



**Hollywood  
Burbank**  
Airport

# Airport Rules and Regulations

Effective Date:  
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**Hollywood Burbank Airport**  
**2627 Hollywood Way**  
**Burbank, CA 91505**



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## Chapter 1 – General

### 1.1 General Provisions

Hollywood Burbank Airport (Airport) is owned and operated by the Burbank-Glendale-Pasadena Airport Authority (Airport Authority), which is a separate government agency created under a Joint Powers Agreement (JPA) executed by the Cities of Burbank, Glendale, and Pasadena in 1977 pursuant to Government Code Section 6546.1. Under the JPA, the Airport Authority is specifically tasked with the acquisition, operation, repair, maintenance, improvement, and administration of the Airport.

All users of, and persons on, the Airport shall be governed by these Airport Rules and Regulations, and by other rules promulgated by the Airport Authority Executive Director (Director). These Airport Rules and Regulations may be changed or amended from time to time by the Director with approval from the Airport Authority Commission.

Airport tenants and badge holders must help ensure all visitors and other parties comply with all provisions of these Airport Rules and Regulations.

These Airport Rules and Regulations are supplemental to applicable federal, state, and local laws, and to the Airport Authority's contracts with airlines, concessionaires, contractors, and tenants. Insofar as possible, these Airport Rules and Regulations shall be interpreted such that a conflict with applicable laws and contracts shall not exist.

Further, if any provision of these Airport Rules and Regulations is held to be invalid, the remainder of these Airport Rules and Regulations shall remain in effect.

### 1.2 Requirement to Comply with Applicable Laws

Each person shall comply with applicable federal, state, and local laws that now exist or as hereafter shall exist.

### 1.3 AOA Considered to Be Public Property with Controlled/Restricted Access

The Air Operations Area (AOA) shall be considered public property with controlled/restricted access.

### 1.4 Emergency Powers/Authorities

The Director shall have the authority to take such actions as may be necessary to safeguard persons and property at the Airport, and to make and enforce such provisions, in addition to those provided herein, as shall be required in any emergency or abnormal condition or situation.

### 1.5 Definitions

*Air Operations Area (AOA):* The AOA consists of all areas contained within the airport perimeter fence at the Airport. This area is subject to all the requirements set forth in the Airport Security Program.

*Air Traffic Control Tower (ATCT):* The FAA Air Traffic Control Tower for the Airport.

*Aircraft:* A device used or intended to be used for flight in the air.

*Aircraft Accident:* An occurrence associated with an aircraft operation that takes place between the time any person boards the aircraft with the intention of flight and until such time as all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.



*Aircraft Engine:* An engine used or intended to be used for propelling aircraft, including turbo superchargers, appurtenances, and accessories necessary for its functioning.

*Aircraft Incident:* An occurrence other than an aircraft accident associated with an aircraft operation that affects or could affect the safety of future operations.

*Airfield Service Vehicles:* Vehicles that are routinely used in the AOA for airfield service, maintenance, or construction (e.g., maintenance trucks, airport operations, security, safety, airport police, aircraft rescue and firefighting, and tractors).

*Airport:* Hollywood Burbank Airport.

*Airport Authority (BGPAA):* Burbank-Glendale-Pasadena Airport Authority.

*Airport Business:* Any person that operates a business or not-for-profit activity at the Airport under a lease, concession agreement, operating agreement, permit, access agreement, contract, use agreement, purchase order, license, or other legal authority. The term “airport business” includes contractors, subcontractors, sublessees, and vendors.

*Airport Certification Manual (ACM):* An FAA-approved document that details how the Airport Authority will comply with 14 CFR Part 139 – *Certification of Airports*.

*Airport Communication Center:* The Airport Authority communication center that is tasked with making notifications to airport stakeholders regarding various events/activities including non-911 emergency communications, maintenance requests, documentation of system outages, and incidents.

*Airport Fire:* The aircraft rescue and firefighting department of the Airport Authority’s airport management firm.

*Airport Highways, Streets, or Roads:* Any designated roadway and right-of-way established on airport property by the Director for use by motorized vehicles.

*Airport Noise Rules:* The airport noise rules set forth in Commission Resolution No. 471.

*Airport Police:* Burbank-Glendale-Pasadena Airport Authority Police Department.

*Airport Security Program (ASP):* A TSA-approved airport operator’s manual that governs security-related activities, communications, and procedures covered under 49 CFR Part 1542 *Airport Security*.

*Badging Office:* The Airport Authority staffed office that is responsible for issuing identification badges to all employees with a need to access restricted and public areas of the Airport.

*Business Day:* Monday to Friday 8:00 a.m. to 4:30 p.m., not including holidays recognized by the Airport Authority.

*Commission:* Burbank-Glendale-Pasadena Airport Authority Commission.

*Director:* Burbank-Glendale-Pasadena Airport Authority Executive Director or such person’s duly authorized designee.

*Driver:* Any person responsible for the direct control of a vehicle while the vehicle is in operation.

*Emergency Vehicle:* Vehicles of police departments, fire departments, ambulances, airport operations vehicles, and vehicles conveying an airport official or airport employee in response to any emergency call.



*Federal Aviation Administration (FAA):* Federal Aviation Administration of the U.S. Department of Transportation.

*Field Pass:* In the case of private vehicles operating in the T-Hangar and Tie-Down areas, an annual Airport Authority-issued sticker (field pass) that must be displayed in the vehicle rear window at all times.

*Foreign Object Debris (FOD):* Any object located in an inappropriate location that can cause injury to personnel and/or damaging aircraft.

*Fueling Agent:* A person or company that sells fuel products on the Airport.

*Ground Service Equipment (GSE):* Vehicles that are routinely used on the AOA to support aircraft operations (e.g., aircraft pushback tractors, baggage/cargo tractors or trucks, air conditioning and aviation fuel trucks).

*Ground Transportation Operator:* An individual, company, group, or organization that provides for-hire ground transportation services at the Airport. The term “ground transportation provider” includes taxis, hotel/motel shuttles, courtesy vehicles, door-to-door shuttles, off-airport parking shuttles, other shuttle bus operators, executive car services, and TNCs.

*Instrument Flight Rules:* Rules and regulations established by the Federal Aviation Administration to govern flight under conditions in which flight by outside visual reference is not safe.

*Mobile Fueler:* A bulk storage container onboard a vehicle or towed by a vehicle that is designed or used solely to store and transport fuel for transfer into or from an aircraft, motor vehicle, ground service equipment, or other oil storage container.

*Movement Area:* Runways, taxiways, and other paved areas (including associated safety areas) that are used for taxiing, takeoff, and landing and that are under the control of the ATCT.

*Night:* The time between the end of evening civil twilight and the beginning of morning civil twilight, as published in the American Air Almanac, converted to local time.

*Non-movement area:* Taxilanes, aprons, and other paved areas inside the AOA not under the control of the ATCT.

*Obstruction:* Any structure, growth, or other object (including a mobile object) in the vicinity of the Airport that exceeds height limitations established by federal regulations.

*Person:* Any individual, limited liability company, partnership, corporation, government agency, or other entity.

*Piggybacking:* The act of an individual not under an approved escort following someone through a secured door and failing to use their own badge and pin code.

*Regulated Free Speech Activity:* Charitable solicitation, leafletting, or picketing.

*Restricted Area:* Any area the Director designates as restricted under certain circumstances from time to time, either in writing or by means of maps or barriers, and in which persons without express permission to be there are not allowed.

*Safety Area:* A defined surface surrounding a runway, taxiway, or taxilane that has been prepared or is suitable for reducing the risk of damage to an aircraft in case of an unintentional departure from the paved surface as defined by the Airport Certification Manual.

*Secured Area:* A portion of the Airport, specified in the Airport Security Program, in which certain security measures are specified by federal regulations. This area is where aircraft



operators and airlines enplane and deplane passengers and sort and load baggage. This area includes ramps and aprons where commercial aircraft park.

*Self-Fueling:* Fueling or servicing of an aircraft by the owner of the aircraft or the owner's employees and using the owner's equipment. Self-fueling cannot be contracted out to another party.

*Security Identification Display Area (SIDA):* A portion of the Airport specified in the ASP in which security measures specified in 49 CFR Part 1542 are carried out. The boundaries of the established SIDA at the Airport are depicted in the materials provided in the Airport Authority's security training program and on a map held at the Airport Security Office.

*SIDA Badge:* The identification media authorized by the Director and the TSA to provide unescorted access to the SIDA. The SIDA badge is color coded to correspond to the area to which the badge holder has approved access. The SIDA badge may also be programmed to allow the badge holder access through security-controlled portals of the SIDA.

*Smoking:* Inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic, in any manner or in any form. The term "smoking" includes the use of an electronic smoking device that creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.

*Sterile Area:* The area beyond the airport passenger security checkpoints that provides passengers access to board aircraft, and to which access generally is regulated by the TSA, through the screening of persons and property.

*Substantial Damage:* Damage or failure that adversely affects the structural strength, performance, or flight characteristics of the aircraft, and that would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small puncture holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wing tips are not considered substantial damage.

*Taxi Hold Lot:* The primary queue lot for taxis awaiting dispatch to the terminal area.

*Terminal:* Passenger terminal building.

*Terminal Maintenance Activity:* The performance of any maintenance related to the terminal or its associated systems beyond routine cleaning services.

*Transportation Network Company (TNC):* An organization, including a corporation, limited liability company, partnership, sole proprietor, or any other entity, that operates in California and provides prearranged transportation services for compensation using an online-enabled application or platform to connect passengers with drivers using a personal vehicle.

*Transportation Security Administration (TSA):* Transportation Security Administration of the U.S. Department of Homeland Security.

*Unmanned Aircraft System (UAS):* An aircraft operated without the possibility of direct human intervention from within or on the aircraft, also referred to as a drone.

*Ultralight vehicle:* An aeronautical vehicle operated for sport or recreational purposes that does not require FAA registration, an airworthiness certificate, nor pilot certification in accordance with Federal Aviation Regulations.



*Vehicle:* Any conveyance, except aircraft, used on the ground to transport persons, cargo, and/or equipment.

1.6 Boundaries

The boundaries of the Airport shall include all land owned, leased, or otherwise controlled by the Airport Authority. Such land areas shall be shown on the FAA-approved Airport Layout Plan and incorporated herein by reference showing the boundaries of all such controlled areas.

## **Chapter 2 – Conduct**

### 2.1 Damage to or Destruction of Airport Property

- 2.1.1 No person shall destroy, injure, damage, deface, or disturb in any way any Airport Authority building, sign, equipment, marker, structure, tree, flower, lawn, or property of any nature.
- 2.1.2 Any person causing or responsible for such injury, destruction, damage, or disturbance, including damage caused by the improper operation of a vehicle or aircraft, shall report such damage to the Airport Authority and, upon demand by the Director, shall reimburse the Airport Authority for the full amount of the damage(s).
- 2.1.3 Any Airport badge holder observing or discovering damage to Airport Authority property shall report such damage to the Airport Communication Center.
- 2.1.4 The cost of repair or replacement necessitated by any such damage or destruction shall be ascertained by the Director.

### 2.2 Health

- 2.2.1 Airport business personnel at the Airport are required to report any potential health hazards (e.g., blood/blood stains, unprotected syringes, etc.) to the Airport Communication Center immediately upon discovery.
- 2.2.2 Airport business personnel at the Airport are required to immediately report any known or suspected communicable disease or potential disease vector to the Airport Communication Center immediately upon discovery.

### 2.3 Right of Inspection

- 2.3.1 The Director may inspect all buildings, improvements, equipment, and activities at the Airport including fuel equipment, effluent and chemical discharges, fire detection systems, fire suppression systems, utilities, hazardous materials, and storm drains. Advance notice of inspection may be provided by the Director as a courtesy but is not required.
- 2.3.2 Nothing herein shall be construed to limit the use of any area or portion of any building space by authorized officers, employees, or agents of the Airport Authority, or by Airport contractors, or to prevent any police officer, firefighter, or any other public officer or employee from entering upon any building when properly required to do so in the performance of official duties.

### 2.4 Regulated Free Speech Activities

- 2.4.1 In order not to unduly interfere with the movement of persons, vehicles, aircraft, and property at the Airport, the Director has established designated locations on Airport property for persons to engage in regulated free speech activities. These locations are: (i) for picketing - sidewalk at corner of N Hollywood Way and Airport Entrance; and (ii) for charitable solicitation and leafletting - demarcated area of sidewalk in front of Terminal B adjacent to pathway between Terminal A and Terminal B. Individuals engaging in regulated free speech activities are permitted to do so within these

established locations and in accordance with the requirements set forth in sections 2.4.2 and 2.4.3.

- 2.4.2 Use of the aforementioned designated locations must conform to the following requirements:
- 2.4.2.1 The person or entity desiring to engage in the regulated free speech activity must submit an application to and obtain a permit from the Director. Within two business days of receipt of a complete application, the Director shall approve the permit unless one or more of the following findings is made: (i) The subject location has been reserved for another regulated free speech activity at the day and hour requested in the application; or (ii) the subject location is physically unsuitable for the size of the proposed regulated free speech activity so as to constitute a public safety hazard. If the permit is denied, the Director shall provide a written statement of the reasons for the denial.
  - 2.4.2.2 Permits issued by the Director for use of a designated area for a regulated free speech activity shall be for a single continuous two-hour period. The permit shall state the start and end times of the two-hour period. Modification to the time period prescribed in the permit will require the submission of a new application.
  - 2.4.2.3 To provide an equal opportunity for persons or entities to engage in regulated free speech activities, no more than two permits to utilize the designated locations will be issued to a single person or entity for a 48-hour period.
  - 2.4.2.4 The permittee must keep an original copy of the permit on-site while engaging in the regulated free speech activity.
- 2.4.3 No person conducting a regulated free speech activity may:
- 2.4.3.1 Violate any other provisions of these Rules and Regulations.
  - 2.4.3.2 Impair the safe operation of the Airport.
  - 2.4.3.3 Unduly obstruct, delay, or interfere with the free movement of any vehicle or any person.
  - 2.4.3.4 Use a sound or voice amplifying apparatus in or adjacent to the terminal.
  - 2.4.3.5 Create a potential security threat by leaving equipment, bags, or other personal items unattended.
  - 2.4.3.6 Use signage or materials beyond what can fit within the boundaries of the designated locations defined in 2.4.1. No signage may be affixed to Airport Authority property. The size of any signs cannot be larger than 24" x 24."
- 2.4.4 In the event of an emergency or situation on Airport property affecting the safety or security of people, vehicles, Airport property, or the air transportation system, the Director may alter, suspend, or revoke a permit immediately and without prior notice.
- 2.5 Improper Personal Conduct
- 2.5.1 No person shall engage in any improper conduct while on Airport property. Improper conduct includes: committing a felony or a misdemeanor; unlawfully possessing a firearm or other weapon; fighting, defecating, or urinating in public; gambling or

participating in other games of chance where money is involved; failing to cooperate with any Airport Authority officer or employee performing official duties; willfully assaulting or committing battery upon any person; threatening the safety of any person; recklessly or intentionally destroying property owned by any person; or acting in a manner intended or that is reasonably likely to cause physical injury to any person.

2.5.2 No person shall coerce, obstruct, delay, or interfere with the free movement of any other person, or seek to coerce or physically disturb any other person.

2.5.3 No person shall impersonate or falsely indicate to the public that he or she is a representative of the Airport Authority, any airport business, or government organization.

2.5.4 No person shall misrepresent his or her identity.

2.5.5 No person shall touch, move, or take possession of another person's property (including baggage) except for Airport Authority and airline personnel carrying out official duties.

## 2.6 Proper Use of Facilities and Equipment

2.6.1 No person shall use any Airport facilities or equipment in a manner other than originally intended.

2.6.2 All persons utilizing any Airport facility or equipment shall do so in compliance with all applicable instructions, standards, or other prescribed procedures.

2.6.3 No person shall expectorate on the floors, walls, or other surfaces of the Airport, or use Airport property other than in a clean and sanitary manner.

## 2.7 Prohibition Against Feeding/Sheltering Wildlife or Interference with Wildlife Mitigation Activities

2.7.1 No person shall touch or tamper with any trap, exclusionary netting, or device used by the Airport Authority for wildlife mitigation/control.

2.7.2 No person shall feed or shelter any wild animals or birds on Airport property except for animals that are being transported.

2.7.3 No person shall contribute to or create a wildlife habitat or attractant on Airport property.

## 2.8 Drugs, Alcohol, and Intoxication

2.8.1 No person shall consume any alcoholic beverage except in places specifically designated for dispensing and consumption of alcoholic beverages.

2.8.2 No person under the influence of alcohol, narcotics, or other controlled substances shall operate a vehicle or aircraft on the Airport.

2.9 Firearms, Weapons, and Explosive Materials

- 2.9.1 The carrying of firearms, weapons, and explosives on Airport property shall be conducted in compliance with applicable laws.
- 2.9.2 The open carry of weapons on Airport property is prohibited other than by on-duty licensed law enforcement officers or personnel approved by the Director.

2.10 Refuse Removal and Containers

- 2.10.1 All persons on Airport property shall properly dispose of all unused or abandoned food and food containers in trash receptacles.
- 2.10.2 No person shall dispose of garbage, papers, refuse, or other material on the Airport except in the receptacles provided for that purpose.
- 2.10.3 Refuse containers in public areas shall be covered.
- 2.10.4 No vehicle or container used for hauling trash, dirt, or any other material shall be operated on the Airport unless such vehicle or container is constructed and maintained so as to prevent the contents thereof from dropping, sifting, leaking, or otherwise escaping therefrom.
- 2.10.5 Areas to be used for trash or garbage containers shall be designated by the Director, and no other areas shall be so used. Such areas shall be kept clean and sanitary at all times.
- 2.10.6 No person shall search through refuse or garbage material that has been disposed of or abandoned by someone other than himself/herself or his/her employees.
- 2.10.7 Any large surplus equipment, broken items or supplies used in a leased space shall be disposed of properly. Items shall be transported off the Airport property by the lessee immediately and shall not be allowed to sit on designated loading areas or in hallways.
- 2.10.8 Hazardous waste shall be disposed of in accordance with applicable laws and shall not be placed in Airport trash or garbage receptacles.

2.11 Reflective Safety Vests/Clothing and Personal Protective Equipment (PPE)

- 2.11.1 All persons on the AOA shall wear a reflective safety vest or other reflective clothing at all times. This requirement does not apply to aircraft passengers traversing to or from an aircraft and transient flight and cabin crew or staff flight and cabin crew conducting duties associated with the inspection or operation of an aircraft in preparation for flight.
- 2.11.2 All persons working on any Airport highways, streets, or roads shall wear a reflective safety vest or other reflective clothing to comply with the U.S. Department of Transportation's Work Zone Safety and Mobility regulations (23 C.F.R. 630, subpart J or succeeding regulation).
- 2.11.3 All required reflective safety vests or other reflective clothing shall be ANSI/ISEA Type R (Roadway) or Type P (Public Safety) as appropriate, meet performance class 2 standards at a minimum, and be worn properly, which for a safety vest means that it is fastened in the front by using the zipper, button, Velcro, or another fastener which secures the front of the vest.

2.12 Foreign Object Debris (FOD)

2.12.1 Each Airport employee shall be responsible for the proper disposal of FOD on the AOA.

2.12.2 It is the responsibility of each lessee or other occupant of ramp and apron areas to place suitable containers, as determined by the Director, at every gate, remote aircraft parking area, cargo, and maintenance facilities at locations determined by the Director to encourage the proper disposal of FOD. Designated FOD containers must not be used for regular trash disposal.

2.12.3 All persons operating or conducting business on the AOA shall ensure that any owned/operated equipment that could be repositioned or moved by winds or other weather-related forces shall be properly secured at all times to ensure that the equipment will not move from its parked position. The cost of any damage to Airport Authority or tenant property that is caused by unsecured equipment shall be the responsibility of the owner/operator of the unsecured equipment.

2.12.4 Any Airport business operating on the AOA shall keep its leasehold clean and free of FOD at all times. The Director shall monitor all leaseholds within the AOA to ensure that they are properly clean and free of FOD. Any Airport business whose leasehold the Director deems to not be satisfactorily clean and free of FOD shall be notified in writing of the non-compliance and given 10 calendar days to sufficiently clean the leasehold. If the Airport business fails to clean the leasehold sufficiently, the Director may have the leasehold cleaned at the expense of the Airport business.

2.13 Duty to Report

All persons involved in or witnessing any accident, incident, or safety/security hazard involving persons, aircraft, vehicles, or other equipment occurring on the Airport shall contact the Airport Communication Center immediately to report the accident, incident, or safety/security hazard and make a report to Airport Operations and/or Airport Police as soon as possible, giving all pertinent information as requested.

2.14 Use of Airport Highways, Streets, Roads, and Sidewalks

2.14.1 No person shall occupy Airport highways, streets, roads, or sidewalks in such a manner as to hinder or obstruct their proper operation or use by others or to obstruct or hinder emergency responders.

2.14.2 No person shall drive any vehicle across or upon any lawn or grass area, sidewalk, or curb except by permission of the Airport Police officer on duty or except as necessary to service or maintain Airport facilities.

2.14.3 No person or vehicle shall travel on the Airport other than on the highways, streets, roads, sidewalks, or places provided for the use of that particular class of traffic.

2.15 Prohibition Against Obstruction or Interference with the Movement of Aircraft, Vehicles, Personnel, and Equipment

No person shall obstruct or interfere with the movement of aircraft, vehicles, personnel, and equipment.

2.16 Improper Sound Devices and Visual Displays

- 2.16.1 Sound trucks, sound amplifying devices, and amplified sound reproduction machines are prohibited on the Airport.
- 2.16.2 No person shall use the Airport public address system for the solicitation of business.
- 2.16.3 Excessive or prolonged use of horns, sirens, whistles, or other noise-generating devices is prohibited. This prohibition does not apply to Airport Authority personnel using horns, sirens, whistles, or other noise-generating devices in conduct of official duties.

2.17 Animals

- 2.17.1 Animals authorized to be on Airport property shall relieve themselves solely in the designated pet relief areas established by the Director.
- 2.17.2 No person shall allow or transport any animal onto the AOA unless it is properly leashed or restricted by other means as deemed appropriate by the Director to prevent the animal from interfering with Airport operations.

2.18 Open Flame/Smoking Restrictions

- 2.18.1 No person shall conduct any open flame operations in any hangar or elsewhere on the Airport unless specifically authorized by the Director in writing. Any open flame operations authorized by the Director shall be conducted strictly in accordance with applicable fire and safety regulations. Authorization shall not be granted until such operation has been investigated and it has been determined that there is no fire hazard to Airport property.
- 2.18.2 Open flame welding within 50 feet of aircraft fueling operations is prohibited. An operational fire extinguisher of the proper classification shall be present at the site during welding operations.
- 2.18.3 Smoking is prohibited on Airport property other than in designated smoking areas.
- 2.18.4 The Director is authorized to designate smoking areas at the Airport at least 20 ft. from any building entrance/exit point.

2.19 Lost and Found Items

Any person finding lost articles in any Airport common areas shall immediately turn them in to Airport Police. Articles unclaimed by their owners are subject to policies and procedures set forth by the Airport Authority. Nothing herein shall be construed to deny the right of scheduled airlines or other airport tenants to maintain "lost and found" services for property of their passengers, invitees, or employees as permitted by law.

2.20 Forgery and Counterfeit

No person shall make, possess, use, sell, barter, exchange, pass, or deliver any forged, counterfeit, or falsely altered pass, permit, identification badge, certificate, placard, sign, or other authorization purporting to be issued by or on behalf of the Airport Authority or other regulatory agency.



- 2.21 Proper Use of Elevators, Escalators, and Conveyor Systems
- 2.21.1 No person shall use an elevator, escalator, or conveyor system contrary to its intended use or posted restriction(s).
- 2.21.2 Escalators shall not be used with wheeled carts, wheelchairs, wheeled vehicles, strollers, walkers, unescorted children, or animals.
- 2.22 False Reports or Threats
- No person shall make any threat involving aircraft or any facilities or operations at or on the Airport or make any false report regarding the conduct of operations at or use of the Airport.
- 2.23 Sporting Equipment and Recreation Activities on the AOA
- No person shall engage in recreational activities or sporting events on the AOA unless approved by the Director. The Director may approve areas within the AOA for use as employee break areas.
- 2.24 Personal Appearance Standards
- Each entity having personnel on Airport property shall require its employees, subcontractors, and/or independent contractors who work in public view and about the terminal to wear clean and neat appearing clothing (as appropriate to the job duties performed) and shall take all actions necessary to ensure their courteous, polite, and inoffensive conduct and demeanor.
- 2.25 Prohibition Against Squatting/Unlawful Occupation on Airport Property
- 2.25.1 The occupation of Airport property and facilities without authorization from the Director is prohibited.
- 2.25.2 The utilization of public areas of the Airport for excessive durations of time or for non-travel related purposes without authorization from the Director is prohibited.
- 2.26 Requirement to Remove Derelict, Non-Functional, or Unsafe Vehicles or Equipment
- 2.26.1 No tenant or lessee shall park or store a derelict, non-functional, or unsafe aircraft, vehicle, or piece of equipment in any area outside its leasehold without the approval of the Director.
- 2.26.2 Any derelict, non-functional, or unsafe aircraft, vehicle, or piece of equipment that is stored or parked within a tenant or lessee's leasehold for more than 30 days may be deemed derelict and subject to removal at the owner's expense as described in section 2.26.4.
- 2.26.3 No person shall park or store any vehicle in an Airport parking facility, in a parking facility under the control of an Airport tenant, or other area authorized for parking, that is unattended or inoperable for a period of 30 days or more without a written permit from the Airport tenant or the Director as applicable. Vehicles left unattended shall be presumed to have been abandoned and may be considered and treated as such.
- 2.26.4 Upon notification and demand by the Director, the owner or operator of any derelict, non-functional, or unsafe vehicle, aircraft, or piece of equipment shall remove the item at his/her own expense. If the owner or operator fails or refuses to remove such property by the deadline, the Director may cause the same to be removed, impounded,



and/or stored. The cost of such removal, impounding, storage, and any fees due at the time shall be a charge against the owner or operator of such property.

2.27 Parking and Storage of Personal Transportation Systems

Personal transportation systems (e.g., bicycles, scooters, unicycles, segways, roller skates, skateboard, etc.) shall only be parked, stored, or left unattended in designated areas established by the Director.

## **Chapter 3 – Aircraft Operations**

### **3.1 Interference/Tampering with Aircraft**

- 3.1.1. No person shall interfere or tamper with any aircraft, or put in motion the engine of such aircraft, or use any aircraft, aircraft part, instrument, or tool without permission of the owner.
- 3.1.2. No person shall release, throw, shoot, or propel any object in such a manner as to interfere with or endanger the safe operation of any aircraft taking off, landing, or operating on the Airport or any vehicle operating on the Airport.
- 3.1.3. No person shall use a laser or any other lighted device to interfere with the operation of an aircraft.

### **3.2 Compliance with Instruction Issued by Air Traffic Control and the Director**

- 3.2.1. All aircraft in flight within the Airport's Class C airspace or in motion or parked on the runways, taxiways, aprons, hardstands, or ramps of the Airport shall comply with written or oral instructions issued by ATCT personnel and the Director.
- 3.2.2. All aircraft shall follow appropriate taxiway and runway guidance markings, lighting, and signage when operating on any portion of the Airport.

### **3.3 Dangerous or Negligent Operations**

The Director may prohibit aircraft landing and taking off any time and under any circumstances when such operation is deemed likely to endanger persons or property, except for emergency landings. In addition, no aircraft shall be operated on the surface of any public landing area, public cargo ramp and apron area, or public aircraft parking and storage area:

- 3.3.1. In a careless or negligent manner.
- 3.3.2. In disregard of the rights and safety of others.
- 3.3.3. Without due caution and circumspection.
- 3.3.4. At a speed or in a manner that endangers persons or property.
- 3.3.5. While the pilot, or other person aboard, controlling any part of the operation thereof, is under the influence of intoxicating liquor, any narcotic, or dangerous drug or controlled substance.
- 3.3.6. If such aircraft is so constructed, equipped, or loaded as to unreasonably endanger or be likely to unreasonably endanger persons or property.

### **3.4 Aircraft and Aircraft Operator Requirements**

- 3.4.1. All aircraft operating at the Airport shall display on board the aircraft a valid airworthiness certificate issued by the FAA or appropriate foreign government and display on the exterior of the aircraft a valid registration number issued by the FAA or appropriate foreign government.
- 3.4.2. No aircraft, excluding skid-equipped helicopters, shall operate on the Airport unless equipped with a tail wheel or nose wheel; and, in addition, the main gear wheels shall have operating brakes, unless, with the permission of the Director, who, before permission is given, shall investigate the circumstances under which such aircraft is to

be operated and determine that no danger exists to persons or property by reason of such operation. When any pilot of an aircraft that is not equipped with adequate brakes receives permission from the Director to taxi such aircraft, such pilot shall not taxi such aircraft near buildings or parked aircraft unless an attendant is at the wing of the aircraft to assist the pilot. An aircraft with wings and tail higher than five feet from the ground that does not have adequate brakes shall not be taxied on the Airport but shall be towed if it is necessary to move such aircraft.

- 3.4.3. All aircraft operating at the Airport are required to have all mandatory aircraft lighting systems, as required by the FAA, operational during times required by the FAA.
- 3.4.4. All persons operating aircraft on the Airport shall possess an appropriate license, issued by the FAA or appropriate foreign government.

### 3.5 Engine Run-Ups and Proper Operation of Aircraft Engines

- 3.5.1. Aircraft engines shall be run-up only in places and times approved for such purposes by the Director. All engine run-ups shall be coordinated with Airport Operations and ATCT.
- 3.5.2. At no time shall aircraft with engines running or engines being tested be left unattended.
- 3.5.3. At no time shall engines be started, run-up or operated when hangars, shops, offices, buildings, persons, equipment, passengers, or aircraft landing, parked, or taking off are in the propeller stream or jet engine exhaust.
- 3.5.4. No person shall start or run any aircraft engine unless a competent person fully qualified as required by federal or state regulations is in the aircraft attending the engine controls. Chocks shall always be placed in front of the main landing gear wheels before starting the engine or engines unless the aircraft is equipped with adequate brakes.
- 3.5.5. Any aircraft engines that are mounted to a free-standing support stand instead of an aircraft and are operational shall be properly secured prior to operation of the engine. If the support stand is on wheels, all the wheels of the support stand shall be chocked in front of and behind each wheel.
- 3.5.6. No aircraft engines shall be run at a terminal gate unless a sufficient number of attendants are present and properly positioned to prevent any person, vehicle, or other apparatus from being damaged or injured by operation of the engines. Permission shall also be received from ATCT and the Director prior to starting an engine at a terminal gate.
- 3.5.7. Cross-bleed engine starts are only allowed in locations approved by the Director.
- 3.5.8. Aircraft engine run-ups shall be done in compliance with the Airport Noise Rules (Reference Rules and Regulations 8.1 – Aircraft Noise Rules).

### 3.6 Unmanned Aircraft System (UAS), Ultralight Vehicles, and Motorless Aircraft

The operation of Unmanned Aircraft System (UAS, also commonly referred to as “drones”), motorless aircraft and/or ultralight vehicles, as defined by the FAA, is prohibited unless:

- 3.6.1. The operator has prior authorization from the Director and the ATCT; and

- 3.6.2. The aircraft/vehicle meets all other applicable requirements stated in these Airport Rules and Regulations, local laws, and governing sections of the Federal Aviation Regulations pertaining to this classification of aircraft/vehicle.

3.7 Authorized Aircraft Parking Areas

- 3.7.1. No person shall park an aircraft or leave an aircraft standing at any location on the Airport other than those areas designated for the parking of aircraft. The parking of any aircraft outside of areas designated for aircraft parking is prohibited without permission from the Director.
- 3.7.2. All parked aircraft shall have at least one main gear wheel chocked in the front and back of the wheel by using blocks/chocks and tie-downs in areas that are equipped with tie-down lines or points, or other approved devices except in cases where, in the opinion of the Director, proven procedures, such as those followed by the scheduled airlines, that are equally safe are employed.
- 3.7.3. Upon notification by the Director, the operator of any aircraft parked or stored at the terminal shall move such aircraft from the place where it is parked or stored to a location designated by the Director. If the operator refuses to comply with such direction, the Director may cause such aircraft to be removed to the designated place at the operator's expense, and without liability for damage that may result in the course of such movement.
- 3.7.4. All aircraft parked on non-leased aircraft parking areas shall have cones or another type of barricade approved by the Director at the outer edge of the wingtips, nose, and tail of the aircraft unless an exemption has been granted by the Director.
- 3.7.5. Cones or barricades placed to protect a parked aircraft shall not be placed on any vehicle service road or outside of an area designed for aircraft parking.
- 3.7.6. No person or entity shall reserve any non-leased aircraft parking position by any means without permission from the Director. The parking, placement, or staging of any equipment, barricades, or objects of any type on a non-leased aircraft parking spot for more than five minutes prior or after the aircraft's arrival or departure from the parking spot is prohibited without the permission of the Director.
- 3.7.7. Parking of aircraft such that any part extends beyond the leasehold is forbidden, and any damage to property caused by any part extending beyond the lease area will be the responsibility of the Airport tenant in violation.

3.8 Repairs in Designated Areas Only

Repairs to an aircraft or any aeronautical equipment shall not be performed outside of an Airport tenant's leasehold in any area of the Airport other than in areas specifically designated for such purposes by the Director. Additionally, the Director may restrict the types of maintenance activities that can be conducted in each designated area.

3.9 Aircraft Operating Under Special Flight Permits

Any aircraft operating with a special flight permit as defined under 14 CFR 21.197 shall receive approval from the Director prior to operating at the Airport.

3.10 Simulated Forced Landing

Simulated forced landings are forbidden within the Airport traffic area without approval of the ATCT and the Director.

3.11 Taxiing

3.11.1. No person shall taxi an aircraft until ascertaining by visual inspection that there will be no danger of collision with any person or object in the immediate area.

3.11.2. Aircraft shall be taxied in accordance with all directions given by the ATCT.

3.11.3. No person shall taxi an Aircraft on any vehicle service road at the Airport.

3.12 Aircraft Taxiing, Towing, or Repositioning

3.12.1. Personnel taxiing, towing, or otherwise repositioning aircraft shall be adequately and sufficiently trained by their employer to perform such operations.

3.12.2. If operating without escort from the Airport Authority, personnel must meet all applicable requirements for operating on the movement area, including Airfield Movement Area (AMA) driver training and identification of the AMA privilege on Airport-issued credentials.

3.12.3. If proceeding into the movement area, the tow crew or crew operating the aircraft must receive authorization from ATCT to proceed into the movement area and maintain contact with ATCT until clear of the movement area.

3.12.4. Businesses performing aircraft towing operations, taxiing, or otherwise repositioning aircraft are responsible for providing a sufficient number of personnel for each operation to ensure the safety of the movement.

3.12.5. Aircraft must not be taxied, towed, or otherwise moved on the Airport in a careless or negligent manner, in disregard of the safety of others, without caution, in any manner that endangers persons or property, and/or at a speed that prevents complete control.

3.12.6. Aircraft must not be taxied or towed on any vehicle service road unless approved by the Director.

3.12.7. Air carrier aircraft being towed or taxied must have its position lights turned on while operating between sunset to sunrise or during instrument flight rules (IFR) conditions.

3.13 Airport Operational Restrictions

The Director may issue a Notice to Air Missions (NOTAM) denying or restricting use of the Airport, its runways, taxiways, taxilanes, aprons, and parking areas for aircraft operations. Additionally, NOTAMs may be issued to advise aviators of conditions that exist at the Airport that may cause a hazard to aircraft but that do not deny use of the area. In the event that the Director believes the conditions at the Airport to be unsafe for aircraft operations, the Director may issue a NOTAM closing the Airport, or any portion of the Airport, until the Director determines conditions to be safe for aircraft operations.

3.14 Power Back from Terminal Gates Prohibited

The engines of turbojet aircraft shall not be used to propel the aircraft backwards from a terminal gate unless permission has been obtained from the Director and sufficient attendees are present to prevent injury or damage to any and all persons and equipment.

3.15 Aircraft Incidents and Accidents

In addition to all other reports required by other agencies, the pilot or operator of any aircraft involved in an accident or incident on the Airport causing personal injury or property damage shall immediately notify the Airport Authority. Upon request, the pilot or operator shall make a prompt and complete written statement concerning such accident or incident to the Director within 48 hours. When a written report of an accident or incident is required by Federal Aviation Regulations, a copy of such report shall also be submitted to the Airport Authority if requested by the Director.

3.16 Discharge of Aircraft Contents Prohibited

The discharge or release of any object from an aircraft while operating on the ground is prohibited except when an emergency situation requires such discharge of contents for the protection of life and property.

3.17 Removal of Disabled Aircraft

- 3.17.1. Aircraft owners, operators, and tenants shall be responsible for the prompt removal of disabled aircraft and parts thereof, unless required or directed to delay such action by the Director or an authorized federal agency.
- 3.17.2. When a disabled aircraft is blocking or delaying the use of any portion of the Airport, the owner or operator of the aircraft shall make immediate arrangements to have such aircraft moved as soon as an authorized representative of the Airport Authority and appropriate governmental agencies have authorized such movement. In the event that the removal of the aircraft is not initiated as soon as possible, or is not progressing at an acceptable rate, the Director may initiate action to remove the aircraft at the expense and risk of the aircraft owner. The aircraft owner and operator shall hold the Airport Authority harmless and free of liability for any damage to the aircraft from the removal operation.

3.18 Banner Towing Operations

No aircraft shall conduct banner towing operations at the Airport without receiving permission from the Director.

3.19 Hand Propping of Aircraft

Aircraft hand propping is not allowed unless no other means of starting an aircraft exists and all applicable Federal Aviation Regulations and guidance are followed. Pilots are solely responsible for liability resulting from hand propping of an aircraft. Two people (one to hand prop the aircraft and a second to handle the aircraft controls) are required to hand prop an aircraft.

3.20 Prohibition on Removal of Liened Aircraft

No person shall move or remove any aircraft from the Airport, or parts from such aircraft, when an official notice of lien has been posted upon such aircraft by the Airport Authority unless approved by the Director.

3.21 General Aviation Aircraft Parking at Terminals

No general aviation aircraft shall park at a terminal gate without the permission of the Director. Any general aviation aircraft that does park at a terminal gate shall immediately disembark from such gate when requested by the Director.

### 3.22 Trash Disposal from Aircraft

Airline and/or aircraft operators shall promptly dispose of all aircraft trash in appropriate receptacles.

All trash or refuse material brought into the Airport that is subject to the federal standards regarding the disposal of trash from countries or provinces outside of the United States of America shall be disposed of in adherence with all federal regulations.

### 3.23 Terminal Aircraft Pushback Operations

All aircraft pushing back from a terminal gate shall have a sufficient number of wing walkers present and properly positioned to assist with the pushback operation in order to prevent injury or damage to any and all persons and equipment. Wing walkers shall be in position for the duration of the pushback operation.

### 3.24 Terminal Towing Operations

3.24.1 Aircraft requiring towing must have two-way communication with ATCT or be under escort of a vehicle that is communicating with ATCT.

3.24.2 Wing walkers must be present and positioned to assist with towing operations when there is no taxiway centerline adjacent to the gate where the pushback is taking place, and there is no taxiway centerline adjacent to the gate where the aircraft is being repositioned. Wing walkers must accompany the aircraft until the aircraft and tow are established on the taxiway centerline.

3.24.3 Wing walkers are to be positioned to ensure the safety of other aircraft parked at adjacent gates along the towing path of gates in areas where there is no taxiway centerline.

### 3.25 Helicopter Operations on Airport Property

3.25.1. The Director may require helicopter operators who conduct regular operations on Airport property to submit a written plan detailing how they will safely operate into and out of their proposed landing site on Airport property. The Director may choose to conduct a Safety Risk Assessment (SRA) of the proposed landing site to identify any hazards and risk mitigation solutions. The findings of the SRA will then be submitted to the helicopter operator for consideration and, if required by the Director, corrective action. The Director may require that the hazards identified in the SRA be mitigated prior to allowing the helicopter operation to begin. The Director may require the helicopter operator to establish a heliport in compliance with FAA Advisory Circular 150/5390-2 (current edition) Heliport Design if deemed necessary.

3.25.2. Helicopters shall land to a runway and hover taxi via taxiways to their parking positions unless otherwise approved by the Director.

### 3.26 Prohibition Against Aircraft Interference with Vehicle Service Road

Aircraft shall not be parked on or over any designated vehicle service road.



3.27 Use of Chocks

- 3.27.1. Any parked aircraft or aircraft conducting an engine run-up shall have at least one wheel on its main landing gear chocked to prevent the movement of the aircraft unless the aircraft is tied down to the ramp with tie down lines.
- 3.27.2. Wheel chocks manufactured specifically for aircraft parking shall be used. The use of homemade wheel chocks or other items (e.g., rocks, pieces of wood, etc.) as wheel chocks is not permitted.

3.28 Radio Equipment Requirements

- 3.28.1. All aircraft based at or using Airport facilities shall be equipped with a properly functioning two-way radio that, under normal conditions, is capable of communicating with the ATCT.
- 3.28.2. Pilots of aircraft shall not land, taxi, or take off without clearance from the ATCT by radio or light signal.
- 3.28.3. Aircraft without fully operational radio equipment are prohibited from operating in the movement area unless approved by the ATCT. If the aircraft operation will be conducted while the ATCT is not in operation, then permission from the ATCT is not required.

3.29 Unauthorized and Non-Standard Painting on Ramp/Apron Areas

- 3.29.1. Any person desiring to paint new markings or to modify existing markings on any ramp/apron area inside the AOA, including within leaseholds, shall receive written approval from the Director prior to painting the markings.
- 3.29.2. Design drawings of the proposed painted markings shall be submitted to the Director for review and approval.
- 3.29.3. The Director may deny or require modifications to any proposed markings in the interest of safety and uniformity.
- 3.29.4. Any person who paints markings prior to receiving permission from the Director or who paints markings other than those approved by the Director, shall be required to remove the unapproved markings and shall be solely liable for the expense of such removal.

3.30 Balloon, Airship, Dirigible, and Other Lighter-Than-Air Aircraft Operations

- 3.30.1. No one shall operate a balloon, airship, dirigible, or other lighter-than-air aircraft at the Airport without the approval of the Director.
- 3.30.2. Any balloon, airship, dirigible, or other lighter-than-air aircraft permitted to land or take-off at the Airport shall use a mooring mast/tower, or another means acceptable to the Director for parking.

## **Chapter 4 – Terminal Operations**

- 4.1 **No Loitering**  
The utilization of the terminal for excessive durations of time or for non-travel related purposes, unless authorized by the Director, is prohibited.
- 4.2 **Protection of Public Safety**  
Every Airport business operating in the terminal shall make the safety of the public the highest priority when conducting any operation.
- 4.3 **Proper Use of Common Areas (Non-Leased Areas)**
- 4.3.1. Any person utilizing common areas (non-leased areas) of the terminal shall do so in a safe manner to prevent injury or damage.
- 4.3.2. No portion of the common areas of the terminal shall be blocked off or barricaded to prevent utilization of the area without permission from the Director, except where such is required to protect life and property.
- 4.3.3. No portion of the common areas of the terminal shall be altered, modified, or improved in any way without the permission from the Director.
- 4.3.4. No Airport business shall place any signage or equipment of any kind in common areas of the terminal without permission from the Director.
- 4.3.5. Any Airport business that soils, dirties, or damages common areas of the terminal shall be responsible for cleaning the affected area.
- 4.3.6. Any person utilizing a designated lactation area shall do so in a manner consistent with its purpose.
- 4.4 **Proper Use of Common-Use Equipment**
- 4.4.1. Common use equipment associated with the terminal shall not be operated or utilized in a manner other than originally intended and in compliance with all published procedures/standards.
- 4.4.2. Common use equipment associated with the terminal shall be operated in a safe manner to prevent injury or damage.
- 4.4.3. Any Airport business that soils, dirties, or damages common use equipment associated with the terminal shall be responsible for repairing or restoring the equipment to its previous condition.
- 4.4.4. Common-use equipment associated with the terminal shall not be altered, modified, or improved in any way without permission from the Director.
- 4.5 **Prohibition Against Storage of Items in Common Use Areas**  
No items of any kind shall be stored or left unattended in common areas of the terminal without prior authorization from the Director.

4.6 Requirement to Use Designated Entry/Exit Points

- 4.6.1. Any person entering the sterile area for non-airport business related purposes shall enter such area through and, after being properly screened at, a TSA security screening checkpoint.
- 4.6.2. All persons planning to board an aircraft shall enter the sterile area through and, after being properly screened at, a TSA security screening checkpoint.
- 4.6.3. Any person with a SIDA badge entering the sterile area for Airport business-related purposes shall do so through designated entry/exit points established by the Director.
- 4.6.4. Any person transporting materials or equipment into the sterile area shall do so through designated entry/exit points established by the Director and, as appropriate, shall be screened.

4.7 Coordination of Terminal Maintenance Activities

Any Airport business desiring to conduct a terminal maintenance activity shall coordinate and receive permission from the Director before such maintenance activity can be executed.

4.8 Proper Transportation of Materials Through Terminal

- 4.8.1. Proper precautions and safety measures shall be taken when transporting any item, equipment, or materials through the terminal to prevent injury to persons or damage to property.
- 4.8.2. Any loose items or materials being transported through the terminal shall be properly secured/covered to prevent them from becoming a hazard to other persons.
- 4.8.3. Any used cooking oil shall be transported in a sealed oil trolley specifically made for transporting oil. The container shall be sealed properly while the oil is transported, and any spills or drips shall be cleaned up immediately. Oil shall only be transported in the cargo elevators. Passenger elevators shall not be used for transporting oil.
- 4.8.4. Any prohibited items being transported through the terminal shall be done so in compliance with all TSA policies and the ASP.

4.9 Unauthorized Occupation of Vacant Areas

No Airport business shall use a vacant (non-leased) portion of the terminal without first receiving permission from the Director.

4.10 Compliance with Joint and Common Use Facility Policy

All Airport businesses in the terminal shall comply with the Joint and Common Use Facility Policy established by the Airport Authority. The Joint and Common Use Facility Policy may be amended from time to time by the Airport Authority and without prior notice.

## **Chapter 5 – Vehicle Operations Outside the AOA**

This Chapter applies to the operation of all vehicles on Airport property at locations outside the AOA.

### **5.1 Proper Licenses to Operate a Vehicle**

The driver shall have a license(s), certification(s), permit(s), or endorsement(s), as required by law for the type of vehicle being operated.

### **5.2 Vehicle Requirements**

5.2.1. Any vehicle operated at the Airport shall be properly registered and licensed as required by the state the vehicle is registered in and, if applicable, the State of California and local jurisdictions.

5.2.2. All vehicles shall be sufficiently equipped and maintained to ensure they do not present a hazard.

### **5.3 Compliance with Posted Signage and Notices**

Drivers shall comply with all posted signage and notices related to the operation of vehicles.

### **5.4 Compliance with Speed Limit**

Drivers shall comply with all posted speed limit signage. If no speed limit is posted, it shall be assumed that the speed limit for such surface is not to exceed 15 miles per hour.

### **5.5 Requirement to Comply with All Instructions Issued by Airport Police and Airport Operations**

Drivers shall comply with directions and instructions from Airport Police and Airport Operations.

### **5.6 Prohibition Against Unsafe or Negligent Operation**

5.6.1. No vehicle shall be operated in a manner that creates an unreasonable risk of harm to persons or property, or while the driver is under the influence of any substance that impairs, impedes, or otherwise affects the ability of the driver to safely operate the vehicle, or if such vehicle is so constructed, equipped, or loaded as to create an unreasonable risk of harm to persons or property.

5.6.2. The utilization of a cell phone for any purpose (e.g., telephone calls, texting, utilization of applications, etc.) by the driver of a vehicle while the vehicle is in motion is prohibited unless the cell phone is being utilized through a hands-free device.

### **5.7 Designated Areas for Vehicle Operations**

5.7.1. No person shall operate a vehicle outside of areas designated for vehicle operations by the Director. Areas authorized for vehicle operations include roadways, driveways, parking lots, parking garages, and other paved areas intended for vehicle operations. No vehicle shall be operated in any grass area without the permission of the Director.

5.7.2. Vehicles being used to deliver packages, goods, or other items/materials to an Airport business shall only conduct delivery operations in areas approved by the Director.

5.8 Designated Vehicle Parking Areas

- 5.8.1. No person shall park a vehicle for loading, unloading, or any other purpose on the Airport other than in the areas specifically established for such purpose and in the manner prescribed by signs, lines, or other means.
- 5.8.2. No person shall abandon any vehicle on the Airport.
- 5.8.3. No person shall park a vehicle on grass areas, or in a manner so as to obstruct roadways.
- 5.8.4. No person shall park a vehicle in any space marked for parking in such a manner as to occupy part of another marked space.
- 5.8.5. No person shall park or stop any vehicle in any reserved areas so marked, unless authorized to do so.
- 5.8.6. All employees of companies, organizations, or agencies having tenancy on the Airport shall park private vehicles on leased premises only or in designated employee parking lots.
- 5.8.7. Vehicles shall not be left running and unattended.

5.9 Right-of-Way for Pedestrians and Emergency Vehicles

Drivers must always yield the right-of-way to pedestrians and emergency vehicles.

5.10 Temporary Obstruction of Areas Where Vehicles Operate

Permission from the Director is required to park or stop a vehicle or piece of equipment in any area that will impede or obstruct the utilization of an area where vehicle operations occur. This may occur when maintenance activities need to be carried out on Airport roadways or facilities located adjacent to Airport roadways.

## **Chapter 6 – Vehicle Operations on the AOA**

This Chapter applies to the operation of all vehicles on Airport property at locations on the AOA.

### 6.1 Operator Requirements to Operate a Vehicle on the AOA

For the purposes of this section, the term vehicle includes aircraft being taxied under their own power by a non-pilot or being towed with no intention for flight. Any person operating a vehicle on the AOA shall meet the following requirements:

- 6.1.1. Hold a valid SIDA badge that provides the security authorization to operate the vehicle in the area. The SIDA badge shall be kept on the person while operating a vehicle.
- 6.1.2. Hold a valid driver's license issued by the State of California or another government agency authorized to issue driver's licenses acceptable to the Director. This includes any required authorizations, endorsements, or certifications necessary for the particular vehicle being operated. The valid driver's license shall be kept on the person while operating a vehicle.
- 6.1.3. Hold a valid AOA driver's designation, depicted on the person's SIDA badge or other Airport-issued credential, to operate as designated in the non-movement area and/or movement area.
- 6.1.4. If a person does not meet the requirements set forth in 6.1, the person may only operate a vehicle on the AOA if properly escorted by an individual meeting the aforementioned requirements.

### 6.2 Vehicle Requirements for AOA Operations

Any vehicle operated on the AOA shall meet the following requirements:

- 6.2.1 Be properly painted, marked, signed, and/or lighted as required by the Airport Authority for operation on the AOA, including:
  - 6.2.1.1 Display of Company/Agency identification, or Field Pass issued by the Badging Office.
  - 6.2.1.2 Use of operable headlights and taillight during nighttime and low visibility conditions.
- 6.2.2 Be in a safe operating condition.
- 6.2.3 Meet all applicable vehicle safety standards and regulations for the type of vehicle being operated as required by the State of California.
- 6.2.4 Any vehicles that will operate in a movement area shall be equipped with a working VHF two-way radio to enable communication with ATCT. This requirement does not apply to vehicles that will only be operated in the non-movement area.
- 6.2.5 Any vehicle that does not meet the requirements set forth in 6.2 shall be escorted by a vehicle meeting the aforementioned requirements.

### 6.3 Prohibition Against Operating a Vehicle in a Manner Other than Originally Intended

No vehicle shall be operated in a manner other than the manner it was originally intended to be operated in.

- 6.4 Prohibition Against Open Riding on Vehicles  
All persons on a moving vehicle shall be seated at a location on or in the vehicle established for an individual to be present on while the vehicle is in motion. Open riding in the back of a truck or other open storage vehicle is prohibited.
- 6.5 Requirement to Wear Seat Belts  
Seat belts shall be worn by all persons occupying a vehicle where seat belts are provided.
- 6.6 Prohibition Against Unsafe or Negligent Operation
- 6.6.1. No vehicle shall be operated in a manner that creates an unreasonable risk of harm to persons or property, or while the driver is under the influence of any substance that impairs, impedes, or otherwise affects the ability of the driver to safely operate the vehicle, or if such vehicle is so constructed, equipped, or loaded as to create an unreasonable risk of harm to persons or property.
- 6.6.2. The utilization of a cell phone for any purpose (e.g., telephone calls, texting, utilization of applications, etc.) by the driver of a vehicle while the vehicle is in motion is prohibited unless the cell phone is being utilized through a hands-free device.
- 6.6.3. No vehicle, GSE, or equipment shall be operated in an unauthorized area, including areas temporarily designated as unauthorized.
- 6.7 Requirement to Comply with All Instructions Issued by Airport Authority Personnel  
All persons operating a vehicle on the AOA shall comply with any and all directions and instructions from Airport Authority personnel.
- 6.8 Compliance with Posted or Marked Signage and Notices  
Drivers shall comply with all posted or marked signage and notices related to the operation of vehicles including stop signs and yield to aircraft signs.
- 6.9 Speed Limits on the AOA  
Vehicles on the AOA shall not exceed the posted speed limit when on the Airport perimeter road and shall not exceed 15 miles per hour when operating in any area where the speed limit is not posted. Vehicles shall not exceed 5 miles per hour when operating in close proximity to aircraft or equipment.
- 6.10 Requirement to Comply with the Requirements of the Airport's Driver's Training Program, Airport Certification Manual (ACM), and Airport Security Program (ASP)  
Any person operating a vehicle on the AOA and any vehicle being operated on the AOA shall meet all applicable requirements established in the Airport Driver's Training Program, Airport Certification Manual, and Airport Security Program. Access to the full ASP is restricted. The Airport Authority will inform persons of the applicable portions of the ASP that they shall comply with through signage, notices, training, and other communication methods.
- 6.11 Ground Service Equipment (GSE) Requirements
- 6.11.1. Any Airport Business that operates GSE at the Airport shall comply with all GSE policies and standards established by the Director.
- 6.11.2. If the Director imposes a GSE registration program, all Airport businesses must comply with the registration requirement by the stated implementation date and on an ongoing basis.

6.12 Parking or Storage of Vehicles and GSE Equipment Only in Authorized Areas on the AOA

- 6.12.1. Vehicles, GSE equipment, and other items/equipment shall only be stored within an Airport business' leased area or other areas authorized by the Director.
- 6.12.2. Vehicles must not be left running and unattended.
- 6.12.3. Keys/fobs must not be left in vehicles unattended.
- 6.12.4. Vehicles, GSE, and other equipment with wheels must have their parking brake set and at least one wheel blocked/chocked on both sides of the wheel.

6.13 Maintenance of Vehicles and GSE Equipment on the AOA

All vehicle and GSE equipment maintenance shall only be conducted inside an Airport business' leasehold or in another area authorized by the Director.

6.14 Limitation on Number of Baggage Carts

No vehicle shall tow more than four baggage carts at one time.

6.15 Vehicle Escorting Limitation

No more than three vehicles shall be escorted by a single escort vehicle. No more than five vehicles shall be escorted if front and back escorts (e.g., two escort vehicles) are used. Escort ratios exceeding these requirements may be approved by the Director.

6.16 Prohibition of Bicycle, Unicycle, Roller Skate, Skateboard, Shoes with Rollers, and Personal Transport System Operations on the AOA

The use of bicycles, unicycles, roller skates, skateboards, shoes with rollers/wheels, and any other personal transportation system (e.g., segways, tricycles, etc.) is prohibited without the approval of the Director.

6.17 Insurance Requirements for Vehicles Operating on the AOA

Any vehicle operating on the AOA shall meet any and all insurance coverage requirements established by the Director.

6.18 Use of Privately Owned Vehicles on the AOA

The use of privately owned vehicles on the AOA for business purposes is permitted as long as the vehicle owner and operator meet all the applicable requirements set forth in these Airport Rules and Regulations.

6.19 Right of Way for Aircraft, Emergency Vehicles, and Pedestrians

- 6.19.1 Any person operating a vehicle on the AOA shall give the right of way to all aircraft, emergency vehicles, and pedestrians.
- 6.19.2 All vehicles, GSE, and equipment must not cross behind or in front of an aircraft preparing to depart or taxiing from its parking position unless signaled to do so by wing walkers or a marshaller associated with the aircraft.

6.20 Zero-Tolerance for Alcohol and Drugs Policy on the AOA

The Airport has a zero-tolerance policy related to the use of alcohol and drugs on the AOA.



6.21 Securing and Covering Load Requirements

Any person operating a vehicle on the AOA carrying materials or other items shall ensure that all materials and items are sufficiently secured to the vehicle to ensure that they do not fall off. Additionally, any open loads shall be covered to prevent items from exiting a vehicle.

6.22 Inspection of Tires and Vehicles to Prevent FOD on the AOA

Prior to entering the AOA, any person operating a vehicle is required to sufficiently inspect the vehicle to ensure there are no loose items on the vehicle or materials stuck in the tires that could become FOD on the AOA.

6.23 Vehicle Operations in Terminal Secured Area/AOA

6.23.1 Mobile fuelers, vehicles, or equipment must not reverse from a static position unless a safety guide is present on any portion of the AOA in the terminal area.

6.23.2 No vehicle, GSE, or other equipment may operate on a terminal taxiway while it is occupied by an aircraft unless directly associated with the push-back operation of an aircraft.

6.23.3 No vehicle, GSE, or other equipment may operate on the taxiway between T-Point and Terminal A ramp while the taxiway is occupied by an aircraft.

6.23.4 No vehicle may operate on the service road immediately west of the approach end of Runway 26 while an aircraft is departing Runway 26, landing on Runway 8/26, or otherwise operating on Runway 8/26 until the aircraft has turned to exit the runway.

## **Chapter 7 – Ground Transportation**

- 7.1 Requirement to Obtain Permission from the Airport Authority  
Ground transportation operators shall obtain permission from the Director to operate at the Airport prior to commencing a ground transportation operation. Ground transportation operators shall meet any and all rules and requirements established by the Director pertaining to their particular type of operation and shall pay all fees prior to commencing operation.
- 7.2 Operation Only in Designated Areas  
Ground transportation operators are only permitted to operate in areas designated by the Director for their particular type of operation. The Director may establish separate passenger pick-up and drop-off areas for ground transportation operators.
- 7.3 Prohibition Against Unsafe or Negligent Operation  
No ground transportation operator shall operate a vehicle in a manner that creates an unreasonable risk of harm to persons or property, or while the driver thereof is under the influence of any substance that impairs, impedes, or otherwise affects the ability of the driver to safely operate the vehicle, or if such vehicle is so constructed, equipped, or loaded as to create an unreasonable risk of harm to persons or property.
- 7.4 Queueing and Use of Hold Lot  
Ground transportation operators shall comply with all queuing procedures and standards established by the Airport Authority. Where applicable, ground transportation operators required to use a designated hold lot shall do so until allowed to drive to the designated area for passenger pick-up.
- 7.5 Right of Inspection/Access  
The Director may inspect ground transportation operator vehicles at any time without advance notice.

## **Chapter 8 – Noise and Environmental**

### 8.1 Airport Noise Rules

The Commission has established the Airport Noise Rules to minimize aircraft noise impacts on the community. These rules, and the enforcement actions pertaining to violations of the rules, are published on the Airport's website and are available for review at the Noise & Environmental Department.

- 8.1.1. Rule 8 pertains to activities prohibited during the noise-sensitive hours between 10:00 p.m. and 7:00 a.m. Prohibited activities include, no intersection takeoffs, no maintenance engine run-ups, and no flight training operation (See Airport Noise Rules for details).
- 8.1.2. Rule 9 is a specific curfew standard between 10:00 p.m. and 7:00 a.m. Aircraft which create noise greater than a certain limit may not use the Airport during these nighttime hours (See Airport Noise Rules for details).
- 8.1.3. Any pilot in command or maintenance facility violating the provisions of the rules may, in the discretion of the Airport Authority and in addition to any other remedies (including injunctive remedies) available, be subject to civil penalties for each violation.
- 8.1.4. The noise fine associated with certain restricted operations in Rules 8 and 9 are subject to an annual increase in accordance with the annual adjustment of noise violation fines required by Resolution No. 382.

### 8.2 Trash Disposal and Recycling Requirements

8.2.1. Airport businesses shall establish a program (approved by the Director) to ensure the proper containment, storage, and disposal of trash.

- 8.2.1.1. Trash containers shall be covered to prevent trash from escaping containment.
- 8.2.1.2. Trash containers shall be emptied at a frequency sufficient to prevent accumulation of trash beyond what the container is designed to hold.
- 8.2.1.3. Hazardous waste containers (e.g., syringe disposal containers, biohazard containers) shall be placed in appropriate areas as required by the State of California – Occupational Health and Safety Program (referred to as CAL-OSHA).

8.2.2. Airport businesses shall establish a recycling program (approved by the Director) and encourage recycling with all persons associated with the business.

- 8.2.2.1. Recycling containers shall be covered to prevent recycling materials from escaping containment.
- 8.2.2.2. Recycling containers shall be emptied at a frequency sufficient to prevent accumulation of recycling materials beyond what the container is designed to hold.

8.2.3. Hazardous Waste/Universal Waste Recycling - Airport businesses shall comply with U.S. Environmental Protection Agency (EPA), Resource Conservation and Recovery Act (RCRA), Certified Unified Program Agencies (CUPA) and other applicable laws.

- 8.2.3.1. Airport businesses shall obtain their own federal, state, and local permits, as applicable to their business.

- 8.2.3.2. Airport businesses shall promote the collection and recycling of hazardous waste/universal waste.
- 8.2.3.3. Airport businesses shall encourage the development of recycling programs to reduce the quantity of these wastes going to municipal solid waste landfills or combustors.
- 8.2.3.4. Universal waste regulations require that materials be managed in a way to prevent releases to the environment and tailors those requirements to each type of universal waste.
- 8.2.3.5. Standards for universal waste include labeling, requirement to respond to releases, transport to a facility that is permitted or otherwise designated for receiving hazardous waste.
- 8.2.3.6. All hazardous waste generators shall determine if their waste is hazardous and shall oversee the ultimate fate of the waste.
- 8.2.3.7. Generators shall ensure and fully document that the hazardous waste that they produce is properly identified, managed, and treated prior to recycling or disposal. The degree of regulation that applies to each generator depends on the amount of waste generated.

### 8.3 Industrial General Stormwater Permit

The Industrial General Permit regulates industrial storm water discharges and authorized non-storm water discharges from industrial facilities in California. The State Water Resources Control Board and the Los Angeles Regional Water Quality Control Board (collectively, Water Boards) implement and enforce the Industrial General Stormwater Permit. The Industrial General Stormwater Permit requires the development of a Storm Water Pollution Prevention Plan.

- 8.3.1. Airport businesses shall comply with the Airport Authority's Stormwater Pollution Prevention Plan (SWPPP) and all future revisions that may be made to the SWPPP.
- 8.3.2. The SWPPP has a set of minimum Best Management Practices (BMPs) that are used to control sources of unauthorized non-stormwater discharges such as spills, leakage, and dumping. The Environmental Department emails a detailed list of the Airport's BMPs on an annual basis and are made available upon request.
- 8.3.3. Minimum BMPs include Good Housekeeping, Preventive Maintenance, Spill and Leak Prevention and Response, Material Handling and Waste Management, Erosion and Sediment Controls, Employee Training Program, and Quality Assurance Record Keeping.
- 8.3.4. The Airport Authority may implement additional or advanced BMPs or other control measures in order to attain compliance with the receiving water limitation if a discharge causes or contributes to an exceedance of a water quality standard.

### 8.4 Spill or Release Notification and Cleanup

- 8.4.1. All Airport businesses shall comply with all U.S. EPA regulations and obtain their own Spill Prevention Control and Countermeasures (SPCC) plan. See Airport's BMPs on Spill and Leak Prevention and Response.
- 8.4.2. Airport businesses and individuals shall immediately report all fuel and motor oil spills and other hazardous materials and hazardous waste spills (including lavatory cart,

deicing fluid, hydraulic fluid, etc.) to the Airport Communication Center regardless of the amount.

- 8.4.3. It is the responsibility of the Airport business to contain and clean up the spill or release within their business or associated with their operations.
- 8.4.4. Airport businesses are responsible for making all notifications required by federal, state, and local regulations for releases resulting from their operations.
- 8.4.5. Airport businesses shall inform the Director of all notifications they have made to external agencies as required by federal, state, and local regulations.
- 8.4.6. No person shall allow solid or liquid (including any new or waste restaurant fry oil) to be placed or poured into any interior floor drains and utility access holes.
- 8.4.7. No person shall allow unauthorized solid or liquid (including any new or waste restaurant fry oil) to be placed or poured into any sewer connections.
- 8.4.8. Chemicals shall be stored in a manner to minimize the potential for spills and to prevent a spill from reaching any drains.
- 8.4.9. No person shall allow any solid or liquid to be discharged to any exterior drains, inlets, or utility access holes.

#### 8.5 Deicing

- 8.5.1. Aircraft deicing shall only be conducted in areas approved by the Director and in accordance with rules and procedures established by the Airport.
- 8.5.2. Products and procedures used for deicing shall not be used without prior approval by the Director.
- 8.5.3. Deicing fluid left on the ground after deicing an aircraft shall be cleaned up.
- 8.5.4. Procedures implemented for deicing shall include provisions for containment and cleanup.

#### 8.6 Construction Stormwater Regulations

- 8.6.1. Airport businesses shall comply with the Water Boards' Construction General Permit.
- 8.6.2. Construction activities covered under this permit includes but is not limited to clearing, grading and disturbances to the ground such as stockpiling, or excavation.
- 8.6.3. A complete list of construction activities covered under the Construction General Permit can be found in Order 2009-009-DWQ (amended by 2010-0014-DWQ and 2012-006-DWQ) from the California EPA State Water Resources Control Board.
- 8.6.4. Airport businesses shall develop their own SWPPP and set of BMPs (approved by the Director) to control sources of non-storm water discharges that may contribute significant pollutant loads to receiving water.
- 8.6.5. Measures to control spills, leakage, and dumping, and to prevent illicit connections during construction shall be addressed through structural as well as non-structural BMPs.

#### 8.7. Clean Construction Policy

- 8.7.1. All construction activity performed on Airport property must comply with the Airport Authority's clean construction policy.

## **Chapter 9 – Fire Safety and HAZMAT**

### 9.1 Right-of-Entry

Whenever necessary to make an inspection to enforce any of the provisions of this Chapter, or whenever Airport Fire has reasonable cause to believe that there exists on any premises on the Airport any condition that makes such building or premises unsafe, Airport Fire may enter such building or premises at all reasonable times to inspect the same; provided that, if such building or premises is occupied, Airport Fire shall first present proper credentials and demand entry; and if such building or premises is unoccupied, Airport Fire shall first make a reasonable effort to locate the lessee or other persons having charge of the building or premises and demand entry. If such entry is refused, Airport Fire shall have recourse to every remedy provided by law to secure entry.

### 9.2 Airport Fire Codes Adopted by Reference

The following documents, and any future updates to them, have been approved by the Airport Authority and are incorporated into these Rules and Regulations by reference.

9.2.1. NFPA 101 – *Life Safety Code*

9.2.2. NFPA 407 – *Standard for Aircraft Fuel Serving*

9.2.3. NFPA 410 – *Standard on Aircraft Maintenance*

9.2.4. NFPA 704 – *Standard System for the Identification of the Hazards of Materials for Emergency Response*

9.2.5. Title 14 Code of Federal Regulations Part 139 – *Certification of Airports*

9.2.6. The Airport's FAA-Approved Airport Certification Manual (ACM)

9.2.7. FAA Advisory Circular 150/5230-4 – *Standards and Procedures for Fuel Storage, Handling, Training, and Dispensing on Airports*

9.2.8. Current Fire Standard(s) Adopted by City of Burbank Fire Marshal

9.2.9. Department of Transportation Regulations

### 9.3 Fueling of Aircraft While an Aircraft Engine is in Operation

The fueling of an aircraft while an engine of the aircraft is in operation is prohibited unless conducted in accordance with procedures established by the Airport Authority.

### 9.4 Fueling and Fuel Storage Equipment Maintenance

Fueling pumps, meters, hoses, nozzles, fire extinguishers, and grounding and/or bonding devices shall be kept in proper working condition at all times and shall be subject to inspection by the Director at any time. All aircraft fuel service trucks shall have an approved dust cap attached to each nozzle, or other type of configuration to ensure that no dust or debris is allowed to enter the nozzle end.

### 9.5 Fuel Spill Notifications

9.5.1. Airport businesses shall immediately report all fuel spills and/or HAZMAT spills to the Airport Communication Center regardless of the amount.

9.5.2. It is the ultimate responsibility of the Airport business to contain and clean up the spill or release within their business or associated with their operations and make all appropriate federal, state, and local notifications as required by law.

9.6 Use of Volatile Liquids

No person shall use flammable/combustible liquids in the cleaning of aircraft, aircraft engines, propellers, appliances, or for any other purpose, unless such operations are conducted in an approved open-air location, or in a room specifically set aside and approved in accordance with the International Fire Code.

9.7 Cleaning Fluids

The use of volatile flammable solvents for cleaning floors is prohibited.

9.8 Care of Floors, Aprons, Ramps, and Other Areas

9.8.1. Airport businesses shall keep the floors of their respective hangars, ramps, aprons, and other facilities free and clean of oil, grease, or other flammable or combustible materials or liquids.

9.8.2. Airport businesses shall take every precaution possible to prevent the leaking of any chemical, compound, or other material onto any floor, apron, ramp, or other flat surface.

9.8.3. Any chemical, compound, or other material that does leak onto a floor, apron, ramp, or other area shall be cleaned up immediately by the party responsible for the aircraft, vehicle, facility, or equipment the leak is originating from.

9.8.4. Any aircraft, vehicle, or other equipment that is leaking shall immediately have drip pans placed under it and shall be repaired as soon as possible to prevent further leaking.

9.9 Storage of Flammable Substances

9.9.1. Gasoline, oil, waste fuel, and other flammable substances shall not be stored on the apron and ramp areas in excess of amounts actually needed as current stock. Any material of this type that is kept at the Airport shall be kept enclosed and covered in a clearly marked and labeled housing of a design and type that meets all applicable requirements and standards.

9.9.2. Each drum or container shall be labeled in letters at least 3 inches high with "No Smoking," "Flammable," and the tenant's name. Drums shall be stored on a spill pallet or by some other means, approved by the Director, containing any potential spill of the largest amount anticipated.

9.9.3. Enough absorbent material to remediate a spill of the largest amount of fuel on hand shall be kept readily accessible to any such flammable liquids storage area. No such flammable liquids storage area shall be inside any building unless in an approved explosion proof flammable liquids storage room or closet.

9.9.4. No cylinders or flasks of compressed flammable gases shall be stored in hangars.

9.9.5. No person shall store, handle, or transport Class A, Class B or Class C flammable and/or combustible material(s) upon the Airport without prior approval from the Airport Authority.

9.10 Hazardous Materials and Dangerous Goods Requirements

9.10.1. Hazardous Materials

Airport businesses or other persons who handle, store, transport or use hazardous materials at the Airport shall comply with all applicable adopted codes, standards, and regulations. All shippers shall obtain product-specific training and certification in the safe handling of all hazardous materials under their control. The proper handling of hazardous material training shall be product specific. Training records shall be made available upon request. The Director may limit and/or exclude any type, quantity, or use of hazardous materials at the Airport. The Director may inspect all premises where any hazardous material is handled, stored, or used. Secondary containment shall be provided for all liquid hazardous materials.

9.10.2. Dangerous Goods

The transportation of any and all Dangerous Goods, as defined by the International Civil Aviation Organization (ICAO), shall be properly handled, transported, and stored in accordance with all federal and state regulations.

9.11 Proper Maintenance of Fire Extinguishers and Fire Suppression or Alarm Systems

All fire extinguishers, fire suppression systems, and/or fire alarm systems shall be maintained in proper working order to sufficiently fulfill their intended function at all times. If an Airport business or any other person becomes aware of a fire extinguisher, fire suppression system, or fire alarm system that is unable to perform its intended function, the Airport Communication Center shall be notified immediately of the issue. Repairs to the system or a replacement shall be enacted as quickly as possible to ensure proper fire protections. If repairs or a replacement is not available within a time frame suitable to the Director, the Director may require the Airport business to undertake other fire protection techniques (e.g., fire watch, etc.) to ensure a sufficient level of protection.

9.12 Fueling Activity

9.12.1 Fueling Agents

No person or entity may offer fuel products for sale to others until meeting all applicable requirements of these Rules and Regulations, including requirements regarding compliance, equipment, training, and the receipt of written authorization from the Director.

9.12.2 Self-Fueling

No person or entity may perform self-fueling until meeting all applicable requirements of these Rules and Regulations, including requirements regarding compliance, equipment, training, and the receipt of written authorization from the Director.

9.12.3 Right-of-Inspection

The Director may make unannounced inspections of facilities/equipment, training records, and/or other records from time to time to ensure compliance with any provision of these Rules and Regulations.

9.12.4 Re-Inspection

If the Director must re-inspect a mobile fueler and/or fuel storage facility following a



fueling agent inspection, a re-inspection fee will be assessed as specified in Appendix A of the Rules and Regulations.

9.12.5 Equipment

9.12.5.1 No piece of equipment, such as a mobile fueler or fuel storage device, may be put into service until the Director performs an initial inspection and all other necessary actions.

9.12.5.2 Equipment in operation for fueling purposes must display the appropriate inspection decal issued by the Airport Fire Department.

9.12.5.3 Any equipment out of service must be placarded as such and must not be used for fueling purposes until it is repaired.

9.13 Right to Back-Charge

The Director reserves the right to back-charge Airport businesses for the cost of resources, personnel time, and/or material used to resolve or clean-up a spill.

## **Chapter 10 – Commercial Activity**

### 10.1 Prerequisites for Commercial Activities

10.1.1. No person shall engage in any business or commercial activity of any nature whatsoever on the Airport except with the prior written approval of the Director, and under such terms and conditions as may be set forth in a permit issued by or a contract executed with the Airport.

10.1.2. Anyone conducting a business or commercial activity at the Airport shall obtain insurance of such types and in such amounts as may be determined from time to time by the Director. Such insurance shall contain a statement naming the Airport Authority as an additional insured. All such insurance policies shall provide for a minimum of 30 days' notice to the Airport Authority prior to cancellation. The Airport Authority shall have no duty to issue lease agreements or permits, or to pay or perform under contract until evidence of adequate insurance shall have been delivered to the Airport Authority. All businesses shall be prohibited from commencing work until the proper notification of insurance has been delivered to the Airport Authority.

### 10.2 Cal/OSHA Compliance Required

Airport businesses are required to comply with all applicable regulations, requirements, and standards established under the State of California's Occupational Safety and Health (OSHA) program commonly referred to as Cal/OSHA.

### 10.3 Construction Safety Standards

Any Airport business conducting any kind of construction, maintenance, or modification activity is required to abide by any and all construction safety standards established by the Director.

### 10.4 Commercial Activity Notification Requirement

Any Airport business planning to conduct an approved non-routine maintenance, construction, or modification activity at the Airport shall contact the Airport Communication Center upon their arrival and departure to ensure the Airport Authority is aware of the activity.

### 10.5 Photography/Filming/Recording Activities

10.5.1. No person, except representatives of the news media on duty or during official assignments, shall take still, motion, television, or sound pictures for commercial purposes on the Airport without the express written consent of the Director.

10.5.2. Any person conducting commercial photography, filming, or recording activities of any kind on Airport property shall comply with all policies and standards established by the Director related to the activity and shall immediately comply with any directives/instruction issued by the Director during such operation to minimize impacts on the continued operation of the Airport.

### 10.6 Prohibition Against Recording Aircraft Registration Information

The recording of any aircraft registration information by persons or Airport businesses other than those servicing or handling such aircraft is expressly prohibited without the written permission of the aircraft owner, operator, or his/her designee.

10.7 Changes/Improvements to Leased Premises

- 10.7.1. No Airport business shall effect structural changes, undertake construction activities, complete additions (including signs or displays of any type), or complete repairs/non-routine maintenance activities to any Airport Authority-owned buildings without prior written permission of the Director.
- 10.7.2. No Airport business shall effect changes to any existing non-Airport Authority owned facility located on Airport property, construct a new facility on Airport property, or complete surveying work on Airport property without prior written permission from the Director.
- 10.7.3. Airport businesses shall furnish any and all documentation regarding the proposed changes or construction, in a quantity specified by the Director, to the Director for review and approval.
- 10.7.4. Any Airport business that makes changes/improvements to its leased premises without first receiving approval from the Director shall be required to return the premises to its original condition prior to the unauthorized change/improvement at the discretion of the Director.

10.8 Facility, Equipment, Vehicle, and Personnel Appearance Standards

- 10.8.1. Airport businesses shall require employees, subcontractors, and/or independent contractors who work in public view and about the terminal buildings to wear clean and neat attire (as appropriate to the job duties performed) and to display proper identification. Uniforms and dress code shall be professional. Those not in uniforms shall dress in a way that is conducive to a professional environment.
- 10.8.2. Airport businesses shall maintain all facilities, equipment, vehicles, and other items that they are responsible to maintain in a clean, well-maintained, and orderly appearance as determined by the Director.

10.9 Cleanliness and Pest Control

- 10.9.1. Airport businesses shall ensure all their facilities are sufficiently clean and orderly to reduce the attraction of bugs, rodents, or other wildlife.
- 10.9.2. Airport businesses shall take action to control bugs, rodents, or other wildlife upon becoming aware of their presence or when directed to do so by the Director.
- 10.9.3. Airport businesses wishing to remove or mitigate any wildlife or wildlife habitats in their leasehold shall notify the Airport Authority of the proposed action and ensure any removal or mitigation activities are completed in compliance with applicable laws. The Airport Authority shall be held harmless in the event that the Airport Business violates federal, state, or local regulations related to the removal of wildlife or wildlife habitats.

10.10 Planting and Maintenance of Vegetation

- 10.10.1. Any Airport business wishing to plant any vegetation outside of a building shall receive approval to do so from the Director. Any such vegetation shall not be a wildlife attractant, such as a fruit-bearing plant or otherwise habitat creating.
- 10.10.2. Any unauthorized vegetation that is planted without the Director's approval shall be removed by the Airport business at its expense.
- 10.10.3. Any Airport business responsible for landscaping on its leasehold shall maintain it in such a way to avoid being a wildlife attractant or safety/security issue.

10.11 Signage

The approval of the Director is required prior to the posting, installation, or establishment of any signage on Airport property in public view.

10.12 Decorations

No Airport business shall decorate any public view area to celebrate, commemorate or support any cause, event, or holiday without a prior request to and written authorization from the Director.

10.13 Improper Sound Devices and Visual Displays

10.13.1. No Airport business shall utilize any sound amplifying device to play music, recordings or make announcements in any public area unless approved by the Director. This specifically excludes the normal utilization of the Airport's public address system for regular flight boarding announcements.

10.13.2. No Airport business shall establish or utilize any visual displays in the public area without the approval of the Director.

10.14 Special Events Outside of Leased Premises

Any Airport business that would like to hold an event outside of its leased premises shall make a written request to the Director at least 10 days prior the event. The Airport business will be required to comply with any requirements set forth by the Director regarding the event.

10.15 Proper Storage of Equipment

10.15.1. Any Airport business that stores equipment or other items within the public's view shall ensure that the equipment is stored in an orderly fashion to maintain a professional appearance.

10.15.2. No Airport business shall store equipment or other items outside of its leased premises without the approval of the Director. Airport businesses operating at the Airport under an agreement other than a lease (e.g., permit, agreement, etc.) shall only store equipment or other items in areas specifically approved by the Director for that purpose.

10.16 Requirements Related to Leased Premises Being Vacated

Any Airport business vacating a facility on Airport property is required to comply with all policies and procedures established by the Director related to vacating a facility. This includes completing a walk-through of the facility to be vacated with Airport Authority staff, repairing/correcting items required by the Director, providing documentation on the facilities as requested, returning SIDA badges (if applicable), providing keys or other access means to the facility, and documentation of any improvements made to the facility.

10.17 Requirement to Provide Access to Cameras

An Airport business that owns a security camera(s) shall, when requested by the Director, provide access to such camera feeds or recordings.

10.18 Moratoriums on Construction or Maintenance

The Director may impose moratoriums on construction and/or maintenance by Airport tenants for specified dates in all or any portion of the Airport. Any exception to the moratorium is at the discretion of the Director.

## Chapter 11 – Security

### 11.1 Airport Police Powers

Airport Police have full police powers and authority to enforce all laws, ordinances, orders, rules, and regulations at the Airport.

### 11.2 Compliance with TSA Regulations and Airport Security Program

All persons on Airport property are required to comply with all TSA regulations and requirements and all provisions of the Airport's TSA-approved ASP.

### 11.3 Unauthorized Access and Security of AOA, SIDA, and Other Restricted Areas

11.3.1. It shall be prohibited for any person to enter or be upon the AOA, SIDA, or other restricted areas except:

11.3.1.1. Persons displaying a current SIDA Badge, or another valid credential approved in the ASP for access to the area.

11.3.1.2. Persons under the escort of someone displaying a current SIDA Badge or another valid credential approved in the ASP for access to the area.

11.3.1.3. Passengers, crew, or other individuals under the direct supervision of someone displaying a current SIDA Badge and that are entering the AOA for the purpose of embarkation or debarkation of an aircraft.

11.3.2. It shall be prohibited for any person with a SIDA badge to:

11.3.2.1. Facilitate unauthorized access to any access-controlled area to another SIDA badge holder unless approved by the Director.

11.3.2.2. Bypass an access-controlled device by failing to present a valid SIDA badge or other valid credential approved in the ASP. It is prohibited for a SIDA badge holder to piggyback another individual to gain access to a higher security area outlined in the ASP or an otherwise restricted area.

11.3.2.3. Fail to comply with appropriate terminal boarding door procedures as specified by the Director.

11.3.2.4. Fail to secure an access-controlled point, including doors, pedestrian and vehicle gates, conveyor belt system, and other means of entry or exit from the AOA, SIDA, or other restricted area. This includes failure to standby at a malfunctioning access-controlled point until an authorized Airport Authority representative arrives and relieves the individual. Authorized Airport Authority representatives are designated by the Director of Operations.

### 11.4 Requirement to Submit to Search

At the request of Airport Police, all persons, equipment, or materials entering the SIDA are required to submit to Airport Police for search.

### 11.5 Development and Implementation of Security Plans, Procedures, and Systems

11.5.1. Airport businesses with facilities with direct access to the AOA shall develop and implement security plans containing the following:

- 11.5.1.1. A drawing of the lease area, showing the footprint of the facility to include any doors, gates, or fencing to be used as deterrents to prevent unauthorized AOA access.
  - 11.5.1.2. The location of each gate, opening, or other means of controlling access to the AOA.
  - 11.5.1.3. Surveillance, locking systems, or other methods of preventing unauthorized movement through the access points, both during and after hours.
  - 11.5.1.4. Provision for escort or supervision on the AOA by a person displaying authorized identification, pursuant to 11.3 of this Chapter.
  - 11.5.2. Each plan shall be submitted to the Director for review and approval prior to commencing a new operation or proceeding with any changes or modifications to an existing facility on the Airport.
- 11.6 Display of Security Identification Display Area (SIDA) Badge  
All persons with a SIDA badge shall:
- 11.6.1. Only use the SIDA badge for business purposes.
  - 11.6.2. Display the SIDA badge in accordance with the ASP at all times.
  - 11.6.3. Ensure the SIDA badge is current and valid.
  - 11.6.4. Immediately report to the Airport Authority upon discovery that their badge is not in their possession.
  - 11.6.5. Immediately return to the Airport Authority all SIDA badges that are expired, invalid, or not expected to be used again (e.g., badge holder being terminated, contractor ceasing operations, etc.).
- 11.7 Airport Tenant Responsibilities  
All Airport tenants shall:
- 11.7.1 Notify the Airport Authority of terminated employees who have SIDA badges within 24 hours of termination.
  - 11.7.2 Notify the Airport Authority of suspended employees who have SIDA badges within 24 hours of suspension.
- 11.8 Requirement to Challenge  
If any person holding a SIDA badge witnesses another person in the SIDA without a SIDA badge and not being properly escorted, the SIDA badge holder shall challenge the unbadged/ unescorted individual and require the individual to display a SIDA badge. If the individual cannot produce a SIDA badge, the individual shall be reported to the Airport Communication Center. The individual with a SIDA badge shall stay (if possible) with the unbadged individual until the Airport Police arrives.
- 11.9 Security Violation  
Any violation of the provisions established in the ASP may result in a security violation under federal regulations.

11.10 Escorting Standards and Requirements

11.10.1 All persons within the SIDA without a valid SIDA badge shall be under the escort of an individual with a valid SIDA badge. The person with a valid SIDA badge that is escorting an unbadged individual is responsible for ensuring that the unbadged individual is escorted in compliance with the requirements established under the ASP.

11.10.2 No more than five persons may be escorted by an individual SIDA badge holder unless approved by the Director.

11.11 Authority to Revoke SIDA Badge and SIDA Badge Ownership

11.10.1. All SIDA badges are the property of the Airport Authority.

11.10.2. The Director may suspend or revoke a person's SIDA badge or access to particular areas of the Airport for violations of the ASP or if the Director believes the individual presents a safety or security risk to the Airport.

## **Chapter 12 – Enforcement and Penalties for Non-Compliance**

### 12.1 Authority for Enforcement

The Director has the authority to enforce all the provisions set forth in these Airport Rules and Regulations. All persons on any part of the property comprising the Airport shall be governed by these provisions and by other directives from the Director relative to the use or occupation of property within the Airport. This includes any permission granted directly or indirectly, expressly or by implication, to any entity or individual to enter upon or use the Airport (including aircraft operators; vehicle operators; aircraft crewmembers and passengers; spectators and sightseers; occupants of private and commercial vehicles; officers, employees, customers, vendors, and suppliers of operators and lessees; and entities conducting business at the Airport). All such permission granted is conditioned upon full and complete compliance with these Airport Rules and Regulations, and all other applicable regulatory measures that may be promulgated by the Airport Authority from time to time.

### 12.2 Notice of Violation Program

12.2.1. Airport personnel authorized by the Director have the authority to issue a Notice of Violation (NOV) to any person or Airport business found to be in violation of any provision of these Rules and Regulations or any supplemental policies regarding the enactment of these Rules and Regulations issued by the Director.

12.2.2. Violations of these Airport Rules and Regulations and supplemental policies issued by the Director may be punishable with remedial training and retesting at the end of the training session, an administrative fine, suspension or revocation of AOA driving privileges, suspension or revocation of escorting privileges, SIDA badge suspension and/or SIDA badge revocation, or exclusion from the Airport depending on the number and severity of the violations. An administrative fine may only be imposed on an Airport business or an employee or agent of an Airport business.

12.2.3. The Airport maintains a Violation Enforcement Program Schedule specifying the typical penalties applicable for violations of various provisions of these Rules and Regulations and any supplemental policies. The Violation Enforcement Program Schedule is incorporated into these Rules and Regulations as Appendix A.

12.2.3.1. The Director may publish additional information and guidance regarding the enactment of the Violation Enforcement Program Schedule.

12.2.3.2. The Violation Enforcement Program Schedule may be updated from time to time by the Director without prior notice.

12.2.3.3. Based on the severity of a given violation, the Director may issue a more severe violation under the Violation Enforcement Program Schedule.

12.2.4. The Director may take enforcement actions beyond what is specified in the Violation Enforcement Program Schedule if deemed necessary to protect the safety and security of the Airport's continued operation.



12.3 Right of Removal

Airport Police may immediately remove any individual from the Airport property when necessary to protect the safety and security of the Airport's continued operation.

12.4 Appeal of a Notice of Violation (NOV)

12.4.1. NOV appeals will only be heard for an NOV resulting in an administrative fine of more than \$100 or if the NOV results in the individual's SIDA badge being deactivated for 5 days or more.

12.4.2. Any person desiring to appeal an NOV shall submit the appeal in writing to the Director no more than 10 days after the issuance of the NOV. The appeal shall provide a detailed explanation of why the NOV is unfounded and should be overturned.

12.4.3. The Director has 10 days to review the written appeal and schedule an appeal review meeting with the person who received the NOV to discuss and review the appeal.

12.4.4. After conducting the appeal meeting, the Director has 10 days to make a decision whether to uphold the appeal and rescind the NOV or not. The Director's decision regarding the appeal shall be provided to the individual in writing. The decision of the Director shall be final.

12.5 Administrative Fine Payment and Remedial Training/Retesting Deadline

12.5.1. An administrative fine imposed by a non-appealable NOV shall be paid within 48 hours of NOV issuance, unless the Director provides written authorization for an alternative deadline.

12.5.2. An administrative fine imposed by an appealable NOV shall be paid within 10 days after NOV issuance unless a timely appeal is filed. If a timely appeal is filed and is denied by the Director, then the administrative fine imposed by that NOV shall be paid within 48 hours of the Director's decision.

12.5.3. A remedial training/retesting deadline imposed by an NOV shall be completed by the deadline established by the Director.

12.6 Civil Penalties Charged to the Airport

Any monetary civil penalty or fee charged to the Airport as the result of any action or inaction by any person or entity that violates a federal, state, or local law, or regulation shall, at the discretion of the Director, be paid by the person or entity responsible for the violation.

## **Appendix A – Violation Enforcement Program Schedule**

<b>Security – Chapter 11</b>	<b>Class I Violations</b>	<b>Class II Violations</b>	<b>Class III Violations</b>
First Offense	\$50	\$75	\$100 & 5-Day Badge Suspension
Second Offense	\$75	\$100 & 5-Day Badge Suspension	\$150 and 10-Day Badge Suspension
Third Offense	\$100 & 5-Day Badge Suspension	\$150 & 10-Day Badge Suspension	Badge Revoked
<b>Vehicle Operations – Chapter 6</b>			
	<b>Penalty</b>		
First Offense	\$50		
Second Offense	\$75 & 5-Day Badge Suspension		
Third Offense	Driving Privilege Revoked		
<b>Environmental – Chapter 8 (except 8.3)</b>			
	<b>Penalty</b>		
First Offense	\$50		
Second Offense	\$75 & 5-Day Badge Suspension		
Third Offense	Badge Revoked		
<b>Aircraft Noise – Chapter 8.3</b>		<b>Refer to Aircraft Noise Rules Program</b>	
<b>All Other Chapters</b>			
	<b>Penalty</b>		
First Offense	\$50		
Second Offense	\$75 & 5-Day Badge Suspension		
Third Offense	Badge Revoked		
<b>Company Violations</b>			
	<b>Penalty</b>		
First Offense	\$500		
Second Offense	\$1,000		
Each Subsequent Offense (after Second Offense)	2x Prior Penalty Amount		
Re-Inspection Fee	\$100		

Note: All personal violations require re-watching the relevant IET video. No provision in this schedule prohibits revoking privileges or revoking a badge for egregious/willful violations.

Each violation will stay on record for 12 consecutive calendar months after issuance. Violations within chapters will count towards the total number of offenses.