

**AMENDED AND RESTATED RULES AND REGULATIONS REGARDING  
CONDUCT AND ACTIVITIES ON THE PROPERTY OF  
THE CAPITAL REGION AIRPORT COMMISSION**

AMENDED THROUGH APRIL 30, 2019

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**RULES AND REGULATIONS REGARDING  
CONDUCT AND ACTIVITIES ON THE PROPERTY OF  
THE CAPITAL REGION AIRPORT COMMISSION**

The Capital Region Airport Commission, wishing to encourage and foster all aviation activities within its participating subdivisions and the broader Airport service area of the Richmond Metropolitan Region, while recognizing the necessity of protecting the public health, safety and welfare, hereby promulgates and adopts the following Rules and Regulations regarding conduct and activities at its Airports, now owned or hereafter acquired and/or operated.

## I.

### DEFINITIONS

As used herein, the following terms shall have the meanings indicated:

Airport or Airports - The Richmond International Airport and other Airports that may hereafter be acquired and/or operated by CAPITAL REGION AIRPORT COMMISSION.

Airport Police Officer - A sworn law enforcement officer of the CRAC Airport Police.

AOA - Airports Operations Area which shall mean that portion of the CRAC property within the perimeter fencing exterior of the Richard E. Byrd Terminal Building, as shown on attached Drawing C, including the runways, taxiways and fixed base operation areas as defined by Parts 139 and 1542 of the Federal Aviation Regulations and the Airport's Federal Operating Certificate.

Apron - Areas of the AOA designated by the President and CEO for the parking or maneuvering of aircraft.

ARFF - Aircraft Rescue and Fire Fighting employees of CRAC, also known as the Airport Fire Department.

Based Aircraft - Aircraft which are tied down or hangared at the Airport overnight in excess of 60 times during the previous 12 months. For the purposes of these Rules and Regulations, overnight shall be construed as from 12:00 midnight - 6:00 a.m.

Bulk Handler - Any person whose business activities include the transportation and/or discharge of Combustible Materials including aviation fuel within the AOA/SIDA.

Combustible Materials - Any highly flammable materials whether in a gaseous, liquid or solid state and whether or not under pressure, including but not limited to petroleum

products, reactive gases, and fats and those materials defined as flammable or Combustible in 49 CFR Part 173.

Commercial Activity - Any activity on the Airport property which involves offering to exchange, trade, buy, barter, hire or sell commodities, goods, services, or property of any kind, whether for profit or not, and any revenue producing activity on the Airport property, including the taking of still, motion, or sound pictures or use of sound amplification for commercial purposes and the distribution of printed material, whether or not provided free to the public, except where such distribution is done in connection with hand billing or picketing and in a manner and under circumstances permitted by these Rules and Regulations.

Commercial Lane(s) - The traffic lane(s) designated by CRAC for Public Ground Transportation Vehicles.

Commercial Vehicle - Any service or other over-the-road vehicle on Airport property engaged in transporting goods, supplies, passengers, or other property to and/or from the Airport for compensation. Specifically excluded from this definition are vehicles of governmental or private nonprofit entities transporting goods, supplies or other property to and/or from the Airport.

Commercial Vehicle Operator - Any person operating a Commercial Vehicle.

Commission - The Capital Region Airport Commission, a political subdivision of the Commonwealth of Virginia, also known as CRAC.

Courtesy Vehicle - Any over-the-road vehicle which is owned and operated or operated on behalf of a business and available for the transportation of passengers, without charge, between the Airport and commercial facilities serving passengers of the Airport. This definition includes but is not limited to vehicles owned and operated or operated on behalf of hotels, motels, rental car companies, and parking lots, whether on or off Airport

property, and shall include the customer's own vehicle when said vehicle is operated by or is transporting an employee or agent of such business, whether or not the customer is being transported in said vehicle. Specifically excluded from this definition are vehicles of governmental or private non-profit entities transporting persons to and/or from the Airport.

CRAC - The Capital Region Airport Commission, a political subdivision of the Commonwealth of Virginia.

F.A.A. - The Federal Aviation Administration.

FBO (Fixed Base Operators) - Any person who conducts a combination of general aviation aeronautical activities consisting of at least, but not by way of limitation, sale of aviation petroleum products, repair and maintenance of aircraft, aircraft sales and services, sale of aircraft parts and air charter and taxi service as set forth in the CRAC Minimum Standards for Aeronautical Activities and such ground handling services for commercial aviation as may be permitted from time to time.

For-Hire Vehicle - Any over-the-road vehicle available to the general public for transportation of persons and/or luggage for a Transportation Fee including, but not limited to, taxicabs, irregular route certificated vehicles, TNC Partner Vehicles, limousines, executive sedans and buses.

FTZ - Foreign Trade Zone which shall mean all property and facilities that are now or in the future activated as part of Foreign-Trade Zone #207, as designated by the Foreign-Trade Zone Board. FTZ #207 includes properties and facilities of any operator, subzone or satellite zone site authorized by CRAC as the grantee of FTZ #207.

Ground Transportation Supervisory Personnel - Individuals designated by CRAC to be responsible for the enforcement of regulations and contract requirements of public ground transportation and other commercial vehicles, including all Airport Police Officers,

operations personnel, ground transportation personnel, and other designated CRAC employees/or contractors.

Hot Work Permit – A permit required by CRAC for burning, welding or a similar operation that is capable of initiating fires or explosions.

Itinerant Aircraft - Aircraft, other than based aircraft, which land at the Airport.

Movement Areas - Those areas of the AOA in which aircraft and vehicular movement is controlled by the FAA Air Traffic Control Tower, and includes all runways and controlled taxiways at the Airport.

News Rack - shall mean any machine, rack or device by means of which newspapers or other published periodicals are sold or distributed.

NFPA - National Fire Protection Association.

Operations Office - Quarters assigned to the Airport's Operations personnel.

Park - To put or leave a motor vehicle or aircraft standing or stopped in any location whether the operator thereof leaves or remains in such vehicle or aircraft and when such standing or stopping is not required by traffic controls or conditions beyond the control of the operator.

Person - Any individual, firm, partnership, corporation, association or company and any trustee, receiver, assignee or similar representative thereof.

Prearranged Vehicle Service - Any service in a public ground transportation vehicle wherein the service is engaged by the passenger for the particular trip involved either prior to arrival at the Airport or by telephone or other electronic or digital device after arrival at the Airport.

President and CEO - The President and Chief Executive Officer (CEO) of CRAC or his duly authorized representative.

Private Vehicle - Any vehicle which is not operating on Airport property as a Public Ground Transportation Vehicle.

Public Ground Transportation Vehicle - Any Commercial Vehicle, For-Hire Vehicle, or Courtesy Vehicle.

Restricted Areas - Areas of the Airport posted as being restricted and as closed to the general public.

Rules and Regulations - The rules and regulations regarding conduct and activities on CRAC property promulgated herein to protect the public health, safety and welfare as contained herein and such other rules and regulations as may be adopted by the Commission from time to time.

Runways or Taxiways - Those areas provided for the landing, taking off, or ground movement of aircraft traffic.

Security Contract – TSA approved agreement between CRAC and those tenants and contractors whose employees need access to the AOA and/or SIDA governing access to such areas.

SFPC - Statewide Fire Prevention Code.

SIDA - Security Identification Display Area which shall mean the area defined in the Airport Security Program in which current and valid CRAC issued SIDA identification must be displayed at all times.

Sidewalks - Those areas provided for pedestrian traffic.

Streets or Roads - Those areas provided for vehicular traffic.

Terminal Building - The Richard E. Byrd Terminal Building of the Richmond International Airport as it presently exists, or as altered from time to time, and such other similar facilities constructed on the Airport.

Transportation Fee – shall mean compensation, suggested compensation, or donations of whatever kind, including cash and credit, paid in advance, at the time of service, or after the completion of service, by a passenger or passengers to a provider of transportation or to any third party acting on behalf of the provider of transportation, including a dispatcher or TNC.

Transportation Network Company (TNC) – shall mean a company that contracts with individuals who provide transportation services using personal For-Hire Vehicles and that licenses or utilizes software for the purposes of enabling TNC Partners to connect with prospective passengers, and as defined and regulated under Chapter 20, Title 46.2, Code of Virginia, as amended, and the regulations or operating guidelines set forth by the Virginia Department of Motor Vehicles from time to time.

TNC Partner – shall mean an individual who uses a personal For-Hire Vehicle to provide transportation services in the Commonwealth of Virginia requested through a TNC Platform.

TNC Partner Vehicle – shall mean a personal For-Hire Vehicle that is used by a TNC Partner to provide transportation services requested through a TNC Platform.

TNC Platform - shall mean any digital platform offered by a TNC, currently or in the future.

TSA - Transportation Security Administration.

Walk-up Vehicle - Any Public Ground Transportation Vehicle with designated Commercial Lane curbside front parking where services are engaged by the passenger at the vehicle after the passenger's arrival at the Airport and other than by telephone or other electronic or digital device.



## II. GENERAL

- A. Applicable Laws - All persons on CRAC property shall be subject to the Rules and Regulations herein established as well as all applicable federal, state and local laws, regulations, and authorizations, including any security directives or emergency security measures mandated by TSA and regulations and authorizations of the Virginia Department of Motor Vehicles. In addition, all persons shall comply with all security, safety and Airport operating regulations as the President and CEO may, from time to time, approve. All persons other than CRAC, such as FBO's and other CRAC tenants, lessees, and sub-lessees having substantially exclusive control of portions of the Airport's property shall be liable to and shall indemnify CRAC for payment of any fines or penalties levied against CRAC for alleged violations of any applicable law or regulation arising from any such person's activities within such areas or for failure to provide security for such areas.
- B. Federal Aviation Regulations - All FAA or TSA approved Safety, Security and Certification Regulations now in existence or hereinafter promulgated (including but not limited to, FAR Parts 77, 1542, 1544 and 139), are hereby adopted, and incorporated by reference as part of these Rules and Regulations.
- C. Responsibility of CRAC - CRAC shall not be responsible for any loss, injury, or damage to person or property occurring by reason of events beyond its reasonable control, including wind, flood, earthquake, or other acts of God, theft or vandalism nor for acts caused by CRAC acting in its governmental capacity or otherwise immune under the doctrine of sovereign immunity.
- D. Submittal of Required Information - Unless otherwise provided in an existing agreement with CRAC, any information deemed by the President and CEO to be

necessary for the proper management of the Airport, that is requested of CRAC tenants, lessees and sub-lessees, shall be submitted as requested.

E. Preservation of Property - No person shall:

- (1) Destroy, deface or disturb in any way, any building, runway, taxiway, roadway, parking lot, fencing, sign, equipment, marker or other structure, tree, flower, lawn or other property on, or owned by, the Airport.
- (2) Trespass on lawns and seeded/landscaped areas on the Airport.
- (3) Abandon any personal property on the Airport.
- (4) Dump trash or other debris on Airport property.

In addition to any penalty or fine assessed for such actions, the person causing such destruction or damage shall be responsible for the cost to clean up or repair such damage.

F. Firearms, Explosives and Flammable Material -

- (1) Except to the extent allowed under Virginia Code §18.2-287.01 or except as otherwise provided in Part IX below with respect to Combustible Materials, no persons other than the following shall carry any firearms, explosives or similar flammable materials inside the Airport Terminal or inside the AOA/SIDA areas of the Airport without the prior written permission of the President and CEO and in conformance with these Rules and Regulations:
  - (a) Sworn law enforcement officials,

- (b) U.S. Postal, Customs and other Federal agents,
  - (c) Members of the armed forces of the United States on official duty, or
  - (d) Employees of the Commission when so authorized by the President and CEO.
- (2) All persons obtaining the prior written permission of the President and CEO must keep such permission in their possession while possessing or handling such firearms, explosives or similar flammable materials and shall show such permission, as well as any necessary permits required by law, upon demand to any Airport Police Officer or Operations personnel or any other law enforcement officer whose jurisdiction includes the Airport.
- (3) All persons other than those permitted or excepted in (1) above shall surrender all such firearms, explosives or similar inflammable materials in their possession upon demand to the Airport Police or remove same from the Airport.
- G. Hunting and Trapping – Only designated on duty CRAC personnel may hunt, pursue, trap, catch, injure or kill animals on the Airport and then only for operational purposes and with the prior authorization of the President and CEO. No other persons, except those authorized by the Commission in writing, shall hunt, pursue, trap, catch, injure, or kill animals on CRAC property.
- H. Animals - No person shall bring an animal on CRAC property unless such animal is under leash or confined in such a manner so as to prevent it from running at large. No animals shall be left leashed to a post, tree, vehicle, or otherwise left unattended on Airport property. No animals shall be permitted in the Terminal Building except in containers specifically designed for the storage or shipment of such animals. This section shall not apply to the following classes of animals: animals working with duly authorized peace officers; guide dogs; signal dogs, or

other animals individually trained to do work or perform tasks for the benefit of an individual with a disability, or as provided by the Americans with Disabilities Act of 1990 (ADA), as amended. No person shall intentionally abandon a companion animal with the intent that it roam free. No person shall feed or leave food for wild animals or feral companion animals on Commission property or intentionally create or attempt to create a habitat for wild animals or feral companion animals on Commission property.

- I. Gambling - There shall be no gambling of any nature on the Airport except at any lawfully established betting or lottery office or facility as may be authorized by resolution of CRAC.
  
- J. Lost Articles - Persons finding or receiving lost articles shall deposit them at the Operations/ID and Badging Office within the Terminal Building.
  
- K. Tenant Structural Changes, Construction and Damage - Except as otherwise specifically provided in a written lease with the Commission, the following shall apply:
  - (1) No tenant, lessee or sub-lessee will be permitted to effect any structural alterations, additions or replacement construction of any type or any excavation, without prior written approval of the President and CEO, and until obtaining any applicable governmental permit.
  
  - (2) All tenants, lessees or sub-lessees on the Airport are required to conform to any applicable Henrico County codes and ordinances regarding building permits, licenses and regulatory fees. Site plans, construction plans, and typical items reviewed by Henrico County's Plan of Development (POD) process should be provided to the Commission prior to submission to Henrico County. In every case, Commission approval is required prior to the commencement of work and Commission requirements, as owner of the

Airport, may be more restrictive than County requirements. Tenants with Federal or state status which require construction approval of those agencies shall maintain close liaison with CRAC. Preliminary plans and specifications should be submitted to CRAC early in the planning stages. Final plans bearing proper signatures and designer seals, where appropriate, must be submitted for review prior to beginning construction. All required permits must be on display at the project site. The submission of "As-Built" plans to CRAC forty-five (45) days after project completion is required.

- (3) Tenants, lessees and sub-lessees are cautioned that they may be required to remove any unauthorized construction and restore the area to its original condition, at their cost.
  - (4) Tenants, lessees or sub-lessees shall be fully responsible for all damages to buildings, equipment, real property and appurtenances in the ownership or custody of CRAC caused by the acts or omissions of their employees, agents, customers, visitors, suppliers or persons with whom they do business.
  - (5) All tenants, lessees and sub-lessees shall maintain their leased property in working condition as to repair, cleanliness and general maintenance in a manner at least equal to the standard maintenance in similar areas of the Airport or in accordance to their individual lease agreements.
- L. Contractor's Use of the Airport - Any contractor, subcontractor, agent or person representing same shall prior to commencing activity on the Airport, secure the approval of and/or the necessary permits from the President and CEO and shall be subject to these Rules and Regulations and such security/safety agreements or regulations as the President and CEO may, from time to time, require including execution of a Security Contract. A minimum of forty-eight (48) hours' notice must

be provided to the Airport Operations Department by any contractor(s) prior to erection of any crane, or work within any runway safety area/clear zone or taxiway safety area at the Airport unless otherwise specifically provided pursuant to a written agreement with CRAC.

- M. Use of Landing Areas - Use of runways and taxiways is under the direct supervision of the President and CEO and no runway or taxiway or part thereof will be closed or opened by anyone other than the President and CEO or by the Airport Operations Personnel designated by the President and CEO for such actions. Provided, however, that FAA Air Traffic Control Tower personnel may close a runway or taxiway or part thereof if a condition is found to exist at any time which could endanger life or property by its continued use.
- N. Cargo Activity Reporting - Unless otherwise specifically provided pursuant to a written agreement with CRAC, all freight businesses (freight forwarders, cargo carriers, airlines and other entities handling cargo) must report to CRAC the following information for each activity:
- (1) Amount of cargo arriving Richmond International Airport by aircraft.
  - (2) Amount of cargo departing Richmond International Airport by aircraft.
  - (3) Amount of cargo arriving Richmond International Airport by over the road vehicles.
  - (4) Amount of cargo departing Richmond International Airport by over the road vehicles.
- O. Charter Aircraft Procedures - Businesses handling charter flight operations at Richmond International Airport are required to complete the Commission's Charter Activity Request Form prior to handling the charter flight. The form will be

completed in accordance with the policies and procedures set forth by CRAC. Failure to comply with the policies and procedures will result in the suspension of charter handling privileges.

P. Use of Roads and Walks -

- (1) No person shall travel on the Airport other than on such streets, sidewalks, runways, taxiways or other places provided for travel.
- (2) No person shall use the roads, walks, runways or taxiways in such a manner so as to hinder or obstruct their proper use, either by parking improperly or otherwise.

Q. Obstructions - No person(s), singly or in association with others, shall by his or their conduct, or by congregating with others, prevent any other person or persons lawfully entitled thereto from the use and enjoyment of the Airport and its facilities, specifically, the Terminal Building, sidewalks, gates, loading bridges and aircraft, or any part thereof, or prevent any other person or persons lawfully entitled thereto from passage from place to place, or through entrances, exits or passageways on the Airport.

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

R. Trespass - Any person who refuses to leave the Airport property after being requested by an Airport Police Officer or other Airport Official to do so shall be deemed to be trespassing.

- S. Free Speech Activities. The Commission adopts the *Standards and Regulations For Solicitation of Funds, Hand-Billing, Surveying, Picketing, Demonstrations and Other Expressive Activity*, as amended, that are attached to these Rules and Regulations as Appendix 1, and incorporates the same by reference as if fully set forth herein.
- T. RESERVED.
- U. Commercial Activity - No person shall engage in Commercial Activity on the Airport without the prior written approval of, and under terms and conditions prescribed by the President and CEO including, but not limited to, the payment of fees for lease of space and/or access rights. Access to CRAC property or activities on such property by Public Ground Transportation Vehicles including solicitation for passengers by the owners or operators of such vehicles or their agents shall be allowed only as provided in Part IV of these Rules and Regulations.
- V. Advertisements - No signs, placards, posters, advertisements, handbills, circulars or other printed or written matter shall be affixed to the walls, floor or ceiling of the Airport except in those areas designated by the President and CEO for such purposes and upon payment of reasonable rental fees for use of such space as determined by the President and CEO. No person shall affix leaflets or other advertising materials to any sign, tree, grounds, or other Airport property without the written permission of the President and CEO.
- W. Restricted Areas - Restricted Areas shall be entered only by:
- (1) Persons assigned to duty, in specifically designated areas displaying a valid CRAC-approved identification authorizing access into that specific area.
  - (2) Except to the extent otherwise excluded under these Rules and Regulations, other persons on Airport business when escorted by an



individual displaying a valid CRAC issued identification authorizing escort into that specific area.

X. Sanitation -

- (1) Garbage, papers and refuse or other material shall be placed in metal or plastic receptacles provided for that purpose and stored in an orderly and accessible manner.
- (2) Comfort stations shall be kept in a clean and sanitary manner.
- (3) No person shall keep uncovered trash containers in any area. No vehicle used for hauling trash, dirt, or any other materials shall be operated on the Airport unless approved by the President and CEO and unless such vehicle is constructed so as to prevent the contents thereof from dropping, sifting, leaking or otherwise escaping therefrom. Areas to be used for trash or garbage containers shall be designated by the President and CEO and no other areas shall be used. Such areas shall be kept clean and sanitary at all times.
- (4) There shall be no expectorating on the floors, walls or other surfaces of the buildings on the Airport.

Y. News Racks -

- (1) The President and CEO shall annually designate locations within and/or without the Terminal Building for the placement of News Racks ("Designated News Rack Locations"). Available space for News Racks shall be determined on an annual basis based on the following criteria:

- (a) Passenger flow requirements and safety and security considerations;
  - (b) Impact on revenue generation (including proximity to concessionaires selling newspapers and magazines); and
  - (c) Impact on essential operations, such as passenger loading, ticketing, baggage handling and security screening. A chart will be maintained to show the Designated News Rack Locations and the available spaces at each location.
- (2) News Racks will be permitted in the public areas of the Airport only in the Designated News Rack Locations. The President and CEO shall determine if News Racks shall be placed in the Designated News Rack Locations by the user of such racks or if such users shall instead use racks placed in the location by the Commission (“Commission Racks”).
- (3) Persons desiring to place News Racks within the Designated News Rack Locations or to utilize Commission Racks if so provided (“News Rack Applicants”) shall submit a written request including the following information:
- (a) Name of the publication and name and address of the publisher;
  - (b) Name, address and telephone number of a responsible agent of the publisher;
  - (c) Frequency of publication (i.e., daily, weekly, monthly, or other) and audited circulation per edition; and

- (d) Number and locations of News Rack spaces requested within the Designated News Rack Locations.
- (4) The President and CEO will allocate News Rack spaces within the Designated News Rack Locations to News Rack Applicants based on the following criteria in descending order:
- (a) The number of spaces requested by each requesting News Rack Applicant with preference being given to providing at least some News Rack space to each different publication for which News Rack space is requested.
  - (b) The number of days of publication each week, with preference being given to publications with the greatest frequency of publication.
  - (c) The circulation figures from the prior year, with preference being given to publications with higher circulation.
  - (d) Circulation figures from the prior year, with preference being given to publications with higher circulation.
- (5) Each News Rack Applicant assigned and utilizing one or more of the Designated News Rack Locations (“News Rack Designee”) shall pay a uniform fee established by the President and CEO which shall be based on the following:
- (a) A reasonable allocation of costs associated with the space utilized by the News Rack;
  - (b) Administrative costs to the Commission associated with the location and maintenance of News Rack space; and

- (c) A reasonable rate of return to contribute to the income of the Commission.
- (6) The President and CEO may require News Rack Designees, at their sole cost and expense, to relocate or withdraw from their assigned News Rack spaces in the event of a change in conditions, such as construction activities, matters of safety or security, interference with pedestrian access and flow, or as a result of the reallocation of News Rack spaces pursuant to paragraph 1 above.
- (7) News Rack Designees shall maintain their News Rack space in clean, neat and attractive condition, and in good working order to the extent they are allowed to provide their own racks. News Racks provided by News Rack Designees must conform to the Commission design standards for News Racks as promulgated by the President and CEO, which shall be based upon dimension restrictions of available space and other relevant factors affecting airport operations. Each News Rack Designee shall be responsible, at its sole cost and expense, for the installation, maintenance and removal of its own News Rack(s).
- (8) Failure of a News Rack Designee to (i) pay the fees as set forth in paragraph 5 within fifteen (15) days after notice and/or failure to keep the News Rack operational and/or (ii) to maintain the News Rack with a current supply of designated publications for a period of at least forty-five (45) days shall result in a termination of the right to use the assigned location for the remainder of the annual assignment period.
- (9) No News Rack shall be placed or maintained on the Airport in violation of this Section Y. News Rack Designees who fail to timely correct any such violation within ten (10) days of written notice will be denied the right to use the Commission racks if so provided and must promptly remove its

own News Rack(s) or the same will be removed and stored at the owners' expense. Any News Rack placed on the public areas of the Airport other than by a News Rack Designee shall be removed and, if such owner can be identified, such owner must retrieve the News Rack promptly after notice or the same will be stored at the owner's expense.

- Z. Consumption of Alcoholic Beverages - The consumption of alcoholic beverages on the Airport shall be restricted to areas of the Airport which are licensed by the Virginia ABC Board for alcohol consumption. No consumption of alcohol is permitted at any other location of the Airport unless approved in advance in writing by the President and CEO.
  
- AA. Controlled Substances - Controlled drugs and substances and drug paraphernalia found anywhere on Airport property shall be seized and turned in to state and/or federal authorities in conformity with state and federal law. Persons in possession of controlled substances and/or drug paraphernalia in violation of state or federal law shall be cited for violation of such laws.
  
- BB. FTZ Regulations - All FTZ, U.S. Customs, federal, state and local laws and regulations now in existence or hereinafter promulgated (including but not limited to, USC Title 19, 15CFR Part 400, 19 CFR Part 146, and the Harmonized Tariff Schedule of the United States), are hereby adopted and incorporated by reference as part of these Rules and Regulations.
  
- CC. FTZ Operations - All operators and users (persons or businesses) of Foreign-Trade Zone #207 shall comply fully with all FTZ Regulations.

### III.

#### **PEDESTRIAN AND MOTOR VEHICLE TRAFFIC**

- A. General - To provide for the maximum utilization of the Airport and the safety of Airport users, it is essential that CRAC properly administer and regulate the movement of pedestrians and motor vehicles and the parking of vehicles on both the AOA (airside) and the public movement (landside) areas of the Airport. To accomplish this task, CRAC has established administrative procedures for the regulation and enforcement of Airport parking and provides herein for the enforcement of moving violations and other pedestrian and traffic-related offenses proscribed by the statutes and regulations of the Commonwealth of Virginia, the ordinances of the County of Henrico, Virginia, and/or these Rules and Regulations. Airport Police Officers and other sworn law enforcement officers are authorized to issue a citation or summons to, or arrest, any person who violates the pedestrian, traffic, and/or motor vehicle laws, ordinances, or rules of the Commonwealth of Virginia, the County of Henrico, Virginia, or the Commission. Airport Police Officers and other sworn law enforcement officers are authorized also to issue a citation or summons to the registered owner or lessee of a motor vehicle that is in violation of the traffic and/or motor vehicle laws, ordinances, or rules of the Commonwealth of Virginia, the County of Henrico, Virginia, or the Commission.
- B. Pedestrians - Pedestrians shall obey signs and signals erected on highways and streets within Commission property for the direction and control of travel and traffic, and they shall obey the orders of Airport Police Officers engaged in directing travel and traffic on the highways and streets. Except in the case of an emergency, pedestrians shall cross the highways and streets located on Commission property only at designated and marked crosswalks.

C. Vehicles in Motion -

- (1) Motor Vehicle Code - Except as specifically modified herein, the provisions of the Motor Vehicle Code of Virginia, Title 46.2, as amended, and the Motor Vehicle Code of the County of Henrico, Chapter 22, as amended, dealing with motor vehicles in motion are incorporated by reference and violation of such provisions on CRAC property will be prosecuted through the Henrico County General District Court.
- (2) Traffic Signs and Signal Devices - CRAC shall erect or cause to be erected all necessary signs, markers and signal devices pertaining to pedestrian and motor vehicle traffic control within the boundaries of the Airport and such signs, markers or devices shall be prima facie evidence that they were erected or placed under proper authority. Where conditions preclude the use of post mounted traffic control signs, road surface markings shall have the same validity.
- (3) Yielding to Pedestrians - The operator of any vehicle shall yield the right-of-way to a pedestrian who crosses within a marked pedestrian crosswalk, except where the movement of traffic is being otherwise actively regulated by Airport Police Officers, Airport Operations Personnel or traffic control devices. The driver of a vehicle must exercise due care for the safety of any pedestrian upon a roadway.
- (4) Restricted Lanes - The President and CEO may designate selected lanes or roadways as restricted ground transportation vehicle traffic and parking, and other lanes or roadways restricted to private vehicle use.
- (5) Driving Under Influence - No person under the influence of intoxicating liquors or drugs shall operate any motor vehicle on the Airport.

- (6) Reckless Driving - Irrespective of the maximum speeds permitted by law, a person who operates any motor vehicle anywhere on CRAC property at a speed or in a manner so as to endanger the life, limb, or property of any person shall be deemed to have engaged in reckless driving to the same extent as if the same had occurred on the streets of the Commonwealth in violation of Virginia Code § 46.2-852; provided, however, that under the circumstances set forth in Virginia Code § 46.2-869 the charges may be reduced to improper driving.

D. Airport Parking –

- (1) General Parking Provisions - Use of Airport public parking facilities including parking lots, garages and meter parking shall be in accordance with the following:
  - (a) Parking in any public parking area, as established by the President and CEO, from time to time, shall be limited to those displaying or in possession of a valid parking ticket or permit issued or approved by CRAC permitting parking in such area. Parking in any reserved parking area, as established by the President and CEO, from time to time, where entry thereto is limited by a CRAC approved control device shall be limited to those possessing a valid parking ticket or entry device issued or approved by CRAC. Government-issued photo identification (Driver's License) must be presented to parking authorities upon exit by any driver with a lost ticket or permit claim, who shall be responsible for parking charges or a lost ticket fee. Every such vehicle shall be parked only in a designated parking space or area if specifically assigned to it. Vehicles parked in more than one parking space will be charged the daily parking rate for each space or partial space occupied. Vehicles parked longer than 60 days in any airport public parking facility (including CRAC designated



employee and crew parking lots) are considered abandoned and are subject to relocation to a designated vehicle storage area. The vehicle may be seized and sold for any unpaid parking charges.

- (b) No motor vehicle shall be parked along the roadways of the Airport except where so marked for parking. Vehicles shall be parked in marked spaces only and no person shall park a motor vehicle in such a manner as to occupy more than one space.
- (c) All vehicles owned, leased or operated by tenants, lessees, sub-lessees or contractors for tenants, lessees or sub-lessees shall be parked within the tenant leased areas, or in other parking facilities as may be approved by the President and CEO. Tenants must make adequate provisions to prevent unauthorized parking in their facilities using control procedures which shall be approved by the President and CEO. Vehicular parking in tenant areas, not, in accordance with procedures approved by the President and CEO shall be considered to be a parking violation subject to enforcement actions.

Parking within the AOA/SIDA shall be restricted to ground service equipment and other vehicles as authorized by the President and CEO under the terms and conditions as provided in Parts VIII and IX below.

- (d) No person shall stop a motor vehicle for loading, unloading or any other purpose on the Airport other than in areas specifically designed for such use and only in the manner prescribed by signs, lines and other means provided. Stopping at the curbside of the Terminal Building shall be restricted specifically to private vehicles and Commission-owned vehicles, and the loading and unloading of passengers and their baggage. During high security conditions,

loading/unloading at the Terminal curbside may be restricted. Unattended vehicles shall be cited and may be towed away in accordance with paragraph (e) below. Drivers of Public Ground Transportation Vehicles shall park such vehicles only in such locations as provided in Part IV below.

- (e) Airport Police Officers or other designated CRAC employees may relocate or cause to be removed from any restricted or reserved areas, any roadway or right-of-way, or any other area on the Airport, any vehicle which is disabled, abandoned or illegally or improperly parked, or which creates a safety hazard or interferes with Airport operations or otherwise parked in violation of these Rules and Regulations. Any such vehicle may be relocated or removed by Airport Police or other designated CRAC employees by towing or otherwise, to a designated vehicle storage area until called for by the owner of the vehicle or his agent, provided that in the event of such relocation/removal and/or storage, the owner of the vehicle shall be responsible for a reasonable charge for its relocation/removal and storage. CRAC shall not be liable for damage to any vehicle or loss of personal property which might result from the act of removal.
  
- (f) No person shall operate a motorized vehicle of any kind on the roadways of the Airport unless possessing a valid operator's license or commercial driver's license. If the type of vehicle operated would require the operator of the vehicle to possess a commercial driver's license if operated on the public highways of Virginia, then said operator must possess a valid commercial driver's license when operating this vehicle on the roadways of the Airport. The Operations Department may waive the commercial licensing requirements for vehicles operated solely within the AOA/SIDA.

- (g) Every slow moving vehicle, equipment or machinery designed for use and speeds of less than twenty-five (25) miles per hour being operated on Airport roadways shall be equipped with and display a triangular slow moving vehicle emblem mounted on the rear, or in case of towed units, on the rearmost unit being towed.
- (h) No person shall sleep in vehicles parked at the Airport.
- (i) The Airport reserves the right to relocate a vehicle parked in Airport parking facilities to comparable Airport parking facilities to protect Airport or personal property or to facilitate necessary repairs or construction.

(2) Specific Parking Provisions -

- (a) Prohibited in Specific Places - It shall be a violation of these Rules and Regulations, and subject to enforcement action, for any person to stop, stand or park a vehicle, except in compliance with the directions of a Police Officer or traffic control device, in any of the following places:
  - (i) On a sidewalk.
  - (ii) In front of a public or private driveway.
  - (iii) Within an intersection.
  - (iv) Within fifteen feet of a fire hydrant.
  - (v) In or within fifteen feet of a pedestrian crosswalk.

- (vi) Within twenty feet from the intersection of curb lines or, if none, then within fifteen feet of the intersection of property lines at an intersection of roadways.
  - (vii) Within fifty feet of the nearest rail of a railroad grade crossing.
  - (viii) Within fifteen feet of the driveway entrance to any fire station or within fifteen feet of the entrance to a building housing rescue squad equipment or ambulances; provided, that such buildings are plainly designated.
  - (ix) Alongside or opposite any street or airfield excavation or obstruction when such parking would obstruct traffic or produce a hazard to aircraft operations.
  - (x) On the roadway side of any vehicle parked at the edge of curb of a roadway.
  - (xi) At any place beyond posted time limit.
  - (xii) At any place where official signs or pavement markings prohibit parking.
  - (xiii) Within 10 feet of any perimeter security fence or wall.
- (b) Airport Police may move a vehicle out of a prohibited area or away from a curb or start or cause to be started the motor of any vehicle in order to move it when necessary in the performance of their duties. This includes a vehicle parked at any location which is deemed to present a security hazard.

- (c) This section shall not apply to police, safety, rescue, fire or Airport service vehicles temporarily parked.
- (d) Parking Privileges for Disabled or Handicapped Persons — Only persons displaying current license plates or signs issued or approved by the Department of Motor Vehicles of the Commonwealth or of another state for disabled or handicapped persons shall park in spaces designated for use by such persons. No person shall willfully and falsely represent himself as having the qualifications to obtain special plates or unlawfully park in a parking space reserved for the disabled or handicapped.
- (e) Parking Vehicles Without Current Tags - It shall be unlawful to park any vehicle not having current license plates.
- (f) Angle and Parallel Parking - Unless markings are present, it shall be unlawful for any person to park any motor vehicle or other automotive equipment other than parallel to the curb or edge of the roadway.

The provisions of this section shall not apply to motorcycles when parked with rear wheel next to the curb or edge of the roadway in a manner that does not obstruct moving traffic.

- (g) Parking on Tenant Leased Areas - No person shall stop, stand or park a vehicle on any tenant leased areas without the express or implied consent of the owner thereof.
- (h) Stopping on Airport Roadways Generally -
  - (i) No vehicle shall be stopped in such a manner as to impede or render dangerous the use of the roadways by others, except

in the case of an emergency as the result of an accident or mechanical breakdown; in which case emergency flashing lights of such vehicle shall be turned on if the vehicle is equipped with such lights and such lights are operating; and a report shall be made to the nearest Airport Police Officer as soon as practicable and the vehicle shall be removed from the roadway to the shoulder without unnecessary delay; and, if said vehicle is not promptly removed, such removal may be ordered by an Airport Police Officer at the expense of the owner, if the disabled vehicle creates a traffic or security hazard.

- (ii) No vehicle shall be stopped except close to and parallel to the right-hand edge of the curb or roadway; except, that a vehicle may be stopped close to and parallel to the left-hand curb or edge of the roadway on one-way streets or may be parked at an angle where permitted in accordance with Part III, Section C. 2. (f) above.
  
- (iii) No vehicle shall be stopped at or in the vicinity of a fire, vehicle or aircraft accident or other area of an emergency in such a manner as to create a traffic hazard or interfere with the necessary procedures of police, safety, firefighters, rescue workers or others whose duty it is to deal with such emergencies. Any vehicle found unlawfully parked in the vicinity of such fire, accident or area of emergency, may be removed by order of the Airport Police at the expense of the owner if such vehicle creates a traffic hazard or interferes with the necessary procedures of police, firemen, rescue workers or others whose assigned duty is to deal with such emergencies. Vehicles being used by credentialed media,

such as newspaper, radio and television, when being used for the gathering of news, shall be exempt from the provisions of this section if parked in a designated area, except when actually obstructing police, firefighters and rescue workers dealing with emergencies or creating a traffic hazard.

- (i) Use of Loading Zones - Where a loading or unloading zone has been set apart by the President and CEO the following regulation shall apply with respect to the use of such areas:
  - (i) No person shall stop, stand or park a vehicle for any purpose or length of time, other than for the purpose of and while actively engaged in loading or unloading passengers and/or baggage. Drivers of Public Ground Transportation Vehicles shall park such vehicles only in such locations as provided in Part IV below and identified by posted signage. During high security conditions, use of loading/unloading zones in the vicinity of the terminal building may be further restricted.
- (j) Use of Bus Stops and Taxicab Stands - When a bus stop or taxicab stand has been established by the President and CEO, no person shall stop, stand or park a vehicle other than a bus in a bus stop, or other than a taxicab in a taxicab stand when such stop or stand has been officially designated and identified with appropriate signs. Drivers of buses and taxicabs shall use Bus Stops and Taxicab Stands only in accordance with the provisions in Part IV below.
- (k) Removal and Disposition of Vehicle Unlawfully Parked - Any operator or lessee of any parking lot or parking area at the Airport may cause any motor vehicle improperly parked or other vehicle occupying such lot or area thereof without the permission of such

operator or lessee to be relocated or removed, by towing or otherwise, to a designated vehicle storage area for storage until called for by the owner of the vehicle or his agent; provided, that notice of such action shall be first or simultaneously therewith given to the Airport Police Department; and provided that in the event of such removal and storage, the owner of the vehicle involved shall be responsible for its removal and storage. This section shall not apply to police, safety, rescue, fire or Airport service vehicles or where a vehicle shall, because of a motor vehicle accident or other emergency, be parked or left temporarily upon the property of another.

- (l) Issuance of Citations and Summons for Illegally Parked Vehicles and Trailers - Airport Police finding any motor vehicle, trailer or semi-trailer parked or stopped in violation of any of the restrictions imposed by these Rules and Regulations shall take its license number and may request and record any other available or displayed information which identifies its registered owner, lessee, operator, or user. Airport Police may conspicuously affix to such vehicle, trailer or semi-trailer, or deliver to the registered owner, lessee, operator, or user then present a parking violation notice (citation) on a form provided by the Commission. The affixing of the citation shall constitute prima facie evidence that the registered owner, lessee, operator, or user received notice of the violation. Alternatively, Airport Police may issue and deliver a summons to the registered owner, lessee, operator, or user then present with the motor vehicle, trailer or semi-trailer. The Airport Police Officer may have the illegally parked vehicle, trailer, or semi-trailer removed by towing as provided herein.



- (m) Removal/Booting of Vehicle with Outstanding Parking Fines - Any vehicle found on Airport Property against which there are three or more unpaid or otherwise unsettled airport parking violation notices (citations) shall be immobilized or removed by towing by any officer of the Airport Police Department. Owner may obtain the vehicle only after payment of all outstanding parking fines, booting and/or towing fees, and storage fees.
  
- E. Enforcement of Motor Vehicle Traffic Regulations - Airport Police may issue citations, immobilize or cause to be removed by towing, vehicles in violation of these Rules and Regulations. Additionally, Airport Police Officers may enforce other motor vehicle regulations of the Commonwealth of Virginia and the County of Henrico as required, including arrest, if necessary. Fines and penalties for violation of these provisions shall be in the same manner as if the violations had occurred on the public roadways of the county in which the Airport exists.
  
- F. Motor Vehicle Accidents - All motor vehicle accidents occurring on Airport property shall be immediately reported to the Airport Communications Center. All motor vehicle accidents occurring on Airport property will be investigated by the Airport Police Department or by another appropriate law enforcement agency when requested to do so by the Airport Police Department.
  
- G. Abandoned Motor Vehicles -
  - (1) Definitions. Capitalized terms used in this section that are defined in Section I, Definitions, shall have the same meaning as provided therein. The following additional words, terms, and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Abandoned motor vehicle - a motor vehicle that:

- (a) Is parked longer than sixty (60) days in or on any Airport public parking facility or lot, including CRAC designated employee and crew parking lots; or
- (b) Is inoperable and is left unattended on Airport property for more than 48 hours. A vehicle is inoperable if it:
  - Displays a state inspection sticker that has been expired for more than sixty (60) days and/or displays an expired state vehicle registration; or
  - The vehicle is obviously inoperable due to mechanical defect or other cause;or
- (c) Is left unattended on the shoulder of a road or highway within or on Airport property.

Commissioner - The Commissioner of the Virginia Department of Motor Vehicles.

Demolisher - As defined by Section 46.2-1600 of the Code of Virginia, as amended.

Department - The Virginia Department of Motor Vehicles.

Licensee – As defined by Section 46.2-1600 of the Code of Virginia, as amended.

Motor vehicle - Any motor vehicle, trailer, or semitrailer.

Scrap metal processor – As defined by Section 46.2-1600 of the Code of Virginia, as amended.

Vehicle Removal Certificate - As defined by Section 46.2-1200 of the Code of Virginia, as amended.

- (2) Abandoning motor vehicles prohibited; civil penalty.
- (a) No person shall cause any motor vehicle to become an abandoned motor vehicle as defined herein. In any prosecution for a violation of this section, proof that the defendant was, at the time that the vehicle was found abandoned, the owner of the vehicle shall constitute in evidence a rebuttable presumption that the owner was the person who committed the violation. Such presumption, however, shall not arise if the owner of the vehicle provided notice to the Department as provided in Code of Virginia, § 46.2-604, as amended, that he had sold or otherwise transferred the ownership of the vehicle.
- (b) Any violation of this Part III, Section G. relating to abandoned motor vehicles shall be charged, tried, and punished in the same manner as if it had been committed on the roadways of, or within, the County of Henrico, Virginia.
- (3) Authority to take vehicles into custody. CRAC's Director of Public Safety or its chief of police may cause to be taken into custody any abandoned motor vehicle. In such connection, CRAC may employ its own personnel, equipment and facilities or hire persons, equipment and facilities or firms or corporations that may be independent contractors for the purpose of removing, preserving, storing and selling at public auction abandoned motor vehicles. For the purposes of this section, the term "public auction" shall include an Internet sale by auction.
- (4) Responsibility to initiate search for owner and/or lienholder.
- (a) Any person in possession of an abandoned motor vehicle shall initiate with the Department, in a manner prescribed by the Commissioner, a search for the owner and/or lienholder of record of the vehicle, requesting the name and address of the owner of record of the motor vehicle and all persons having security interests in the

motor vehicle on record in the office of the Department, describing, if ascertainable, the motor vehicle by year, make, model, and vehicle identification number.

- (b) The Department shall check its own records, the records of a nationally recognized crime database, and records of a nationally recognized motor vehicle title database for owner and lienholder information. If a vehicle has been reported as stolen, the Department shall notify the appropriate law-enforcement agency of that fact. If a vehicle has been found to have been titled in another jurisdiction, the Department shall notify the applicant of that jurisdiction. In cases of motor vehicles titled in other jurisdictions, the Commissioner shall issue certificates of title on proof satisfactory to the Commissioner that the persons required to be notified by registered or certified mail have received actual notice fully containing the information required by this section.
- (c) Pursuant to Section 46.2-1202, Code of Virginia, as amended, if the Department confirms owner or lienholder information, the Department shall notify the owner, at the last known address of record, and lienholder, at the last known address of record, of the notice of interest in their vehicle, by certified mail, return receipt requested, and advise them to reclaim and remove the vehicle within 15 days from the date of notice. Such notice, when sent in accordance with these requirements, shall be sufficient regardless of whether or not it was ever received. Following the notice required in this subsection, if the motor vehicle remains unclaimed, the owner and all persons having security interests in the motor vehicle shall have waived all right, title, and interest in the motor vehicle.
- (d) If records of the Department contain no address for the owner or no address of any person shown by the Department's records to have a

security interest, or if the identity and addresses of the owner and all persons having security interests cannot be determined with reasonable certainty, the person in possession of the abandoned motor vehicle shall obtain from the Department in a manner prescribed by the Commissioner, a vehicle removal certificate. The vehicle may be sold or transferred to a licensee or a scrap metal processor.

- (e) Whenever a vehicle is shown by the Department's records to be owned by a person who has indicated that he is on active military duty or service, the Department shall notify the requestor of such information. Any person having an interest in such vehicle under the provisions of this article shall comply with the provisions of the federal Servicemembers Civil Relief Act (50 USC 501 et seq.).

(5) Vehicle removal certificates.

- (a) The person in possession of an abandoned motor vehicle shall obtain from the Department in a manner prescribed by the Commissioner, a Vehicle Removal Certificate. The vehicle may be sold or transferred to a licensee or a scrap metal processor.
- (b) If the person in possession of an abandoned motor vehicle desires to obtain title to the vehicle, that person shall post notice for at least 21 days of his intent to auction the motor vehicle. Postings of intent shall be in an electronic manner prescribed by the Commissioner who shall also ensure that written notice of intent is provided in public locations throughout the Commonwealth. If the Department confirms a lien, the person proposing the sale of the motor vehicle shall notify the lienholder of record, by certified mail, at the address on the certificate of title of the time and place of the proposed sale ten (10) days prior thereto.

- (c) A purchaser of the motor vehicle may apply for a title upon payment of the applicable fees and taxes, and by supplying the Department with the completed Vehicle Removal Certificate and the transcript from the Department that indicates that the Department has no record of the abandoned motor vehicle.
- (6) Sale of vehicle at public auction; disposition of proceeds. If an abandoned motor vehicle is not reclaimed as provided in Part III, Section G. 4. above, the person in possession of the abandoned motor vehicle may sell the motor vehicle at public auction pursuant to and in compliance with the provisions of Section 46.2-1203, Code of Virginia, as amended. From the proceeds of the sale of an abandoned motor vehicle, the seller of the abandoned motor vehicle shall reimburse itself for the expenses of the auction, the cost of towing, preserving, and storing the vehicle which resulted from placing the abandoned motor vehicle in custody, and all notice and publication costs incurred pursuant to this section. Any remainder from the proceeds of a sale shall be paid to CRAC for its unpaid parking charges, if any. The proceeds of the sale remaining after such payments to the seller of the abandoned motor vehicle and CRAC shall be held for the owner of the abandoned motor vehicle or any person having security interests in the vehicle, as their interests may appear, for sixty (60) days, and then be deposited into the treasury of CRAC.
- (7) Surrender of certificate of title by demolisher; records to be kept by demolishers.
  - (a) No demolisher or scrap metal processor who purchases or otherwise acquires a motor vehicle for wrecking, dismantling, or demolition shall be required to obtain a certificate of title for the motor vehicle in his own name. After the motor vehicle has been demolished, processed, or changed so that it physically is no longer a motor vehicle, the demolisher or scrap metal processor shall surrender to

the Department for cancellation the certificate of title, Vehicle Removal Certificate, properly executed vehicle disposition history, or sales receipt from a foreign jurisdiction for the vehicle.

- (b) Demolishers and scrap metal processors shall keep accurate and complete records, in accordance with Code of Virginia, § 46.2-1608, of all motor vehicles purchased or received by them in the course of their business. Demolishers and scrap metal processors shall also collect and verify:
  - (1) The towing company's name and, if applicable, the license number issued to the towing company by the Virginia Board for Towing and Recovery Operators,
  - (2) One of the ownership or possession documents set out in this section following verification of its accuracy; and
  - (3) The driver's license of the person delivering the motor vehicle.
- (c) If the delivering vehicle does not possess a license number issued by the Virginia Board for Towing and Recovery Operators, the license plate number of the vehicle that delivered the motor vehicle or scrap shall also be collected and maintained.
- (d) In addition, a photocopy or electronic copy of the appropriate ownership document or a Vehicle Removal Certificate presented by the customer shall be maintained. Ownership documents shall consist of either a motor vehicle title or a sales receipt from a foreign jurisdiction or a vehicle disposition history. These records shall be maintained in a permanent ledger in a manner acceptable to the Department at the place of business or at another readily accessible and secure location within the Commonwealth for at least five years. The personal identifying information contained within these records shall be protected from unauthorized disclosure through the ultimate

destruction of the information. Disclosure of personal identifying information by anyone other than the Department is subject to the Driver's Privacy Protection Act (18 USC 2721 et seq.).

- (e) If requested by a CRAC Airport Police Officer or other law enforcement officer, a licensee or scrap metal processor shall make available, during regular business hours, a report of all the purchases of motor vehicles. Each report shall include the information set out in this section and be available electronically or in an agreed-upon format. Any person who violates any provision of this chapter or who falsifies any of the information required to be maintained by this article shall be guilty of a Class 3 misdemeanor for the first offense. Any licensee or scrap metal processor who is found guilty of second or subsequent violations shall be guilty of a Class 1 misdemeanor.
  
- (f) If the vehicle identification number has been altered, is missing, or appears to have been otherwise tampered with, the demolisher or scrap metal processor shall take no further action with regard to the vehicle except to safeguard it in its then-existing condition and shall promptly notify the Department. In no event shall the motor vehicle be disassembled, demolished, processed, or otherwise modified or removed prior to authorization by the Department. If the vehicle is a motorcycle, the demolisher or scrap metal processor shall cause to be noted on the title or salvage certificate, certifying on the face of the document, in addition to the above requirements, the frame number of the motorcycle and motor number, if available.



#### IV.

#### **PUBLIC GROUND TRANSPORTATION VEHICLES**

Public Ground Transportation Vehicles may load and unload passengers on CRAC property only upon the following conditions:

- A. General - Public Ground Transportation Vehicles may be Contract Vehicles, Non-Contract Vehicles, or vehicles of governmental or non-profit entities transporting persons and/or property to or from the Airport.

“Contract Vehicles” are Public Ground Transportation Vehicles covered by a written agreement with CRAC governing the operation of such vehicle at the Airport and providing, among other things, the following minimum requirements: a vehicle access fee; minimum qualifications of owners and drivers; regulation of activities on CRAC property; indemnification of CRAC for actions of the owner, the owner’s employees or agents, or the operator of such vehicle; and provisions for breach and default. Contract Vehicles must display a current decal issued by the President and CEO for such vehicle, pursuant to the terms of the agreement. Contract Vehicles may pick up (load) passengers at the Airport or park in areas designated under these Rules and Regulations for vehicle holding and loading. CRAC reserves the right to refuse to enter into an agreement and to issue a decal when it has determined to make exclusive or limited a class or classes of permitted Public Ground Transportation Vehicles pursuant to the authority in CRAC’s enabling legislation.

“Non-Contract Vehicles” are Public Ground Transportation Vehicles that are not covered by a written agreement with CRAC. Non-Contract Vehicles may only pick up prearranged fare passengers as defined in Part IV, Section I below, or pick up goods, and may load only in designated prearranged pick up areas and in compliance with Part IV, Section L below. Non-Contract Vehicles must pay the

Non-Contract Vehicle access fees as established by the Commission from time to time.

Vehicles of governmental or non-profit entities transporting persons and/or property to or from the Airport are not required to enter into an agreement between the owner of the vehicle and the Airport, and are not required to pay access fees.

- B. Loading and Unloading Locations - Loading, unloading, and holding of Public Ground Transportation Vehicles shall be only in designated vehicle traffic lanes and at such areas designated by the President and CEO for particular types of Public Ground Transportation Vehicles and as identified by posted signage. Public Ground Transportation Vehicles may not dwell or be held (i) on public parking areas, including cell phone waiting lots, or (ii) on or adjacent to access roads east of Airport Drive, unless such areas are specifically designated as a commercial lane or for parking by Public Ground Transportation Vehicles.
- C. Authority of Ground Transportation Supervisory Personnel - Loading, unloading, and holding of Public Ground Transportation Vehicles shall be under the direction of Ground Transportation Supervisory Personnel who shall have the authority to send Public Ground Transportation Vehicles to the end of their respective holding areas or to leave the loading, unloading or holding areas for failure of such drivers of such vehicles to abide by these Rules and Regulations and/or the terms of any agreement between CRAC and the owner of drivers' vehicles. Ground Transportation Supervisory Personnel shall have the authority to require a Public Ground Transportation Vehicle in violation of these Rules and Regulations to leave CRAC property. Failure of a driver of a Public Ground Transportation Vehicle who has violated these Rules and Regulations and/or the terms of the agreement between CRAC and the owner of driver's vehicle to move such vehicle, after being ordered by Ground Transportation Supervisory Personnel to do so, shall constitute an additional violation of these Rules and Regulations and subject the operator to arrest for trespassing.

- D. Proximity - Drivers of Public Ground Transportation Vehicles, unless otherwise permitted under the terms of a written agreement with CRAC, shall park in areas designated for vehicle holding and for loading or unloading of passengers and baggage, and shall remain in or by their vehicles except in the case of emergency or when loading or unloading baggage at the request of the passenger.
  
- E. Conduct - Drivers of Public Ground Transportation Vehicles shall not congregate with other drivers or loiter in the baggage claim areas or any other parts of the Terminal Building nor on the sidewalks adjacent thereto. Drivers of Public Ground Transportation Vehicles shall not: engage in boisterous or rowdy conduct; employ profanity or loud or abusive language in conversation with customers, other drivers, or any other person; perform mechanical service or repairs on vehicles on CRAC property; or litter the buildings, grounds, or sidewalks.
  
- F. Soliciting – Drivers of Public Ground Transportation Vehicles shall not solicit business in any form, including in-person, by signage, or through digital or electronic means, anywhere on Airport premises other than by approved signs or except as otherwise provided in the agreement between the vehicle’s owner and CRAC. Signs advertising such businesses and affixed to the Terminal Building walls or ceilings shall be allowed in those areas designated by the President and CEO for such purposes and upon payment of reasonable rental fees for use of such space as determined by the President and CEO.
  
- G. "First In - First Out" - Taxi drivers parking in those areas designated under these Rules and Regulations for walk-up taxi loading and taxi holding shall enter and depart on a "first vehicle in, first vehicle out" basis and shall move their vehicles up in line promptly when space is available in order not to block the line.
  
- H. Passenger Services - Drivers of walk-up taxis and TNC Partners shall accept any passenger desiring such services regardless of destination provided such person

is orderly, except where (1) passengers to be transported include a child who is required by law to be in a child restraint in such vehicle and such seat is not available, and/or (2) when it may be physically detrimental to such vehicle or driver or passenger to travel to the requested destination. Not more than one passenger shall be transported at one time in a taxi or TNC Partner Vehicle unless two or more passengers have made known to the driver or to Ground Transportation Supervisory Personnel that they are traveling together.

- I. Prearranged Fares - Drivers of Public Ground Transportation Vehicles engaging in prearranged vehicle service at the Airport shall carry in each vehicle and present, upon request, to Ground Transportation Supervisory Personnel a trip sheet, contract order, waybill, or other physical or electronic record of a ride in progress sufficient to establish that it was prearranged. To the extent that the trip records are contained on electronic devices, TNC drivers are not required to relinquish custody of the devices in order to make the required display. Additionally, such drivers shall display on the vehicle the decal issued by CRAC pursuant to Part IV, Section A, or shall carry and present upon request the receipt for the applicable access fee paid by the driver to pick up the passenger as described in Part IV, Section K below. Drivers shall park their vehicles within the area designated for such vehicles and within such time limits as provided in any agreement with CRAC or otherwise by the President and CEO. Such drivers shall carry only prearranged fare passengers when loading at the area designated for such purposes.
  
- J. Breach and Default - If an agreement to operate Public Ground Transportation Vehicles shall be terminated by reason of breach of such agreement by the owner, such owner shall immediately cease operation of such vehicles at the Airport. Such owner shall be eligible to enter into a new agreement no sooner than the time limitation set forth in the prior agreement or if one is not so provided then no sooner than one hundred eighty (180) days after termination of the previous agreement and only (1) upon presentation of evidence to the President and CEO that the

actions creating the prior breach have been cured and (2) upon posting a performance bond in the amount established by the President and CEO.

K. Access Fees - When CRAC has established access fees per trip for any class of Public Ground Transportation Vehicles, the driver of a vehicle within such class shall pay any such access fee upon picking up a passenger(s) or goods at the designated area or in such other manner as may be required by the President and CEO. Where prior deposit at a mechanical or electronic device or facility is required, it shall be a violation of these Rules and Regulations for the driver of a Public Ground Transportation Vehicle to pick up a passenger(s) or goods at the Airport without having first gone through the designated device or facility and/or depositing the applicable access fee and receiving a receipt thereof. The driver shall maintain such receipt in his possession, subject to inspection by Ground Transportation Supervisory Personnel or Airport Police Officers while at the Airport for the trip for which such receipt was received. Any unauthorized use or transfer of any Airport issued decal, permit, payment card or electronic access device issued with respect to a particular Public Ground Transportation Vehicle will result in forfeiture or seizure of such decal, permit, payment card, or electronic access device by authorized CRAC personnel.

L. Non-Contract Vehicles – Non-Contract Vehicles may carry only Pre-arranged Fares, and may park in areas designated under these Rules and Regulations for vehicle loading only with a confirmed Prearranged Fare. Prior to loading Pre-arranged Fares, Non-Contract Vehicles must pay or make satisfactory arrangements with the President and CEO to pay the applicable access fees set from time to time by CRAC.

While on Airport property, Non-Contract Vehicles must carry evidence of all insurance and display a plainly visible marking identifying the operator or TNC Platform under which the vehicle is being operated. In addition to any criminal penalties assessed for violation of these Rules and Regulations, the owner or

operator of a Non-contract Vehicle shall be subject to a civil action for collection of any unpaid access fees required hereunder.

- M. Off-Airport Parking Services - Any person or entity that is the owner or operator of an off-Airport business that offers vehicle parking to Airport passengers and transports passengers between the Airport and such parking location, using its own transportation services, the transportation services of a third party, or the passengers' own vehicles, shall be deemed to be the owner or operator of a Public Ground Transportation Vehicle subject to these Rules and Regulations, and, in the absence of a contract with CRAC, shall be subject to Non-Contract Vehicle access fees as established hereunder.
  
- N. Hotel/Motel Courtesy Vehicles – Courtesy Vehicles operated by or on behalf of hotels and motels may be used only to transport persons from the Airport to the hotel or motel for the purpose of allowing them to register as guests and from the hotel or motel to the Airport on the day following their last night's stay and otherwise subject to the terms of a courtesy vehicle concessionaire agreement with CRAC. Transporting other Airport passengers on the courtesy vehicle is in violation of these Rules and Regulations. Hotel and motel courtesy vehicles shall not be used to transport persons from the Airport to their personal vehicles parked in the hotel or motel parking lot where the hotel or motel operator has agreed that such passenger may park in their lot for more than one day following the last day of occupancy of the passenger at the hotel or motel.
  
- O. General Vehicle Safety, Maintenance and Inspection - Any person entering an agreement with the Commission to operate a Public Ground Transportation Vehicle at the Airport shall be responsible to maintain the vehicle in a clean condition both on the exterior and interior; to maintain the vehicle in compliance with applicable laws, rules and regulations; and to have a vehicle maintenance program in accordance with the vehicle manufacturer's warranty specifications. Such vehicle operated at the Airport shall be available for inspection as requested.

V.

**FIRE HAZARDS**

- A. Fire Prevention – On all property owned by CRAC, each person or business shall comply with the provisions of the Virginia Statewide Fire Prevention Code (SFPC), the Uniform Statewide Building Code (USBC) as adopted and amended by the Virginia Board of Housing and Community Development, appropriate National Fire Protection Association (NFPA) Standards, FAA Part 139 regulations, and 150 series Advisory Circulars.
  
- B. Cleaning of Aircraft - No person shall use flammable volatile liquids in the cleaning of aircraft, aircraft engines, propellers and appliances unless such cleaning operations are conducted outside of buildings or structures or in a room specifically adapted for that purpose. Such room shall be properly ventilated, and equipped by the owner or lessee with adequate and readily accessible fire extinguishing apparatus.
  
- C. Open Flame Operations - No person shall conduct any open flame operations without specific approval of the President and CEO or designee and having obtained a Hot Work Permit from CRAC.
  
- D. Storage - No person shall store or stock material or equipment in such manner as to constitute a fire hazard.
  
- E. Storage of Flammable Material - No person shall keep, store or discard any flammable liquids, gases, signal flares or other similar material in the hangars or in any building on the Airport; provided, that such materials may be kept in aircraft in the proper receptacles installed in the aircraft for such purpose, or in rooms or areas specifically approved in writing for such storage by the President and CEO and in compliance with Part VI.

- F. Lubricating Oils - No person shall keep or store lubricating oils in hangars; provided that such material may be kept in the proper receptacles installed in the aircraft for such purposes or in containers provided with suitable draw-off devices, or in rooms or areas specifically approved in writing for such storage by the President and CEO.
- G. Waste - Operators of buildings shall provide suitable safety cans (metal receptacles with self-closing covers) for the storage of oily wastes, fuels, rags and other rubbish. Gas cans must be safety approved receptacles with self-closing lids.
- H. Cleaning Fluids - No person shall use flammable substances for cleaning floors in the hangars or in other buildings on the Airport.
- I. Floor Care - The floors of hangars and terminal aprons and areas adjacent thereto shall be kept free and clear of oil, grease and other flammable material.
- J. Painting - Painting processes shall be conducted only in designated and properly ventilated rooms or buildings which shall meet all applicable federal, state, and local requirements and shall have been approved for such purpose in writing by the President and CEO.
- K. Heating Appliances - All heating equipment and fuel-burning appliances installed on the Airport shall comply with the requirements of the SFPC.
- L. Fire Fighting Appliances - All buildings on the Airport shall be provided by the operator thereof with properly charged firefighting appliances as required by the SFPC.
- M. Fire Fighting Apparatus and Equipment - Rules Governing - No person shall obstruct or interfere with the free and unrestricted access to or use of any fire



extinguisher, fire hose, fire hydrant or fire alarm, or any part of any fire extinguisher or protective equipment, or any other firefighting apparatus installed in or located upon CRAC property, and no person shall remove, or in any manner destroy any fire extinguisher, fire hose, fire hydrant or fire alarm, or any part of any fire extinguisher or protective equipment, sprinkler system, or any other firefighting apparatus installed in, or located upon CRAC property, except for the prevention or extinguishment of fire; provided, however, that nothing herein contained shall prevent the making of necessary repairs or tests by any duly authorized person.

- N. Smoking/Burning - Smoking is prohibited within the Terminal Building except in designated smoking areas. Smoking is prohibited in the AOA/SIDA, except in approved designated smoking areas. No smoking is permitted within any hangar or shop area and no smoking is permitted within fifty feet of any aircraft. Open burning of debris or any material is prohibited on Airport property.
  
- O. Inspection and Enforcement - Inspection of and for all fire hazards shall be done in accordance with SFPC and may be enforced by the Airport Aircraft Rescue and Firefighting Department (ARFF).

## VI.

### **ENVIRONMENTAL PROTECTION**

- A. Applicable Laws - All persons on CRAC property, whether tenants, lessees, sub-lessees, contractors, vendors or otherwise, shall comply with, at all times, all federal, state and local laws, statutes, ordinances, rules, regulations, permits, agency orders and agreements, or other restrictions relating to environmental, health, safety, contamination, pollution, natural resources, threatened or endangered species, and historic resources matters (“Environmental Laws”).
- B. Handling and Disposal of Hazardous Materials and Wastes -
- (1) All persons handling petroleum product, fuel, hazardous material, used oil, batteries, pesticide, solid waste, or hazardous waste (as defined or regulated by applicable Environmental Laws, as amended) at the Airport shall comply with all applicable Environmental Laws, including, but not limited to, those provisions of such laws relating to the proper identification, containment, generation, storage, labeling and placarding, application, use, transfer, transportation, treatment, disposal, and other management of such substances.
  - (2) Solid and hazardous wastes shall be transported off the Airport in a timely manner in accordance with all applicable Environmental Laws and must be disposed of or otherwise managed at permitted or authorized treatment, storage, or disposal facilities.
  - (3) All persons generating or otherwise managing hazardous waste at the Airport shall prepare and submit to the appropriate state and/or federal agencies a Notification of Hazardous Waste Activity for such generation or other management and provide a copy of same and any amended versions thereof to CRAC.

- (4) Required records shall be maintained in accordance with all applicable Environmental Laws. Such records shall be available for inspection and copying by CRAC at its request.

C. Storm Water Management –

- (1) All Airport tenants are hereby considered responsible parties with CRAC under the Airport's storm water discharge permit issued pursuant to the National Pollution Discharge Elimination System ("NPDES"), administered by the U.S. Environmental Protection Agency, and the Virginia Pollution Discharge Elimination System ("VPDES"), administered by the Commonwealth of Virginia. All Airport tenants must comply with NPDES and VPDES requirements and guidelines.
- (2) No person shall damage, interfere with the operation of, or lessen the effectiveness of any storm water management facility or storm water best management practice at the Airport.
- (3) All land disturbing activities shall comply with all applicable Environmental Laws, including local erosion and sediment control ordinances and guidance.

D. Surface and Sewer Discharges -

- (1) No hazardous materials, solid or liquid wastes, hazardous wastes, pesticides, fuel, oil, used oil, dopes, paints, solvent, acids, bases, or other chemicals or solutions harmful to the environment shall be disposed of, released, discharged or dumped in drains, storm sewers, basins, open areas or ditches on the Airport.

- (2) All discharges to the sanitary sewer system at the Airport shall be in compliance with all applicable Environmental Laws, including any industrial wastewater discharge permits.

E. Release Notification and Response –

- (1) Persons responsible for the leak, spill, release or other unauthorized environmental discharge or emission of any petroleum product, fuel, used oil, battery, pesticide, or hazardous materials or waste occurring on CRAC property shall immediately notify the Airport Dispatch Center (226-0000) of same. Such notification in no way relieves or frees the notifier from its reporting obligations under applicable Environmental Laws. To the extent that a notice of a leak, spill, release or other unauthorized environmental discharge or emission at the Airport is required under any environmental, health and safety law to any federal, state or local agency, the same notice shall also be provided simultaneously to the President and CEO.
- (2) All persons responding to such a leak, spill, release or other unauthorized environmental discharge or emission shall have received all required training and hazard communications and possess all required personal protective equipment for such remediation activities, and conduct such response actions in accordance with applicable Environmental Laws and generally accepted industry standards.
- (3) If a leak, spill, release or other unauthorized environmental discharge or emission occurs on the terminal apron, then CRAC shall determine, in its sole discretion, the most appropriate remediation method.

F. Wetlands - No person shall impact or adversely affect wetlands on or adjacent to the Airport unless so allowed or authorized under applicable Environmental Laws and the Airport wetland permit and without the prior written consent of CRAC. All

land disturbing activities shall comply with applicable Environmental Laws and the Airport wetland permit.

- G. Threatened and Endangered Species - No person shall impact or adversely affect threatened or endangered species at the Airport unless so allowed or authorized under applicable Environmental Laws or by appropriate regulatory agencies and without the prior written consent of CRAC.
- H. Historic Resources - No person shall impact or adversely affect historic areas and resources and any cemetery at the Airport unless so allowed or authorized under applicable Environmental Laws or by appropriate regulatory agencies and without the prior written consent of CRAC. If in the course of excavation, grading, construction, renovation, or operational activities at the Airport any person discovers what may reasonably be considered historic artifacts or structures, excluding common artifacts such as arrowheads, such person shall notify CRAC immediately of such finding and cease such work until approval to proceed is granted.
- I. Asbestos and Lead Paint Abatement - Any asbestos and lead paint abatement and abatement monitoring and clearance activities shall comply with all applicable Environmental Laws and generally accepted industry standards for such work. Copies of all notifications, abatement plans, permits, and clearance certifications for such work shall be provided to CRAC.
- J. Underground Storage Tanks -
  - (1) All persons owning or operating underground storage tanks at the Airport must comply with all applicable Environmental Laws, including applicable Virginia State Water Control Board regulations, as amended from time to time, including, unless otherwise separately agreed to by CRAC, the proper

upgrading, release detection and monitoring, closure, and remediation of any such underground storage tanks.

- (2) Copies of all underground storage tank registrations, notifications of closure, permits, and correspondence with federal, state, or local officials related to the installation, operation, closure, and remediation of underground storage tanks shall be provided to CRAC.
- (3) No underground storage tank may be installed at the Airport without prior written consent or lease from CRAC.
- (4) Before any underground storage tank or associated lines, pumps or ancillary equipment are installed, upgraded, removed, or closed, the owner and operator of such tank, lines, pumps and/or ancillary equipment shall provide to CRAC a minimum of thirty (30) days written notice of such installation, upgrade, removal, or closure, describing the proposed location, size, use, and design of the underground storage tank, lines or pumps, or upgrade, removal, or closure activities.

K. Above-Ground Storage Tanks -

- (1) All persons owning or operating aboveground storage tanks at the Airport must comply with all applicable Environmental Laws, and all applicable generally accepted standards related thereto, including, but not limited to, pertinent and applicable provisions of NFPA standards; FAA Advisory Circular No.: 150/5230-4A; 14 C.F.R. Part 139, including Section 139.321 thereof (handling and storage of hazardous substances and materials); and Virginia State Water Control Board regulations; all as amended from time to time.

- (2) Copies of all aboveground storage tank registrations, notifications of closure, permits, and correspondence with federal, state, or local officials related to the installation, operation, closure, and remediation of such underground storage tanks shall be provided to CRAC.
  - (3) No aboveground storage tank may be installed at the Airport without prior written consent or lease from CRAC.
  - (4) Before any aboveground storage tank or associated lines, pumps or ancillary equipment are installed, upgraded, removed, or closed, the owner and operator of such tank, lines, pumps and/or ancillary equipment shall provide to CRAC a minimum of thirty (30) days written notice of such installation, upgrade, removal, or closure, describing the proposed location, size, use, and design of the aboveground storage tank, lines or pumps, or upgrade, removal, or closure activities.
- L. Right-To-Know - All persons operating at the Airport must comply with applicable provisions of the Emergency Planning and Community Right-To-Know Act of 1986 (EPCRA) and all other Environmental Laws respecting hazardous chemical reporting and communications to appropriate government agencies, the public and employees. Copies of all annual chemical release inventories and reports shall be provided to CRAC.
- M. Record Keeping - Record keeping shall be maintained in accordance with applicable Environmental Laws. Such records shall be available for inspection and copying by CRAC at its request.
- N. Notice of Environmental Permitting - To the extent any person operating at the Airport is required to apply for and obtain any environmental permit, license or approved plan (e.g., oil discharge contingency plans) from any federal, state or local agency for such operation, the President and CEO shall be

contemporaneously advised of such application and provided copy thereof. The applicant shall also provide to CRAC upon receipt from the agency a copy of any permit or license issued or plan approved and any amendments thereto.

O. Notice of Environmental Violation - Prompt written notice, including copies of any correspondence or notifications from regulatory agencies, shall be provided to CRAC concerning any administrative or judicial claim of violation or noncompliance with the conditions of any environmental permit or the provisions of any Environmental Laws alleged to have occurred, be occurring, or anticipated to occur on or related to CRAC property or tenant, vendor contractor, or airline activities.

P. Enforcement and Penalties -

1) Failure by any person to meet the requirements of this Part VI of the Rules and Regulations or any CRAC administrative agreement, directive or order requiring compliance under this section as set forth below shall be considered a violation of these Rules and Regulations.

(2) CRAC, in its sole discretion, may enforce such requirements by administrative or judicial means, refer alleged violations to state, local or federal authorities, or both.

(3) Failure by any persons (i) to make any required notification in a timely manner; (ii) to respond to and remediate in a timely manner any unauthorized environmental release, leak, discharge, emission, or disposal; (iii) to comply with applicable Environmental Laws, including permits; or (iv) to apply for and receive in a timely manner any permit, approval, or authorization required under any such Environmental Laws; may result in the assessment of administrative penalties for such violation, such penalties to be assessed in amounts no greater than set forth under corresponding applicable state Environmental Laws.



- (4) Administrative enforcement by CRAC shall include, at a minimum, the following procedural elements: (i) a notice letter from CRAC to the party concerned describing the alleged violation or noncompliance; (ii) upon reasonable notice to the party concerned, an informal conference conducted by CRAC for the receipt of information and comment before the final determination of violation and any assessment of administrative penalties is made; and (iii) a final agreement between CRAC and the party concerned setting forth the obligations of the party to return to compliance or take other required steps, the administrative penalty assessment, and such other provisions deemed appropriate by CRAC and the party.
- (5) Notwithstanding the previous provision, in emergency situations or where substantial threat to human health, Airport operations, CRAC property or the environment may exist, CRAC may issue a directive or other order requiring action to be taken to alleviate such conditions.

Q. Environmental Assessment of Leased Property -

- (1) Any person who has leased CRAC property shall conduct an environmental site assessment (“ESA”) prior to returning possession or use of the property to CRAC. The ESA shall be performed by a reputable environmental consulting firm, the selection of which shall be subject to the approval of CRAC, which shall not be unreasonably withheld. The scope of the ESA shall be designed to document accurately the nature of lease and sublease activities and improvements and any related actual or potential environmental liabilities and risks arising therefrom.
- (2) The lessee shall continue to be responsible for all of the terms and conditions of the lease until CRAC has accepted the return of the property in writing. CRAC will accept the property with an ESA finding, in CRAC’s

sole discretion, of no significance, or, if there is a finding of some significance, CRAC may accept the property upon the condition that the lessee and/or any sub-lessee shall be responsible for and indemnify CRAC for the costs involved in the property being returned to its original environmental condition and for any fines, penalties, and/or fees levied against CRAC for alleged violations of any Environmental Laws, such indemnification to be consistent with Paragraph R of this Section.

R. General Obligations and Liability -

- (1) All persons shall be liable to and indemnify CRAC for any fines, penalties, damages, losses, costs or expenses, including reasonable attorneys and expert witness fees and costs of litigation, levied against or incurred by CRAC arising from alleged past or present violations of any Environmental Laws caused by, contributed to, or otherwise resulting from or based on the past or current actions, negligence, or regulated status of such persons.
- (2) In the event that CRAC conducts any remediation, cleanup or closure of any release, leakage, emission, discharge, disposal, or improperly managed or unauthorized storage area, to ensure compliance with applicable Environmental Laws or protection of the environment, public health and safety, or CRAC's property interests, or any combination of such purposes, the parties responsible for such release, leakage, emission, discharge, disposal, or improperly managed or unauthorized storage area shall be liable to and indemnify CRAC from all costs and fees, including reasonable attorneys and consultants fees, associated with any environmental cleanup, closure, remediation conducted by CRAC, or any reasonably necessary or required services to third parties or the public provided for by CRAC, at a rate of 200% of the incurred costs and fees.

## VII.

### **AIRCRAFT OPERATIONS**

- A. Operation of Aircraft – No person shall navigate, land, fly, service, maintain, or repair any aircraft, or conduct any aircraft operations on or from the Airport otherwise than in conformity with current Federal Aviation Administration regulations established under federal authority and the Rules and Regulations established by CRAC. Except as otherwise provided in an agreement with CRAC, the aircraft owner, pilot, agent, or his duly authorized representative agrees to release or discharge CRAC, its officers and its employee of and from liability for any damage which may be suffered by any aircraft and its equipment, and for personal injury or death, except where such damage, injury or death is due solely to the negligence of CRAC.
- B. Federal Aviation Regulations, Aviation Law of Virginia –
- (1) The Federal Aviation Regulations as established by the Federal Aviation Administration and currently in effect and which are applicable to the operation of aircraft at the Airport are hereby adopted and incorporated herein by reference and made a part of these Rules and Regulations as fully as if the same were set forth herein.
  - (2) The Aviation Law of Virginia, including rules and regulations promulgated by the Department of Aviation currently in effect and which are applicable to the operation of aircraft at the Airport, is hereby adopted and incorporated herein by reference and made a part of these Rules and Regulations as fully as if the same were set forth herein.
- C. Taxiing Aircraft – Taxiing aircraft shall have the right-of-way over all motor vehicles except emergency vehicles proceeding to an emergency.

- D. Aircraft Parking, Storage, and Repairs – Aircraft shall be parked, stored and repaired in the spaces designated for such purpose by the President and CEO.
- E. Securing of Unattended Aircraft – No aircraft shall be left unattended on the Airport unless properly secured with tie-downs and chocks and marked with reflectorized cones, or secured in a hangar. Aircraft operators must provide required devices for securing aircraft or may obtain such services from an Airport FBO. Owners of such aircraft shall be responsible for any damage resulting from failure to comply with this Rule.
- F. Aircraft Take-Offs and Landings – All take-offs and landings shall be made from or on properly designated runways after proper clearance is obtained from the FAA Air Traffic Control Tower. Such take-offs and landings shall be made at safe distances from other aircraft, from all buildings, automobile parking areas and other obstructions.
- G. Operational Control – The President and CEO, or designee may delay or restrict any flight or other operation at the Airport and may ground any aircraft in case of an emergency, in the interest of safety, security, or where the Rules and Regulations herein set forth are being violated.
- H. Intoxicants, Drugs, etc. – No pilot or other member of the crew of an aircraft in operation on the Airport or any person attending or assisting in such operation on the Airport, shall be under the influence of intoxicating liquor or controlled drugs.
- I. Disabled/Abandoned Aircraft –
- (1) Aircraft owners, their pilot or agent, shall be responsible for the disposal of disabled aircraft and parts thereof.

- (2) No person shall park or store any aircraft in non-flyable condition on CRAC property, including leased premises, for a period in excess of ninety (90) days, without a permit issued by the President and CEO.
- (3) When any aircraft is parked, stored or left in non-flyable condition on CRAC property leased exclusively to FBO, in violation of the provisions of this section, the FBO shall so notify the owner or operator thereof by certified or registered mail, requiring removal of said aircraft within fifteen (15) days of receipt of such notice, or if the owner or operator is unknown or cannot be found, the FBO shall conspicuously post and affix such notice to the said aircraft, requiring removal of said aircraft within fifteen (15) days from date of posting. Upon the failure of the owner or operator of the said aircraft to remove said aircraft within the period provided, the FBO shall cause the removal of such aircraft from the Airport. All costs incurred by the FBO in the removal of any aircraft as set forth herein shall be recoverable against the aircraft owner or operator thereof.
- (4) When any aircraft is parked, stored or left in non-flyable condition on areas of the Airport other than areas leased exclusively by FBO's in violation of the provisions of this section, CRAC shall so notify the owner or operator thereof by certified or registered mail, requiring removal of said aircraft within fifteen (15) days of receipt of such notice, or if the owner or operator be unknown or cannot be found, CRAC shall conspicuously post and affix such notice to the said aircraft, requiring removal of said aircraft within fifteen (15) days from date of posting. Upon the failure of the owner or operator of the said aircraft to remove said aircraft within the period provided, CRAC shall cause the removal of such aircraft from the Airport. All costs incurred by CRAC in the removal of any aircraft as set forth herein shall be recoverable against the aircraft owner or operator thereof, and without liability for damage which may result in the course of or after such moving.

In the event that an aircraft is disabled on a runway or taxiway, said aircraft will be removed immediately through coordination between the owner/operator, CRAC, and other State or Federal Agencies as required. Aircraft removal will be at the expense of the owner/operator. If owner/operator fails to remove aircraft after request, CRAC may have the aircraft removed without liability for damages caused by this action.

- J. Aircraft Accident Reports – Witnesses of and participants in accidents involving aircraft on the Airport shall make a full written report thereof to the Airport Police as soon after the accident as possible. Such report shall contain names and addresses of the witness or participant. Aircraft involved in accidents will not be moved from the scene without specific approval of the President and CEO, FAA Flight Safety Inspectors or National Transportation Safety Board Investigators. The President and CEO for Airport Operations and Public Safety will develop and promulgate an Accident Response Plan which will be followed by all CRAC employees and tenants as appropriate.
- K. Taxiing Into or Out of Hangars Prohibited – Aircraft shall not be taxied into or out of hangars.
- L. Full Control of Aircraft Required – While taxiing following a landing or prior to take-off, the pilots shall assure himself that there is no danger of collision with other aircraft taking off, landing or taxiing. All aircraft shall be taxied under full control at reasonable speeds.
- M. Starting or Running of Aircraft Engines - No aircraft engine shall be started or run unless a licensed pilot or mechanic or authorized person properly qualified on the particular type engine concerned shall be attending the controls. Chocks equipped with ropes or other suitable means of chocking an aircraft shall always be placed in front of the main landing wheels before starting the engine or engines

unless the airplane is equipped with adequate and properly functioning locking brakes.

- N. Operating Electrical Switches Prohibited - No person shall operate any radio transmitter or receiver or switch an appliance off or on in an aircraft during fueling or defueling.
  
- O. Starting of Engine Prohibited When Aviation Fuel on Ground - No person shall start the engine of any aircraft when he determines or is advised that there is aviation fuel or other Combustible Materials on the ground in the vicinity of such aircraft. Such aviation fuel spilled shall be reported to the Airport's Aircraft Rescue and Firefighting Department. If the engine has been started, the pilot shall immediately shut the engine down until it is safe to resume engine start up.
  
- P. Attendant Required When Passenger in Cabin - No passenger or passengers shall be permitted in any aircraft during fueling unless a cabin attendant is present at or near the cabin door.
  
- Q. Running of Engines in Hangar Prohibited – No aircraft engine shall be run in any hangar.
  
- R. Location for Starting and Warming of Aircraft Engines –
  - (1) Aircraft shall be started and warmed up only in such places designated by the President and CEO for such purposes. Engines shall not be operated in such a position that hangars, shops, or other buildings, vehicles or spectators shall be in the path of the propeller slipstream or jet blast. Engine maintenance run-ups above idle thrusts shall be considered only in such places designated in writing by the President and CEO.

(2) No person shall repair an aircraft, aircraft engine, propeller, or apparatus in any areas of the Airport other than those specifically designated for such purpose in writing by the President and CEO, except that minor adjustments may be done while the aircraft is in a loading ramp preparatory to take-off when such adjustment is necessary to prevent a delayed departure.

S. Taxiways – Taxiing of aircraft is permitted on hard surfaced areas only. Taxiing of aircraft in other areas is prohibited. Aircraft parked on non-surfaced areas will be “walked” into position by ground personnel.

T. Aircraft Emergencies or Accidents Notifications – Notifications of aircraft emergencies or accidents will normally be made as outlined below:

(1) Notification of FAA Air Traffic Control Tower personnel

(2) Notification of local fire and police departments (Aircraft Rescue & Fire Fighting, Airport Operations, and Airport Police Departments)

(3) Notification of rescue squads and/or other Mutual Aid Agencies

(4) Notification of President and CEO and Director Public Safety.

(5) Notification of ground personnel of local airline involved, if any.

Each organization concerned will carry out such procedures as the circumstances may require for the preservation of life and property as detailed in the Airport Emergency Plan, as revised, and in other Airport Emergency Procedures.

U. Air Traffic and Ground Taxi Patterns – Aircraft using the Airport will comply in all respects with the air traffic and ground taxi patterns currently in effect or as modified from time to time by the President and CEO.



- V. Loading Gate Assignments – Terminal apron loading gates will be assigned by the President and CEO for their appropriate use by charter airlines. These assignments may be changed at any time or from time to time by written notice to that effect from the President and CEO. Aircraft parking time limits will be established by the President and CEO. Aircraft will not be left on the air carrier apron at Richmond International Airport without the approval of the President and CEO. Aircraft so left may be moved by the President and CEO at owner's expense.

Any aircraft left on the air carrier apron in violation of this regulation shall be assessed a charge as published in the CRAC Summary of Operating Fees & Charges, which shall be payable by the owner of such aircraft or person responsible for its being left on the air carrier apron.

- W. Aerobatics Prohibited – No aircraft shall be flown within the Airport's controlled airspace in maneuvers other than those required in normal, routine operation unless a written waiver is obtained from the President and CEO.
- X. Based Aircraft Registrations – The owners of all based aircraft on the Airport will register their aircraft with the President and CEO's Office prior to beginning operation. Any change in the ownership will require a change in registration.
- Y. Demonstration – No experimental flights or ground demonstrations shall be conducted on the Airport without the written approval of the President and CEO.
- Z. Flying Clubs – Aircraft owned and operated by flying clubs shall be hangared, parked or stored in areas controlled or operated by CRAC, a Fixed Base Operator or other authorized tenant of CRAC. In no event will these aircraft be stored or operated from unattended facilities.

- AA. Noise Limitations – No aircraft shall operate on CRAC property or within the Airport's control zones in violation of any established noise limitations.
- BB. Banner Towing – Airplane tow banner pickups and drop-offs from or on the Airport are prohibited.
- CC. Kites, Models, Balloons – No kites, model airplanes, tethered balloons or other objects constituting a hazard to aircraft operations shall be flown on the Airport or within the Airport overlay district/zone.
- DD. Jumping – Jumping from any moving aircraft or vehicle over or onto the Airport, by use of any means, is prohibited.
- EE. Helicopter Operations Rules –
- (1) Helicopter aircraft arriving and departing the Airport shall operate under the direction of the Control Tower at all times while in the Airport Control Zone.
  - (2) Helicopter aircraft shall avoid fixed-wing aircraft traffic patterns and altitudes to the maximum extent possible.
  - (3) Helicopters shall not be taxied, towed or otherwise moved with rotors turning unless there is a clear area of at least 50 feet in all directions from the outer tips of the rotors.
- FF. Hangars for Private Operations – Except as otherwise provided in any agreement with the Commission, any person who operates a private aircraft hangar at the Airport shall be subject to the following requirements:
- (1) No commercial aviation activity or related activity shall be conducted by individual owner or his sub-lessee from hangar(s).

- (2) No fueling of any kind shall be permitted in or adjacent to the hangars, unless all NFPA criteria for servicing aircraft is adhered to and, then, only on the hangar owner's own aircraft.
  - (3) Owner must provide adequate public liability and property damage insurance sufficient to protect the owner and Commission from any legal liabilities involved.
- GG. Power Back Operations – No commercial airline aircraft, including charter aircraft, shall engage in power back operations within seventy-five (75) feet of a structure unless approved in advance by the President and CEO.
- HH. Interfering or Tampering with Aircraft - No person shall interfere or tamper with any aircraft, or start the engine of such aircraft, or use any aircraft, aircraft parts, instruments or tools without permission of the owner or by the specified direction of the President and CEO.

## VIII.

### **GROUND OPERATIONS IN AOA/SIDA**

- A. Privilege – Operation within the AOA and SIDA (collectively “AOA/SIDA”) is a privilege that may be revoked for violation of these Rules and Regulations.
- B. Limitations on Entry to AOA/SIDA - No person may enter the AOA or SIDA (collectively “AOA/SIDA”) except:
- (1) Persons assigned to duty, in specifically designated areas, displaying a valid CRAC-issued or CRAC-approved identification, on the front side of their outermost garment, authorizing access into that specific area of the AOA/SIDA and using entry procedures established in accordance with the CRAC Airport Security Program as established by the President and CEO and approved by the Transportation Security Administration.
  - (2) Other persons on Airport business when escorted by an individual displaying a valid CRAC-issued or CRAC-approved identification authorizing escort into that specific area of the AOA/SIDA.
  - (3) Passengers who, under appropriate supervision, enter upon the aircraft apron for the purposes of enplaning or deplaning.
- C. Identification - AOA/SIDA identification remains the property of CRAC and may be recalled and reissued and/or deactivated at any time for security and/or safety reasons. Failure of persons authorized to be within the AOA/SIDA, to abide by these Rules and Regulations and/or the terms of CRAC's Security Contract while in the AOA shall result in the requirement that AOA/SIDA identification be surrendered upon demand to any Airport Police Officer and/or Operations personnel.

- D. Gate Security - Users of all gates or entrances providing access to the AOA/SIDA must ensure that gates or entrances, if automatic, are closed prior to departing the gate area, or if manual, are locked with a chain and a CRAC-issued or CRAC-approved padlock, immediately after passage by the user before proceeding. The security of all vehicle and pedestrian gates, doors, (including designated fire exits), fences, walls, and barricades which lead from a tenant, lessee, sub-lessee or contractor exclusive lease or use area to or from the AOA/SIDA or any other restricted area of the Airport shall be the responsibility of the tenant, lessee, sub-lessee or contractor abutting said AOA/SIDA or restricted area.
- E. Inspections - All persons and vehicles within the AOA/SIDA, including tenant leased areas are subject to inspection by Airport Police Officers, Operations personnel and/or TSA personnel to determine identity, detect prohibited articles, ensure compliance with these Rules and Regulations, and protect all persons and property in the area.
- F. Vehicle Operations in AOA/SIDA -
- (1) Authorized Vehicles – No motor vehicle shall be permitted within the AOA/SIDA unless authorized under the terms of this Section F. Except as otherwise provided in these Rules and Regulations, vehicles shall be permitted to enter the AOA/SIDA without such authorization but only if (1) such vehicle is guided by an escort vehicle authorized hereunder and (2) such vehicle is operated in compliance with all motor vehicle safety and security requirements approved by the President and CEO. Operators of escort vehicle must display a valid AOA/SIDA identification badge with driver endorsement.
  - (2) License and Badge Requirements – Access to and driving within the AOA/SIDA is a privilege subject to approval by the President and CEO and may be suspended or revoked at any time.

- (a) No person may operate a motor vehicle within the AOA or SIDA unless (1) he or she has in his or her possession both a valid operator's license issued under the Virginia State Motor Vehicle Code or another state's operator license when approved by the President and CEO and a valid CRAC issued AOA/SIDA identification badge with driver endorsement, which badge shall be displayed at all times; and (2) the vehicle displays CRAC issued vehicle identification or is otherwise marked as provided herein; provided, however, that, except as otherwise provided in these Rules and Regulations, such driver and vehicle need not have CRAC issued identification or approved markings if such driver and vehicle are under escort by authorized CRAC personnel or authorized airline or tenant representatives with such CRAC issued identification and/or approved markings and who shall remain responsible for such driver and vehicle at all times while in the AOA/SIDA.
- (b) Issuance of AOA/SIDA Identification Badge with Driver Endorsement - AOA/SIDA identification badge with driver endorsement will be issued by CRAC only after the applicant has received the training designated by the President and CEO and passed an exam and the applicant's employer has executed the Security Contract when required. Such badge's permit may restrict the operation of motor vehicles to aircraft non-movement areas of the AOA/SIDA and further restrict the operation of motor vehicles to areas where the AOA/SIDA identification is valid. The badge will be valid until revoked or suspended or until the expiration, suspension or revocation of the State Operator's License. The current status of the State Operator's License may be checked through the Department of Motor Vehicles by CRAC. If an applicant's Operator's License is

found invalid for any reason prior to permit issuance, an AOA/SIDA identification badge with driver endorsement may not be issued. If an Operator's License is found invalid for any reason, after issuance, the existing permit will be suspended by CRAC until a valid Virginia Operator's License is obtained.

- (c) Employment of driver in AOA/SIDA - No tenant or contractor who has executed a Security Contract shall knowingly employ or permit any person to operate the tenant or contractor's motorized equipment within the AOA/SIDA when such person is without a valid and current AOA/SIDA identification badge with driver endorsement and/or current and valid Operator's License or when the tenant or contractor's privileges under the Security Contract have been suspended or revoked.
  - (d) Return of identification badge - The employer of a person issued an AOA/SIDA identification badge with driver endorsement shall return such badge to the Operations Office or such other office designated by the President and CEO upon termination of such person's employment, when such person's position no longer requires driving a vehicle within the AOA/SIDA, or when advised that such person's state issued Operator's License has been suspended or revoked. Any person whose Operator's License has been suspended shall report that fact immediately either to his or her employer or to the Operations Office.
- (3) Speed limits in AOA/SIDA - No person shall operate a motor vehicle in or upon the AOA/SIDA (1) in excess of any posted speed limit or in the absence of any posted speed limit in excess of fifteen (15) miles per hour on air carrier and air cargo ramps and thirty-five (35) miles per hour on vehicle service roads; or (2) in violation of Part III, Section B of these Rules

and Regulations. Violation of this section may result in suspension or revocation of the driver's AOA/SIDA identification badge with driver endorsement.

- (4) Driving Under the Influence or in Unsafe Manner- No person shall drive under the influence of alcohol, intoxicants, or any other substance, including prescribed medications, that may impair his or her ability to operate the motor vehicle in a safe manner; or when such vehicle is loaded or maintained in such manner as to endanger persons or property. Drivers must remain alert at all times when operating a motor vehicle within the AOA/SIDA. Violation of this section may result in suspension or revocation of the driver's AOA/SIDA identification badge with driver endorsement.
- (5) Vehicle Lighting and Marking – Motor vehicles shall have their headlights on and employ designated markings under the following conditions:
  - (a) While operating within the AOA/SIDA from 30 minutes before sunset until 30 minutes after sunrise, or when limited visibility conditions exist, all vehicles must have their lights switched on. All headlights, taillights, turn signal lights and running/clearance lights on a vehicle shall be in proper working order.
  - (b) Vehicles which, by virtue of the work they perform, are regularly driven within the controlled aircraft movement areas of the AOA/SIDA shall be fitted with an amber rotating or flashing beacon. Emergency vehicles shall use their existing emergency lights. Normal vehicle lighting and rotating beacon shall be used when the vehicle is operated within the controlled aircraft movement area. Construction vehicles traveling along haul routes in such areas must display a 3' x 3' flag with an orange and white checkered pattern, and a 360 degree rotating beacon at night.



- (c) Any cart, vehicle, aircraft or piece of equipment being towed after darkness must have operative reflectors, reflective tape or operable lights on both sides and rear of such equipment.
  - (d) All vehicles being escorted must switch on their lights.
  - (e) Vehicles/equipment operating or parked in runway safety areas/runway protection zones or taxiway safety areas must be equipped with and use a rotating/flashing amber or blue (Airport police) beacon or approved airfield flag (beacon required at night).
- (6) Vehicle Identification -
- (a) Except as provided in paragraph (b) below or except with respect to motor vehicles escorted as provided herein, all motor vehicles within the SIDA must be assigned and display a valid SIDA vehicle permit.
  - (b) Except as otherwise provided in these Rules and Regulations, airline and tenant ground service equipment in the SIDA need not display a SIDA vehicle permit if the company name and/or logo is prominently displayed on the vehicle.
  - (c) All construction vehicles and mobile construction equipment operating within the AOA/SIDA must display company name and/or logo on both sides of the vehicle.
- (7) Vehicles Prohibited in AOA/SIDA - The following motor vehicles are prohibited in the AOA/SIDA:
- (a) Motorcycles, bicycles and two-wheeled motor scooters;

- (b) Privately owned motor vehicles unless escorted, permitted or marked as provided herein;
  - (c) Motor vehicles that are not in sound mechanical order with adequate lights, horn, brakes and with clear vision from the driver's seat;
  - (d) Trailers and semi-trailers not equipped with proper brakes so that when disengaged from a towing vehicle, neither aircraft engine blast nor wind will cause them to become free-rolling and vehicles not possessing positive couplings for all towed equipment;
  - (e) Vehicles which have been prohibited from operation in the AOA/SIDA by reason of violation of other provisions of these Rules and Regulations.
- (8) Radio Receiver/Transmitter - No motor vehicle shall enter or remain in the aircraft movement area of the AOA/SIDA without an approved and operational radio receiver and transmitter to assure clear two-way radio Communication with the Control Tower or be escorted by a motor vehicle which is so equipped.
- (9) Traffic Signals and Markings - Persons operating motor vehicles in the AOA/SIDA must, at all times, comply with any lawful order, signal or direction of a Police Officer. When traffic is regulated by signs or pavement markings, such symbols shall be obeyed, unless otherwise directed by a Police Officer.
- (10) Traffic to Stay to Right – Unless otherwise directed by a sign or signal or by a command from a Police Officer or other designated official or in order to maintain safe operations of the vehicle relative to traffic flows, all motor

vehicles in the AOA/SIDA shall at all times stay to the right of the center of the roadways, will pass to the right of any vehicle approaching on an open unmarked traffic area, and will yield the right-of-way to vehicles from the driver's right. Motor vehicles shall yield the right of way to aircraft, emergency vehicles and pedestrians.

- (11) Driving Under Aircraft – Except for vehicles in the act of servicing aircraft, it is prohibited to drive under any portion of an aircraft.
- (12) Runway/Taxiway – At no time will a motor vehicle enter the aircraft movement area unless it or its vehicle escort is in radio contact with the FAA Tower, has been so authorized by the FAA Tower and the driver or escort have been properly badged for operation in the movement area.
- (13) Driving Between Aircraft and Loading Gates – No motor vehicle shall be driven between an aircraft and a loading gate, when passengers are using the surface walkway between such gate and aircraft, between an aircraft signalman and an aircraft preparing to taxi or under a jetway or loading bridge.
- (14) Driving Distance from Exhaust – At no time shall a motor vehicle be driven within 400 feet of the idling thrust exhaust of B-747 or similar sized aircraft or within 200 feet of the idling thrust exhaust of any other jet engine.
- (15) Aircraft Power Back/Push Back – Motor vehicles must yield the right of way to any aircraft engaged in a push back or power back operation.

G. Equipment and Miscellaneous Articles in Apron Area - All ramp equipment shall be parked and kept in a neat and orderly manner within the boundaries established by the President and CEO. No receptacles, liquid storage drums, chests, cases or housing shall remain on the apron or ramp area that are not compatible with the

general architectural and cleanliness standards of the rest of the installation. Articles in violation will be removed at owner's expense.

- H. Smoking Prohibited - No smoking shall be permitted in the AOA/SIDA except in approved designated smoking areas.
  
- I. Indemnification and Insurance - As a condition of the privilege to use the AOA/SIDA, the owner of any vehicle involved in an accident and the employer of any person involved in an accident within the AOA/SIDA shall defend and hold CRAC harmless from any and all damages, losses, costs or expenses, including reasonable attorneys and expert witness fees and costs of litigation wherein it is alleged that the accident is the result in whole or in part of an act which is in violation of these Rules and Regulations. As a condition of authorizing vehicles and personnel within the AOA/SIDA, the President and CEO may require the owner of such vehicles and the employer of such personnel to carry comprehensive liability insurance naming CRAC as additional insured with respect to such operations in such levels as the President and CEO deems appropriate to protect CRAC's interests.

**IX.**  
**TRANSPORTATION, DISCHARGE AND STORAGE**  
**OF COMBUSTIBLE MATERIALS**

In addition to the foregoing Rules and Regulations, person transporting, discharging and storing Combustible Materials at the Airport shall comply with the following:

- A. Environmental Standards – No Combustible Materials shall be transported, discharged or stored anywhere on the Airport without full compliance with Part VI of these Rules and Regulations and all other applicable environmental laws and standards.
  
- B. Safety Standards - Persons engaged in transporting, discharging and storing Combustible Materials at the Airport shall comply with all applicable standards and recommendations of the National Fire Protection Association (NFPA), including, when applicable, the “Standard for Aircraft Fuel Servicing” and “Standard on Airport Ramp Fire Hazard Classifications and Precautions” and any subsequent replacement publications. Such persons shall also comply with all applicable Advisory Circulars, rules, regulations, and orders of the Federal Aviation Administration (FAA) relating to aviation fueling activities, the Statewide Fire Preventions Code, and shall allow inspections at any reasonable time of its facilities and personnel by the Federal Aviation Administration and/or the Commission to determine compliance therewith. The Airport Aircraft Rescue and Firefighting Department may enforce any fire safety violations and may prohibit the operation of any fueling vehicle or device found to be unsafe.
  
- C. Fueling Prohibited While Engine Running – Except as allowed by the Statewide Fire Prevention Code, no person shall engage in fueling of an aircraft while the aircraft’s engine or engines are running or being warmed by application of external heat.

- D. Fueling and Combustible Materials Storage in Enclosed Areas – No aircraft shall be fueled nor shall any other Combustible Materials be discharged in a hangar or other enclosed space. Vehicles used to transport Combustible Materials shall be stored and maintained outdoors in areas and in manner authorized by the President/CEO of the Commission, except for the accomplishment of such minor non routine items of maintenance as authorized by applicable State Fire Codes. No trucks used to transport Combustible Materials, empty or otherwise, shall be brought into, kept, or stored within any building at the airport, including hangars, unless in accordance with applicable State Fire Codes.
  
- E. Bonding Required - During fueling and defueling of aircraft, the aircraft and the fuel dispensing apparatus, including hoses, funnels and appurtenances shall be bonded to a point or points of zero electrical potential as required by National Fire Protection Association Standards.
  
- F. Discharge Overflow Prevention - Persons engaged in the fueling and defueling from aircraft or otherwise discharging Combustible Materials shall exercise care to prevent any overflow outside the designated discharge point.
  
- G. Only Essential Personnel Permitted - Except as otherwise provided in these Rules and Regulations, only personnel concerned with the fueling, maintenance and operation of an aircraft shall be permitted within 50 feet of fuel tanks of such aircraft during any such operations.
  
- H. Fueling Aircraft With Passengers - No person shall knowingly fuel an aircraft with passengers aboard the aircraft unless he has assured that a cabin attendant is at or near the door of the aircraft.
  
- I. Static Spark Materials Prohibited - No person shall use any equipment or material which is likely to cause a static discharge during aircraft fueling or defueling or other discharge of Combustible Materials.

- J. Radar Use – No person shall engage in fueling operations or otherwise discharge Combustible materials or place a fuel truck in a location of which he is aware to be within three hundred (300) feet of the directional beam of high intensity radar or within one hundred (100) feet of a low intensity radar beam.
  
- K. Radio Transmitting – No person shall use any radio transmitter or receiver, electrical appliances or other electric equipment while engaging in fueling activities or otherwise dispensing Combustible Materials and shall suspend such activities if aware that such equipment is being used on the aircraft being serviced.
  
- L. Operative Fire Extinguishers - Operative fire extinguishers of an appropriate type shall be within reach of personnel engaged in fueling and defueling operations or otherwise discharging Combustible Materials.
  
- M. Unsafe and Improper Equipment - It is prohibited to fuel an aircraft with any equipment or apparatus or to discharge any other Combustible Materials or to transport Combustible Materials in a vehicle which is known to the owner or operator to be in an unsafe, unsound or leaking condition. Operator shall not place back into service for use in the AOA/SIDA any vehicle used for transporting Combustible Materials or any related equipment which has been found after inspection by the Commission to have safety defects or otherwise to be in violation of FAA regulations unless and until such defects have been corrected.
  
- N. Maintenance of Hoses - Fueling hoses and other hoses used for conveyance of Combustible Materials shall be maintained in a safe, non-leaking condition.
  
- O. Aircraft Fuel Dispensing Apparatus - All aircraft fuel dispensing apparatus shall be properly equipped with operating devices to prevent water and other foreign matter from being delivered into the fuel tanks of aircraft.

- P. Dead Man Control - The dead man control must be operational when fueling or defueling fuel from an aircraft or equipment. The use of any means which shall defeat the dead man control shall be prohibited.
- Q. Emergency Shutoffs - All equipment discharging Combustible Materials must have functional controls for shutting off the flow in the event of an emergency.
- R. Lightning - Fueling and other discharges of Combustible Materials should be suspended when lightning flashes occur in the immediate vicinity of the Airport.
- S. Aircraft Fuel Servicing - Fuel service to any aircraft or equipment shall be done outside.
- T. Vehicles in the SIDA – No vehicle transporting Combustible Materials shall be allowed in the SIDA unless it has been authorized pursuant to Part VIII above and displays a valid SIDA permit. No unauthorized vehicle transporting Combustible Materials may be escorted in the SIDA area.
- U. Suspension of Activities - If an equipment malfunction occurs during fueling or other dispensing of Combustible Materials creates a risk of fire, explosion or spill, all such activities shall cease immediately and the malfunction remedied or entire unit replaced by another. Any malfunctions or irregularities detected by the equipment operator on or with an aircraft being serviced will be brought to the attention of the pilot or other aircraft personnel immediately.
- V. Spills - When a person engaging in fueling operations or other discharge of Combustible Materials observes a spill of such material, he shall notify Airport Communications immediately at telephone number 226-0000 as well as his supervisor who shall respond to the incident immediately. He shall also warn the pilot of any aircraft in the vicinity of the spill. Valves shall be shut down and the dispensing vehicle shall remain in place until the arrival of fire protection vehicles.



If the engine of the dispensing vehicle is running at the time of the spill, it shall remain running until ordered otherwise by the senior fire official at the scene. Conversely, if the engine of the dispensing vehicle is off at the time of the spill, it shall remain off until the fire incident commander at the scene orders the vehicle moved. In no event shall dispensing operations resume until authorized by the fire incident commander.

- W. Fires - When a fire occurs in or near a fueling delivery device servicing an aircraft, the Aircraft Rescue Fire Fighting Department shall be notified immediately through Airport Communication at 226-0000. As quickly as he may safely do so, the person engaging in fueling operations shall discontinue fueling, shut emergency valves and dome covers and the fueling vehicles and equipment shall be removed from the vicinity of the aircraft.
- X. Obstructed Vision - A person operating a vehicle transporting Combustible Materials may not move the vehicle in any direction in which his vision is restricted in any manner unless and until a guide is positioned outside the vehicle to assist the operator.
- Y. Sufficient Rest For Driver - The employer of a driver of a vehicle transporting Combustible Materials shall take all reasonable steps to verify that its employee has had sufficient rest to assure the safe operation of the vehicle prior to authorizing its operation in the AOA/SIDA. No person shall sleep in a vehicle carrying Combustible Materials for transportation when such vehicle is in the AOA/SIDA, whether or not the vehicle is in motion.
- Z. Intoxication - No person shall operate a vehicle transporting Combustible Materials or engage in fueling operations or other discharge of Combustible Materials at the Airport if he or she has any alcohol in his or her bloodstream or is under the influence of any other intoxicant. No person shall operate a vehicle transporting

Combustible Materials if he or she is under the influence of any medication which could impair his or her ability to operate it safely.

- AA. Chocked Vehicle - Vehicles transporting Combustible Materials within the AOA/SIDA shall be properly chocked when the vehicle operator is not behind the wheel.
  
- BB. Vehicle Parking - No vehicle transporting Combustible Materials shall be left unattended within 50 feet of any building. Parking for such trucks shall be in a designated area and they shall be parked a minimum distance of 10 feet apart. During fueling, fuel handling vehicles shall be so placed as to be readily removable in the event of a fire so as to permit driving away from the loading or fueling position as directly as possible. No more than one (1) fueling vehicle shall be positioned to fuel each wing of an aircraft, and not more than two (2) fueling vehicles shall be positioned to serve the same aircraft. When high capacity aircraft are being serviced, additional fuelers shall not be parked or positioned within one hundred (100) feet from the aircraft served.
  
- CC. Fuel Farm Gates – The owner of a fuel farm shall assure that the gates to the farm are secured when unattended.
  
- DD. Personnel Training and Supervision by Bulk Handler – A Bulk Handler shall be responsible for the proper training and supervision of its employees with respect to the safe handling of Combustible Materials, these Rules and Regulations and the requirements of Federal Aviation Regulation Part 139.321. A Bulk Handler shall designate at least one employee as a supervisor to be responsible for the training of its other employees. That supervisor shall have completed an approved ramp driving course that is authorized by the President and CEO which course shall include: pre-operation requirements, space and visibility, intersections, speed, general driving ability and habits, company policy, airport rules and regulations, and post-trip methods. Such supervisor shall be trained prior to initial

performance of duties, or be enrolled in an authorized ramp driving course that will be completed within 90 days of initiating duties. The supervisor must receive recurrent instruction at least every 24 consecutive calendar months. The supervisor shall be responsible for maintaining records for each employee and as defined by this section. The authorization shall be renewed on an annual basis.

- (1) All other employees of the Bulk Handler who drive and operate mobile equipment for discharge of Combustible Materials or otherwise handle such material shall be trained by the supervisor described above using the approved ramp driving course and shall receive recurrent instruction every 24 consecutive calendar months.
- (2) The Bulk Handler shall provide a written confirmation once every 12 consecutive calendar months that the training required has been accomplished. Records with respect to such training shall be maintained for 12 consecutive calendar months.
- (3) The Bulk Handler shall take immediate corrective action in the event of noncompliance with this section. The Bulk Handler shall notify the President/CEO immediately when noncompliance is discovered and corrective action cannot be accomplished within a reasonable period of time.
- (4) The Bulk Handler shall maintain training records for each of its employees which shall be available for review by the Capital Region Airport Commission and FAA during FAR Part 139.321 inspections and at any other time during normal business hours.
- (5) The Commission reserves the right to require the Bulk Handler's employees to complete successfully reasonable and non-discriminatory training and testing conducted by the Commission in order to receive and maintain badge identification to enter the AOA/SIDA.

EE. Suspension of Privileges of Bulk Handler – The President and CEO may suspend the privileges of a Bulk Handler to operate within the AOA/SIDA outside of its leasehold under the following conditions:

- (1) Initial Suspension: In the event of an accident in the AOA/SIDA by the operator of a vehicle transporting Combustible Materials, there shall be an investigation by designated Federal, State or Local officials to determine the cause of the accident. In addition to all other remedies provided hereunder, if the accident involved property damage estimated at over \$1000 or personal injury involving hospitalization or in the event of death and there is a preliminary finding that the accident is the result of a violation of Part VIII or IX of these Rules and Regulations by the vehicle operator, the President and CEO may suspend the privileges of the Bulk Handler whose employee was the vehicle operator involved in such accident to allow time for further investigation of the circumstances of the accident (the “Initial Suspension”). The Initial Suspension shall be effective ten (10) days after the Bulk Handler receives written notice of such suspension unless the President and CEO determines that continuing to allow the Bulk Handler to operate presents a continuing threat to life or property, in which event the Initial Suspension shall become effective immediately upon receipt by the Bulk Handler of written notice. The Initial Suspension shall be for a period not exceeding thirty (30) days from its effective date.
- (2) Final Suspension: The privileges of a Bulk Handler may be suspended by the President and CEO for a period not exceeding twelve (12) months (“Final Suspension”) under the following circumstances:
  - (a) If an investigation of an accident described in subparagraph (1) above results in the finding that failure to properly train and/or

supervise the vehicle operator in compliance with Part IX, Section DD above was a contributing factor in the occurrence of the accident,

- (b) If the President and CEO determines that based on the severity and frequency of the violations of Parts VIII and/or IX of these Rules and Regulations by the Bulk Handler or its employees or others within its control that the Bulk Handler's operations within the AOA/SIDA present a continuing risk to safety and/or security, whether or not there has been an accident as described in paragraph (1) of this Section EE,
- (c) If the employees of a Bulk Handler or others within its control are found by the President and CEO to have violated Parts VIII and/or IX of these Rules and Regulations at least six (6) times cumulatively in any twelve (12) month period.

The Final Suspension shall be effective ten (10) days after the Bulk Handler receives written notice of such suspension unless the President and CEO determines that continuing to allow the Bulk Handler to operate presents a continuing threat to life or property, in which event the Final Suspension shall become effective immediately upon receipt by the Bulk Handler of written notice.

FF. Appeal of Suspension of Bulk Handler - In the event that an Initial Suspension or a Final Suspension of the privileges of a Bulk Handler is imposed pursuant to paragraph EE above, the Bulk Handler shall have ten (10) days from the date of receipt of written notice of such suspension to deliver to the President and CEO written notice of appeal with the reasons therefore why such suspension should not be imposed. If the President and CEO after further investigation determines that the violation or violations which led to the suspension did not occur or that there are extenuating circumstances why such penalty should not be imposed then

he may reduce or eliminate the suspension. If after receipt of the written decision of the President and CEO, the Bulk Handler suspended hereunder wishes to appeal further, he shall deliver written notice of appeal to the President and CEO within ten (10) days of receipt of such decision. The President and CEO shall thereafter notify the Chairman of the Commission who shall establish an ad hoc committee.

GG. Reinstatement of Bulk Handler - In the event of an Initial Suspension or a Final Suspension of privileges under Part IX, Section EE above, the Bulk Handler may reapply for reinstatement of privileges at any time upon demonstration that it has taken steps to the satisfaction of the President and CEO to improve its screening and hiring, training and supervision of personnel operating in the AOA/SIDA to make less likely the violation of the Rules and Regulations in the future.

HH. Non-Public Fueling - Except as otherwise provided in any agreement with the Commission, persons conducting fueling operations on the Airport, only on their own aircraft, shall be required:

- (1) To provide suitable and adequate storage of fuel and oil which meets all applicable fire codes, Federal, State and local laws, statutes, ordinances, rules and regulations pertaining to safe handling of fuels and fire safety.
- (2) To provide suitable and adequate fuel dispensing equipment meeting all NFPA criteria to service aircraft.
- (3) To restrict their fueling activities to their own leased areas and to their own aircraft. Fueling of aircraft shall be permitted only in areas designated by the President and CEO and in accordance with the Minimum Standards as amended from time to time.

X.

**FEES AND CHARGES**

- A. Fees - Any permission granted by the President and CEO under these Rules and Regulations is conditioned upon the payment of any and all applicable fees and charges as may be established by CRAC from time to time and as contained in the CRAC Summary of Operating Fees & Charges incorporated herein by reference.
- B. Landing Fees - Owners/operators of all aircraft shall pay such landing fees as may be prescribed by CRAC.
- C. Signatory Airline Fees - All airlines operating regularly scheduled flights at the Airport in accordance with a published schedule may become signatories to CRAC's airline operating agreement. Fees are to be established in accordance with the agreement.
- D. Non-Signatory Airline Fees - All airlines operating regularly scheduled flights at the Airport in accordance with a published schedule and not a signatory to the airline operating agreement will pay fees as established in accordance with the "Statement of Policy Regarding Calculation and Periodic Adjustment of Non-Signatory Airline Rentals, Fees, and Charges and Use by Non-Signatory Airlines of Facilities at Richmond International Airport."
- E. Aircraft Parking Fees - Aircraft parked on apron areas assigned to fixed base operators shall be charged at the rate determined by the fixed base operator. Aircraft, other than those covered in C and D above, parked on apron areas other than those outlined above shall be charged a fee for use of the apron.
- F. International Arrivals Facility Fees - All aircraft owners or operators whose passengers require the use of the International Arrivals Facilities shall be charged, in addition to other applicable charges a fee for such use.

- G. Facility Use Fees - All aircraft owners or operators whose aircraft use the facilities (hold room, loading bridge, or apron owned and operated by CRAC) shall be charged user fees for the use of the facilities.
  
- H. Payment of Fees - All charges and fees owed to CRAC for landing fees, parking charges, services performed, Airport facilities used, or for aircraft stored on a daily basis shall be paid before the aircraft shall depart the Airport, unless prior satisfactory credit arrangements have been made with CRAC.
  
- I. Space Occupancy Charges - Occupancy and rental of all space or the conduct of any business, commercial enterprise or other form of revenue producing activity on the Airport, shall not be permitted unless a written contract for such occupancy, rental or conduct of business has first been obtained from CRAC.
  
- J. Fuel Flowage Fees - Operators of fueling facilities shall pay such fuel flowage fees as may be prescribed by CRAC.
  
- K. Water and Sewer Fees - All persons being served by CRAC water and/or sewer facilities shall pay such fees for the operation and maintenance of such facilities as may be prescribed by CRAC and shall be subject to and shall comply fully with CRAC's backflow Prevention and Cross-Connection Control Program. Additionally, for each domestic/drinking water connection made to the Airport's water system, a permit fee shall be assessed and paid in such amount prescribed by CRAC as shall be required for it to comply with its obligations under a water agreement with the County of Henrico and any additional amount as may be deemed appropriate by CRAC to defray the capital costs of Airport water system improvements. Such fee shall be in addition to the water and sewer services fees next hereinabove specified.



- L. Parking Charges - No person shall park a motor vehicle in any area on the Airport requiring payment for parking therein without paying the required parking charges for the right and privilege of parking therein. The owner of any motor vehicle parked in violation of this section shall be responsible for all fees and charges assessed herein.
  
- M. Other Charges - All fees and charges for services or use of the Airport not herein enumerated shall be established by resolution and paid when due.
  
- N. Late Charges - All fees and charges owed to CRAC are payable when due. Unless otherwise provided in an existing agreement with CRAC or in these Rules and Regulations, any payment not received when due shall be subject to a late charge and/or administrative handling fees as set forth in the CRAC Summary of Operating Fees & Charges.
  
- O. Towing/Booting/Storage Fees - Vehicle owner must pay all parking fines, towing charges, booting fees and storage fees prior to release of any vehicle towed or booted for violation of Airport parking regulations.
  
- P. Alarm Response Fees - Airport Tenants may be required to pay a fee for police, security or ARFF response to false alarms which may arise from security or fire alarms at leased areas or from alarms at any area of the Airport caused by negligent or deliberate actions of an employee of an Airport Tenant.
  
- Q. Foreign Trade Zone Use Fees – All persons or businesses (users) receiving facility use or services from Foreign-Trade Zone #207, whether or not said persons or businesses have executed a leasing or labor services agreement, shall pay the applicable rates and charges as established in accordance with the “Zone Schedule.”

- R. Foreign Trade Zone Operator, Subzone, and Satellite Zone Fees – All persons or businesses receiving authority from the grantee of FTZ #207, the Capital Region Airport Commission, to establish and/or operate a general purpose zone, subzone or satellite zone site shall pay the applicable fees as established in accordance with the executed agreement with CRAC which grants such authority.

**XI.**  
**CIVIL RIGHTS**

Any person engaging in aviation related activities as defined in Part 102 of the Federal Aviation Regulation (14 CFR 152.401 et seq.), on the Airport shall comply with the civil rights provisions therein as well as the provisions of Title VI of the Civil Rights Act of 1964.

**XII.**  
**ENFORCEMENT**

- A. Criminal Enforcement - It having been determined by CRAC that it is necessary in the interest of the public safety to do so, these Rules and Regulations are accorded the force and effect of law and any act prohibited or made or declared to be unlawful or an offense by these Rules and Regulations, except such Rules and Regulations provided in Part III herein relating to motor vehicle traffic, shall be punishable as a class I misdemeanor punishable by confinement in jail for not more than 12 months and/or a fine of not more than \$2,500. Violation of any of the Rules and Regulations in Part III herein relating to motor vehicle traffic shall be tried and punished in the same manner as if it had been committed on the roadways of the political subdivision in which such violation occurred. Responsibility for enforcement of these Rules and Regulations is vested in the Airport Police Department by the President and CEO. Assessment of fees and charges, removal of property from the Airport or forfeiture of privileges for violation of these Rules and Regulations shall be deemed administrative and civil remedies.
- B. Administrative Forfeiture of Individual Privileges – In addition to all other remedies provided hereunder, an individual who has been determined by the President and CEO to have violated the provisions of Part VIII or IX of these Rules and Regulations with respect to activities in the AOA/SIDA may lose his privilege to enter the AOA/SIDA unless and until he has taken and successfully completed the applicable retraining course and paid the fee therefore. Additional violations after retraining may result in further suspension for a period up to twelve (12) months, after which such individual may reapply for reinstatement upon demonstration that he will meet the requirements of these Rules and Regulations.

**XIII.**  
**SEVERABILITY**

It is hereby declared that the phrases, clauses, sentences, paragraphs and sections of these Rules and Regulations are severable, and if any phrase, clause, sentence, paragraph, or section shall be declared unconstitutional or invalid by a court competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of the Rules and Regulations.

**XIV.**  
**AMENDMENTS**

The President and CEO shall be authorized to print and distribute copies of these Rules and Regulations to the general public. Unless otherwise provided, amendments to these Rules and Regulations adopted by CRAC shall become effective upon adoption whether or not formally merged or appended to the previously printed copies.

Approved and adopted by The Capital Region Airport Commission, in accordance with Chapter 380 of the 1980 Virginia Acts of Assembly, as amended, on September 29, 1992.

Approved and adopted by The Capital Region Airport Commission, in accordance with Chapter 380 of the 1980 Virginia Acts of Assembly, as amended, on January 27, 1998.

Approved and adopted by The Capital Region Airport Commission, in accordance with Chapter 380 of the 1980 Virginia Acts of Assembly, as amended, on April 27, 1999.

Approved and adopted by the Capital Region Airport Commission, in accordance with Chapter 380 of the 1980 Virginia Acts of Assembly, as amended, on May 27, 1999.

Approved and adopted by the Capital Region Airport Commission, in accordance with Chapter 380 of the 1980 Virginia Acts of Assembly, as amended, on September 26, 2006.

Approved and adopted by the Capital Region Airport Commission, in accordance with Chapter 380 of the 1980 Virginia Acts of Assembly, as amended on December 12, 2006.

Approved and adopted by the Capital Region Airport Commission, in accordance with Chapter 380 of the 1980 Virginia Acts of Assembly, as amended on October 26, 2010.

Approved and adopted by the Capital Region Airport Commission, in accordance with Chapter 380 of the 1980 Virginia Acts of Assembly, as amended on October 29, 2013.

Approved and adopted by the Capital Region Airport Commission, in accordance with Chapter 380 of the 1980 Virginia Acts of Assembly, as amended on October 28, 2014.

Approved and adopted by the Capital Region Airport Commission, in accordance with Chapter 380 of the 1980 Virginia Acts of Assembly, as amended on July 28, 2015.

Approved and adopted by the Capital Region Airport Commission, in accordance with Chapter 380 of the 1980 Virginia Acts of Assembly, as amended on June 26, 2018.

Approved and adopted by the Capital Region Airport Commission, in accordance with Chapter 380 of the 1980 Virginia Acts of Assembly, as amended on April 30, 2019.

## APPENDIX 1

### **STANDARDS AND REGULATIONS FOR SOLICITATION OF FUNDS, HAND-BILLING, SURVEYING, PICKETING, DEMONSTRATIONS, AND OTHER EXPRESSIVE ACTIVITY**

These *Standards And Regulations For Solicitation of Funds, Distribution of Literature, Picketing, Marching, Demonstrations, And Other Expressive Activity* (hereinafter, "Standards"), are approved and adopted by the Capital Region Airport Commission in accordance with and pursuant to Section 9 of Chapter 380 of the 1980 Virginia Acts of Assembly, as amended by Chapter 588 of the 1998 Virginia Acts of Assembly.

**A. BACKGROUND AND PURPOSE.** The Airport is designed, operated, and maintained as a facility for air transportation. The Airport was not designed and is not intended for use as a public forum for free speech activities. If left unregulated, free speech and expressive activities, including but not limited to proselytizing and cause advocacy, as well as solicitation of funds, hand-billing, surveying, picketing, and demonstrations, and other expressive activity (hereinafter, "Free Speech Activities"), could negatively impact the Airport and the traveling public in a number of ways, including exacerbating congestion and delay, causing confusion and duress for the public, and compromising public safety and security. The Commission adopts the following Standards in order to facilitate Free Speech Activities consistent with the Airport's primary air transportation function; to maintain the health, security and safety of visitors, guests, passengers, air carrier operations personnel, and employees of the Airport and its lessees ("Airport Patrons"); to avoid confusion and undue duress; and to prevent congestion and facilitate the rapid and efficient movement of large numbers of people through the Airport.

**B. DEFINITIONS.** The following words, terms and phrases, when used in these Standards, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Commission* shall have the meaning indicated in the Rules and Regulations.

*Airport* shall have the meaning indicated in the Rules and Regulations.



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*CEO* means the President and Chief Executive Officer of the Commission or that official's designated representative.

*Director* means the Director of Public Safety of the Commission or that official's designated representative.

*Solicitation of Funds* means, with respect to individuals engaged in Free Speech Activities, a request for the immediate delivery, contribution, or exchange of funds or anything of value (currency, money, checks, electronic fund transfers, credit card transactions, goods, services, or financial assistance), and includes the acceptance of funds or anything of value on Airport property from a donor, regardless of whether the donor receives anything in return. Distribution of literature requesting the future delivery, contribution, or exchange of funds or anything of value to or at a location other than Airport property does not constitute Solicitation of Funds.

*Literature* means any books, pamphlets, handbills, tracts, cards, stickers, circulars, pictures, films, magazines, or any other printed material.

*Hand-billing* means the distribution of literature.

*Survey* is defined as the act of repeated in-person polling or questioning of persons for the purpose of obtaining information related to, and/or securing opinions or viewpoints on issues, candidacies, products, or services.

*Demonstration* includes but is not limited to picketing, sit-ins, protest marches, speeches and acts ordinarily associated with demonstrating, such as parading, singing and display of placards.

*Picketing* includes the stationing or posting of one's person or of others ("pickets") outside the Airport's Terminal Building to induce or inform anyone not to enter the Airport or patronize a tenant therein or to observe the premises so as to ascertain who enters or patronizes the premises or to follow employees or patrons of the Airport or tenants therein to observe them or attempt to persuade them to cease entering or patronizing the picketed premises. This definition also includes informational picketing and hand-billing conducted outside the Airport's Terminal Building.

*Commercial activity* means any activity undertaken for profit, including, but not limited to, the sale provision, advertisement, or display of goods or services.

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*Rules and Regulations* means the Commission's *Amended and Restated Rules and Regulations Regarding Conduct and Activities on the Property of the Capital Region Airport Commission*, as amended from time to time.

**C. PROHIBITED ACTIVITIES.** The Free Speech Activities referred to herein shall be conducted strictly in conformity with the terms and conditions of these Standards and the *Rules and Regulations*. In conducting such activities, no person shall:

1. Engage in Free Speech Activities without an authorized permit.
2. Engage in Free Speech Activities in any place or location or at any date or time other than the location, date, and time specified in a valid permit.
3. Fail to carry the Airport-issued permit, or to wear Airport-issued identification badge, if issued by the Director, above the waist on the outer garment.
4. Refuse to show an Airport-issued identification badge, if issued by the Director, to any Airport official or a member of the public who asks to see it.
5. Touch the person or the property of an individual targeted for or receiving Free Speech Activities.
6. In any way intentionally obstruct, block the path, delay or interfere with the free movements of any other person or seek to coerce or physically disturb any other person.
7. Make verbal threats.
8. Use any sound-amplifying or voice-amplifying apparatus or noise-making devices on the premises of the Airport.
9. Engage in Solicitation of Funds, other than through Airport newsstands or concessionaires under contracts approved by the Airport.
10. Indicate in any way that such person is a representative of the Commission, its constituent governmental entities, the Airport, any airline, any Airport tenant, or any local, state, or federal agency or department.
11. Repeatedly attempt to give literature to any person who has indicated that such person does not wish to accept the literature.

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12. Pin, tie, or attach any flower or other symbol, insignia, article, or object on the clothing, luggage, or vehicle of persons at the Airport without their consent.
13. Set up or use any table, counter, stand, or chairs other than those allowed under the terms of the permit issued by the Airport.
14. Drape or attach any materials to any property of the Airport, including tables, counters, stands, or chairs.
15. Wear or carry a sign or placard larger than twenty-two inches by twenty-eight inches (22" X 28").
16. Misrepresent such person's identity or misrepresent the organization or purpose for which such person is engaging in Free Speech Activities.
17. Store any literature or any other materials in any public use area, or in any parking area, restroom facilities, terminal doors, stairways, vestibules or storage areas used by the Airport and its lessees.
18. Conduct Free Speech Activities outside a Designated Free Speech Area (as defined below).
19. Conduct Free Speech Activities in such a manner as to in any manner barricade, obstruct, interfere with, or form an obstacle to any entrance of the Airport as will prevent free ingress to or egress from the Airport or any restricted area by Airport Patrons.
20. Act in a disorderly manner in conducting Free Speech Activities.
21. Shout, scream, yell or emit noise in such volume as to interfere with the safe and proper use and function of the Airport by Airport Patrons.
22. Engage in any abusive or threatening language or conduct, physical harm, molestation, harassment of persons, breach of peace or other unlawful conduct.
23. Singly or in concert with others, direct insulting, threatening or obscene language against, or interfere with, hinder, obstruct or intimidate, an Airport Patron in that person's exercise of the lawful right to work or to enter upon the Airport premises for the performance of any lawful vocation, or to freely enter or leave the Airport premises.

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24. Distribute any raffle ticket or entry into a game of chance, or conduct a game of chance.
25. Sell, distribute, exchange, or hand out any merchandise or food products, including but not limited to jewelry, candles, flowers, badges, clothing, any type of food, drink (including pre-packaged water), or other goods or services of any kind on the Airport, except printed materials previously described to the Director in an application for a permit.
26. Litter or dispose of trash anywhere on Airport property other than in properly marked containers.
27. Fail to abide by and strictly conform to these Standards or the *Rules and Regulations*.
28. Fail to abide by and strictly conform to all applicable local, state, and federal laws, statutes, ordinances, policies, rules, and regulations while on Airport property.
29. Destroy, injure, deface, disturb, or tamper with any building, sign, equipment, fixture, marker, or any other structure or property of or on the Airport.
30. Place signs, notices, advertisements, or other writings, in or on any structure or building on the Airport Property.
31. Set or have open or contained fires on Airport premises.
32. Use any building or facility at the Airport for lodging or sleeping purposes.
33. Fail or refuse to cooperate in the investigation of any complaint received by the Airport regarding the conduct of any participant in connection with a permit.
34. Request documents or personal information from others, including but not limited to requesting a patron's name, or requesting to see tickets, itineraries, boarding passes, driver's licenses or passports.
35. Promote, advertise, solicit, or survey for any commercial enterprise or purpose, including but not limited to distributing free product samples or other promotional materials.

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36. Violate any security procedure or refuse or fail to comply with a written or oral instruction issued by a representative or officer of the Transportation Security Administration (“TSA”), Commission, local, or state law enforcement, fire, or other public safety authority, or other federal, state or local agency with responsibility for Airport security or the safety and welfare of Airport Patrons.

**D. CONTENT NEUTRALITY.** The regulation of Free Speech Activities shall be content neutral. This Section D. shall apply and be enforced without regard to the identity of the individuals or organizations seeking to engage in regulated activities or the content of the message sought to be communicated.

**E. PERMIT REQUIRED.** No person shall engage in Free Speech Activities on Airport grounds without first applying for and receiving a permit from the Director. An application for a permit must be submitted at least ninety-six (96) hours (exclusive of weekends), but no more than thirty (30) days, in advance of the proposed Free Speech Activities. Applications may be filed with the Director between the hours of 9:00 a.m. and 3:00 p.m., Monday through Friday of each week, other than on federal or Virginia state holidays. This notice is required in order to ensure that adequate measures may be taken to protect the public health, security, safety and order, to assure efficient and orderly use of Airport facilities for their primary purpose, and to assure equal opportunity for expression.

1. Waiver of Notice. The Director may reduce or waive the 96-hour notice requirement if the permit applicant can show that the event or events giving rise to the permit application did not reasonably allow the applicant time to make an application within the time prescribed and that enforcement of the time requirement would place an unreasonable restriction on expressive activity.
2. Permit Application. Permit applicants must submit a permit application that includes the following information, and is accompanied by the following documents:

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- a. The full name, street and mailing address, primary telephone number, and email address or secondary telephone number of the individual completing the application (“Applicant”);
- b. The full name, street and mailing address, primary telephone number, and email address or secondary telephone number of the organization, group, person, or persons on whose behalf the proposed Free Speech Activities will be conducted (“Sponsor”);
- c. The names, street and mailing addresses, email addresses, and cell telephone numbers of at least two people who are designated as representatives for and on behalf of the Sponsor with respect to the proposed Free Speech Activities (“Sponsor Representatives”);
- d. A list by name and address of all individuals that will engage in the Free Speech Activities.
- e. A general description of the proposed activities;
- f. A description of any items to be handed out, displayed, or used in the proposed activities;
- g. Whether the Sponsor is a branch or division of a national organization and, if so, the name and street and mailing address thereof;
- h. If the Sponsor is a Virginia corporation, a copy of its corporate charter, as amended; if it is a foreign corporation, a copy of its certificate to do business in Virginia;
- i. If the proposed activities include requests or invitations for the future delivery, contribution, or exchange of funds or anything of value to or at a location other than the Airport property, the applicant must provide documentation verifying tax-exempt status and registration with the Virginia Department of Agriculture & Consumer Services.
- j. An agreement by the Sponsor, signed by an authorized representative, to defend, indemnify, and hold harmless the

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Commission Parties<sup>1</sup> for, from and against all losses, costs, claims, suits, actions, damages, liability, costs, and expenses, including attorneys' fees, arising from any property damage, personal injury, or other damage or loss caused by the acts or omissions of the Applicant, the Sponsor Representatives, the Sponsor, or persons within or under the direct control or supervision of the same.

- k. The preferred date, hour, and duration of the proposed Free Speech Activities, and the desired Designated Free Speech Area;
  - l. Additional information, such as, for example, a particular audience that the applicant(s) wish to reach;
  - m. A labor organization shall identify the employer who is the target of proposed Free Speech Activities.
  - n. A certification signed by a representative authorized to sign on behalf of the Applicant or Sponsor that the information supplied in and in connection with the permit application is complete, true, and correct.
  - o. A certification signed by a representative authorized to sign on behalf of the Applicant or Sponsor that (i) he/she has read these Standards and the Commission's *Rules and Regulations*, and (ii) that all persons engaging in Free Speech Activities under the requested permit will be instructed regarding rules, regulations, prohibitions, and restrictions therein relating to Free Speech Activities.
3. Fee. A permit application shall be accompanied by a fee of Twenty-Five Dollars (\$25.00) ("Application Fee") to cover a portion of the costs and expenses incurred by the Airport for the time and expense expended by Airport personnel and legal counsel devoted to the processing and review of the permit application and issuance of the permit. An Applicant or

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<sup>1</sup> "Commission Parties" are the Commission, its affiliated entities of the City of Richmond, and Chesterfield County, Hanover County, and Henrico County, Virginia, and all of its or their partners, partnerships, joint ventures and parties thereto, and political subdivisions; and (ii) all of its or their past, present and future Commissioners, elected officials, appointees, officers, directors, agents, attorneys, partners, insurers, employees, representatives, predecessors, assigns, and successors in interest, past and present.

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Sponsor shall not be charged more than one (1) Application Fee in any calendar month.

4. Application Review. The Director will process and review permit applications in the order received. The Director will allocate the use of a Designated Free Speech Area among competing applicants in the order of receipt of a fully completed and executed application. The Airport will have priority use of the requested area or areas where the proposed Free Speech Activities conflict or interfere with a previously scheduled event or with an annual or otherwise regularly-held event or ceremony that is sponsored by or on behalf of the Airport or its lessees.
5. Permit Denial. The Director may deny a permit on the following grounds:
  - a. An application that proposes engagement in any of the Prohibited Activities described in Section C. above.
  - b. A fully executed prior application for the same time and place has been received and a permit has been or will be granted authorizing activities which do not reasonably permit multiple occupancy of the particular area.
  - c. The proposed Free Speech Activity is of such a nature that it cannot reasonably be accommodated in the particular area applied for, taking into account safety, damage to Authority facilities, traffic congestion, or substantial impairment of the operation of public facilities or services of concessionaires or contractors.
  - d. The location applied for is not a Designated Free Speech Area.
  - e. The applicant has made serious or repeated violations of the provisions of these *Standards* or the Airport's *Rules and Regulations*.

If the Director denies a permit application, the Director shall provide a written summary specifying which standard the application fails to satisfy. The denial of the permit and summary explanation shall be provided to the Applicant, Sponsor Representatives, and the Sponsor (where applicable), by email and first class mail.



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6. Application Issuance. The Director of Public Safety shall apply these Standards and, where the Standards are met, shall issue a permit (or denial of the same) within seventy-two (72) hours (exclusive of weekends) following the Director's receipt of the completed permit application. The permit shall be sent via email to the Applicant and Sponsor Representatives and via first class mail or email (if applicable) to the Sponsor.
7. Location, Date, and Time. The Director of Public Safety will designate the location, date, and time of the proposed Free Speech Activities based on the following considerations:
  - a. Safety and security procedures identified by federal and local security officials and Airport staff;
  - b. Pedestrian flow, potential congestion, and areas needed to be kept clear for efficient movement of persons throughout the Airport;
  - c. Reasonable access to the desired audience; and
  - d. Availability of the requested space, date, and time.
    1. If an Applicant or Sponsor wishes to conduct Free Speech Activities in more than one Designated Free Speech Area, the Applicant or Sponsor should specify this request in its application and may receive a conditional permit allowing access to additional areas if no other person or entity requests to use that or those Designated Free Speech Area(s) on the requested date(s) and time(s).
    2. Roaming Free Speech Activities are prohibited.
    3. If another person or entity requests to use a Designated Free Speech Area for which a conditional permit has already been issued, then the Applicant or Sponsor will be notified as soon as practicable that their conditional permit has been withdrawn and will be offered an alternate Designated Free Speech Area, if one is available.
8. Permit Validity. Permits shall be valid only for the date or dates specified on the permit. Applicants may request multiple days; however, all permits

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will expire at the end of each calendar month. Applicants may submit a new application for a subsequent permit. Failure to abide by these Standards or the *Rules and Regulations* and any of the restrictions of a permit may result in the revocation of a permit or the denial of future permits.

9. **Badging.** The Director reserves the right to issue identification badges to individuals who may be present at the Airport repeatedly over a number of days. If the Director issues such a badge, the individual shall wear the badge above the waist on the outer garment of clothing at all times while present on Airport property. Badges must be clearly visible and must be shown to an Airport official or member of the public promptly upon request. Badges remain Airport property and must be relinquished immediately upon request of the Director.
10. **Appeal of Permit Denial.** An Applicant, the Sponsor Representatives, and/or the Sponsor may appeal to the CEO the decision of the Director denying a permit, in whole or in part, and do so by means of a letter addressed to the CEO stating the grounds for the appeal. Such letter of appeal must be delivered to the CEO within five (5) business days following the Director's transmittal of the denial of the permit and summary explanation. The CEO shall review the initial permit decision and summary explanation, and the grounds for the appeal, and shall issue a written decision affirming the denial or challenged limitation of the permit, or granting or modifying the permit as requested, and do so within five (5) business days following the CEO's receipt of such appeal. This decision shall be sent by first class mail and by email (if applicable) to the appellant. The decision of the CEO shall be effective upon such service, and shall constitute a final decision of the Commission.

**F. DESIGNATED FREE SPEECH AREAS.** The Director has determined that only certain areas inside and outside the Airport provide a reasonable opportunity for Free Speech Activities while not impeding on the use of the Airport for its intended purpose of providing a safe and orderly facility for air transportation, including the efficient flow of

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pedestrian traffic and the maintenance of safety and security. No Free Speech Activities may be conducted within the concourses of the Airport. No Free Speech Activities may be conducted within the Security Checkpoint areas managed and supervised by the TSA except to the extent expressly permitted by the TSA.

The Director shall designate those areas where expressive activities may occur ("Designated Free Speech Areas"). Designated Free Speech Areas may vary by season; in order to determine which Designated Free Speech Areas are currently available for Free Speech Activities, the Applicant or Sponsor should contact the Office of Public Safety by telephone. Permittees are prohibited from engaging in roaming Free Speech Activities outside their assigned Designated Free Speech Area.

1. Permittees will be provided a diagram illustrating the Designated Free Speech Area to which they are assigned and will be shown the Designated Free Speech Area upon their first arrival at the Airport.
2. The Director may move, remove, or reduce the size of any Designated Free Speech Area as needed to respond to construction in progress, changes in pedestrian flow, evolving security requirements, or other appropriate circumstances.

**G. USE OF A DESIGNATED FREE SPEECH AREA.** No more than two (2) permittees may use at one time a Designated Free Speech Area located within the Airport Terminal Building. No more than eight (8) permittees may use at one time a Designated Free Speech Area located outside the Airport Terminal Building. Permittees engaging in Free Speech Activity must carry on their person their permit for doing so.

1. Permittees may bring to the Designated Free Speech Area one folding table or cart, with footprint dimensions not exceeding three feet wide by six feet long, and up to two chairs. Property of permittees must be removed from the Designated Free Speech Area at the conclusion of the Free Speech Activities for that day. At least one permittee must remain with permittee's property, to include table and/or cart(s), at all times. If permittees abandon

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any property brought to their Designated Free Speech Area, the Airport cannot be held responsible for damage or theft of any property.

2. Permittees may not attach any items to Airport property.
3. No signs, placards, posters, handbills, circulars or other printed or written matter may be left unattended at the Airport and persons conducting such distributing or picketing shall be charged with the cost of removal of such items left unattended. No handbills, circulars or other printed or written matter shall be distributed within any parking facility.

**H. SUSPENSION AND REVOCATION OF PERMITS.** The Director may suspend or revoke the permit of any person or organization who violates these Standards or the *Rules and Regulations*, or local, state, or federal law.

1. The Director shall issue a written notice of suspension or revocation, which shall include the reason or reasons for the suspension or revocation and the duration of any suspension or revocation. The suspension or revocation shall be effective immediately upon the earlier of the personal delivery or the transmittal by email of such written notice to the Applicant or the Sponsor Representatives.
2. Upon suspension or revocation of a permit, the Applicants, Sponsor Representatives, Sponsors, any person who committed the actions or violations causing such suspension or revocation, shall be ineligible to apply for a permit for up to six (6) months, as determined by the Director, and any other permits held by such persons shall be deemed suspended or revoked for a like period.
3. The Director's decision to suspend or revoke an existing permit shall be subject to appeal to the CEO under the procedures and time limitations described in Section E. above.

**I. EMERGENCIES.** In the event of an emergency affecting the safety or security of Airport patrons, Airport property, or the integrity of the air transportation security system, the Director may suspend a permit immediately and without prior notice.

## **APPENDIX 1**

The Director will restore any such permit as soon as reasonably practicable, consistent with security requirements.

**J. CONFLICTING RULES AND REGULATIONS.** These Standards shall be deemed to supersede and replace any existing provisions of the Commission's *Rules and Regulations* addressing or regulating the subject matter hereof, which are hereby deemed nullified and revoked.

**K. FORCE AND EFFECT OF LAW.** These Standards shall have the force and effect of law. The violation of these Standards having the force and effect of law shall be punishable as misdemeanors.

Approved and adopted by the Capitol Region Airport Commission, in accordance with Chapter 380 of the 1980 Virginia Acts of Assembly, as amended, on June 26, 2018.