security personnel, facilities and waivers/authorizations to the FAR's issued by the FAA, and licensing, permitting and insurance policies required by Title 5.1 of the Code of Virginia. The County of Accomack may establish and charge reasonable fees for this activity.

Events that only require the use of the Terminal Building facilities during normal business hours may be exempt i.e., Boy Scout Aviation Badge events. These requests will be evaluated on an individual basis.

## **I. ASSIGNED AREAS**

No aeronautical operator shall occupy any common use areas except as authorized by these Regulations and Standards or by the County of Accomack.

## **J. HANDLING AND STORING HAZARDOUS ARTICLES AND MATERIALS**

### **1. Hazardous Materials**

- a. The County of Accomack is not a material-handling agent at the Airport. Hazardous material, including explosives, corrosives, and radioactive materials shall be handled, stored, and transported to and from the Airport by the aeronautical operator in accordance with the hazardous material specifications adopted by their company, in accordance with applicable Federal and State Regulations.

### **2. Fuel and Fueling Operations**

- a. The County of Accomack is the fueling agent on the Airport.
- b. The County of Accomack, the fueling agent which dispenses fuel involving the public, has adopted acceptable training standards for fueling safety practices as contained in the Airport Rules and Regulations, the Virginia Statewide Fire Protection Code, and guidance contained in NFPA 407, Standard for Aircraft Fuel Servicing and AC 150/5230-4, Aircraft Fuel Storage, Handling and Dispensing on Airports.

## **K. COMPLIANCE WITH SAFETY AND ENVIRONMENTAL RULES AND REGULATIONS**

All users of the Airport shall comply with all safety and environmental Rules and Regulations adopted by the County of Accomack. A copy of such Rules and Regulations as currently in force shall be available at the office of the Airport Manager.

## **SECTION III. T-HANGAR RULES AND REGULATIONS**

### **GENERAL**

The T-Hangar Lessee herein covenants and agrees that he/she will protect the rights, safety and property of other Lessees by a strict adherence to the following Rules and Regulations for the Airport promulgated by the County of Accomack pertaining to the Accomack County Airport. Lessee further agrees to abide by all Rules and Regulations of the Federal Aviation Administration, Commonwealth of Virginia and the County of Accomack. Violation of any of the following T-Hangar Rules and Regulations shall constitute a violation of the T-Hangar Lease Agreement, and upon proof thereof being submitted to the County of Accomack by any person, shall be a default under this agreement.

The County of Accomack reserves the right to modify these Rules and Regulations from time to time as it deems necessary.

## SPECIFIC

1. Only aircraft owned or leased by the Lessee are permitted to be stored in the Lessee's assigned hangar space. No subleasing of hangar space is permitted by the Lessee.
2. In an effort to accommodate the maintenance needs of based aircraft in monthly tie-down, the Lessee may submit a Maintenance Request Form to allow the leased premises to be utilized by a based monthly tie-down aircraft for maintenance purposes only on a limited basis, with the written approval of the Airport Manager. Maintenance requests are limited to one request in a 30-day period in order to avoid the T-hangars from being used as a commercial aircraft maintenance facility. See Exhibit F. If extenuating circumstances exist, additional approval may be considered.
3. If a T-Hangar Lessee no longer owns or leases an aircraft, such entity may be permitted to continue to rent the hangar for no longer than six (6) months without owning an aircraft by still complying with the other requirements of the Lease Agreement. Such a request must be received in writing by the Airport Manager on behalf of the County of Accomack within five (5) days from the date that the Lessee no longer owns the aircraft registered under the T-Hangar Lease Agreement. The Airport Manager may approve a request for an extension beyond the six (6) months for the purpose of taking possession of another aircraft. However, such a request must be in writing and received by the Airport Manager before the end of the original six (6) month period and will be evaluated on an individual basis. A violation of this section constitutes an immediate default of the Lease Agreement.
4. The Lessee shall only store an aircraft and its related equipment in the T-Hangar. No vehicle other than an aircraft as defined by relevant FAA Rules and Regulations may be used by the Lessee to satisfy the various requirements of the T-Hangar Lease Agreement. The T-Hangar shall not be used for any purpose other than aviation activities. The County of Accomack has the right to require the removal of any non-aviation related items stored in the T-Hangars other than the incidental items listed below in Item 5.
5. Furniture, freestanding storage bins and/or shelving, or work benches in a T-Hangar are acceptable, if kept in the T-Hangar for the quiet, personal enjoyment of the Lessee. However, if any piece of furniture draws rodent and/or bug infestation into the T-Hangar or surrounding area(s), the Lessee shall be so informed and Lessee shall, within three (3) days of notice, remove any and all affected furniture, and the Lessee may be required to fumigate the area(s) to the Airport Manager's satisfaction.
6. The Lessee's automobile may be temporarily parked directly in front of the assigned T-Hangar so as not to interfere with the adjacent T-Hangar Lessee's taxiing of aircraft as long as the owner of the automobile remains in the immediate vicinity. If the Lessee intends to remain off the Airport with their aircraft, the Lessee may park their automobile in the assigned T-Hangar in the absence of their aircraft for no longer than 30-days or in the authorized parking area by the Terminal Building. The County of Accomack shall have the right to remove any automobile, at the Lessee's expense, that is parked in an unauthorized area.
7. No aircraft or vehicle of any type shall be parked on the T-Hangar apron overnight, or any time in a way that constitutes a hazard to taxiing aircraft.

8. Snow removal at the Airport, along with other County facilities is based on priority and the resources available. Any snow removal around the T-Hangar buildings shall only be accomplished after the runway, taxiways and apron areas have been cleared.
9. The Lessee shall be responsible for the conduct and actions of any of the Lessee's visitors and invitees to the T-Hangars, and shall not permit such visitors to solicit business from other Lessees at the Airport. All guests shall be escorted by the Lessee while on Airport property and especially when in the AOA.
10. Taxiing aircraft shall have the right-of-way over vehicular traffic at all times.
11. The speed limit on the T-Hangar ramp shall be 10 MPH for both aircraft and vehicular traffic.
12. The Lessee may install at his/her own expense within the T-Hangar a power winch or hand operated winch, and/or one (1) motorized towing vehicle built specifically for the towing of an aircraft, to assist with maneuvering of the aircraft. However, any winch, powered or otherwise, may only be attached to the T-Hangar floor and shall not be attached in any way to the T-Hangar structure. A request must be made by the Lessee for the installation and attachment of any towing device, powered or otherwise, to the T-Hangar floor in writing to the Airport Manager prior to the installation of any such device. Upon the request of the Airport Manager, the Lessee shall remove the device and the T-Hangar returned to its original condition upon the termination of the Lease Agreement.
13. The Lessee shall not make any alterations or modifications, including the existing T-Hangar wiring, or install additional outlets or fixtures without a written request, and its written approval from the Airport Manager, which is subject to approval by the County of Accomack. A written request including a drawing that details the alterations, modifications, or additional outlets or fixtures is required for approval. The Airport Manager will coordinate the work requested to ensure that the requested modifications are performed by licensed contractors who meet the insurance requirements and are qualified to perform the work. Cost sharing options, if applicable, will be discussed and agreed to prior to any approval including any building and electrical permits that may be required.
14. Upon the expiration or termination of the T-Hangar lease, the Airport Manager shall determine whether the alterations, additions or improvements made to the T-Hangar shall be removed. In instances where removal is not required by the Airport Manager, the Lessee may surrender ownership and leave the alteration, addition or modification in place. If the modification is required to be removed, the Lessee shall repair any damage to the T-Hangar, at his or her sole cost and expense prior to vacating the leased premises.
15. Cube adapters, unfused power strips, or any other device not complying with NFPA 70 shall be prohibited (VSFPC 605.4). UL listed, fused power strips connected to the Ground Fault Interrupter (GFI) outlet provided shall be allowed. Power strips may not be plugged into each other or extension cords. Extension cords (flexible cords) shall not be used as substitute for permanent wiring. Extension cords and flexible cords shall not be affixed to the T-Hangar structure; extended through walls, ceilings, floors, under doors, or floor coverings, and shall not be subject to environmental damage or physical impact (VSFPC 605.5). The use of 12- gauge extension cords is recommended.
16. The Lessee shall be responsible for keeping the T-Hangar in a neat and orderly fashion. Accumulation of rubbish, trash, rags, cans, grease, food items, gasoline and other combustible

material in or about the T-Hangars is prohibited. The Lessee shall keep the T-Hangar clean at all times, and shall be subject to inspection by the Airport Manager or the State Fire Marshall's designated representatives at any time. If a fire or accident hazard is found, the Lessee shall be so informed and shall within three (3) days of this notice, clean the T-Hangar to the Airport Manager's satisfaction.

17. Cleaning of aircraft parts and other equipment shall be done with non-flammable cleaning agents or solvents. When the use of flammable solvents cannot be avoided, selecting cleaning materials with the highest flash point available shall be used (NFPA 410-7.1.4). Special precautions shall be taken to eliminate ignition sources. Limited quantities of flammable liquids shall be stored in Underwriters Laboratory (U.L.) approved containers, stored by type and away from any ignition source. No rags soiled with flammable substances, or hazardous material of any kind shall be stored in the T-Hangar.
18. Annual T-Hangar inspections will be scheduled and conducted by the County of Accomack, its representatives, or the Virginia State Fire Marshall's Office. Monthly visual inspections of the fire extinguishers in the T-Hangar will be conducted by the Airport's maintenance personnel.
19. At the termination of the T-Hangar Lease Agreement, the Lessee shall leave the T-Hangar in a broom-clean and orderly condition, reasonable wear and tear excepted.
20. No welding, media blasting, painting or stripping of existing paint within the T-Hangar shall be permitted. All aircraft shall, however, be maintained in airworthy condition at all times while occupying the leased T-Hangar. This includes, but is not limited to, all required inspections for legal flight. Any maintenance operations deemed to be unsafe or damaging to airport property are excluded and at the discretion of the Airport Manager. Minor spot paint repairs and minor corrosion control can be conducted in the T-Hangar. The Lessee will be responsible for cleaning any overspray of paint on the T-Hangar, or any migrating paint in an adjoining T-Hangar, including other affected aircraft.

**Default Resolution.** Default is defined as any portion of rent payment due which is more than 30 days past the invoice date. If a Lessee has any portion of rent payment more than 30 days overdue, the County of Accomack shall contact the Lessee in writing notifying them that their lease will be terminated in 30 days if payment is not received. If any payment becomes more than 60 days overdue, the Lease shall immediately be terminated. The County of Accomack shall remove the Lessee's aircraft and secure it on the ramp at the Lessee's expense. All other items will be removed and stored at the Lessee's expense for 30 days. After 30 days all items with the exception of the aircraft shall become the property of the Accomack County Airport. Aircraft will be held by the County of Accomack and released to the Lessee once full delinquent payment is received.

## **SECTION IV. VIOLATIONS OF RULES, REGULATIONS AND MINIMUM STANDARDS**

### **A. VIOLATIONS**

Any violation of the Rules, Regulations and Minimum Standards by any person can result in termination of the contract or Lease Agreement under which such person is operating. Upon termination, such person shall not be eligible for a new contract or Lease Agreement for a minimum period of six (6) months.

Based on the severity of the infraction a minimum of the following shall result, and termination of all rights to use the Airport may occur:

- (1) The first violation of any of the terms of the Lease Agreement (exclusive of the rental payment pursuant to Rent of the Lease Agreement), Monthly Tie-Down Agreement, or the Rules, Regulations and Minimum Standards will result in a verbal warning and/or written notice (U.S. Mail).
- (2) The second violation will result in a written notice (U.S. Mail, Certified, and Return Receipt).
- (3) The third violation will result in the termination of the contract and/or Lease Agreement by written notice (U.S. Mail, Certified, and Return Receipt).

## **B. NOTICE OF TERMINATION**

The County of Accomack, acting through the Airport Manager or other such designee shall give notice of termination by sending a letter, certified mail, to the person at the address listed upon the relevant contract or agreement or, at the option of the County of Accomack, at the person's last known address. In addition to any penalties otherwise provided by County Ordinance, Commonwealth of Virginia law, the Civil Air Regulations or the Federal Aviation Regulations, and all other rules and regulations of the VAB and/or the FAA, the County of Accomack reserves the right to review the violations and take any action that the County of Accomack feels is in the best interest of the public and the Airport.

## **SECTION V. MISCELLANEOUS**

### **A. SEVERABILITY**

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

### **B. EFFECTIVE DATE**

These Rules, Regulations and Minimum Standards shall be effective immediately upon adoption by the County of Accomack.



## AUTHORIZATION TO OPERATE AT THE ACCOMACK COUNTY AIRPORT EXHIBIT A

All person(s) or business entities wishing to provide aeronautical services at the Airport shall provide the Airport Manager with written documentation detailing the types of services to be offered. The Airport Manager reserves the right to request additional information based on the scope of services being proposed. The following criteria will apply to all proposed aeronautical services:

- A. The proposed operations or construction will not create a safety hazard on the Airport.
- B. The proposed operation will not require any expenditure of Airport funds, labor, or materials, and that the operation will not result in a financial loss to the Airport.
- C. There is adequate space available on the Airport to accommodate the activity proposed.
- D. The proposed development or construction complies with the currently approved Airport Layout Plan, Master Plan and other Airport studies.
- E. The development or use of the area requested will not result in a congestion of aircraft or buildings; will not result in interfering with the operations of any present FBO/SASO on the Airport; and will not prevent free access and egress to the existing FBO/SASO area.

Service Providers:

A Full-Service Fixed Base Operator (FBO) is an individual or a business entity engaged in providing multiple aeronautical services to aircraft owners, Airport users, and Airport tenants.

A Specialized Aviation Service Operator (SASO) is an individual or business entity providing a single commercial activity or limited aeronautical commercial services.

All prospective FBO or SASO operators shall describe their intended activity(s) and the means and methods to be employed to provide the aeronautical activity(s) or services at the Airport.



**ACCOMACK COUNTY AIRPORT  
AUTHORIZATION TO PROVIDE COMMERCIAL  
AERONAUTICAL ACTIVITIES AND SERVICES  
APPLICATION**

**FIXED BASE OPERATOR (FBO)**

Name of individual or business entity: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ cell: \_\_\_\_\_

Email: \_\_\_\_\_

Please provide the following information:

1. The proposed nature of the business. A business plan may be used or submitted.
2. Airport facilities needed to provide services, i.e. land and/or buildings.
3. The signatures of all parties who will own an interest in the business or whose names will appear on leases or other documents as being a partner, director or corporate officer, and the signatures of those who will be managing the business.
4. A listing of assets owned, or being purchased or leased, which will be used in the business.
5. Preliminary plans, specifications and time schedule for all improvements and development the applicant intends to make on the Airport. It is recognized that coordination of the necessary development requirements of the FAA, the Commonwealth of Virginia and the County of Accomack is required.
6. Proof of proper and current certificate issued by the FAA with appropriate ratings to cover the services being offered to the general public.
7. Proof of FAA Authorization to provide the services being offered to the general public, if applicable.
8. Proof of liability coverage for the business operation, flight operations, itinerant aircraft and operators and premises insurance, naming the County of Accomack as additional insured.
9. Such other information as the County may require.





**ACCOMACK COUNTY AIRPORT  
AUTHORIZATION TO PROVIDE COMMERCIAL  
AERONAUTICAL ACTIVITIES AND SERVICES  
APPLICATION**

**SPECIALIZED AVIATION SERVICE OPERATOR (SASO)**

Name of individual or business entity: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ cell: \_\_\_\_\_

Email: \_\_\_\_\_

Please provide the following information:

1. Description of the service to be provided:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Airport facilities needed to provide service, i.e., monthly tie-down:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Proof of proper and current certificate issued by the FAA with appropriate ratings to cover the services being offered to the general public.

4. Proof of FAA Authorization to provide the services being offered to the general public, if applicable.

5. Proof of Liability Insurance naming the County of Accomack as additional insured.

EXHIBIT B

ACCIDENT REPORTING FORM

ACCOMACK COUNTY AIRPORT

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

This form is for local Airport usage and does not replace the reporting requirements of 49CFR830 nor of 24VAC 5-20-290 with regard to aircraft accidents and incidents. A copy of a Federal or State aircraft accident report may be submitted in lieu of this report.

1. Name of person \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

Date and time of occurrence \_\_\_\_\_

2. Nature and extent of injuries  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of accident/injury \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of doctor or hospital \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of owner \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

4. Reported to State Police \_\_\_yes \_\_\_no Date/Time \_\_\_\_\_

Report number \_\_\_\_\_

Name of Police Department \_\_\_\_\_

Weather condition(s) \_\_\_\_\_

5. Vehicle/Aircraft identification (number 1)

Name of owner \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

N Number (or TAG & State) \_\_\_\_\_

Year & Make

(VIN) \_\_\_\_\_

6. Vehicle/Aircraft identification (number 2)

Name of owner \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

N Number (or TAG & State) \_\_\_\_\_

Year & Make

(VIN) \_\_\_\_\_

7. Name of Witness

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

8. Name of Witness

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

9. Remarks or additional information \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. Signature \_\_\_\_\_

Print Name \_\_\_\_\_

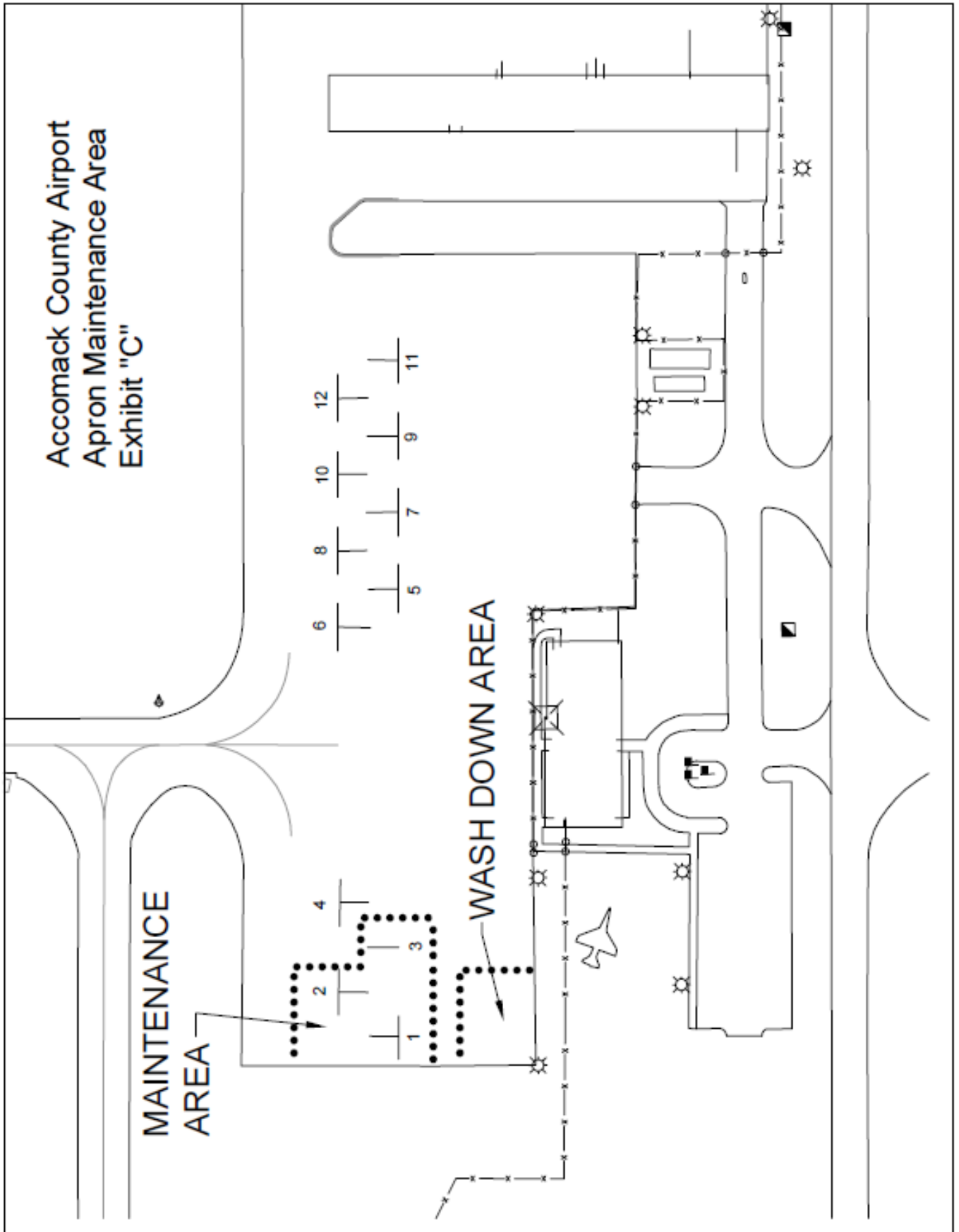
Date \_\_\_\_\_

Accomack County Airport  
Apron Maintenance Area  
Exhibit "C"

MAINTENANCE  
AREA

WASH DOWN AREA

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12





# FACILITY USE PERMIT APPLICATION

## COUNTY OF ACCOMACK

### EXHIBIT D

### To be completed by Individual, Group or Organization:

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No: \_\_\_\_\_  
Email: \_\_\_\_\_
2. Facility for which application is being made: \_\_\_\_\_
3. Dates and Times Requested: \_\_\_\_\_
4. Purpose for facility use: \_\_\_\_\_
5. Anticipated Total Attendance: \_\_\_\_\_
6. Will admission or a participation fee(s) be charged to attend/participate in this event/activity: \_\_\_\_\_  
If yes, amount of the admission fee(s), participation fee or donation being requested: \_\_\_\_\_  
If yes, please provide further event details.
7. County of Accomack Equipment to be used: \_\_\_\_\_
8. Other Personal Equipment being used: \_\_\_\_\_
9. Will outside vendors be utilized:  Yes  No

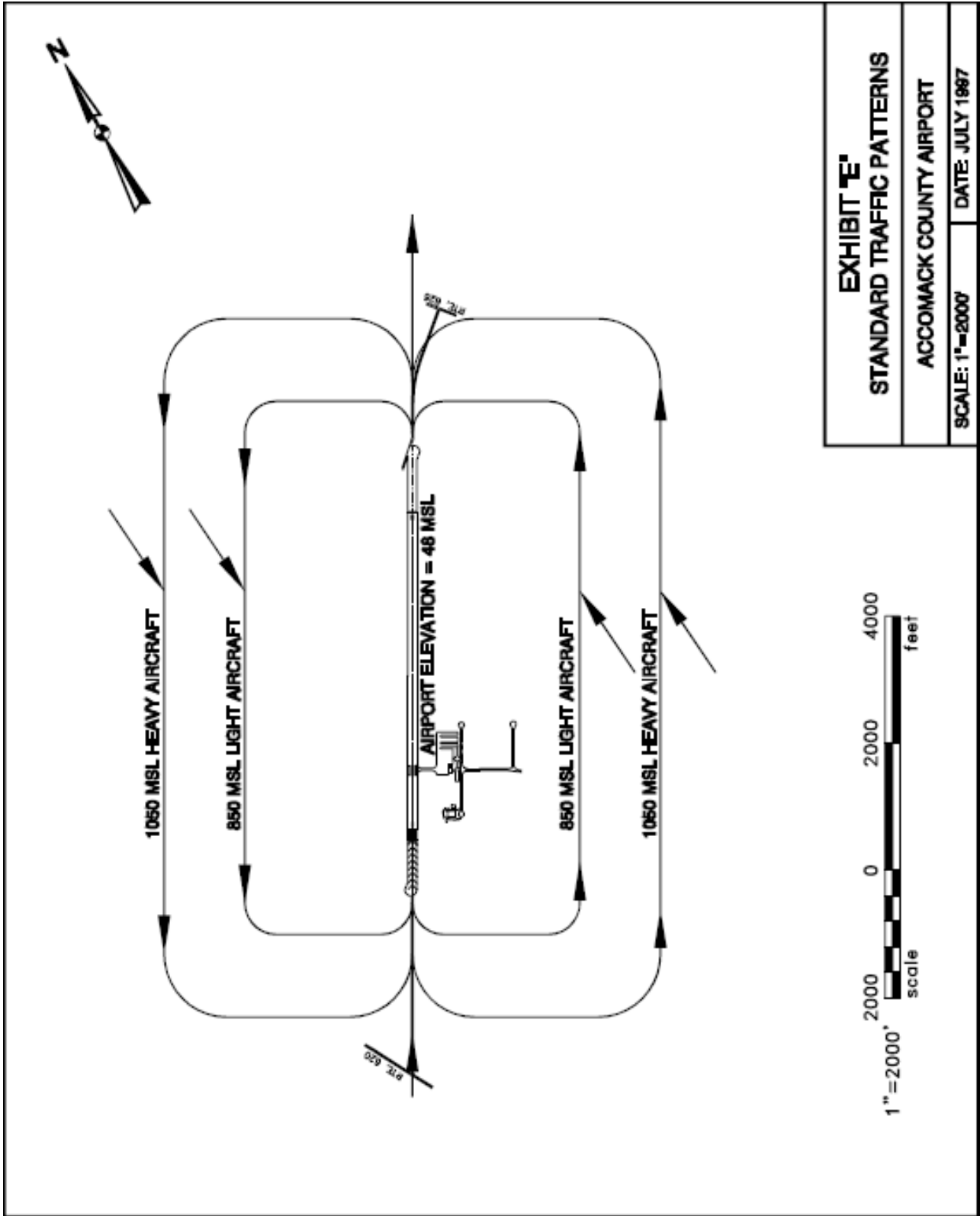
If yes, please provide a list of all vendors for this event. Copies of a County of Accomack Business License and Certificate of Insurance listing the County of Accomack as additional insured **will be required from each vendor five (5) days prior to the event.** Accomack County Health Department Permits may apply.

I certify that the proposed and planned program or meeting will be conducted on a completely non-discriminatory basis and that no person will be denied admission or attendance on the basis of race, color, sex, national origin, marital status, age, religion, political affiliation or disability. I understand the regulations governing the use of the County of Accomack facilities and hereby assume full responsibility for meeting and complying with all regulations, including, if requested, providing liability insurance coverage. Charges for rental, custodial and/or supervisory services, and the use of special equipment will be paid within five (5) days of the event. No alcoholic beverages, drugs or firearms are allowed on County of Accomack properties. The facility shall be left in clean condition with all trash removed. Additional fees will apply if cleaning or trash removal is required after your use.

User agrees to indemnify and hold the County of Accomack, its officers, agents and employees harmless from any and all liability, damages, actions, claims, demands, expense judgements, fees and costs of whatever kind or character arising from, by reason of, or in connection with the use of the facilities described herein. It is the intention of the parties that the County of Accomack, its officers, agents and employees shall not be responsible for injury, damage, liability, loss or expense resulting to the user and those it brings onto the premises. User expressly assumes full responsibility for any and all damages or injuries, which may result to any person or property by reason of or in connection with the use of the facilities pursuant to this agreement, and agrees to pay the County for all damages caused to facilities from user's activities.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Applicable Law and Courts:** The foregoing agreement shall be governed in all respects by the laws of the Commonwealth of Virginia, and any litigation with respect thereto shall be brought in the Courts of Accomack County.





**ACCOMACK COUNTY AIRPORT  
MAINTENANCE REQUEST – HANGAR ACCESS  
FOR MONTHLY TIE-DOWN TENANTS**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

N Number: \_\_\_\_\_

Hangar No.: \_\_\_\_\_

Lease Holder: \_\_\_\_\_ Tie-Down required for Lease Holder: Y N

From: \_\_\_\_\_ to \_\_\_\_\_ Total number of days: \_\_\_\_\_  
including weekends

Maintenance required:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by Airport Staff:**

**Date Rec'd**

Copy of Insurance Certificate  
naming the County of Accomack as  
additional insured

\_\_\_\_\_

\_\_\_\_\_