

**ALEXANDRIA
INTERNATIONAL AIRPORT**

**A DIVISION OF
THE ENGLAND AUTHORITY**

RULES AND REGULATIONS

UPDATED JULY, 2012

ALEXANDRIA INTERNATIONAL AIRPORT

A division of
The England Economic and Industrial Development District

RULES AND REGULATIONS

A Resolution providing Rules and Regulations concerning the efficient and safe operations of the Alexandria International Airport (hereafter referred to as the “airport”); providing that no person shall use the airport for carrying on of commercial activities, for instructions in aviation in any of its branches, for sale of any commodities, etc., unless approved by lease agreement or other satisfactory written agreement with the England Economic and Industrial Development District (hereafter referred to as “the Authority”); providing for general rules and regulations in use of the airport; regulating air and ground traffic; regulating student training and practice flying; providing for conflict in rules; providing penalties for violations; and providing for other matters thereto.

Be it resolved by the England Economic and Industrial Development District Board of Commissioners, in legal session convened, that the proposed revisions to the Alexandria International Airport Rules and Regulations are hereby adopted and the amended document is hereby authorized for publication and distribution.

Passed and adopted this ----- day of July, 2012.

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SECTION 1. USE OF AIRPORT. No Person, firm association, corporation, sub-contractor or other entity, incorporated or otherwise, shall use the airport for any commercial activity or otherwise, unless approved by Written Agreement, as the term is defined in Section 2, Rule 4 of these Rules and Regulations, and executed by the Executive Director and /or his designee.

Any Person, firm association, corporation, sub-contractor or other entity, incorporated or otherwise, utilizing the airport for any activity, must obey and comply with all FAA Rules and Regulations, Alexandria International Airport Rules and Regulations, Alexandria International Airport Certification Manual, Alexandria International Airport Emergency Plan and the Alexandria International Airport Security Plan.

The Executive Director shall have the right to cause to be ejected and/or barred from the airport premises, any vehicle or aircraft operator guilty of any violations of these Rules and Regulations. Such persons shall have the right to appeal the ejection to the EEIDD Board of Commissioners.

SECTION 2. GENERAL RULES AND REGULATIONS. The following rules and regulations promulgated by the resolution shall be observed in the use, operation and conduct of the airport.

RULE 1. FEDERAL AIR TRAFFIC RULES. Rules and Regulations of the Federal Aviation Administration for aircraft operated anywhere in the United States and presently or hereafter effective, are hereby referred to, adopted and made part hereof as though fully set forth and incorporated herein. No person shall conduct any aircraft operation to, or from or over the airport except in conformity with these provisions.

RULE 2. SAFEGUARD OF PERSONS AND PROPERTY. The Executive Director and/or his designee shall at all times have authority to take necessary and legal actions to safeguard any person, aircraft, equipment or property at the airport.

RULE 3. HANGARS. Hangars managed and operated by the England Authority may be rented to private individuals, companies or corporations on a monthly or yearly basis for the storage of aircraft and ancillary aircraft equipment only. Rental rates shall be the amounts established by the England Authority and shall be due in advance by the 5th day of each calendar month. A security deposit equal to one month's rent shall be paid in advance. The security deposit may be returned at the end of the rental period provided the rented facility is returned in the same condition as when first rented except for normal wear and tear.

RULE 4. COMMERCIAL OPERATIONS. All persons, firms, associations, corporations, or entities approved by the England Authority to conduct a commercial activity at Alexandria International Airport shall enter into a written agreement with the England Authority for the purpose.

Rule 4.1. "Written Agreement" shall be defined as one of the following: (a) a lease approved by the England Authority Board of Commissioners and containing a specific statement of the scope of authorized commercial activities granted to lessee; (b) a sublease from a duly authorized master lessee approved by the

England Authority Board of Commissioners and containing a specific statement of the scope of the authorized commercial activities granted to the sublessee; or (c) an airport use permit approved by the England Authority Board of Commissioners containing a specific statement of the scope of authorized commercial activities granted to the user; or (d) an airport emergency use permit issued by the Executive Director containing a specific statement of the scope of authorized commercial activities granted to the user for a period not to exceed 30 days.

Rule 4.2. When any persons, firms, associations, corporations, or entities desire to obtain a Written Agreement, said party must submit a request in writing to the Executive Director or his designee. This written request should include the following information: the type of Written Agreement sought (lease, sublease, or user permit), the specific commercial activities sought to be performed at that airport, qualifications to perform said commercial activities, the name and status of the requesting party, and the requested term for the Written Agreement.

Rule 4.3. Upon the receipt of a written request, the Executive Director or his designee shall negotiate with the interested party to arrive at the provisions and costs/fees to be set forth in the Written Agreement, said provisions and cost/fees to reflect fair market values and provisions to increase payments in future years based on appropriate economic factors. Prior to entering into any Written Agreement, a prospective party must present to the Executive Director or his designee satisfactory evidence that it meets the minimum standards established for engaging in business at the airport. The evidence to be provided includes but is not limited to satisfactory insurance coverage, a list of all personnel who may have access to the airport, information required for security and background checks, financial stability documentation, environmental documentation, and other information as may be reasonably requested by the Executive Director or his designee.

Rule 4.4. As a general principle, the England Authority will not grant access to the airfield to any interested party providing an aeronautical business/service who is not a tenant (whether as lessee or sublessee) of the airport. Such a party will be considered by the England Authority to be a "Through-the-Fence" operator. This conforms with Federal Aviation Administration language contained in FAA Order 5190.6B, Chapter 12.7 (d) that states "As a general principle the ADO or regional airports division should not support sponsor requests to enter into any agreement that grants "through-the-fence" access to the airfield for aeronautical businesses that would compete with an on-airport aeronautical service provider such as an FBO."

The Executive Director or his designee may make an exception to this general principle on a case-by-case basis. Any exception to this general principle must first be submitted for FAA review and approval. It is noted that FAA Order 5190.6B, Chapter 12.7 (f) states that: "In fact, the airport sponsor may simply deny "through-

the-fence” access if it so chooses. The airport may also charge any fee it sees fit to those outside the airport.”

Rule 4.5. It shall be unlawful for any persons, firms, associations, corporations, or entities to engage in any business or commercial activity on the airport without a Written Agreement.

RULE 5. SELF-SERVICE. Alexandria International Airport is the sponsor of a federally obligated airport and thus permits airport aeronautical users, including air carriers, the right to self-service in accordance with FAA Order 5190.6B, Chapter 11. Alexandria International Airport reserves the right to adopt, amend rules and promulgate procedures, from time to time, in accordance with Chapter 11 to protect the airport from practices that would be unsafe, unsightly, detrimental to the public welfare or that would affect the efficient use of airport facilities by others.

RULE 6. FUEL FLOWAGE FEES. All fuel dispensing activities, whether commercial or private, shall require authorization by the England Authority and will be assessed a flowage fee in accordance with the terms established by the airport.

RULE 7. LANDING FEES. All commercial aircraft operations at the Alexandria International Airport shall pay landing fees in accordance with terms established by the England Authority.

RULE 8. LIEN FOR CHARGES. To enforce the payment of any charge(s) required for repairs, improvements, storage or care of any personal property, made or provided by the England Authority or its agents, in connection with the operation of the airport, the airport shall have a lien upon such personal property, which shall be enforceable as provided by law.

RULE 9. LIEN POSSESSORY RIGHT. To enforce the payment of any such charge(s), the England Authority may retain possession of such personal property until all reasonable, customary and usual compensation shall have been paid in full.

RULE 10. UNAUTHORIZED STRUCTURES. No structures or non-aeronautical equipment, portable buildings or house trailers, including signs, may be erected, moved in or installed on the airport property except as may be specifically authorized in writing by the Executive Director and/or his designee. Applications for structural changes, alterations and additions; exterior painting; and all other types of physical modifications to real property and/or premises shall be submitted to the Executive Director and/or his designee for approval.

RULE 11. SURREPTITIOUS ACTIVITIES. Any persons observing suspicious, unauthorized or criminal activities on the airfield or associated areas shall report such activities immediately to the Executive Director’s Office, Airport Management Office, Sheriff’s deputies, airport maintenance personnel or Air Traffic Control Tower (ATCT) personnel.

RULE 12. WRECKED AIRCRAFT. All aircraft owner, pilots and agents, shall be responsible to notifying FAA of disabled or wrecked aircraft and for prompt removal of such aircraft from

operational areas of the airport only with the specific prior approval and under the direction of the Executive Director and/or his designee.

RULE 13. REPAIRS TO AIRCRAFT. No aircraft shall be repaired on any part of the landing or take-off area. Any person, firm, association, corporation, sub-contractor, or other entity requiring repairs outside of normal maintenance will be required to move the aircraft to designated locations approved by the Executive Director and/or his designee. For the purposes of this Rule, normal maintenance shall include fueling, oil, window cleaning, and other similar activities.

RULE 14. DAMAGE TO AIRPORT. Any person, and/or the owner of any aircraft causing damage of any kind to the airport or any airport facilities, shall be liable therefore to the England Authority for all costs of repairs or replacements.

RULE 15. INJURY TO PERSON. Persons entering upon airport grounds do so at their own risk and with no liability assumed by or incurring to the England Authority, the Alexandria International Airport or any of its employees for any injury or damage to person or property. Further, any person desiring to sue the airport shall observe and obey all valid laws, resolutions, orders, rules and regulations promulgated by the Federal Aviation Administration, the England Authority, the Alexandria International Airport or by any other authority having jurisdiction over the conduct and operation of the airport.

RULE 16. LICENSED PILOTS. Only persons holding current airmen and physical certificates issued by the FAA shall be authorized to operate aircraft upon the airport except as provided for herein. This limitation shall not apply to students in training under licensed instructors nor to official aircraft of the federal government or of a state, territory or political subdivision thereof, or to aircraft properly licensed by a foreign government with which the United States has reciprocal agreement covering operation of such foreign licensed aircraft. NOTE: Use of the airport by ultralight vehicles shall be subject to prior approval by the Executive Director and/or his designee and shall be in accordance with FAR Part 103 and any other rules established at the airport.

RULE 17. REGISTRATION. Every person employed at or receiving instructions at Alexandria International Airport shall register at the Executive Director's Office.

RULE 18. INTOXICANTS AND NARCOTICS PROHIBITED. No person under the influence of any intoxicant or narcotic shall operate or fly in any aircraft upon or over the airport. Persons either intoxicated or under the influence of alcohol, narcotics or other substances shall not be permitted on any area of the airfield at any time. The above notwithstanding, this prohibition shall not apply to a passenger under the effects of prescribed medication when accompanied by a healthcare or caretaker professional in a part of an aircraft separated from the aircrew. Intoxicated persons shall not be permitted on any area of the airfield at any time.

RULE 19. FOREIGN OBJECTS. No trash, refuse, debris, or other foreign objects, including bottles, cans or scrap that may cause damage to an aircraft shall be left upon the floor of any buildings or upon any part of the surface area of the airport, including grass-covered areas. Any person who leaves any type of trash, refuse, debris or other foreign objects in such locations that in any manner causes damage to any aircraft shall be liable for the costs of repairs to the aircraft and the costs of clean-up of the trash and/or debris.

SECTION 3. GROUND OPERATIONS.

RULE 20. VEHICULAR TRAFFIC. Access to ramp areas, taxiways, infield areas, runways and airfield perimeter roads ("RESTRICTED AREAS") shall be authorized by the Executive Director and/or his designee, only. Personnel needing such access must satisfactorily complete the Airport Vehicle Operators Training Course and possess a valid Gate Access Card.

A Gate Access Card may be obtained by a written request to the Executive Director or his designee setting forth the name of the individual seeking the Gate Access Card; the name of the individual's employer; satisfactory documentation of valid applicable license(s); satisfactory documentation of vehicle liability insurance; documentation of satisfactory completion of all necessary training course(s), and such other information as may be necessary to conform to airfield security requirements. The Executive Director or his designee retain the right to deny, suspend, or revoke a Gate Access Card if it is determined that the applicant/possessor lacks the necessary qualifications, presents a security risks, failed to act in a prudent manner, or violates any other rules and regulations herein.

"Piggy backing" vehicles or a pedestrian through any gate leading to the airfield is strictly prohibited.

Any Person, firm association, corporation, sub-contractor or other entity, incorporated or otherwise requiring any vehicle to be located within the perimeter fence of Alexandria International Airport will be required to park in designated locations approved by the Executive Director and/or his designee.

Any unauthorized vehicles located within the "RESTRICTED AREAS" or parked in undesignated areas shall be subject to immediate towing, impoundment and fined. In such case fine shall not exceed five hundred dollars (\$500).

RULE 21. VEHICLE LANES AND SPEED LIMITS.

a. All vehicular traffic operating in restricted areas shall be confined to lanes of passage designated for that purpose by white paint striping on the inside edge of all ramp areas. This rule shall not apply to authorized operators while engaged in aircraft servicing.

b. The speed limit for all airfield areas is 20 MPH except for authorized vehicles responding to emergency situations.

RULE 22. FUELING OF AIRCRAFT.

a. Fueling operations shall be conducted at Alexandria International Airport only by persons who have obtained the prior approval of the Executive Director and/or his designee.

b. All commercial organizations seeking approval for fueling operations shall provide the Executive Director and/or his designee with a training plan that meets all FAA requirements and other applicable aircraft fueling rules and directives. Such persons shall also provide a fuel/oil or other hazardous material spill prevention and clean-up plan. Fuel storage and dispensing locations shall be designated by the Executive Director and/or his designee.

c. Private fueling facilities and operations shall not be conducted without prior approval of the Executive Director and/or his designee. Private fueling facilities shall be located on property specifically designated for that purpose. Fueling systems shall be installed and fuel shall be dispensed in accordance with all applicable aircraft fueling rules and directives.

d. Aircraft shall not be fueled while an engine is operating, while inside a hangar or other enclosed place or while any person (aircrew or passengers) may be on board.

e. All aircraft shall be positively grounded while being serviced with fuel. Aircraft being serviced directly from a fuel truck shall be positively grounded to the fuel and truck the truck shall positively grounded to the earth. Fuel may be stored on and dispensed only at locations designated by the Executive Director and/or his designee.

f. No fueling operations shall be conducted on an aircraft within fifty (50) feet of any hangar or other structure.

g. Aircraft fuel trucks shall be equipped, operated and maintained in accordance with National Fire Protection Association, Incorporated (NFPA) Manual 407, "Aircraft Fuel Servicing, 1985."

h. The sale, distribution or introduction of automobile gas for the use in aircraft is not permitted on Alexandria International Airport without prior approval of the Executive Director and/or his designee. Aircraft authorized by FAA to use auto gas may be privately fueled by their owner(s) only after compliance with established rules of the airport.

i. No fuels of any kind will be stored within a hangar or any other enclosed structure.

j. Any fuel spill, to include any hazardous material, must be immediately contained and promptly reported to Airport Rescue and Firefighting to determine required regulatory clean-up/removal and remedial action.

RULE 23. TIEDOWN OF AIRCRAFT.

a. All aircraft not hangared shall be tied down or secured at night and during inclement weather. Only tie downs installed by the airport may be used to anchor aircraft.

b. Aircraft owners or their agents are responsible for the tiedown and/or security of their aircraft at all times and particularly during inclement weather. The airport shall not be responsible for tiedown and/or security of any aircraft.

c. Aircraft parked overnight on the public transient parking ramp shall register with the office of the Executive Director and shall pay the established fee for each night.

d. Aircraft based at the airport and routinely parked on the public transient ramp shall register with the office of the Executive Director and pay the established weekly/monthly fee. The minimum fee for storage on the public transient parking ramp shall be one month's fee. Aircraft shall not be parked or stored on unpaved surfaces.

RULE 24. DAMAGE TO RUNWAY LIGHTS. Any person damaging any field light or fixture by operation of the aircraft, vehicle or otherwise shall immediately report such damage to the office of the Executive Director. Persons causing damage to runway and/or taxiway lights shall be liable for replacement or repair cost of the light(s) and/or fixture(s).

RULE 25. TAXIING AIRCRAFT.

a. No person shall taxi and aircraft until positively ascertaining that no danger of collision exists with any person or object in the immediate area. Helicopter pilots shall also insure that rotor wash during hover taxi will not increase a condition hazardous to other aircraft, structures or personnel.

b. Aircraft shall be taxied at a safe and prudent speed and shall be under the complete control of the pilot at all times.

c. Aircraft not equipped with adequate brakes shall not be taxied closer than fifty (50) feet of any structure, building or other aircraft unless attendants are positioned at each wing tip to assist the pilot.

d. Pilots, even if cleared by the Alexandria Traffic Control Tower (ATCT) personnel, shall not taxi onto the runway from the ramp and/or taxiway areas if there is an aircraft approaching to land, or on the ground in takeoff position. Pilots shall not taxi onto any runway following ATCT clearance without visually insuring that no traffic conflicts exist.

e. No aircraft shall be taxied by engine power into or out of any hangars at any time.

RULE 26. PARKING AIRCRAFT.

a. Unoccupied aircraft shall not be left parked or tied down within two hundred fifty (250) feet of the centerline of any runway or within seventy-five (75) feet of the centerline of any taxiway. All aircraft not parked in a hangar shall be parked in areas designated for that purpose by the Executive Director and/or his designee.

b. Aircraft shall not be parked within fifty (50) feet of an aircraft fuel pump.

c. Aircraft shall not be parked in such a manner as to hinder the normal movement of other aircraft and/or traffic unless specifically authorized by the Executive Director and/or his designee as an emergency measure.

d. Pilots shall be responsible for insuring that parking brakes are set or that their aircraft are properly chocked and/or tied down before leaving their aircraft.

e. Any firm association, corporation, sub-contractor or other entity, incorporated or otherwise requiring permanent, regular or extended aircraft parking at Alexandria Intentional Airport shall register their aircraft with the Executive Director or his designee as soon as possible after landing at the airport and, if applicable, pay the necessary tie-down and/or landing fees. Aircraft shall be parked in designated parking locations approved by the Executive Director or his designee.

RULE 27. LOADING/UNLOADING AIRCRAFT.

a. Pilots shall not permit their aircraft to be loaded or unloaded with engine(s) running.

b. Loading/unloading of hazardous cargo shall be not be conducted without the express prior written approval of the Executive Director and/or his designee. See Section 5.

SECTION 4. TRAFFIC PATTERN OPERATIONS.

RULE 28. AUTHORITY TO SUSPEND OPERATIONS. The Executive Director and/or his designee or on-duty ATCT personnel shall suspend or restrict any and all airfield operations whenever such action is considered necessary or in the interest of safety.

RULE 29. ACTIVE RUNWAY. ATCT personnel on duty shall designate the active runway. Pilots may request use of an alternate runway subject to approval of ATCT personnel.

RULE 30. AIR TRAFFIC CONTROL

a. All pilots shall call ATCT and identify their aircraft and location; specify their intentions; request IFR clearance, if applicable; request taxi instructions and the active runway prior to initiating taxi.

b. Pilots shall not initiate taxi until approved to do so by ATCT personnel. This applies whether the pilot intends to taxi to takeoff, taxi to another location on the airport or taxi for maintenance purposes.

RULE 31. TAKE-OFFS/LANDING ON RAMPS, TAXIWAYS AND APRONS.

a. No take-offs or landings by any aircraft including helicopters shall be made on any ramp, taxiway or apron except with the express, specific authorization of the Executive Director and/or his designee.

b. Helicopters shall land on and takeoff from the active runway. Movement to and from the active runway shall be by hover taxi on designated taxiways.

RULE 32. LANDINGS.

a. Touch-and-go and stop-and-go landings may be made with approval and clearance from ATCT personnel. Pilots shall be responsible for visually insuring against traffic conflicts during such operations.

b. Hover landings or vertical takeoffs by AV-8 (Harrier) and like VSTOL aircraft shall be permitted only by special permission directed by the Executive Director and/or his designee.

c. No "skid" landings by helicopters shall be permitted at any time.

RULE 33. TAKE-OFF AND CLIMB.

a. Pilots shall normally climb straight ahead on the takeoff runway heading to a minimum of four hundred (400) feet MSL and clear the airport boundary then execute a ninety (90) degree turn in the direction of traffic to remain in the traffic pattern unless different instructions are provided by ATCT personnel.

b. To depart the traffic pattern, pilots shall normally climb to one thousand (1,000) feet MSL and clear the airport boundary then execute a forty-five (45) degree climbing turn in the direction of the departure unless different instructions are provided by ATCT personnel.

RULE 34. TRAFFIC PATTERN ALTITUDES AND DIRECTIONS.

a. all conventional single-engine aircraft (Ex.: PA-12/18. Cessna 152/172/182, Piper Arrow, Comanche, etc.) shall fly the traffic pattern at eight hundred (800) feet MSL.

b. All multi-engine conventional, turbo-prop and jet aircraft shall fly the traffic pattern at one thousand three hundred (1,300) feet MSL.

c. All jet trainer and fighter aircraft shall fly the traffic pattern at one thousand eight hundred (1,800) feet MSL.

d. Traffic directions shall be as follows:

- (1) Runway 14 – Right traffic
- (2) Runway 32 – Left traffic
- (3) Runway 18 – Right traffic
- (4) Runway 36 – Left traffic

e. Pilots shall fly standard rectangular traffic patterns unless specifically authorized otherwise by ATCT personnel. Jet trainer and fighter aircraft may be authorized to fly 360 deg. Overhead traffic patterns at the discretion on ATCT personnel.

RULE 35. TRAFFIC DISCIPLINE. All pilots entering or remaining in the traffic pattern shall exercise caution; maintain visual contact with and adequate separation from other traffic; practice courtesy in order to preclude causing other aircraft to deviate from course unnecessarily; and adhere to all advisories issued by ATCT personnel.

RULE 36. AIRPORT CONTROL ZONE (ACZ). All pilots shall contact Alexandria Tower for traffic information prior to approaching within three (3) nautical miles of the airport. All pilots within five (5) nautical miles of the airport at or below one thousand eight hundred (1,800) feet MSL shall conform to the flow traffic. Pilots shall establish their proper pattern altitude prior to entering the traffic pattern and shall not deviate from the required altitude until descent for landing is initiated.

RULE 37. STRAIGHT-IN APPROACHES. Except for execution of published instrument approach procedures, straight-in approaches shall be not used unless specifically authorized by ATCT personnel.

RULE 38. STUDENT TRAINING AND PRACTICE.

a. Instructors shall be knowledgeable of proper procedures and all rules and regulations in effect at AEX. They shall insure that their students learn proper procedures and all current rules and regulations and exercise proper air discipline.

b. The Executive Director and/or his designee may designate specific, limited areas of the airport and local area for student training and practice. Notices of such areas will be distributed to local Fixed Base Operators and other training activities. Notices shall be prominently displayed in the facilities of each receiving agency and in the Executive Director's Office.

c. Instructors shall not keep their aircraft on landing and take-off areas for the purpose of instruction nor shall they permit students to do so.

RULE 39. SPECIAL PROCEDURES. The Executive Director and/or his designee may, in the interest of safety and/or other operational reasons, designate special traffic procedures for certain activities such as air shows, fly-ins displays and military aircraft.

SECTION 5. MILITARY OPERATIONS.

RULE 40. RULES AND REGULATIONS. All military personnel shall adhere to the airport rules and regulations contained herein including successful completion of the Vehicle Operators Training Course.

RULE 41. PARKING. Transient military pilots shall be provided taxi instructions to the parking ramp of the FBO. JRTC/ISB pilots C-130 or smaller aircraft including helicopters shall be directed to the North Ramp.

RULE 42. TRAINER/FIGHTER AIRCRAFT CARRYING MUNITIONS.

a. Military pilots landing trainer/fighter aircraft at AEX with unexpended, hot, live hung, unsafe or any other kind or status of munitions on board their aircraft shall be directed by the ATCT personnel to park on the Hot Pads at the north end of Taxiway B . ATCT personnel shall advise affected pilots prior to landing that AEX does not have a capability to "safe" munitions or aircraft.

b. Upon landing, pilots shall be instructed by ATCT personnel to attempt to keep from

turning the nose of their aircraft toward or through the occupied areas of the airfield. If in formation, they shall turn off at the ends of Runway 14/32 and hold until all aircraft in the formation have landed safely. Then they shall be cleared to proceed back down the runway to Taxiway A-2 to precede to Taxiway B to the Hot Pads.

c. Once on the Hot Pads, pilots shall be directed to park so that the nose of the aircraft is pointed northwest (320 deg.).

d. Pilots of trainer/fighter aircraft carrying munitions of any kind and parked on the Hot Pads shall be responsible for the safety and security of their aircraft and munitions.

RULE 43. LARGE TRANSPORT/CARGO AIRCRAFT.

Military and military charter transport/cargo aircraft larger than the C-130 Hercules shall be directed by ATCT personnel to park on the North Ramp .

RULE 44. HAZARDOUS CARGO.

a. JRTC G3 officials at Fort Polk shall notify the England Airpark Fire Station in accordance with the Letter of Agreement (LOA) of mutually developed procedures for all transport/cargo aircraft carrying hazardous cargo (munitions on pallets, etc.) at least twenty-four (24) hours prior to estimated time of arrival of the aircraft. Fire Department personnel shall then immediately notify the England Airpark Security Office, the Airport Management Office and other such persons as directed by the Executive Director.

b. Upon arrival, pilots of transport/cargo aircraft carrying hazardous cargo or picking up hazardous cargo shall be directed to park on Hot Pad One, Hot Pad Two or Hot Pad Three unless the area is already full. In such case, the additional aircraft shall be directed to park temporarily on the widened portion of Taxiway A toward Runway 14. As other aircraft are loaded and depart, empty aircraft shall proceed to the Hot Pads for loading.

c. Loading and unloading of all hazardous cargo shall only be conducted on the Hot Pads unless specifically approved and authorized by the Executive Director and/or his designee. ARFF equipment and personnel shall be on scene and observing prior to commencement of any hazardous cargo loading/unloading activity. Military firefighting equipment and personnel may relieve AEX ARFF personnel for the responsibility.

d. All ground vehicles shall utilize perimeter road when transporting hazardous cargo to be uploaded onto aircraft. When unloading is complete all vehicles shall utilize perimeter road to exit the airfield.

e. If hazardous cargo is to be transported off the premises airpark security personnel will meet the convoy on perimeter road and escort the vehicles to exit the airpark.

f. In cases of hazardous cargo being transported by surface vehicles to AEX for loading on aircraft, routes and procedures specified above shall be employed except, of course, the routes will be reversed.

g. Safety in all of these activities is paramount. Every effort shall be exerted by all concerned to maintain maximum possible distances between hazardous cargo and occupied areas of the airfield and airpark as well as from civilian aircraft operations.

h. All movement of ground vehicles on the Aircraft Movement Areas shall be properly cleared by ATCT personnel in direct radio contact with escorting personnel in accordance with published Airfield Vehicle Operating Procedures. (NOTE: See Airfield Diagram at Attachment One for routes described above.)

SECTION 6. FIRE REGULATIONS.

RULE 45. FIRE PREVENTION.

a. Every person entering upon and/or using Alexandria International Airport and its facilities shall exercise utmost care and caution to prevent and avoid fire.

b. There shall be no smoking or open flame on/in any area of the airfield including runways, taxiways, ramps/aprons, vehicle driving lanes, hangars or other flightline facilities used for maintenance or storage. Specifically designated administrative areas not otherwise used for maintenance and/or storage activities (offices, waiting rooms, lounges, etc.) may be approved for smoking by the Executive Director and/or his designee upon written request of the principle user.

c. Compressed flammable gas shall not be kept or stored upon the airfield except locations specifically designated for such in writing by the Executive Director and/or his designee.

d. No flammable substance shall be used for cleaning engines or other parts of an aircraft inside a hangar or any other structure.

e. All hangar entrances for aircraft, vehicles and personnel shall be maintained clear of any obstructions at all times.

f. Floors of all airfield buildings (hangars, maintenance, storage, etc.) shall be maintained clean and free from oil, grease or any other flammable substance. Volatile, flammable substances shall not be used for cleaning.

g. Boxes, crates, cans, bottles, paper, other litter and/or debris and tall grass/weeds (maximum height of 4 ½ inches) shall not be permitted to accumulate in or about any airfield buildings (hangars, maintenance, storage, etc.)

RULE 46. FUELING OPERATIONS.

a. Prior to being fueled all aircraft shall be positively grounded by a grounding cable which is connected to a copper, copper clad, galvanized or other approved ground rod 5/8 inch or greater in diameter buried to a sufficient depth to reach permanent subsoil moisture. The resistance of the ground rod should not exceed 10,000 Ohms. The bonding/ground cable shall be connected to bare, unpainted metal on the aircraft except that it should not be attached to a propeller, landing gear or any type of antenna.

b. Fuel servicing vehicles shall also be grounded and the aircraft being fueled shall be grounded to the servicing vehicle.

c. Each aircraft fuel servicing tank vehicle shall have two listed fire extinguishers, each having a rating of 20B, one mounted on each side of the vehicle. Where open hose discharge capacity of the aircraft fueling system or equipment than 200 gal per minute (750 L/min), at least one listed wheeled extinguisher having a rating of not less than 80B and a minimum capacity of 125 lbs (55kg) of agent shall be provided.

d. All aviation fuel nozzles shall have operative "dead man" controls, which shut off fuel flow when nozzle hand control is released. Use of automatic fuel cut off nozzles shall not be permitted for fueling aircraft nor for any other use on airfield areas.

e. Aircraft shall not be fueled while any persons (aircrew, maintenance personnel or passengers) are on board.

f. NFPA Manual 407, "Aircraft Fuel Servicing, 2012," published by and available from the National Fire Protection Association, Incorporated, 470 Atlantic Avenue, Boston, MA 02210 and all applicable FARs shall be followed in fueling operations.

g. All organizations and individuals conducting aircraft fueling activities shall submit fuel handler training plans and procedures to the Executive Director and/or his designee and receive approval of same prior to commencing any fuel activities.

SECTION 7. EMERGENCY SITUATIONS.

RULE 47. AIRCRAFT EMERGENCY SITUATIONS.

a. Pilots experiencing emergency situations should declare their emergency and state their intentions to the nearest air traffic control agency without delay.

b. Pilots experiencing in-flight emergency situations within the AEX Airport Control Zone (ACZ) shall be given landing priority over all other traffic by AEX ATCT personnel.

c. Pilots experiencing in-flight emergency situations outside the AEX Airport Control Zone may be given priority by the appropriate air traffic control agency and shall be provided with requested information and advisories, if in radio contact with AEX ATCT personnel.

d. All pilots of other aircraft within the AEX Airport Control Zone shall exit the ACZ; insure non-interference with the flight path of the emergency aircraft; monitor AEX ATCT Tower frequency; maintain radio silence insofar as safety permits; and remain clear of the ACZ until the emergency situation is declared over by ATCT personnel.

e. Should an emergency situation result in an aircraft accident involving personnel injuries, loss of life or major structural damage to an aircraft, the scene and associated material (aircraft, debris, etc.) shall not be moved or otherwise disturbed unless specifically authorized by the

Executive Director and/or his designee.

RULE 48. GROUND MOVEMENT.

a. All pilots of aircraft on the ground and other vehicles shall stop all movement immediately upon observing any emergency vehicle with lights flashing.

b. All pilots and ground vehicles operators shall monitor ATCT Ground Control frequency; maintain radio silence insofar as safety permits; observe the ATCT for light signals; and immediately acknowledge and follow any instructions issued by ATCT personnel or emergency vehicle personnel.

c. No personnel other than official AEX emergency response personnel shall respond to emergency situations at any time unless give specific directions by the Executive Director and/or his designee.

RULE 49. NOTIFICATION PROCEDURES.

a. ATCT personnel should immediately notify 911 via direct ring down line when notified of becoming aware of any emergency situation on the airfield, within the ACZ or vicinity that may or will involve AEX. Normal telephone circuitry shall be used as an option should the direct line be inoperative.

b. ATCT personnel shall notify Polk Approach of the emergency situation as soon as the situation permits. If the particular incident will not affect other aircraft traffic, this notification may or may not be necessary.

c. The Executive Director and/or his designee or on-scene Fire Chief shall advise ATCT as soon as the emergency situation is over and/or resolved.

d. If Polk Approach was previously advised, ATCT personnel shall notify Polk Approach when the emergency situation is declared over.

SECTION 8. MISCELLANEOUS PROVISIONS.

RULE 50. KNOWLEDGE OF RULES IMPLIED. By publication of this Resolution as required by law, all persons shall be deemed to have knowledge of its contents. The Executive Director or his designee shall distribute copies to all FBOs, other organizations using the airfield on a regular and routine basis and to all pilots/owners of aircraft based on the airfield. Copies of these rules and regulations shall be available for review in the office of the Executive Director at all times the office is open.

RULE 51. FEDERAL AUTHORITY. All lease agreements and permits authorized herein shall be subordinate to the provisions of any existing or future agreements between the England Economic and Industrial Development District and the United States relative to the operation and maintenance of the airport, 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.

RULE 52. CONFLICTING RULES AND REGULATIONS. Where there exists a conflict between any regulation or limitation prescribed in this regulation and any other regulations applicable to the same area, the more stringent limitations or requirements shall govern and prevail.

RULE 53. VIOLATIONS. It is unlawful for any person to violate any of the provisions herein. Depending on the severity of the occurrences, the subject person may be denied use the airfield for a specific period of time or permanently as determined by the Executive Director and/or his designee. Any person who violates any of these rules and regulations may be charged with a misdemeanor, punishable by a fine not to exceed Five Hundred and No/100 (\$500.00) dollars and/or imprisonment in jail, for a period not to exceed six (6) months. Any fine or jail sentence imposed for a violation of these rules and regulations shall be in addition to any fine, penalty or other punishment resulting from a violation of any applicable federal, state, parochial or England Economic and Industrial Development District law, ordinance, rule or regulation.

RULE 54. SAVINGS CLAUSE. Should any part of this Resolution be held invalid or unconstitutional, by a Court of Law, no other part shall necessarily be affected thereby.