

# **Rules and Regulations**

**Issued by the  
Central West Virginia Regional Airport Authority**

**October 1, 2021**

Central West Virginia Regional Airport Authority  
Rules & Regulations

Rules and Regulations

Promulgated under Chapter 8, Article 29B, Section 3, of the Code of the State of West Virginia governing the use and operation of properties and facilities under the control of the Central West Virginia Regional Airport Authority (“Authority” or “Airport Authority”) and prohibiting certain activities in connection with such properties and facilities. These Rules and Regulations are hereby adopted and issued effective October 1, 2021. All Rules and Regulations previously issued or adopted are hereby revoked and supplanted as of such date.

**Table of Contents**

100 – General .....	3
200 – Vehicles .....	8
300 – Aircraft Operations .....	12
400 – Fueling .....	16
500 – Airport Usage .....	19
600 – Public Safety .....	26
700 – Waiver Provisions .....	28
800 – Airport Security .....	29
900 – Ground Transportation .....	35
1000 – Environmental .....	35
1100 – Penalties .....	37

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Central West Virginia Regional Airport Authority  
Rules & Regulations

**100 – General**

**100.1 Definitions:**

As used in these rules and regulations:

1. **"ACCESS MEDIA HOLDER"** shall mean an individual who holds an airport-issued identification media.
2. **"AGREEMENT"** shall mean an executed lease, license, permit, or other form of Agreement between a Person and the Airport Authority.
3. **"AIRCRAFT"** shall mean any machine or contrivance now known or hereafter designed, invented, or used for navigation or flight in the air or space.
4. **"AIRCRAFT OPERATOR"** shall mean any Person, firm, corporation, company, association or organization owning, leasing, controlling or operating any aircraft, or causing the operation thereof.
5. **"AIR OPERATIONS AREA (AOA)"** as used in these rules and regulations refers to the following facilities:
  - a. Runways for the purpose of landing and taking off of aircraft
  - b. Taxiways and taxi lanes for the purpose of the ground movement of aircraft
  - c. Aprons, ramp areas, and hangars
  - d. Other areas designated by the Airport Security Program or Airport Director & CEO
  - e. The secured area is not a part of the Air Operations Area
  - f. Those areas defined as "Air Operations Area" under this paragraph shall not supersede any definitions contained in contractual agreements entered into with the Authority or defined in the Airport Security Program
6. **"AIRPORT"** shall mean Yeager Airport until January 1, 2022 and West Virginia International Yeager Airport effective January 1, 2022 and all of the real estate and improvements thereon and appurtenances thereunto belonging, owned by the Authority, together with certain easements and beacon sites used in connection therewith.
7. **"AIRPORT FIRE CHIEF"** shall mean the designated fire chief on duty at the West Virginia Air National Guard fire station or the ranking Person of any fire department who is the primary responder due to a mutual aid agreement.
8. **"AIRPORT ISSUED IDENTIFICATION MEDIA"** shall mean any credential, card, badge, or other media issued by the Authority for identification purposes and use at the Airport. This includes, but is not limited to, media signifying unescorted access to the air operations area, secured area, security identification display area, sterile area, or to any other area. Identification media does not include "visitor" media issued to individuals who must be under Authority-approved escort on a limited-time or limited-use basis.
9. **"AIRPORT OFFICIAL"** shall mean the Airport Director & CEO & CEO, Assistant Airport Director & CEO & COO, Airport Director & CEO of Finance and Administration and CFO, Chief Development Officer, Operations

Central West Virginia Regional Airport Authority  
Rules & Regulations

Manager, Chief of Police, FBO manager(s). Operations Duty Managers and Operations Specialists.

10. **“AIRPORT POLICE OFFICER”** shall mean any individual assigned, appointed, employed or designated by the Authority as a police officer at the airport and who is qualified as such under the provisions of article 29B of Chapter 8 of the Code of the State of West Virginia.
11. **“ARCC”** shall mean the Airport Response Coordination Center.
12. **“AUTHORITY”** shall mean the Central West Virginia Regional Airport Authority, a public corporation, and its Board of Members as created in accordance with the provisions of Chapter 8, Article 29 of the Code of the State of West Virginia.
13. **“AUTHORIZED EMERGENCY VEHICLES”** shall mean a crash, fire, ambulance, rescue, emergency management, or law enforcement vehicle provided by governmental entities and on the Airport for the purpose of conducting crash, fire, rescue, or law enforcement services.
14. **“CHARTER AIRLINE SERVICE”** (Also known as non-scheduled air service) shall mean commercial airline service provided by a commercial airline operating under FAR 135 or FAR 121 which does not publish schedules in the Official Airline Guide (OAG) and is not certified by the U.S. Department of Transportation (DOT) to provide scheduled airline service to or from the Airport. Even though seats may be available to the public and/or flights may operate on a schedule, this air service does not meet the OAG test or the DOT test.
15. **“CHARTERED GROUP GROUND TRANSPORTATION”** shall mean the transportation of Persons with a driver by bus or equivalent when advanced reservations have been made for a particular vehicle, Person, or group at a particular time and prearranged by the passenger(s). All group charters require a manifest by name or group and only those passengers may be boarded.
16. **“CODE”** shall mean the West Virginia State Code, as amended.
17. **“CODE OF FEDERAL REGULATIONS (CFR)”** shall mean regulations issued by various branches and agencies of the federal government under the authority of statutes.
18. **“COMMERCIAL AIR CARRIER”** shall mean any aircraft operator engaged in the transportation by Aircraft of Persons, freight, cargo, or mail for hire, including but not limited to, air carriers holding a Federal Certificate of Public Convenience and Necessity for operation into the Airport on a regularly scheduled basis.
19. **“COMMERCIAL GROUND TRANSPORTATION OPERATOR”** shall mean the Person operating Commercial Ground Transportation.
20. **“COMMERCIAL GROUND TRANSPORTATION”** shall mean any taxi, limousine, transportation network company (TNC), van, contract shuttle, courtesy shuttle or vehicle, or other vehicles transporting people for Commercial Users at the Airport.
21. **“COMMERCIAL USER”** shall mean an individual, Person, corporation, club, association, or any other entity offering sale, lease, rent, use, or furnishing of any commodity, article, facility, or service at the Airport, or operating any concession at the Airport.

Central West Virginia Regional Airport Authority  
Rules & Regulations

22. **“CONCESSIONAIRE”** shall mean a Person with a concession or equivalent agreement with the Authority.
23. **“CONTROL TOWER”** shall mean the aircraft control center operated by the Federal Aviation Administration of the United States Government and located on the Airport.
24. **“COURTESY VEHICLE”** shall mean any motor vehicle not defined herein being used regularly for the transportation of customers or baggage between the Airport and any hotel, motel, casino, off-airport auto rental office, or off-airport parking lot as a courtesy provided by such facilities which are not located on Airport property, and no fare or rate is charged directly or indirectly by the Commercial User.
25. **“AIRPORT DIRECTOR & CEO”** shall mean the Airport Airport Director & CEO & CEO employed by the Authority to supervise the operation and management of the Airport and his or her duly authorized representatives.
26. **“FAA”** shall mean the Federal Aviation Administration, which is an agency of the United States Department of Transportation.
27. **“FAR”** shall mean the Federal Aviation Regulations.
28. **“FEES OR CHARGES”** shall mean any monies that are due the Airport by a Commercial User pursuant to these Rules and Regulations or pursuant to any permit, lease, concession agreement, license agreement, or other form of Agreement.
29. **“FIXED BASED OPERATOR”** shall mean the proprietary exclusive Fixed Based operator on the Airport that is staffed with Airport Authority employees.
30. **“GROUND CONTROL”** shall mean that function within the FAA Air Traffic Control Tower, which controls the movement of ground vehicles, equipment, personnel, and taxiing Aircraft on airport runways and taxiways.
31. **“HAZARDOUS MATERIALS”** shall mean any material as defined in applicable Federal, State, and local environmental laws.
32. **“MOVEMENT AREA”** shall mean the portions of the Airport over which the FAA control tower controls the movement of all Aircraft and vehicular traffic.
33. **“NON-COMMERCIAL USER”** shall mean all Airport users who do not meet the definition of “Commercial” and do not possess an executed lease, license, permit, or other form of Agreement with the Airport Authority.
34. **“OFF AIRPORT RENT-A-CAR OPERATOR”** shall mean a rent-a-car operator, which receives the benefits of use of the Airport, but does not have a lease of premises as an on-Airport rental car agency. Off Airport Rent-a-Car Operators must execute a license or permit with a commensurate fee with the Airport Authority in order to operate at the Airport.
35. **“PARK or PARKING”** when prohibited, shall mean the standing of a vehicle, whether occupied or not, except temporarily for the purpose of and while actually engaged in loading or unloading of Persons.
36. **“PARKING METER”** shall mean and include any mechanical device or contrivance having a timing meter and used for timing the parking of Vehicles on the Airport.
37. **“PERSON”** shall mean any individual, partnership, limited partnership, corporation, Limited Liability Company, association, joint venture, club or

Central West Virginia Regional Airport Authority  
Rules & Regulations

- professional limited liability corporation or any other legal entity (including any assignee, receiver, trustee or representative).
38. **“PRIVATE AIRCRAFT OPERATOR”** shall mean any Aircraft operators, other than Commercial Air Carriers, with Aircraft based on the Airport. Aircraft based on the Airport shall include those:
- a. Tied down at the Airport at weekly or longer intervals;
  - b. Those operated by an operator that has an executed Agreement to operate a business on the Airport; and
  - c. Those operated by an operator who used the Airport for the principal or substantial portion of his or her activity. More than eight (8) landings in any thirty (30) calendar day period will be considered a substantial use unless otherwise determined by the Airport Director & CEO
39. **“PUBLIC AREAS”** shall mean the sidewalks, concourses, lobbies, passageways, restrooms, elevators, roadways, parking lots, parking garages, and other similar space made available by the Authority from time to time for use by the general public.
40. **“RESTRICTED AREA”** see section 500.5
41. **“RUNWAY EXCLUSION ZONE”** shall mean a rectangular area centered on the centerline of Runway 5/23 around which the airspace is designated as class B, class C, or class D airspace at the surface under part 71 of title 14, Code of Federal Regulations; and the length of which extends parallel to the runway’s centerline to points that are 1 statute mile from each end of the runway and the width of which is 1/2 statute mile.
42. **“SECURED AREA”** shall mean a portion of the Airport specified in the airport security program, in which certain security measures specified in Part 1542 of 49 CFR Chapter XII are carried out. This area is where Aircraft Operators and foreign air carriers that have a security program under 49 CFR Parts 1544 or 1546 enplane and deplane passengers and sort and load baggage,
43. **“SECURITY IDENTIFICATION DISPLAY AREA (SIDA)”** shall mean the area designated as such in the Airport Security Program where the wearing of appropriate Airport-Issued Identification Media is required for Airport security in accordance with 49 Code of Federal Regulations Part 1542. This includes all Secured Areas around the passenger terminal.
44. **“STERILE AREA”** shall mean the portion of the Airport defined in the Airport Security Program that provides passengers access to boarding Aircraft and to which the access generally is controlled by the TSA through the screening of Persons and property.
45. **“STOP, PARK, OR LEAVE STANDING”** shall mean any stopping or standing of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic, or in compliance with the directions of an Airport Police Officer or Traffic Control Device.
46. **“TRAFFIC CONTROL DEVICE”** shall mean any sign, signal, marking, and device placed or erected by the Authority or Person having jurisdiction over the Airport.

Central West Virginia Regional Airport Authority  
Rules & Regulations

47. **“TRAFFIC CONTROL SIGNAL”** shall mean any device, whether manually, electrically, or mechanically operated, by which traffic is alternately directed to stop and to proceed.
48. **“TSA”** shall mean the Transportation Security Administration.
49. **“VEHICLE”** shall mean any device for transporting Persons or property, except Aircraft.

## 100.2 Scope

- A. All users of and Persons on the Airport shall be governed by these Rules and Regulations and the directions of the Airport Director & CEO. These regulations are subject to change by the Authority from time to time.
- B. These Rules and Regulations are not intended to amend, modify or supersede any provision of Federal, State, or local law or any specific contractual agreement entered into with the Authority with which they may be deemed to be in conflict and shall be interpreted insofar as possible so as not to conflict with any such law or contractual provision. These Rules and Regulations shall be in addition to the Minimum Standards adopted by the Airport Authority and amended from time to time. In the event of a conflict between the Rules and Regulations and the Minimum Standards, the Rules and Regulations will be the prevailing document.
- C. The sections, subsections, sentences, clauses, and phrases of these Rules and Regulations are severable, and if any phrase, clause, sentence, subsection, or section shall be ruled unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, subsections, and sections of these Rules and Regulations, since the same would have been enacted without the incorporation in these Rules and Regulations of any such unconstitutional phrase, clause, sentence, subsection, or section.

## 100.3 Enforcement

In addition to penalties for violations under Regulation 1100, the Airport Airport Director & CEO & CEO may remove or evict from the Airport any Person who violates any Rules and Regulation provisions, provisions of the Minimum Standards, Agreements entered into between Persons and the Airport Authority, or upon direction issued by the Airport Director & CEO when such action is deemed necessary to ensure the safety, security, civil rights, maintenance, or orderly operation of the Airport. The Airport Director & CEO may also deny future use of the Airport to any such Person and remove or evict

Central West Virginia Regional Airport Authority  
Rules & Regulations

any such Person deemed necessary by the Airport Director & CEO & CEO under the circumstances. The Airport Director & CEO & CEO reserves the right to take such other measures as may be permitted by law to enforce these Rules and Regulations and Minimum Standards. Access Media Holders are subject to penalties in accordance with Operating Instruction 200.32 for violation of these Rules and Regulations and the Minimum Standards.

#### **100.4 Lost Articles**

Any Person finding lost, misplaced, or abandoned articles at the Airport shall immediately turn them over to the Airport Police. An effort will be made by the Officer on duty to return the article to the rightful owner, (see Operating Instruction 111-06). Any such article not claimed by the rightful owner will be reported to the Unclaimed Property Division of the State Treasurer's Office as required by; Chapter 36, Article 8 of the Code of the State of West Virginia.

#### **100.5 Liability**

The Authority assumes no responsibility for loss, injury, or damage to Person or property by reason of fire, theft, vandalism, wind, flood, earthquake, collision, strikes, or acts of God or of any public enemy, nor does it assume any liability for injury to Persons while on the Airport or while using facilities or Vehicles of the same, or for property damage.

### **200 – Vehicles**

#### **200.1 General**

- A. All Vehicles shall be operated on the Airport in compliance with all of the provisions contained in Chapter 17A, 17B, 17C, and 17D of the Code of the State of West Virginia, relating to motor Vehicles.
- B. No Vehicle shall be operated on the Airport unless it is duly licensed, if required by law, and unless the driver thereof shall have a lawful driver's license to operate a Vehicle.
- C. No Vehicle shall be operated in the Air Operations Area or in the Secured Area unless the Vehicle has the minimum amount of liability insurance determined by the Authority, with the Authority named as an additional insured on such insurance. The proof of insurance must be on file with, and approved by the Authority unless the Vehicle is under an Authority-approved escort. The Vehicle operator must be deemed qualified by the Authority as airfield driver qualified or ramp driver qualified unless they are under an Authority-approved



Central West Virginia Regional Airport Authority  
Rules & Regulations

escort. Emergency vehicles responding to emergencies at the Airport shall be exempt from these requirements.

**200.2 Rules of Operation**

- A. No Person shall operate a Vehicle on the Airport in a reckless or negligent manner or in excess of 15 miles per hour in front of the terminal or 25 miles per hour in other areas, or as posted. In no event shall a Vehicle be operated in excess of 10 miles per hour on Aircraft parking aprons; and as may be deemed safe, reasonable, and prudent on other portions of the air operations area. The driver of any Vehicle, as well as pedestrians, shall obey the instructions of any official Traffic Control Device applicable thereto unless otherwise directed by the Airport Director & CEO or an Airport Police Officer.
- B. Pedestrians and Aircraft shall at all times have the right-of-way over vehicular traffic. All Vehicles shall pass to the rear of taxing Aircraft and shall be so operated as to avoid interference with Aircraft operation.
- C. No Vehicle shall be operated on the Airport if it is constructed, equipped or loaded as to endanger Persons or property.
- D. No Person shall operate a Vehicle on the Airport without exhaust protected by screens or baffles to prevent the escape of sparks or propagation of flame.
- E. When parking adjacent to a runway, all Vehicles must park parallel to the runway outside of the safety areas and at least 250 feet from the centerline on Runway 5-23 unless such runway is officially closed by the Airport Director & CEO and/or Authority maintenance requirements dictate otherwise.
- F. No vehicle, whether for hire or otherwise, shall load or unload passengers or baggage in any area on the Airport except as designated for such purpose by appropriate signs or markings or as authorized by the Airport Director & CEO. Nor shall any carrier for hire accept business originating at the Airport without a contract with the Authority or the express approval of the Airport Director & CEO.
- G. No vehicle shall be parked or left unattended in any area on the Airport except in such areas as may be designated by appropriate signs, parking permit, or markings upon the pavement.
- H. No Person shall leave a vehicle unattended in any area designated for loading/unloading.

Central West Virginia Regional Airport Authority  
Rules & Regulations

- I. No Person shall stop, stand, or park a vehicle on the Airport in such a manner as to interfere with or prevent the free and proper passage of other vehicles or aircraft.
- J. No Person shall stop, stand, or park a vehicle within 10 feet of any fire hydrant.
- K. No Person shall stop, stand, or park a vehicle in a manner that blocks access to a curb ramp, a crosswalk, or any other architectural improvement designed to aid the disabled.
- L. All Vehicles parked, disabled, abandoned or otherwise left unattended in any unauthorized area on the Airport, including but not limited to the employee lot, rent-a-car parking lots, in front of the terminal and handicap parking spots may be removed, without liability for damage which may result in the course of such removal, to a safe place of storage on the instructions of the Airport Director & CEO, an Airport Police Officer, or by Personnel designated by the Airport Director & CEO. The owner of the Vehicle shall pay all charges for such removal and applicable parking charges if the vehicle is towed to the short-term or another parking lot.
- M. Vehicles may not be parked in the lot directly across from the main terminal for more than 20 minutes, with the exception of Authority vehicles. Vehicles in violation may be towed. The owner of the Vehicle shall pay all charges for such removal and applicable parking charges if the Vehicle is towed to the short-term or another parking lot.
- N. It shall be unlawful to park any Vehicle across any line or marking designating a parking place or to park a Vehicle in any way that the same shall not be wholly within a parking space as designated by said line or markings.
- O. Each rental car agency at the Airport shall instruct its customers to return all rental Vehicles to designated return areas. Rental Vehicles found in any unauthorized area or in violation of any parking regulation shall be processed in accordance with Sections H and M above.
- P. All Persons employed at the Airport and authorized to park in the employee parking lot shall register their Vehicle with the Airport Director & CEO prior to use of parking space in the lot. Any change in ownership of Vehicles will require a change in registration. Each employee shall clearly display the authorized parking permit within the Vehicle and it shall be clearly visible from the front view of the Vehicle.
- Q. Nothing contained in this section shall apply to authorized emergency Vehicles responding for emergency work or to a Police Officer in the performance of their official duties.

Central West Virginia Regional Airport Authority  
Rules & Regulations

- R. Persons issued an employee parking permit may not leave their Vehicle unattended in the designated 20 minute drop off / pick-up parking lot in front of the terminal unless they are dropping off or picking up a passenger.
- S. No Person may operate a Vehicle in need of repair or maintenance to the extent it is causing an unsafe condition.
- T. Access Media holders must report any accidents or collisions involving a Vehicle or drivable equipment occurring on Airport property to the Authority without undue delay and may not leave the scene until police arrive.
- U. Access Media Holders may not ride on or allow others to ride on non-passenger designated areas of Vehicles.
- V. No Person may operate a Vehicle in the Secured Area or Air Operations Area under the influence of drugs or alcohol.

### **200.3 Radio Equipment**

- A. All Vehicles operating in the Movement Area must be equipped with two-way VHF radios tuned to 121.8 and be in continuous communication with the Control Tower with the exception of the following equipment:
  - 1. Emergency vehicles while attending an accident;
  - 2. Agricultural and maintenance equipment not engaged in working on runways proper; provided, however, the Control Tower is kept informed of the general area in which they are operating;
  - 3. Vehicles operating under Airport-approved escort.
- B. Any Vehicle operated in the Air Operations Area shall not proceed closer than 250 feet from centerline on Runway 5-23, nor cross the runway prior to being cleared by the Control Tower. It is the responsibility of all Vehicle operators to be conversant with standard Airport light signals regardless of whether the Vehicle is radio equipped

### **200.4 Repair of Vehicles**

No Person shall clean or make any repairs of Vehicles anywhere on the Airport other than in designated shop areas, except those minor emergency repairs necessary to remove the Vehicle from the Airport. No Person shall move, interfere or tamper with any vehicle part, instrument, or tool thereof, without permission of the owner or satisfactory evidence of the right to do so duly presented to the Airport Director & CEO.

## 300 – Aircraft Operations

### 300.1 Aeronautical Activities

- A. All aeronautical activities in this Airport and all flying of Aircraft departing from or arriving in the air space above the Airport shall be conducted in conformity with the current FAR's and directives as promulgated by the Administrator of the FAA and in conformity will all other applicable laws, including these Rules and Regulations and the adopted Minimum Standards. It shall be the responsibility of all Persons operating on the Airport to acquaint themselves, their pilots, instructors, and students with FAR's and all Airport Rules and Regulations contained herein and the Minimum Standards.
- B. The Control Tower or Airport Director & CEO may prohibit Aircraft from landing or taking off at any time when or under circumstances which it deems such landings and take-offs are likely to endanger Persons or property. Pilots of all Aircraft entering the control zone of the Airport must have a two-way radio capable of communicating with the Control Tower for landing, take-off, and taxiing instructions; unless prior arrangements have been made with the Control Tower or an emergency arises.

### 300.2 Aircraft Registration

- A. The operators of all Aircraft based on the Airport will register their Aircraft with Capital Jet Center prior to use of the Airport. Any change in ownership or leasehold interest will require a change in registration.
- B. Aircraft based on the Airport (Based Aircraft) for the purpose of these regulations are those:
  - 1. Tied down at the Airport at a weekly or longer charge;
  - 2. Of an operator who maintains a fixed place of business on the Airport through an executed Agreement with the Authority;
  - 3. Of an operator who uses the Airport for the principal or substantial portion of their activity. More than eight (8) landings in any thirty (30) calendar day period will be considered a substantial use, unless otherwise determined by the Airport Director & CEO.

### 300.3 Aircraft Reports

- A. The Aircraft operator involved in an accident causing injury to a Person or property damage at the Airport shall make a prompt and full written report of the accident to the Airport Director & CEO. Such report shall include the names and addresses of the Persons involved and a copy of any written report required by FAA regulations.

Central West Virginia Regional Airport Authority  
Rules & Regulations

- B. The Aircraft operator shall be responsible for the prompt disposal of disabled Aircraft at the Airport after release by the National Transportation Safety Board and/or the FAA, as well as by the Authority. Failure to dispose of such Aircraft will subject the operator to the provisions of Rule 300.5

**300.4 Refusal of Clearance and Airport Use**

- A. The Airport Director & CEO shall have the right at any time to close the Airport in its entirety or any portion thereof to air traffic, to delay or restrict any flight or other Aircraft operation, to refuse takeoff permission to Aircraft, and to deny the use of the Airport or any portion thereof to any specified class of Aircraft or to any operator when he considers any such action to be necessary and desirable to avoid endangering Persons or property and to be consistent with the safe and proper operation of the Airport. In the event the Airport Director & CEO determines the condition of the Airport or any part thereof to be unsafe for landings or takeoffs, he shall issue, or cause to be issued a Notice to Airmen (NOTAM) closing the Airport or any part thereof.
- B. The Airport Director & CEO shall have authority to deny use of the Airport to any Aircraft operator violating Airport Rules and Regulations, Minimum Standards, as well as Federal or State regulations.

**300.5 Disabled Aircraft**

- A. Any owner, lessee, operator or other Person having the control, or the right of control of any disabled Aircraft on the Airport shall be responsible for the prompt removal and disposal thereof, and any and all parts thereof, subject, however, to any requirements or direction by the NTSB, the FAA, or an Airport Official that such removal or disposal be delayed pending an investigation of an accident. Any owner, lessee, operator or Person having control, or the right of control, of any Aircraft does, by use of the Airport, agree and consent, notwithstanding any provision in any Agreement, lease, permit or other instrument to the contrary, that the Authority may take any and all necessary action to effect the prompt removal or disposal of disabled Aircraft that obstructs any part of the Airport utilized for Aircraft operations; that any costs incurred by or on behalf of the Airport for any such removal or disposal of any Aircraft shall be paid to the Authority upon demand; that any claim for compensation against the Authority, and any of their officers, agents or employees, for any and all loss or damage sustained to any such disabled Aircraft, or any part thereof, by reason of any such removal or disposal is waived, and that the owner, lessee, operator or Person having control, or the right of control, of said Aircraft shall indemnify, hold harmless and defend the Authority and all of its officers, agent and employees, against any and all liability for injury to or the death of any Person or for any damage to any property arising out of such removal or disposal of said Aircraft.

### **300.6 Repairing of Aircraft**

No Person shall repair an Aircraft, Aircraft engine, propeller, or apparatus in any area at the Airport other than that specifically designated for such purpose by the Airport Director & CEO subject to the provisions of their Agreement with the Authority, except that minor adjustments and emergency repairs may be done while the Aircraft is on a Aircraft parking ramp preparatory to takeoff when such adjustment is necessary to prevent a delayed departure.

### **300.7 Starting Aircraft Engines and Run-up**

- A. No Aircraft engine shall be started or run unless a licensed pilot or certified mechanic is attending the Aircraft controls. Wheel blocks equipped with ropes or other suitable means of chocking the wheels of an Aircraft to deter movement shall always be placed in front of the main landing wheels before starting the engine or engines, unless the Aircraft is locked into position by functioning locking brakes.
- B. All run-ups and power checks will be accomplished in the areas located and designated by the Airport Director & CEO. No run-ups or prolonged engine tests shall be conducted in a hazardous manner so as to endanger Aircraft, Persons, or property, and in no case closer to the main terminal building than on taxiway A and B.

### **300.8 Aircraft Parking on Non-general aviation operations area**

No Person shall park Aircraft in an area on the Airport other than that prescribed by the Airport Director & CEO in accordance with Rule 300.10, except for general aviation operation areas. Aircraft operators shall be responsible for the safety of their Aircraft and shall have Aircraft either tied down or chocked properly.

### **300.9 Demonstrations**

No experimental, stunt, acrobatic flight, ground demonstration, or static display activities shall be conducted on the Airport without the prior written approval of the Airport Director & CEO.

### **300.10 Placement of Aircraft**

- A. All Aircraft, other than Commercial Air Carriers, Aircraft scheduled to carry mail, and other Aircraft authorized by the Airport Director & CEO, shall use general aviation facilities or other areas prescribed by the Airport Director & CEO to conduct their operations.

Central West Virginia Regional Airport Authority  
Rules & Regulations

- B. The ramp area immediately adjacent to the main terminal building shall be used for the operations of Commercial Air Carriers, Aircraft scheduled to carry mail, or other Aircraft as authorized by the Airport Director & CEO.
- C. Gate positions in the main terminal building area will be used for loading and unloading passengers and their baggage and, if on the same aircraft, any mail or freight. In the case of Commercial Air Carriers, aircraft carrying only freight, cargo, and/or mail, the loading and unloading of the Aircraft shall be performed in an area designated by the Airport Director & CEO.
- D. Commercial Air Carriers must use ground power units and pre-conditioned air provided on passenger boarding bridges when practicable.

**300.11 Grounding of Aircraft**

No Person shall park an Aircraft in a hangar or refuel it on ramps, aprons, or in hangar areas unless it is properly grounded. During refueling and defueling, all fuel dispensing apparatus shall also be grounded.

**300.12 Taxiing of Aircraft**

No Person shall move an Aircraft on the Air Operations Area or ramp or apron area in a careless or reckless manner. Aircraft shall not be positioned, started, or taxied so that propeller slipstream, jet engine exhaust blast, or rotor down-wash may cause injury to Persons, or damage to property, or where it may generate turbulence across taxiways, runways, vehicle service roads, or heliport areas, so as to endanger the safety of operations on the Air Operations Area or ramp or apron. If it is not practically reasonable to safely taxi Aircraft without compliance with the above, then the engine or engines must be shut off and the Aircraft towed.

**300.13 Ramp Cleanliness**

- A. During shutdown, starting, or servicing of any Aircraft, if fuel, oil, hydraulic fluid or other material is deposited on the ramp, the operator of the Aircraft shall be responsible for having such deposits removed as prescribed by Rule 400.6.
- B. Persons conducting ground handling of Aircraft shall promptly remove trash deposited on the ramp.
- C. Each Access Media Holder shall be responsible for the timely and proper disposal of foreign object debris (FOD) on ramps, aprons, and the Air Operations Area. FOD shall be properly disposed of in containers that prohibit their introduction onto ramps, aprons, and the Air Operations Area. When safe and immediate removal of the FOD is not possible, personnel must contact the Airport Response Coordination Center as soon as safely possible.

**300.14 Helicopters**

Central West Virginia Regional Airport Authority  
Rules & Regulations

- A. When parked, helicopters shall have braking devices and/or rotor mooring tie-downs applied to the rotor blades. Helicopters shall not be taxied, towed, or otherwise moved with rotors turning unless there is a clear area of at least fifty (50) feet in all directions from the outer tips of the rotor blades.
- B. Helicopters shall conform to the traffic pattern directed by the Control Tower.
- C. Helicopter operators are responsible for any damage their rotor wash causes to other parked Aircraft or vehicles.

### **300.15 Ultralight Aircraft**

Ultralight Aircraft may operate at the Airport only in accordance with current Federal Aviation Regulations.

### **300.16 Prior Authorization**

Prior authorization is required from the Airport Director & CEO before tethering or parking airships, dirigibles, balloons, large motorless Aircraft, or large conventional Aircraft where ground handling constraints may require the closure of runways or taxiways or where Airport pavement weight bearing capacities will be exceeded.

## **400 – Fueling**

### **400.1 Cleaning Aircraft**

Cleaning and maintenance of Aircraft shall be accomplished in areas designated for that purpose by the Airport Director & CEO. No Person shall use flammable volatile liquids having a flash point of less than 1,100 degrees Fahrenheit in the cleaning of Aircraft, Aircraft engines, propellers, appliances or for any other purpose, unless such operations are conducted in open air, or in a room specifically set aside and approved by the Airport Director & CEO in writing for that purpose. This room must be properly fireproofed, equipped with an adequate and accessible fire extinguishing apparatus, and properly vented to meet OSHA requirements.

### **400.2 Storage**

- A. No Person shall keep or store any inflammable liquids, gas, signal flares, or other similar material in any hangar, building, or other area of the Airport; provided, however, that such materials may be kept in (1) an Aircraft when within the proper receptacles installed in the Aircraft for such purposes, or (2) rooms or storage facilities specifically approved for such storage by the Director, in writing.
- B. No Person shall keep or store lubricating waste oils in or about a hangar; provided however, that not more than a twelve (12) hours' supply of lubricating



Central West Virginia Regional Airport Authority  
Rules & Regulations

oil may be kept in or about a hangar in containers or cabinets approved by insurance Underwriters.

#### 400.3 Doping

Doping processes shall be conducted only in properly designed, fireproofed, and ventilated rooms or buildings in which all illumination, wiring, heating, ventilation equipment, switches, outlets, and fixtures shall be explosion proof, spark proof, and vapor proof, and windows and doors shall open easily. No Person shall enter or work in a dope room while doping processes are being conducted unless such Person(s) wear(s) spark proof shoes.

#### 400.4 Fueling Operations

- A. All fueling operations must comply with National Fire Protection Association 407, Standard for Aircraft Fuel Servicing.
- B. No Aircraft shall be fueled or defueled while the engine or engines are running or being warmed by application of exterior heat or while such Aircraft is in a hangar or enclosed space.
- C. The provisions of paragraph (b) of this section do not apply to military Aircraft if specifically permitted by United States military regulations.
- D. No Person shall operate any radio transmitter or receiver or switch electrical appliances on or off during fueling or defueling.
- E. No Person shall use any material during fueling or defueling of an Aircraft that is likely to cause a spark or to be a source of ignition.
- F. Operable and adequate fire extinguishers shall be within ready reach of Persons engaged in fueling and defueling of Aircraft.
- G. No Person shall start an Aircraft if there is any fuel on the ground under such Aircraft.
- H. Fueling hoses and equipment shall be maintained in a safe, sound, and non-leaking condition with a grounding device to prevent ignition of volatile liquids, which shall be approved by the National Board of Fire Underwriters in all respects and parts.
- I. All fueling and defueling of Aircraft shall occur at least fifty (50) feet from any hangar or building.
- J. No Aircraft shall be fueled or defueled while passengers are on board unless a passenger loading bridge or ramp is in place at the cabin door, the cabin door is

Central West Virginia Regional Airport Authority  
Rules & Regulations

open, and the flight attendant, pilot, or co-pilot is present at or near the cabin door.

K. No Person may conduct aircraft fueling operations without a fuel endorsement printed on their Airport-Issued Identification Media.

L. No Person may conduct and/or permit an unsafe fueling operation on the Airport.

#### **400.5 Storage and Apron Area**

Subject to the provisions of Regulation 400.2A, gasoline, oil, and solvents in drums or receptacles shall not be stored on apron and ramp areas in excess of the amount actually needed as current stock.

#### **400.6 Liquid Disposal**

A. Persons engaged in the fueling and draining of Aircraft shall exercise care to prevent overflow of fuel.

B. In the event of spillage of gasoline, oil, grease, or any material which would be unsightly or detrimental to the pavement, or which might cause a safety hazard, the spillage shall be removed immediately. The responsibility for immediate removal of such substance shall be assumed by the operator of the Aircraft or Vehicle causing such spill or by the lessee of the Authority responsible for the deposit thereof on the pavement. In the event that the substance is not removed in a timely manner as solely determined by the Airport Director & CEO, or the Airport Director & CEO's designee, the Authority shall have the right to arrange for the removal with the cost of such and a fifteen percent (15%) administrative fee charged to the offending party that will be due and payable upon demand.

C. In no event shall fuels, oils, dopes, paints, solvents, or acids be disposed of or dumped in drains, basins, or ditches or elsewhere on the Airport.

D. All spills must be immediately reported to the ARCC. It shall be the sole responsibility of the Person causing a spill to call and report it to the West Virginia Department of Environmental Protection hotline if it meets the reportable quantity. Any fine or other penalty assessed all remedial and cleaning costs, and future liability, fines, and penalties shall be the sole responsibility of the Person causing the spill,.

#### **400.7 Storage of Refueling Vehicles**

Refueling Vehicles shall be parked or stored outside and at least fifty (50) feet from any building. No refueling Vehicle, empty or otherwise, shall be brought

Central West Virginia Regional Airport Authority  
Rules & Regulations

into, kept, or stored within any building of the Airport, unless such building is authorized to be used for that purpose. Refueling Vehicles that are unoccupied must be chocked and parked in areas designated by the Airport Director & CEO.

## **500 – Airport Usage**

### **500.1 Disorderly Conduct**

A. No Person, while on Airport property, shall disturb the peace of others by violent, profane, indecent, harassing, or boisterous conduct or language or make unreasonably loud noise that may cause annoyance or alarm to another Person determined at the sole discretion of the Airport Director & CEO. Any Person persisting in such conduct after being requested to desist by an Airport Official or Airport Police shall be subject to arrest or other appropriate actions as determined by the Authority.

### **500.2 Preservation of Property**

- A. No Person shall destroy, injure, deface, damage, or disturb in any way any building, sign, equipment, marker, or other structure, tree, flower, lawn, artwork, or other property on the Airport; nor alter, make additions to, or erect any building or sign or make any excavations on the Airport. Fire extinguishing equipment may not be tampered with at any time or used for any purpose other than fire fighting or fire prevention unless the Airport Director & CEO specifically approves such use.
- B. No Person shall abandon or leave unattended bags, baggage, luggage, parcels, or any other personal property on the Airport. The Airport Police shall have the authority to confiscate any abandoned or unattended items.

### **500.3 Weapons, Explosives, and Inflammable Material**

- A. All persons transporting firearm(s) and/or ammunition in checked baggage must promptly declare each firearm and/or ammunition to the airline upon check-in at the ticket counter. All firearms in checked baggage must be unloaded and packed in a locked, hard-sided container. The container must completely secure the firearm from being accessed. Any declared firearm or ammunition in checked baggage is subject to inspection at the ticket counter.
- B. No Person shall have mace or pepper spray on or about his or her Person or accessible property when entering in an Airport Sterile Area or while aboard a commercial aircraft.

Central West Virginia Regional Airport Authority  
Rules & Regulations

- C. All passengers entering a Sterile Area must submit all hand carried articles and items on their Person for inspection before being permitted to enter the Sterile Area. All Persons must submit to inspection in compliance with TSA procedures before being permitted to enter. All Persons may refuse to submit to inspection. Persons refusing to submit to inspection may not proceed past the passenger-screening checkpoint.
- D. No passenger may enter or be present in the Sterile Area or Secured Area while carrying a prohibited item as defined by the Transportation Security Administration.

**500.4 Interfering or Tampering with Aircraft**

No Person shall interfere or tamper with any Aircraft, Aircraft parts, instruments, or tools.

**500.5 Restricted Areas**

- A. The Restricted Area shall be:
  - The Air Operations Area.
  - The Secured Area.
  - The Sterile Area.
  - Any electrical, high voltage, utility, generator, elevator maintenance, heating, ventilation, or air conditioning room.
  - The stairwell and elevator shaft leading from the Air Traffic Control tower to the ground level.
  - The West Mezzanine level of the main terminal.
  - Unimproved land contiguous to taxiways, runways, and aprons.
  - Other areas designated by a sign "Restricted Area, Authorized Personnel Only".
- B. No Person may be present in the Air Operations Area unescorted unless they are displaying valid Airport-Issued Identification Media above the waist and below the neck on their outermost garment, unless they:
  - a. Are transient flight crew members;
  - b. Are a member of the United States military;
  - c. Have received approval from the Authority
- C. No Person shall enter any Restricted Area except those authorized by the Authority through a lease, contract or permit, authorized by an Airport Official, authorized under Federal regulation and all applicable security directives, authorized by the airport security program, and passengers under appropriate

Central West Virginia Regional Airport Authority  
Rules & Regulations

supervision or escort entering apron areas for the purposes of enplaning and deplaning an Aircraft.

**500.6 Sanitation**

- A. No Person shall dispose of garbage, papers, refuse, or other material on the Airport, except in the receptacles provided for that purpose, nor use a restroom other than in a clean and sanitary manner.
- B. No Person shall throw any object from windows or roofs of any building or structure on the Airport.

**500.7 Use of Roadways and Walkways**

- A. No Person shall travel on the Airport other than on roads, walkways, or places provided for the particular mode of traffic.
- B. No Person shall occupy the roads or walkways in such a manner as to hinder or obstruct their proper use or hinder access by other Persons.
- C. The roadways, driveways, walkways, and other paved surfaces on the Airport are constructed, maintained, regulated, and their use controlled by the Authority and all such use is subject to these Rules and Regulations and Minimum Standards as adopted by the Authority.

**500.8 Animals**

- A. No person shall bring a dog, cat, or any other animal in the Public Areas of the main terminal building; provided, however, that this section shall not apply to an assistance animal accompanying a Person with a disability, or to animals properly confined for shipment or to animals used for law enforcement or other purposes approved by the Authority.
- B. Dogs and other animals may be permitted in other outdoor areas of the Airport, if restrained by a leash or confined in such a manner as to be under control at all times; provided that owners immediately and properly dispose of their animal's solid waste.
- C. No Person shall directly place on Airport property any substance or item including but not limited to food, habitat, or cover for the purpose of attracting or feeding wildlife.
- D. Section C does not apply to people or agencies designated by the Airport Airport Director & CEO & CEO while engaged in the course of their official duties relating to wildlife management.

**500.9 Gambling**

Central West Virginia Regional Airport Authority  
Rules & Regulations

No Person shall conduct unauthorized or otherwise illegal gambling in any form or operate illegal gambling devices anywhere on the Airport.

**500.10 Smoking**

No Person shall smoke or carry lighted cigarettes, electronic cigarettes, cigars, pipes, vaping devices, matches, or any naked flame within 30 feet of any public building entrance, elevator, or stairwell. No Person shall dispose of any cigarettes or parts thereof except in appropriate receptacles.

**500.11 Alcoholic Beverages/Intoxication**

No Person shall, within the Airport, sell to another Person, any intoxicating liquor, wine, or beer, except in facilities licensed by the State of West Virginia and in full compliance with all applicable State laws. No Person shall appear on the Airport in an intoxicated condition.

**500.12 Use of Controlled Substances**

No Person on the Airport shall illegally possess, smoke, drink, have injected or inject into their body, or otherwise use any type of narcotic, non-narcotic, drug, dangerous drug, opium, hallucinogen, marijuana, or other controlled substance as defined by Chapter 60A Article 4 of the Code of the State of West Virginia.

**500.13 Unlawful Assemblage**

- A. No Person at the Airport shall assemble, parade, picket, or demonstrate in an unlawful manner or for an unlawful purpose or in such a way as to interfere with the normal operations of the Airport.
- B. No Person shall sponsor, hold, permit, or otherwise carry on or engage in any activity that would impact the operation of the Airport without first obtaining written permission from the Airport Director (or designee) and CEO (or designee). Any Person who obtains such written permission must comply with all the terms and conditions of such permit, except as may be authorized in a current written lease. In the event approval is given, written evidence of insurance covering all injury, damages, or claims that might result from such activities shall be submitted to the Authority at least seven (7) days prior to the activity takes place. In addition, the Person sponsoring the activity shall indemnify, hold harmless, and defend the Authority and all Airport Officials, employees, or agents thereof from any and all claims arising out of or associated with the activity.

**500.14 Loitering**

Central West Virginia Regional Airport Authority  
Rules & Regulations

No Person shall loiter on any part of the Airport.

**500.15 Impersonating a Police Officer**

No Person, not an authorized Airport Police Officer, shall falsely represent him or herself to be such.

**500.16 Hitchhiking**

No Person shall stand in or immediately adjacent to any roadway of the Airport for the purpose of soliciting a ride from the driver of any Vehicle.

**500.17 Conduct of Business or Commercial Activities**

- A. It shall be unlawful for any Person to solicit, offer for hire or sale or engage in any commercial or charitable activity of any nature on, upon, within or from the Airport except with the prior written approval of the Airport Director & CEO and CEO, and only then in accordance with a properly executed Agreement from the Authority and/or the State of West Virginia.
- B. No Person shall post, distribute or display signs, advertisements, circulars, printed, or written matter at the Airport without prior written permission of the Airport Director & CEO and CEO, or designee.
- C. Proof of liability insurance is required of all commercial users, clubs, and associations operating on or having an Agreement with the Authority for operations on the Airport.
  - 1. Insurance requirements for all specifications for all commercial aeronautical activities are contained in the adopted Minimum Standards at the Airport.
  - 2. Insurance requirements for Commercial Ground Transportation are contained in Operating Instruction 000-03.

**500.18 Compliance with an Order of Airport Police**

- A. No Person shall fail or refuse to comply with any reasonable order relating to these Rules and Regulations or the adopted Minimum Standards, or with any other lawful order given by any Airport Police Officer or other police officer, or willfully resist or obstruct any Airport Police Officer or any other Airport Official acting under the direction of the Authority.
- B. Airport Police Officers shall have all the power and authority which a regularly appointed deputy sheriff of a county has in enforcing criminal laws in the state, full power and authority to enforce any and all federal laws and rules and

Central West Virginia Regional Airport Authority  
Rules & Regulations

regulations relating to airports, air passengers, baggage inspection, the screening of air passengers and other airport security measures, full power and authority to enforce any and all Rules and Regulations and Minimum Standards promulgated by the Authority, and full power and authority to enforce Kanawha County ordinances.

- C. Enforcement may be either by citation or physical arrest as prescribed under West Virginia Code 62-1-5a. An Airport Police Officer may issue a citation instead of making an arrest for the following offenses if there are reasonable grounds to believe that the Person being cited will appear to answer the charge:
  - 1. Any misdemeanor, not involving injury to the Person, committed in an Airport Police Officer's presence; provided, that the officer may arrest the Person if they have reasonable grounds to believe that the Person is likely to cause serious harm to themselves or others. The citation shall provide that the defendant shall appear within a designated time.

**500.19 Trash Containers**

No lessee of the Authority shall keep uncovered trash containers in any area. Suitable receptacles with self-closing covers shall be provided by such Persons for the storage of waste, rags, or other rubbish. Such waste shall be removed daily, or in regularly scheduled pickups, not less than once per week. Lessees of the Authority may contract with other Persons for the removal of this material, subject to prior approval by the Authority. No Vehicle used for hauling trash, dirt, or any other material shall be operated on the Airport unless such Vehicle is constructed so as to prevent the contents thereof from escaping there from (in compliance with West Virginia Code 17C-17-6, prevention of load leakage). Areas to be used for trash or garbage containers shall be designated by the Airport Director & CEO in writing, and no other areas shall be used. Such areas shall be kept clean and sanitary at all times.

**500.20 Storage of Equipment**

- A. No Lessee of the Authority shall store or stock material or equipment on the Airport in such a manner as to constitute a hazard to Persons or property.
- B. All ramp equipment shall be parked in an area designated by the Airport Director & CEO, or designee, and kept in a neat and orderly manner.
- C. No receptacles, chests, cases, or housing shall remain on the apron or ramp areas that are not in keeping with the general architectural and cleanliness standards of the overall installation. Final approval of such items rests with the Airport Director & CEO, or designee.



Central West Virginia Regional Airport Authority  
Rules & Regulations

D. The local lessee representative shall be responsible for adherence to the provisions of this section.

**500.21 Maintenance**

All Lessees of the Authority shall maintain their leased property and all other property within their general area of operations in such a condition of repair, cleanliness, and general maintenance as shall be acceptable to the Authority and as required by any individual Agreements.

**500.22 Damage**

All private Aircraft operators, commercial air carriers, Airport users, vendors, and lessees of the Authority shall be fully responsible for all damages to buildings, equipment, real property, personal property, and appurtenances (including the Engineered Material Arresting System (EMAS)) owned or in the custody of the Authority, its lessees, or others, caused by the negligence of any employee, agent, customer, visitor, supplier, or other Person with whom such Aircraft operator, commercial air carrier, Airport user, vendor, or lessee of the Authority may do business or otherwise invite onto the Airport premises. All such damage shall be reported immediately to the Director.

**500.23 Metering**

Except as otherwise determined by the Authority, every lessee of the Authority shall provide separate meters for the purpose of accurately measuring gas, water, and electrical power used by that lessee over and above the normal amounts of those utilities furnished by the Authority.

**500.24 Fire Extinguisher Equipment**

All private Aircraft operators, Commercial Air Carriers, and other lessees of the Authority shall supply and maintain such adequate and readily accessible fire extinguishers as are approved by Fire Underwriters for the particular potential hazards.

**500.25 Safety Hazards in Air Operations Area**

No lessee, or other Person shall erect, place, construct, or install or cause to be installed any groove, rut, depression, fence, barrier, bumper block, stop sign, or other device or object of any kind or nature in the Air Operations Area, including but not limited to: ramps, aprons, tie down areas, shoulders, taxi lanes, taxiways, and runways, for the purpose of designating the lease or other boundaries or lines of any kind or for any purpose without the advance written consent of the Airport Director & CEO, or the Airport Director & CEO's designee.

### **500.26 Baggage Conveyor Belt System**

- A. No Person shall load luggage or cargo on an Authority owned conveyor belt with the wheels down or in a manner that would cause an obstruction in the normal operation of the system or cause damage to the system.
- B. No airline employee may leave luggage on the baggage claim carousel or oversized baggage claim conveyor longer than thirty (30) minutes after the baggage claim conveyor system has been activated.

## **600 – Public Safety**

### **600.1 Conduct Generally**

No Person in or upon the Airport shall do or omit to do any act if the doing or omission thereof endangers, or is likely to unreasonably endanger Persons or property.

### **600.2 Emergencies**

The Control Tower shall notify the Airport Rescue and Firefighting Station in the case of an impending or declared Aircraft emergency. After an Aircraft emergency is declared, fire, rescue, police, and other vehicles will take their positions in accordance with the Airport Emergency Plan and the National Incident Management System.

### **600.3 Security Gates**

- A. Persons using gates, doors, and/or locking devices allowing direct access to the Air Operations Area, Secured Area, Security Identification Display Area, Sterile Area, or Restricted Area must ensure that they are properly closed and secured after use.
- B. No Person shall leave an open gate or door leading into the Air Operations Area, Secured Area, Security Identification Display Area, Sterile Area, or Restricted Area unattended.
- C. Any Person who intentionally damages the security fences, gates, locking devices, etc., will be penalized in accordance with Regulation 500.2. Any such repairs will be billed to the offending party plus a fifteen percent (15% administrative fee due and payable upon demand.

### **600.4 Willful Disruption of Governmental Processes**

Central West Virginia Regional Airport Authority  
Rules & Regulations

- A. No Person shall willfully interrupt or materially impact the orderly and peaceful operation of the Airport; provided, that any assembly in a peaceable, lawful, and orderly manner for a redress of grievances shall not be a violation of this section.
- B. No Person shall willfully block or otherwise obstruct any public access, stair, elevator, or roadway in or at the Airport after being asked to desist by an Airport Police Officer acting in his or her official capacity; provided, that it is not willful blocking or a willful obstruction for Persons gathered in a group if the Persons move to the side to allow other Persons to pass by the group or crowd to gain unimpeded ingress or egress.

**600.5 Hunting/Shooting/Trespassing**

- A. There shall be no hunting, shooting, or any discharge of a firearm, or trespassing within or onto the Airport.
- B. Section A of 600.5 shall not apply to an Airport Police Officer or Airport Official when acting in his or her lawful capacity.
- C. Section A of 600.5 shall not apply to Airport employees while engaged in the course of their official duties relating to wildlife management.

**600.6 Interference with Airport Emergency Responses**

- A. The term law enforcement officer as used in this section shall be defined as an Airport Police Officer and/or any officer defined under §30-29-1 of the Code of West Virginia.
- B. No Person may remove, attempt to remove, move, attempt to move, tamper with, or attempt to tamper with component parts of any Aircraft involved in an accident without permission from the incident commander, or designee, the Airport Director & CEO, the Federal Aviation Administration, or the National Transportation Safety Board
- C. No Person may pass through an inner or outer perimeter during an Airport emergency as designated by marking tape and/or signage placed so as to be visible from a reasonable distance, or after being verbally instructed by an Airport Official, Airport Police Officer, or firefighter.
- D. No Person may pass through a checkpoint manned by an Airport Police Officer, Airport Official, firefighter, or member of the West Virginia National Guard without authorization from the Person responsible the checkpoint.
- E. No Person may willfully fail or refuse to comply with a lawful order or direction of any Airport Police Officer, firefighter, Airport Official, or member of

Central West Virginia Regional Airport Authority  
Rules & Regulations

the West Virginia National Guard who is lawfully exercising or discharging their official duty during an emergency, relating to directing, controlling, or regulating traffic.

**600.7 Potential Aircraft Bomb Threats or Hazards**

- A. Civil Aircraft reporting a fire on board or hazardous cargo shall be parked in the area designated in the current Airport Emergency Plan or an alternative location as determined by the Airport Director & CEO.
- B. Military Aircraft shall be parked in an area designated by the Airport Emergency Plan or an alternative location as determined by the Airport Director & CEO. The Control Tower shall request information from pilots of military Aircraft in reference to armament and forward this information to the Airport Director & CEO immediately.
- C. Aircraft on or landing at the Airport due to a bomb threat shall be parked in accordance with paragraph (A) of this section and the Control Tower shall immediately notify the Airport Director & CEO, Airport Police, and TSA.
- D. Persons having knowledge of a civil Aircraft carrying or suspected of carrying explosive materials will so advise the Control Tower and the Airport police immediately.
- E. Inspection of the Aircraft and subsequent declaration of safety or contamination shall be the responsibility of the Airport Police in accordance with the current Airport Emergency Plan.

**600.8 Airfield Safety**

- A. No Person may cause a runway incursion.
- B. No Person may walk or drive on active taxiways or runways without permission from the Control Tower.

**600.9 Unmanned Aircraft**

- A. Operators of unmanned aircraft following the Federal Aviation Administration special rule for model aircraft must notify the ARCC before flying within five miles of the Airport.
- B. No person may, without authorization from the Federal Aviation Administration, operate an unmanned aircraft within a runway exclusion zone.

**700 – Waiver Provisions**

### **700.1 Airport Director & CEO's Power to Waiver**

The Airport Director & CEO and/or Assistant Airport Director & CEO may, from time to time, waive any Rule or Regulation contained herein at their sole discretion if the waiver is determined by the Airport Director & CEO or the Assistant Airport Director & CEO to be in the best interest of the Authority.

## **800 – Airport Security**

### **800.1 Persons Subject to Airport Security Program**

All Persons using the Airport are subject to the Airport Security Program pursuant to 49 Code of Federal Regulations 1542.

### **800.2 Security Responsibilities of Access Holders**

#### **A. Use of Airport-Issued Identification Media:**

1. Access Media Holders may not cover up the picture, number, expiration date, name, or employer on their identification.
2. Access Media Holders may not leave any door or gate open, propped, or unsecured that allows access to the SIDA/Secured Area, Sterile Area, or Air Operations Area unless an Access Media Holder is monitoring the door or gate at all times.
3. Access Media Holders must ensure they receive a green or amber light authorization from the card reader each time they access the SIDA/Secured Area, Sterile Area, or Air Operations Area through a security door.
4. Access Media Holders may not enter the SIDA/Secured Area, Sterile Area, or Air Operations Area through a door or gate that has a card reader without first presenting their Airport-Issued Identification Media for authorized and recorded entry and may not allow another Person entry behind them without ensuring they have presented their Airport-Issued Identification Media (also known as piggybacking).
5. Access Media Holders must display their Airport-Issued Identification Media at all times above the waist and below the neck on the outermost garment while in the SIDA/Secured Area and the Air Operations Area.
6. Access Media Holders may not enter or be present within the SIDA/Secured Area, Sterile Area, or Air Operations Area using an expired Airport-Issued Identification Media.

Central West Virginia Regional Airport Authority  
Rules & Regulations

7. Access Media Holders may not bring a Transportation Security Administration carry-on prohibited item into the SIDA/Secured Area or Sterile Area that is not required to perform job functions.
8. Access Media Holders may not leave a Transportation Security Administration carry-on prohibited item unattended in the Sterile Area.
9. Access Media Holders may not allow another Person to use or attempt to use their Airport-Issued Identification Media for any purpose.
10. Access Media Holders may not alter or deface the appearance of their Airport-Issued Identification Media.
11. Access Media Holders may not enter or be present within the SIDA/Secured Area, Sterile Area, or Air Operations Area using a suspended or revoked Airport-Issued Identification Media.
12. Access Media Holders may not bypass the TSA screening checkpoint process when traveling on a commercial airline flight.
13. Access Media Holders may not duplicate or loan to another Person a key that has been issued by the Authority for access to the Secured Area or Air Operations Area.
14. Access Media Holders may not access the Secured Area or Sterile Area without an operational need.

B. Challenging:

1. Access Media Holders in the SIDA/Secured Area are responsible for challenging Persons who are NOT displaying Airport-Issued Identification Media in the SIDA/Secured Area. The challenge should include verifying the picture and expiration date on the Airport-Issued Identification Media.
2. Access Media Holders must be cooperative and immediately present their Airport-Issued Identification Media when challenged.
3. Access Media Holders must take action to contact an Airport Police Officer if a challenged Person fails to cooperate and/or fails to produce valid Airport-Issued Identification Media.

C. Escorting:

Central West Virginia Regional Airport Authority  
Rules & Regulations

1. Access Media Holders who are escorting in the SIDA/Secured Area and/or Sterile Area are responsible for ensuring visitor passes are immediately returned to the location from which they were issued.
2. Access Media Holders are responsible for continuously monitoring and accompanying all Persons for whom they are providing an escort.
3. Access Media Holders (except those designated as exempt in the Airport Security Program) must obtain a visitor pass from the Airport Police for each Person they are escorting into the SIDA/Secured Area.
4. Access Media Holders must control or monitor escorted vehicles in the SIDA/Secured Area and Air Operations Area.
5. Access Media Holders (except those designated as exempt in the Airport Security Program) who are escorting in the SIDA/Secured Area and Sterile Area may only transfer escort duties by returning Persons under escort to the location where the visitor pass was obtained so a new escort may take over.
6. Access Media Holders may not escort anyone in a manner that bypasses the TSA screening checkpoint process when the Person escorted is traveling on a commercial flight.

D. Reporting:

1. Access Media holders must take immediate action to contact the Airport Police Department or the ARCC to report any and all security violations or suspicious activity.
2. Access Media Holders must report lost or stolen Airport-Issued Identification Media to the Airport Police Department or ARCC immediately.
3. Access Media Holders who hear an audible alarm or see a flashing strobe light at a SIDA/Secured Area, Sterile Area, or Air Operations Area access door are responsible for contacting the Airport Police Department or ARCC and monitoring the door until an Airport Police Officer or airport operations arrives.
4. Access Media Holders must report an arrest for a disqualifying criminal offense to the Airport Police Department or ARCC within twenty four (24) hours of the arrest.
5. Access Media Holders who are authorized to drive in the SIDA/Secured Area and/or Air Operations Area must report any suspensions or revocations of their driver's license to the Airport Police Department or ARCC immediately.

Central West Virginia Regional Airport Authority  
Rules & Regulations

6. Access Media Holders or applicants may not lie or provide false information on an Airport-Issued Identification Media application or security form.
7. Access Media Holders may not compromise security, jeopardize public safety, or willfully create unsafe conditions.

E. Other Violations:

1. Access Media Holders must cooperate with the Airport Police Department and/or Authority Officials during investigations and inspections.
2. Access Media Holders may not leave luggage on the baggage claim carousel or oversized baggage claim conveyor longer than thirty (30) minutes after the baggage claim conveyor system has been activated.
3. Access Media Holders may not enter or be present within the SIDA/Secured Area, Sterile Area, or Air Operations Area without complying with the systems, measures, or procedures being applied to control access to, or presence or movement in, such areas.
4. Access Media Holders must comply with Secured Area and Air Operations Area vehicle entry requirements.
5. Access Media Holders may not tamper or interfere with, compromise, modify, attempt to circumvent, or cause a Person to tamper or interfere with, compromise, modify or attempt to circumvent any security system, measure, or procedure.
6. Access Media Holders or applicants may not lie or provide false information on an Airport-Issued Identification Media application or security form.
7. Access Media Holders may not compromise security, jeopardize public safety, or willfully create unsafe conditions.
8. Access Media Holders must submit to or perform the requirements of sanctions issued in accordance with Operating Instruction 200.32.
9. Access Media Holders may not walk through a vehicle gate.
10. Access Media Holders arrested and/or convicted of any crime on Airport property may be subject to an immediate suspension or revocation of Airport-Issued Identification Media.



Central West Virginia Regional Airport Authority  
Rules & Regulations

11. Access Media Holders who commit theft while on Airport property may be subject to an immediate suspension or revocation of Airport-Issued Identification Media.
12. Access Media Holders who commit an act of violence on Airport property may be subject to an immediate suspension or revocation of Airport-Issued Identification Media.
13. Access Media Holders who make a threat to Persons or property while on Airport property or threatened to be committed on Airport property or who make a threat against, harass, or intimidate an Airport Official or employee in retaliation for the performance or non performance of their official duties, may be subject to an immediate suspension or revocation of Airport-Issued Identification Media.
14. Access Media Holders who harass or intimidate another Person on the Airport in a degree which would cause a reasonable Person to feel unduly uncomfortable on Airport property may be subject to immediate suspension or revocation of Airport-Issued Identification Media.
15. Each Vehicle operator utilizing an AOA or Secured Area Vehicle gate shall create a physical barrier to entry using their Vehicle until the gate closes to ensure that no unauthorized vehicles or persons gain access to the AOA or Secured Area while the gate is open. The barrier established must be such that a reasonable person would believe another vehicle could not pass through.

### **800.3 Airport Director & CEO's Right to Rescind Access**

The Airport Director & CEO, or the Airport Director & CEO's designee, shall have the right to rescind permission for the use of any access control device or Airport-Issued Identification Media and confiscate any Airport-Issued Identification Media immediately for any lawful reason, including but not limited to, violations of the Airport Security Program, falsification or lying on security forms, violations of these Rules and Regulations, and violation of the adopted Minimum Standards. Access Media Holders are subject to penalties in accordance with Operating Instruction 200.32.

### **800.4 Airport-issued Identification Media**

- A. Access Media Holders shall turn in Airport-Issued Identification Media to the ARCC or Airport Police immediately upon resignation, retirement, suspension, or termination of employment.
- B. Failure to return Airport-Issued Identification Media after twenty four (24) hours of resignation, retirement, suspension, or termination shall constitute a violation

Central West Virginia Regional Airport Authority  
Rules & Regulations

and each day thereafter that the Airport-Issued Identification Media is not turned in shall constitute a separate violation.

- C. Access Media Holders must comply with the acknowledgements listed on the Airport identification Media / Access Control Card application and renewal forms and shall be subject to penalties as identified in these Rules and Regulations.
- D. The Authority may deny the issuance of any Airport-Issued Identification Media for any lawful reason including a disqualifying criminal offense or in the interest of aviation security and safety.

**800.5 Air Operations Area Identification Media**

- A. In order to obtain Airport-Issued Identification Media for unescorted access into the Air Operations Area, a Person must be either the Aircraft owner or licensed pilot of an Aircraft that is based on the Airport, an employee or authorized contractor of an operator at the Airport with an executed Agreement, or have an operational necessity for unescorted access.
- B. No Person may possess Airport-Issued Identification Media for the Air Operations Area if they have been convicted of disqualifying criminal offenses as specified in Section 7 of the Airport Security Program.
- A. In order to receive Airport-Issued Identification Media for the Air Operations Area, the applicant must fill out an application form listing a physical address, excluding post office boxes, submit to fingerprinting, photograph, and a criminal history records check by the Authority. The applicant is responsible for paying the applicable fee to the Authority before access media will be issued.

**800.6 Ground Transportation Identification Media**

- A. Commercial Ground Transportation Operators and employees of ground transportation, luggage delivery, and rental car companies assigned to work at the Airport must obtain ground transportation identification media.
- B. In order to obtain ground transportation identification media a Person must successfully complete a criminal history background check, security threat assessment, and successfully complete assigned training.

**800.7 Access Media Holder Training Responsibilities**

- A. Access Media Holders must complete all training courses required by the Authority prior to receiving the Airport-Issued Access Media and all recurrent training as required thereafter on timely basis.
- B. All Access Media Holders assigned a login identification for use of the Authority's online learning platform will use only the login ID provided to obtain access to the

Central West Virginia Regional Airport Authority  
Rules & Regulations

curriculum. No Person shall use another Person's login ID. In addition, the Authority will not tolerate cheating or dishonest practices associated with the online learning platform. The Authority defines cheating and dishonest practices in connection with assessments and online training as including, but not limited to: knowingly giving help to another student during assessments, taking an assessment or doing participating in online training for another Person, or providing one's own work for another Person to copy and submit as their own. Any violation may result in the immediate revocation of the Airport-Issue Access Media.

## **900 – Ground Transportation**

### **900.1 Commercial Ground Transportation**

- A. No Commercial Ground Transportation Operator shall operate or cause to be operated any Vehicle to provide ground transportation services using the roadways of the Airport unless the operation of such Vehicles is currently authorized pursuant to Operating Instruction 000-03 or by the West Virginia Public Service Commission.
- B. Any Commercial Ground Transportation Operator found violating any Airport Rule or Regulation, Minimum Standards, or Airport permit conditions may have its permit suspended or revoked by the Authority at its sole discretion.
- C. No Commercial Ground Transportation Operator or its representatives shall deceive or attempt to deceive the public through false representations concerning its prices or services or those of any other Commercial Ground Transportation Operator.
- D. No Commercial Ground Transportation Operator may engage in solicitation at any location on the Airport.

### **900.2 Establishment of Procedures**

- A. The Airport Director & CEO may by written order or operating instruction establish procedures not inconsistent with these Rules and Regulations or the adopted Minimum Standards, which the Airport Director & CEO determines are necessary for the regulation of chartered ground transportation, Commercial Ground Transportation, contract shuttles, and courtesy vehicles.

## **1000 – Environmental**

### **1000.1 Environmental Compliance**

Central West Virginia Regional Airport Authority  
Rules & Regulations

- A. All Persons engaged in any activity at the Airport, shall comply with all applicable local, state, and federal environmental laws, Rules and Regulations, and adopted Minimum Standards.
- B. All hazardous materials must be stored in accordance with all applicable local, state, and federal environmental laws, Rules and Regulations, and adopted Minimum Standards for labeling, packaging, storage, fire protection, and secondary containment.

**1000.2 Storm Water Runoff**

No Person shall cause or allow non-allowable storm water or non-storm water discharges to be released to the storm water system. Additionally, no Person shall cause or allow any hazardous material to be released to the storm water runoff system except as specifically permitted by the Clean Water Act (33 USC § 1251 et seq.).

**1000.3 Duty to Notify**

In the event of a release or threatened release of hazardous materials or other contaminants to the environment relating to or arising out of the a Person's use or occupancy of the Airport, the Person shall notify the West Virginia Department of Environmental Protection and the Airport Director & CEO. If any claim, demand, action, or notice is made against the Person regarding the Person's failure or alleged failure to comply with any environmental laws, the Person shall immediately notify the Airport Director & CEO in writing and provide the Airport Director & CEO with copies of any written claims, demands, actions, or notices so made.

**1000.4 Environmental Remediation**

All Persons shall take all steps necessary to remedy and remove any hazardous materials and any other recognized environmental concern as defined by ASTM E-1527-00, also referred to as Standard Practice for Phase I Environmental Site Assessments, caused by the Person on or under the Airport necessary to protect the public health and safety.

**1000.5 Dumping**

- A. No Person shall place, deposit, dump, throw or cause to be placed, deposited, dumped or thrown any oil, glycol, fuel, or litter, which includes but is not limited to: garbage, refuse, trash, disposable package, container, cans, bottles, paper, ashes, cigarette or cigar butts, or any other offensive or unsightly matter in or upon Airport property except in a proper litter or other solid waste receptacle.

Central West Virginia Regional Airport Authority  
Rules & Regulations

- B. No Person shall place, deposit, dump, throw, or cause to be placed, deposited, dumped or thrown any refuse, trash, or garbage into any dumpster unless such refuse, trash, or garbage was generated on the Airport.

**1100 – Penalties**

**1100.1 Parking Violations**

- A. Any Person who operates a Vehicle on the Airport in violation of Regulation 200.2 may be issued an Airport citation with a fine not to exceed one hundred dollars per violation. If the fine is not paid within 72 hours the Authority may issue a state citation to the Magistrate Court of Kanawha County.
- B. Any Person who operates a Vehicle on the Airport in violation of Regulation 200.1, Regulation 200.2, excluding Sections E, F, N, O, P, Q, and R, or Regulation 200.4, may be cited to the Magistrate Court of Kanawha County and fines may be imposed in the amount then in effect for similar violations under the Traffic Laws of the Code of the State of West Virginia.

**1100.2 Other Violations and Imprisonment; Jurisdiction**

- A. The violation of any of these Rules and Regulations and adopted Minimum Standards shall constitute a misdemeanor, and any Person convicted of any such violation shall be punished by a fine of not less than \$5.00 nor more than \$100.00, or by imprisonment in jail for a period not exceeding thirty (30) days, or by both such fine and imprisonment, as specified in Chapter 8, Article 29B, Section 3, of the Code of the State of West Virginia. Magistrates of Kanawha County, West Virginia, shall have concurrent jurisdiction with the Circuit Court of Kanawha County.
- B. Federal and State Laws and Regulations – The violation of any of these Rules and Regulations or the adopted Minimum Standards which also constitutes the violation of any Federal or State law or regulation may be prosecuted and punished as a violation of such Federal or State law or regulation rather than as a violation of these Rules and Regulations or the adopted Minimum Standards.

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R. Edison Hill  
Chairperson  
Central West Virginia Regional Airport Authority

STATE OF WEST VIRGINIA,  
COUNTY OF KANAWHA, TO-WIT:

Central West Virginia Regional Airport Authority  
Rules & Regulations

The foregoing instrument was acknowledged before me, a Notary Public in and for the State and County aforesaid, on this \_\_\_\_ day of \_\_\_\_\_, 2021, by R. Edison Hill, the Chairperson of the CENTRAL WEST VIRGINIA REGIONAL AIRPORT AUTHORITY, a public corporation, on behalf of the corporation.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
Nick Keller  
Airport Director & CEO

**DRAFT**