

Exhibit C

SAN DIEGO INTERNATIONAL AIRPORT

SECURITY INSTRUCTIONS

April 3, 2014

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I. GENERAL AIRPORT SECURITY

1. The Federal Government has established strict and detailed security requirements that all air carriers and airport operators must comply with to guard against terrorist acts and other threats to civil aviation security. Security regulations and requirements have been designed and implemented to prevent or deter unlawful acts against civil aviation. These regulations include prohibiting persons from gaining unauthorized access to an aircraft or to restricted areas of the airport (any area where aircraft operate or park, to include: runways, taxiways, ramps, hangars, aprons and other aircraft parking areas). All activities of contractors, vendors, consultants and service providers (Contractor) must comply with these security regulations as they apply to their work at San Diego International Airport (SAN).
2. Aviation Security & Public Safety (Airport Security) personnel, Transportation Security Administration (TSA) officials, San Diego Unified Port District Harbor Police Officers, Airport Operations (Airside and Terminal) personnel, Construction Administration personnel, Airport Maintenance personnel and Airport Facilities personnel monitor airport Contractor activities. However, it is the responsibility of the Contractor, and the designated Chief of Security (if applicable), to ensure compliance with these requirements. The Contract Manager, Airport Security, and Airport Operations will insist on the total adherence to all applicable Federal, State, City and Airport rules and regulations.
3. The following review of the security rules pertaining to SAN is provided for the Contractor's direction and guidance. This review may not discuss all security requirements, but serves as a guideline to familiarize the Contractor with some general airport security requirements.
4. NO WORK ON THE AIRPORT CAN BEGIN UNTIL CONTRACTOR PERSONNEL, INCLUDING THE CONTRACTOR'S CHIEF OF SECURITY, IF REQUIRED, HAVE BEEN BRIEFED BY THE MANAGER, AVIATION SECURITY & LAW ENFORCEMENT (MASLE) OR AN AIRPORT SECURITY COORDINATOR (ASC). ALL INSTANCES REQUIRING MODIFICATION OF ANY WALL, DOOR, WINDOW, LOCKING MECHANISM, OR OTHER SECURITY SYSTEM SHALL BE COORDINATED AND APPROVED BY AIRPORT SECURITY NOT LESS THAN 72 (SEVENTY-TWO) HOURS PRIOR TO SUCH WORK SO AS TO ALLOW FOR REVIEW AND APPROVAL BY APPROPRIATE STAKEHOLDERS AND REGULATORY ENTITIES.

II. PERIMETER FENCE AND GATE SECURITY

1. If the project requires access through the airport perimeter fence, the Contractor:
 - A. Shall use only designated perimeter access gates and follow a pre-approved travel route.
 - B. May be issued, and be responsible for, media allowing access to pre-determined and approved gates.
 - C. Shall not install any type of locking device that is independent of the airport-controlled locking system.
2. Airport Security approval is required for any proposed modifications to the airport perimeter security system. Security fencing and/or gate construction shall be in conformity with applicable Transportation Security Regulations (TSRs) and Federal Aviation Administration (FAA) Advisory Circular(s), which are available through Airport Operations-Airside. Integrity of the perimeter fence and gate system shall be strictly maintained at all times. There shall be no exceptions. Spaces between gate end posts to fence support posts shall not exceed two (2) inches. Spaces from fence end posts to adjacent building structures shall not exceed three (3) inches. Spaces beneath fencing shall not exceed three (3) inches from the bottom of the fence fabric to surface grade. These standards shall also apply to any fencing erected for landside construction activities, unless otherwise approved by the Authority.

III. DOORWAY SECURITY

1. During the course of Contractor activities, positive security controls shall be maintained to prevent unauthorized access to restricted areas of the airport. Full height barrier walls, if installed, shall be maintained to provide a secure barrier at all times. Existing doorways and temporary doorways, if installed, shall be secured or guarded with authorized personnel at all times. In some areas, these requirements may cause substantial revision of normal construction procedures and modification of manpower requirements. Temporary doors that allow access to restricted areas installed for use by Contractor personnel, shall be secured with a lock issued by Airport Security or Airport Operations, or by other means approved by Airport Security.

2. THE CONTRACTOR SHALL:

- A. Never allow a security access door to be propped open unless a guard is posted at the door to prevent unauthorized access. Guards must be approved and trained by Airport Security; and equipped with a current Stop List.
- B. Not modify a security access door closure device or automatic locking mechanism. All security access doors must close and lock automatically unless otherwise approved by Airport Security.
- C. Never use an emergency exit (alarmed door) for access, unless authorized by Airport Security or Airport Operations.
- D. Complete a Tool Inventory Log (Attachment 1 of this Exhibit), as directed by the San Diego County Regional Airport Authority ("Authority"), when working within a Sterile Area (i.e., passenger boarding areas within the terminal buildings, beyond the security screening checkpoint), for all prohibited items entering and exiting the Sterile Area. This inventory shall be made available to Airport Security or Airport Operations (or a designated representative) for verification of compliance.

IV. AIRPORT IDENTIFICATION BADGES

1. GENERAL GUIDELINES

Airport security identification badges are required for individuals to be allowed unescorted access to the restricted, Secured, Security Identification Display Area (SIDA), or Sterile areas of San Diego International Airport. All individuals accessing or moving within the restricted, Secured, SIDA, or Sterile areas must either possess and properly display a valid picture SAN ID badge or Sterile Area Access badge; or display a SAN Visitor, Escort Required (Visitor) ID badge and be under approved escort AT ALL TIMES while in these areas.

There shall be at least one (1) Contractor supervisor/foreman with a valid SAN ID badge in each work area at all times. An individual with a valid SAN ID badge with Escort Authority (red ESCORT stripe) may escort up to five (5) visitors at a time, as long as all individuals being escorted remain within a twenty-five foot (25') escort control zone of the person conducting the escort. The Contractor supervisor/foreman shall escort and vouch for all Contractor or subcontractor personnel issued a SAN Visitor ID badge in the work area. Detailed escorting procedures are explained in both the SIDA and Aviation Security Awareness Training (ASAT) training programs.

Escort means to accompany or supervise an individual who does not have unescorted access authority to areas restricted for security purposes, as defined in the Airport Security Program (ASP), in a manner sufficient to take action should the individual engage in activities other than those for which the escorted access is granted. The Contractor may be required to meet additional escort requirements as conditions necessitate (e.g., Attachment 2 to this Exhibit - or as amended). Individuals who are issued a SAN ID badge or Sterile Area Access badge; but are not in possession of the badge may not be escorted. Any individual on-premises for more than fourteen (14) calendar days performing duties in areas requiring identification must obtain a SAN ID badge or Sterile Area Access badge, as appropriate. Individuals who have failed to successfully complete a background investigation conducted by the Authority may not be escorted.

2. PROCEDURES TO OBTAIN AN AIRPORT IDENTIFICATION BADGE

- A. A SAN ID / Sterile Area Access badge is requested by the Contractor's Chief of Security or Project Manager; and approved by Airport Security. The Access Control Office (ACO) collects all data and issues badges.
- B. A Fingerprint-Based Criminal History Records Check (CHRC) Access Investigation and Security Threat Assessment (STA) is required for all SAN ID / Sterile Area Access badge applicants. Investigations will be performed by Airport Security at a current cost to the Contractor of thirty eight dollars (\$38.00) per applicant. All fees are subject to change. The fee includes one reprint, if necessary. Should an individual's fingerprints be deemed unclassifiable more than twice and the Contractor still desires a SAN ID / Sterile Area Access badge for that individual, an additional thirty eight dollar (\$38.00) fee shall apply for each submittal until the individual's record is cleared; or the individual's information may be sent to the TSA for a manual records check. This manual check may exceed sixty (60) days in duration. Applicants should note that the STA requires that a significant amount of information be provided to TSA; and they should be prepared to provide information regarding their identity, citizenship, and work authorization status. Applicants may be randomly selected for a ten (10) year employment/reference investigation conducted by Airport Security through a third-party private investigator. These investigations are at no cost to the contractor. Investigations are not required for individuals issued a SAN Visitor ID badge. Investigation application details will be explained to individuals applying for a SAN ID / Sterile Area Access ID badge or the Contractor's Chief of Security. The Contractor shall explicitly follow investigation procedures and ensure the applicant obtains all

required information prior to submitting an individual for an investigation. Failure to complete the badging process within thirty (30) days of notification of clearance shall result in the applicant being required to restart the process.

When the Contractor submits an application for a SAN ID / Sterile Area Access ID badge, the Contractor is certifying to the best of their knowledge and judgment that:

- (1) The Access Investigation has been accomplished for the individual applying for a SAN ID / Sterile Area Access ID badge in accordance with prescribed guidelines;
- (2) There are no discrepancies between what the applicant stated versus what the Access Investigation revealed; and
- (3) The applicant is eligible to have unescorted access to restricted areas of the airport and is not a security risk.

C. Security training and testing is required for all SAN ID / Sterile Area Access ID badge applicants. Security education consists of administering an approved training program, conducted by Airport Security. SAN ID badge applicants will be tested on their knowledge of security procedures by the ACO. Successful applicants will be issued a SAN ID / Sterile Area Access ID badge.

D. A SAN ID badge allows the following privileges:

- (1) Access to a work area within restricted areas of the airport.
- (2) Upon issuance of Escort Authority; authorization to escort workers with a SAN Visitor ID badge to, from, and within restricted areas of the airport.

NOTE: A Sterile Area Access ID badge allows an individual access to the Sterile Area ONLY. Access is granted only after undergoing the passenger screening process. The Sterile Area Access ID badge does allow escort of personnel in the Sterile Area after such escorted personnel have undergone the passenger screening process. Escorted personnel must be identified by a Visitor Escort required identification badge.

E. A SAN Visitor ID badge does not contain the badge holder's picture; and security training is not a requirement for use. Visitor badges are issued on a daily basis and are valid for up to twenty-four (24) hours. Visitor badges are issued either by Airport Security, Airport

Operations, the project or contract manager, or by the Contractor. Visitor badges shall be accounted for by use of a sign-in/sign-out log. When all badges are no longer needed or expired, simply affix the badge to the space provided on the log and return the log and badges to the ACO. If the log is full, utilize a standard 8.5" x 11" sheet of paper if needed.

- F. All SAN ID / Sterile Area Access ID badges shall be surrendered at the completion of the project, or at the direction of Airport Security, Airport Operations, or the project or contract manager. Failure to return any SAN ID / Sterile Area Access ID badge at the completion of the project, or at the request of Airport Security or Airport Operations, may result in the withholding of contract payments or criminal prosecution against the individual badge holder, as appropriate. The current fee for a replacement SAN ID is seventy-five dollars (\$75.00); Sterile Area Access ID replacement fee is (\$15.00). Any individual with a loss / theft of three (3) SAN ID / Sterile Area Access ID badges shall have their badge privileges revoked permanently.
- G. SAN ID / Sterile Area Access ID badges are issued to specific individuals and are not transferable. Random ID checks may be made at any time by Harbor Police, Airport Security, Airport Operations, or the TSA to monitor compliance.

3. REQUIREMENTS FOR WEARING IDENTIFICATION BADGES

- A. When working in restricted areas of the airport, continuous display of a valid SAN ID / Sterile Area Access ID badge or SAN Visitor ID Badge is **MANDATORY** for all personnel. Procedures regarding proper display of identification are explained in the security training program.
- B. The badge shall be worn on an individual's outermost garment, at waist level or above, so as to be readily visible by casual observation. The ID badge shall not be covered by other identification or clothing.

V. CHALLENGE PROCEDURES

Complying with approved challenge procedures is the responsibility of ALL individuals issued a SAN ID badge. All Contractor personnel who are issued a SAN ID badge, not just foremen and supervisors, shall challenge anyone

in restricted areas of the airport not properly displaying a SAN ID badge, or under approved escort. Challenge procedures are explained in the security training program.

VI. DRIVING ON THE AIR OPERATIONS AREA (AOA)

1. VEHICLE PERMITS

- A. All Contractor vehicles, licensed for public roads, operating in restricted areas of the airport, shall display either a Permanent, Temporary, or Visitor SAN AOA vehicle permit, unless otherwise authorized by Airport Security or Airport Operations.
- B. The length of the construction project, among others, will be a determining factor as to whether a Permanent, Temporary, or Visitor SAN AOA Vehicle Permit will be issued.
- C. Vehicle permits are requested by the project / contract manager or by the Contractor's Chief of Security. Vehicle permits are authorized by Airport Security and issued by the ACO.
- D. An application for a SAN AOA Vehicle Permit is required for each vehicle requesting access to the AOA. Proper proof of insurance shall be furnished at the time of application. The Contractor must provide insurance as required in the Special Conditions.
- E. Vehicle permits shall be displayed and controlled as directed by Airport Security.
- F. Permanent and Temporary vehicle permits shall not be transferred from one vehicle to another unless specifically authorized by Airport Security.
- G. Vehicle permits are valid for specific airport areas and specified lengths of time.
- H. Vehicle permits shall be surrendered at the completion of the project / contract, or at the direction of Airport Security, Airport Operations, or the project / contract manager. Failure to return any vehicle permit at the completion of the project, or at the request of the Airport, may result in the withholding of contract payments or criminal prosecution against the Contractor, as appropriate. The current replacement fee for vehicle permits is twenty-five dollars (\$25.00) per permit.

2. VEHICLE IDENTIFICATION AND MARKINGS

All vehicles that are operated without escort on the Air Operations Area (AOA) shall be marked so as to be readily identifiable. The Contractor's Company logo, name or other distinctive markings, as approved by Airport Security or Airport Operations, shall be visible from both sides of the vehicle

at all times while on the AOA. Magnetic decals or painted logos are acceptable to comply with this requirement. Homemade paper, cardboard or hand-printed signs/logos are not acceptable and do not comply with this requirement.

AMBER ROTATING ROOFTOP BEACONS ARE REQUIRED FOR ANY CONTRACTOR VEHICLE OPERATING ON THE AOA AT NIGHT, OR IN INCLEMENT WEATHER. All Contractor Visitor vehicles and non-permitted heavy construction equipment operating on the AOA during daylight hours shall display an orange and white, 3' x 3' checkerboard flag to identify them as Contractor / construction vehicles.

3. VEHICLE CONTROL

- A. Properly authorized vehicles having official business on the airport may operate within specified areas of the AOA. Vehicles shall not be operated within one hundred (100) feet of any runway or taxiway, unless authorized and escorted by Airport Operations.
- B. Vehicles are restricted to the Contractor's work location and within the prescribed travel (haul) route. All vehicles shall follow the prescribed travel route and the identified Vehicle Service Roads. All traffic control signs and instructions shall be adhered to at all times.

4. AOA DRIVER TRAINING

All individuals who operate any type of vehicle on the AOA, with the exception of Visitors, **MUST** possess a valid SAN AOA Driver endorsement. Individuals requesting the privilege to drive a vehicle on the AOA must be authorized by Airport Security, Airport Operations, or the Contractor's Chief of Security. All AOA driver applicants must attend an approved AOA driver training program class, administered by Airport Security or Airport Operations. AOA driver applicants will be tested on their knowledge of AOA driving rules and regulations. Successful applicants will be issued a SAN AOA Driver endorsement on their SAN ID badge at the ACO. AOA driving privileges may be revoked at any time, by Airport Security, Airport Operations, or the Contractor's Chief of Security for AOA driving infractions. The operator of any vehicle, who drives onto a runway or taxiway without authorization from Airport Security or Airport Operations, is in violation of a major safety / security rule and will not be authorized to operate a vehicle on the AOA for the remainder of the project or contract.

VII. ESCORTING VEHICLES

1. Vehicles that are operated on the AOA without a Permanent or Temporary SAN AOA Vehicle Permit **MUST** be under the control of an approved escort at all times. Vehicle escort procedures are as follows:
 - A. The vehicle performing the escort shall be issued and display a Permanent or Temporary SAN AOA Vehicle Permit.
 - B. The vehicle being escorted shall display a SAN AOA Visitor Vehicle Permit, unless otherwise authorized by Airport Security or Airport Operations.
 - C. The driver of the vehicle performing the escort shall have a valid SAN ID badge w/ Escort Authority and valid SAN AOA Driver endorsement.
 - D. Approved escort procedures shall apply to the driver and the vehicle being escorted at all times, as authorized by Airport Security or Airport Operations. Drivers of vehicles being escorted are required to display a SAN Visitor ID badge. Vehicle escorts are “one for two” (1:2), meaning one escort vehicle for every two visitor vehicles, unless a deviation is approved by Airport Operations specifically for that escort situation.
 - E. THE DEFINITION OF A VEHICLE ESCORT IS: IN VIEW AND UNDER THE POSITIVE CONTROL OF THOSE RESPONSIBLE FOR THE ESCORT AT ALL TIMES.
2. The movement, positioning and parking of exceptionally large, tall, or slow vehicles (i.e. a large crane, vehicles carrying an oversize load, backhoes, earth movers, dump trucks, etc.) shall be coordinated with and authorized by Airport Operations.

VIII. CHIEF OF SECURITY

1. Based upon the complexity of the project or contract, the length of the project or contract and the number of employees involved, Airport Security shall specify whether or not the Contractor shall employ a full-time, dedicated Chief of Security. Typically, the Contractor shall be required to provide a Chief of Security serving as a point-of-contact for all security matters. Under all circumstances, the Chief of Security must have supervisory authority; and not be a general non-supervisory employee or laborer.
2. If required, the Contractor shall assign one employee to the full-time position

of "Chief of Security." This individual shall be identified to and approved by the Manager, Aviation Security & Law Enforcement or an Airport Security Coordinator prior to the start of any work on the airport. The Contractor's Chief of Security shall work closely with the project or contract manager and the Manager, Aviation Security & Law Enforcement or an ASC to ensure that all airport security requirements are implemented and explicitly followed.

3. Responsibilities of the Contractor's Chief of Security include, but may not be limited to:
 - A. Knowledge of Transportation Security Regulations (TSRs) pertaining to airport security and the SAN ASP.
 - B. Knowledge of Airport Security, TSA, Harbor Police, and Airport Operations security enforcement procedures.
 - C. Managing the scheduling of employees with the ACO for the TSA-required Fingerprint-Based Criminal History Access Investigation and STA; and issuance of SAN ID / Sterile Area Access ID badges.
 - D. Ensuring the procedures for control, issue, use and retrieval of SAN ID / Sterile Area Access ID badges, and SAN AOA Driver endorsements are followed.
 - E. Ensuring the procedures for control, issue, use and retrieval of SAN Visitor ID badges are followed.
 - F. Ensuring the procedures for control, issue, use and retrieval of Permanent, Temporary, and Visitor SAN AOA Vehicle Permits are followed.
 - G. Ensuring the procedures for control, issue, use and retrieval of keys and other access media are followed.
 - H. Ensuring all applicable security education and AOA driver education training is administered and all applicable records are complete and accurate. Contractor employee or subcontractor employee security training (initial and recurring) requirements should include, but not be limited to:
 - (1) Proper control, use, display and protection of the SAN ID / Sterile Area Access ID badge
 - (2) Badge recognition, area authorization, and expiration (color coding and expiration dates)

- (3) Procedures for reporting lost, stolen and damaged ID badges.
- (4) Condition of custody (escort) procedures
- (5) Key control procedures
- (6) Vehicle authorization and AOA driving procedures
- (7) Challenge procedures (making and responding to)
- (8) Protection of the airport perimeter and perimeter gate control
- (9) Protection of Secured, AOA, and Sterile areas
- (10) Protection of secure, terminal area doors and gates
- (11) Restrictions on divulging and non-disclosure of airport security related information

IX. PENALTIES / FINES

Each violation of the SAN ASP subjects the Contractor to a potential civil penalty assessment by the TSA. Civil penalties are assessed at a minimum of ten thousand dollars (\$10,000) for each violation occurrence. Fines levied against SAN due to the actions of a Contractor, or any of its employees or subcontractors, will be withheld from the Contractor's final payment or reimbursed to SAN by the Contractor, as appropriate.

Violations of the Authority Code, Airport Rules and Regulations, SAN ASP, or TSA regulations by ANY individual, regardless of badge holder status, shall be subject to the provisions of the Notice of Violation (NOV) Program (Attachment 3 to this Exhibit – or as amended) or criminal prosecution, as appropriate.

X. CONTRACTOR COMMUNICATIONS

This section will instruct contractors on how to properly notify the Authority of construction actions affecting Security & Life Safety Systems. Such information includes, Fire Alarm Systems, Automated External Defibrillators, and 800 MHz Radios.

1. FIRE AND LIFE SAFETY SYSTEMS

The Airport is equipped with a fire alarm system which consists of audible and visual alarm capabilities for the immediate notification to all persons within the affected area. There are multiple alarm points, such as smoke detectors, heat detectors, duct detectors, water flow detectors, and manual pull stations that are installed throughout the Airport Campus. These devices allow the system to

notify persons of a potential emergency situation via automatic and manual means. For the purpose of these security instructions, it is critical that contractors have an understanding of how their actions affect the system, and which steps need to be taken to prevent the accidental “activation” of the fire alarm system.

Prior to conducting any construction work in close proximity to a fire alarm system alarm point, the contractor in coordination with a SDCRAA Construction Inspector must ensure that every smoke detector in the immediate work area has been identified and covered as to protect the device from dust in a manner approved by the Authority.

Contractors must take every precaution as to not affect the operational integrity of the Fire and Life Safety System. This includes but is not limited to:

- A. not properly covering smoke detectors
- B. cutting or damaging system conduit
- C. accidental activation of the system via a manual pull station
- D. activating the alarm via “water flow” activations

If the Fire and Life Safety System is accidentally activated, the Contractor must immediately contact Airport Operations at (619) 400-2710 and notify an Airport Operations Duty Manager that the system was activated. A detailed location of the incident and the time of the activation should be included. If Airside Operations personnel are not available, please contact the Harbor Police Department at (619) 686-8000. The Contractor should also be ready to evacuate the area after the alarm activation.

2. AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS)

The Authority has installed Automated External Defibrillators (AEDs) throughout the public areas of the Airport Terminal Complex, including a select number of tenant spaces. AEDs are located in select locations throughout the terminal complexes to improve response efficiencies to such emergencies. The AED units are housed in special cases that are prominently displayed and easily accessible.

In the event of an AED deployment, an audible alarm will sound and a signal will be sent to alert the Security Operations Center (SOC) that a specific AED unit has been deployed. Harbor Police Department (HPD) units are dispatched to all AED activations.

It is important that the Contractor understands that signals carried to the SOC are carried via copper cable. The AED cable typically shares conduit with other electrical wiring and/or phone lines. The Contractor, in conjunction with

Authority inspectors, shall identify all such cable runs from AEDs in the construction area, and take precautions to not sever these lines during construction activities.

If an AED wire is accidentally cut, the Contractor must immediately contact Airside Operations at (619) 400-2710 to report this incident.

3. 800 MHZ RADIOS

Select contracts require that the Contractor purchase 800 MHz radios to be utilized during their daily construction duties while on Airport property. Prior to the commencement of work, the Contractor must schedule a training class with the Aviation Security & Public Safety Department on basic use of the radios, the radio system, and radio communications protocols. For additional questions, please contact the Aviation Security & Public Safety Department at (619) 400-2762.

These Security Instructions are intended to cover the majority of contracts performed at SAN and do not include all measures that may be required.

Attachment 1

TOOL INVENTORY VERIFICATION PROCEDURES

April 3, 2014

POLICY AND INTENT:

It is the policy and intent of the following procedures to allow workers to have the necessary tools with them while working within the Sterile Areas of San Diego International Airport (SDIA) while complying with Transportation Security Administration (TSA)-required security measures.

PURPOSE:

The purpose of these procedures is to provide Contractors, other construction and maintenance workers with guidelines allowing them to bring their needed tools into the Sterile Areas of SDIA's terminal buildings and to account for these tools during their work in said areas, via a Tool Inventory and Verification (TIV) method.

APPLICABILITY:

The following procedures apply to workers whose activities are intended to take place within the Sterile Areas of SDIA's terminal buildings.

A Sterile Area is any area within a terminal building past a security checkpoint.

TOOL INVENTORY VERIFICATION (TIV) PROCEDURES:

1. Before entering the Sterile Area:
 - A. The worker shall complete the appropriate sections of a Tool Inventory Verification (TIV) form (see attached) in accordance with the instructions contained therein.
 - B. Approximately 15 to 30 minutes before start time, the worker shall contact his/her designated "Inspector" to agree on a place and time at which the TIV will take place.
 - C. The inspector will verify that the tools listed by the worker in the "Entry" column of the form are actually those shown to him/her by the worker. Next, the inspector is to complete the appropriate sections of the form.
 - D. The inspector will retain the form and allow the worker to enter the Sterile Area in accordance with currently applicable Contractor Access guidelines. The worker shall enter the Sterile Area and proceed directly to the work area.

NOTE: Refer to “Contractor Access” guidelines, Attachment 2, of this Exhibit and comply with the applicable restriction level specified herein.

2. Before leaving the Sterile Area:

- A. The worker shall make sure that he/she is in possession of all the tools he/she brought with him/her into the Sterile Area and which he/she has listed on the TIV form. He/she will complete the “Exit” column of the form.
- B. The worker shall contact his/her designated “Inspector” to agree on a place and time at which the “exit” TIV will take place.
- C. The Inspector will verify that the tools listed by the worker in both “Entry” and “Exit” columns of the TIV form are identical, and will allow the worker to exit the Sterile Area, if there is a complete match between the “Entry” and “Exit” columns of the TIV form.

CAUTION Should any information contained in the “Exit” column not identically match its corresponding information in the “Entry” column, the Inspector will stay with the worker and **contact the Manager, Aviation Security & Law Enforcement (MASLE) or Manager, Airside Operations (MAO) immediately.** (An Airport Operations Duty Manager (AODM) on-duty may be called upon to assist with establishing this contact.)

- D. In either case, the Inspector will file the form for future reference for a period of seven (7) days.

ATTACHMENT:

Attached is the TIV form. Read the instructions before completing.

The above procedure, revised April 3, 2014, is effective upon receipt, and remains in effect until further notice. Please direct all questions to the Manager, Aviation Security & Law Enforcement or Manager, Airside Operations.

TOOL INVENTORY VERIFICATION

REV. 01: 3-2006

WORKER WITH TOOLS: Fill out all items except those in *italics*.

INSPECTOR/VERIFIED: Verify all information and fill out all items in *italics*.

BOTH: Comply with instructions specified in the "TOOL INVENTORY VERIFICATION PROCEDURES".

DAY OF THE WEEK (CIRCLE ONE): MON TUE WED THU FRI SAT SUN				DATE: - - 20__			
NAME OF WORKER:			NAME OF CONTRACTOR:				
						ENTRY	EXIT
						DATE:	
						TIME:	
NATURE OF WORK:				WORK LOCATION:			
ITEM NO.	DESCRIPTION OF TOOLS: LIST HERE ALL SHARP, POINTED, OR BLADED OBJECTS OR TOOLS, E.G. KNIFE, SCREWDRIVER, HAMMER CHISEL, SCISSORS, CARPET CUTTER, NAIL GUN, ETC.	QUANTITY		REMARKS			
		ENTRY	EXIT				
WORKER'S INITIALS: _____		→	→				
INITIALS OF INSPECTOR/VERIFIER _____		→	→				
CONTACTED:	<input type="checkbox"/> MASLE <input type="checkbox"/> MAO	REASON FOR CONTACT:					
AT (TIME):	ON DATE:						
DISPOSITION:							

Attachment 2

CONTRACTOR ACCESS

April 3, 2014

AIR OPERATIONS AREA (AOA)

LOCATIONS DESCRIPTORS:

1. "A" = Within 100 ft of any parked air carrier passenger aircraft
2. "B" = Within 100 ft of any other parked aircraft, e.g., air cargo, general aviation, government aircraft, etc.
3. "C" = Anywhere within the AOA but outside of areas "A" or "B" above

LEVEL 1 RESTRICTIONS: Applicable to location "C"

1. Access to the AOA granted to Contractor's badged personnel, properly "Visitor"-badged persons and properly identified vehicles only.
2. Must remain within designated work area, must use designated access routing and access gate only.
3. Must notify Airport Operations Duty Manager (AODM) office before entering or leaving the AOA.

LEVEL 2 RESTRICTIONS: Applicable to activities within location "B" or while transiting through (but not working within) location "A"

1. Access to the AOA granted to Contractor's badged personnel, only (without authority to escort non-badged or "Visitor"-badged persons) and properly identified vehicles only
2. Must remain within designated work area, must use designated access routing and access gate only
3. Must notify AODM office before entering or leaving AOA

LEVEL 3 RESTRICTIONS: Applicable to activities within location "A"

1. Access to the AOA granted to Contractor's badged personnel, properly "Visitor"-badged persons, and properly identified vehicles only, and only when escorted by properly badged Authority or Authority-consultant personnel
2. Must remain within designated work area, must use designated access routing and access gate only
3. Must notify AODM office before entering or leaving AOA

NOTE: Airline personnel displaying a SAN-issued "Visitor" badge may be escorted by SAN-ID-badged airline personnel with Escort Authority into SAN-AOA for company business and within company area only.

INSIDE TERMINALS & ROOFTOP

1. Areas open to the public (before the checkpoints):

NO RESTRICTION.

2. Areas beyond the checkpoint:

ALL PERSONNEL MUST BE BADGED, SECURITY-SCREENED, HAVE AUTHORITY OF ESCORT BUT ONLY IF ESCORTEES DISPLAY "VISITOR" BADGES AND HAVE BEEN SECURITY SCREENED. DURING THE PERIOD WHEN THE CHECKPOINT IS CLOSED, ONLY PERSONNEL UNDER ESCORT BY AUTHORITY OR AUTHORITY-CONSULTANT PERSONNEL, MAY ENTER THE STERILE AREA WITHOUT SECURITY SCREENING.

3. Rooftop:

- All personnel must be badged; all other persons must display a "Visitor" badge and be escorted.
- All personnel must remain within designated work area and must use designated access point only.
- The AODM office must be notified before accessing or leaving the roof.

DEFINITION OF "ESCORT"

1. Each "escorter" must be properly badged (w/ Escort Authority); and shall not "escort" more than five (5) "escortees".
2. Escortee must be within twenty-five (25) feet of escorter unless compliance with this distance violates OSHA or other safety regulations. In this case, the escorter is to use the shortest safe distance to comply with the regulations.
3. Escorter has positive control of escortee (i.e. escortee able to receive, understand and comply with escorter's instructions).

Attachment 3

AIRPORT SECURITY NOTICE OF VIOLATION PROGRAM

April 3, 2014

PURPOSE: *To develop and ensure continuous security awareness and compliance among San Diego International Airport (SDIA / Airport) employees, tenants, vendors, and contractors.*

APPLICABILITY: All persons in possession of an airport issued identification badge (SAN ID / Sterile Area Access ID) or other airport authorized identification medium as outlined in the Authority Code (Code); Airport Security Program (ASP) or Airport Rules and Regulations (ARR), members of the Airport Security Participant Program (Participant), tenants of SDIA, and contractors/vendors/visitors of any tenant of SDIA.

SCOPE: The Airport Security Notice of Violation (NOV) Program is designed to specifically address non-compliance by individuals with security regulations as outlined in the ARR and ASP. Any violation not attributable to an individual, shall be addressed to the senior representative responsible for the area in which the violation occurred.

The President/CEO may designate individuals to issue an NOV to any person who violates the Rules and Regulations or to the employer of such person. Designated individuals include, but are not limited to, the Harbor Police Department (HPD), Airport Traffic Officers (ATOs), Aviation Security and Law Enforcement Manager, Emergency Preparedness and Public Safety Manager, Security and Public Safety Analyst, Airside Operations Manager, Airside Operations Duty Manager, Curfew Violation Review Board (CVRB), Environmental Affairs Manager, Senior Environmental Specialist, Associate Environmental Specialist, Assistant Environmental Specialist, Terminal Operations Manager, Terminal Operations Coordinator, Customer Service Coordinator, and Ground Transportation Manager.

Failure to comply with **any** policy, procedure, or regulation contained within the ASP, ARR, Participant Manual, Tenant Advisory (TA) of a regulatory nature, or San Diego County Regional Airport Authority (SDCRAA) Code as related to airport security may result in the issuance of a Airport NOV.

The NOV consists of a written notice issued to the offender, as well as a copy to the employer. The notice (see attached) contains at a minimum:

1. Violator Name
2. SAN ID / Sterile Area Access ID Badge Number (if applicable)
3. Employer
4. Violation
5. Date of Violation

Upon issuance of an NOV, the employee will be advised that this, and future violations, may result in:

1. Monetary penalties
2. Suspension and/or revocation of the employee's SAN ID
3. Issuance of a Notice to Appear (NTA) citation
4. Arrest and prosecution as appropriate

NOVs will be recorded in a computerized database. Violations will be tracked cumulatively and across companies. Three (3) violations may result in suspension, up to permanent revocation, of the individual's SAN ID / Sterile Area Access ID and access privileges to restricted areas at SDIA. This revocation shall apply universally at SDIA. An employee of an organization who has access privileges revoked, shall lose access privileges with any other employer at SDIA. **Revocation of an employee's access privileges is permanent.**

SAN ID / Sterile Area Access ID suspensions are for a minimum of ten (10) calendar days. The employee's suspension shall begin the Monday following: (1) the expiration of the appeal period; or (2) an unsuccessful appeal. During the suspension, the individual shall be denied access to restricted areas of SDIA; even if appropriate escort is provided. Individuals violating, or assisting in the violation of, this suspension may lose access privileges to SDIA for a minimum of 90 days; up to permanent revocation of the individual's access privileges. Any individual on suspension discovered within any non-public restricted area, Secured Area, Security Identification Display Area (SIDA), or beyond any SDIA Access Control Portal leading to a non-public area, may be removed for trespassing.

During the suspension, the employee must attend security training administered by the Airport. Training is typically administered by the Airport every Tuesday and Thursday at 8:00 a.m. at the San Diego County Regional Airport Authority offices, 3rd Floor Commuter Terminal, SDIA.

Should an individual's appeal start date or end date, suspension start date or end date, or recurrent training date fall on an Authority holiday, the individual will be advised at the issue / appeal / disposition of the NOV what effective dates apply.

Any suspension or revocation of the SAN ID / Sterile Area Access ID badge may be appealed in writing to the Director, Aviation Operations and Public Safety, within ten (10) Business Days from the date of any suspension, revocation, or administrative penalty. The following describes some of the consequences when an individual breaches security requirements, which may also be found in the Airport Rules and Regulations (ARR) and Authority Code.

SCHEDULE OF ADMINISTRATIVE PENALTIES

<i>Section Number:</i>	<i>Violation:</i>	<i>Consequences (*):</i>	<i>Authority Code Reference:</i>
2.2 Smoking	Smoking in Violation of California State Law	G	<i>Authority Code § 7.03, Authority Code § 8.12 (i).</i>
2.9 Obstructions and Roadway Use	Violation of Obstructions and Roadway Use provisions	G	<i>Authority Code § 7.12 (a, b & c).</i>
2.16 Restricted Areas	Improper Entrance or allowing unauthorized entrance into Restricted Area(s)	G	
2.16.3 Restricted Areas	Improper personnel escort procedures	G	
2.17.A Badges/Display of SAN Identification (ID) Badge	Failure to display or properly display SAN Identification (ID) badge	G	
2.17.D Badges/Unauthorized Uses of Badges	Use of Another Person's SAN Identification (ID) badge or permitting use of One's own SAN Identification (ID) badge by another person	R, G	
2.17.G Badges/Lost or Stolen	Lost or Stolen badge	M, G (\$75 per occurrence. After third loss, badge privilege will be permanently revoked)	
2.18 Security Equipment and Directives	Unauthorized testing of checkpoint, screening or security systems	G	
2.18 Security Equipment and Directives	Failure to remain at an inadvertently activated security alarm until an authorized officer of the Authority or other security representatives arrive, determine cause of activation and verify the individual's authority to access that portion of such facilities or airports	G	<i>Authority Code § 7.07 (c)</i>
3.2.3 Airport Use Regulations			<i>Authority Code § 9.40</i>
3.2.7.C Charter Flight and Itinerant Operations	Improper vehicle escort procedures	G	
3.2.11 Maintenance and Repair of Aircraft	Cleaning, maintenance and repair of aircraft or Ground Service Equipment (GSE) without authorization and/or in unauthorized locations	G	

Section Number:	Violation:	Consequences (*):	Authority Code Reference:
3.3.1 Air Operations Area (AOA) Driver's Permits	Driving on the Airside Operations Area (AOA) without State issued Driver License or airport issued drivers permit	G	
3.3.4.A Vehicle Operations/Motor Vehicle and Equipment Operations around Aircraft	Failure to yield right-of-way to aircraft; driving a vehicle or equipment in front of taxiing aircraft	G	
3.3.4.A.7 Vehicle Operations/Motor Vehicle and Equipment Operations around Aircraft	Driving a vehicle or equipment across any active loading lane, that is, between the aircraft and the terminal gate or bus when passengers are being boarded or disembarking	G	
3.3.4.B Vehicle Operations/Parking	Parking violations on the Air Operations Area (AOA)	G	
3.3.4.C Vehicle Operations/Speed Limits and Operations on the Air Operations Area (AOA)	Speeding on the Air Operations Area (AOA)	G	
3.3.5 Vehicle Operations/Vehicles Operating on Movement Areas	Unauthorized vehicle operations on movement areas	R, G	
3.4.5 and 3.4.6 Fueling Operations and Fuel Service Vehicles	Violation of any fuel service vehicle provisions	G	Authority Code § 8.11 (b, c, d & e, g, h & i), Authority Code § 8.11 (f)
3.4.7.C Fuel Spills/Safety and Clean Up Procedures	Failure to clean-up any fuel spills or failure to follow any other fuel spill response procedures, which include making all proper notifications	G	Authority Code § 8.11 (j)
3.4.8.A & B Lavatory Chemical and/or Lavatory Waste Spills/Reporting and Safety and Clean Up Procedures	Failure to clean-up any lavatory chemical and/or lavatory waste spills or failure to follow any other spill response procedures, which include making all proper notifications.	G	

Section Number:	Violation:	Consequences (*):	Authority Code Reference:
4.2.A Conducting Business in Common Areas	Conducting business in common areas; prohibited use of premises	G	Authority Code § 8.41 (a & b)
4.3 Cleanliness	Trash/Foreign Object Debris (FOD), keeping leased area clean; responsibility to contain FOD	G	
4.5.B.3 Security/Construction/Perimeter Fence and Gate Security	Perimeter fence and gate security	G	
4.5.B.4 Security/Construction/Doorway Security	Doorway Security	G	
4.7 Care of Building	Care of building; windows and doors, baggage storage cases, tenant restrooms, exterior surfaces, utility systems, isolated operations (i.e., hallways, passageways, stairwells, employee ramp side restrooms, trash compactor areas etc.)	G	
4.9 Signage and Tenant Advertising	Signage and Tenant Advertising	G	
4.12 Noise	Noise; violation of any excessive noise between 10PM and 7AM or as otherwise directed by Authority Tenant Advisory, construction notice or other lawful instruction	G	
4.14 Electronic Equipment	Electronic equipment (Portable radios, iPods, boom boxes, etc.) playing in public spaces	G	
4.15 Queuing Lines and Stanchions	Ticket counter and gate queuing; Unauthorized queuing equipment other than typical 3-foot high chrome stanchions with black straps	G	

Section Number:	Violation:	Consequences (*):	Authority Code Reference:
5.4 Commercial Transportation Vehicles	Ground transportation permit required	G	Authority Code § 9.11(a)
5.4 Commercial Transportation Vehicles	Permit fees (non-payment)	G	Authority Code § 9.12(b)
5.4.A Commercial Transportation Vehicles	Lawful order	S, G	Authority Code § 9.21(i)1
5.4.A Commercial Transportation Vehicles	Authority Rules and Regulations	G	Authority Code § 9.21(i)2
5.4.A Commercial Transportation Vehicles	Public Utilities Commission Regulations	G	Authority Code § 9.21(i)3
5.4.A Commercial Transportation Vehicles	MTS regulations	G	Authority Code § 9.21(i)3
5.4.B.3 Commercial Transportation Vehicles	Failure to display/maintain transponder	S, G	Authority Code § 9.12 (c)
5.4.B.3 Commercial Transportation Vehicles	Decal/AVI transponder	G	Authority Code § 9.12(c)1
5.4.B.3 Commercial Transportation Vehicles	Evade AVI readers	S, G	Authority Code § 9.12(c)2
5.4.B.5 Commercial Transportation Vehicles	Driver permit required	G	Authority Code § 9.13 (a)
5.4.B.6 Commercial Transportation Vehicles	Service complaints (non-compliance)	G	Authority Code § 9.17
5.4.E Commercial Transportation Vehicles	Notify change of address	G	Authority Code § 9.22(j)
5.4.F Commercial Transportation Vehicles	Insurance (failure to maintain)	S, G	Authority Code § 9.14
5.4.F Commercial Transportation Vehicles	Threat to the safety and protection of the public	S, G	Authority Code § 9.22(f)
5.4.G Commercial Transportation Vehicles	Records (failure to provide)	G	Authority Code § 9.16
5.4.I Commercial Transportation Vehicles	Vehicle condition (owner/driver) Minor	G	Authority Code § 9.21(a)
5.4.I Commercial Transportation Vehicles	Vehicle condition (owner/driver) Major	G	Authority Code § 9.21(a)
5.4.J Commercial Transportation Vehicles	Driver identification	G	Authority Code § 9.21(b)
5.4.K Commercial Transportation Vehicles	Designated Pickup Zone	G	Authority Code § 9.21(c)1
5.4.K Commercial Transportation Vehicles	Must transit hold lot	G	Authority Code § 9.21(c)4
5.4.K Commercial Transportation Vehicles	Driver to remain at vehicle (hold lot)	G	Authority Code § 9.21(c)6
5.4.K Commercial Transportation Vehicles	Driver to remain in vehicle at stand	G	Authority Code § 9.21(c)7
5.4.K Commercial Transportation Vehicles	Failure to move taxi forward	G	Authority Code § 9.21(c)8
5.4.K Commercial Transportation Vehicles	Soliciting by taxi or VFH driver/owner	G	Authority Code § 9.21(c)9

Section Number:	Violation:	Consequences (*):	Authority Code Reference:
5.4.N Commercial Transportation Vehicles	Driver personal grooming	G	Authority Code § 9.21(e)1 & 2
5.4.N Commercial Transportation Vehicles	Driver Attire	G	Authority Code § 9.21(e)3 & 4
5.4.O Commercial Transportation Vehicles	Duty to transport (taxi & VFH)	S, G	Authority Code § 9.21(f)
5.4.P Commercial Transportation Vehicles	Non-discrimination	S, G	Authority Code § 9.21(g)
5.4.Q Commercial Transportation Vehicles	Fares by meter or tariff, receipts	S, G	Authority Code § 9.21(h)
5.4.S.6 Commercial Transportation Vehicles	Failure to follow Authority credit card requirements	G	
6.0 Fire, Safety and Hazardous Materials	Violation of fire prevention/protection and/or hazardous material/waste management procedures	G	Authority Code § 7.02 (a), Authority Code § 8.12 (a), Authority Code § 8.12 (b), Authority Code § 8.12 (c), Authority Code § 8.12 (d), Authority Code § 8.12 (e), Authority Code § 8.12 (f), Authority Code § 8.12 (g), Authority Code § 8.12 (h), Authority Code § 8.12 (i), Authority Code § 8.50 (a), Authority Code § 8.51 (a), Authority Code § 8.51 (b), Authority Code § 8.51 (c),
6.2.B.2 Fire Extinguishers	Violation of duty to provide, maintain or ensure wheeled fire extinguisher at ramp	G	

**San Diego County Regional
Airport Authority**



ADMINISTRATIVE NOTICE OF VIOLATION

No. _____

Name: _____
SAN / STERILE ID No. _____
Company Name: _____
Location of Violation: _____
Driver License No. _____
Vehicle Permit No. _____
Date: _____
Time: _____
Recipient's Address: _____

Department

R&R/CODE SECTION

☐ 30 ☐ 37 ☐ 43 ☐ 51

DESCRIPTION

1 _____

2 _____

3 _____

NOTES (Include Names of Victims and Witnesses):

If additional space is needed, continue report on paper and attach
to NOV

Airport Authority Signature: _____ Employee ID# _____

Date: _____

Without admitting guilt or responsibility, I have been advised of the above listed violation(s) and appeal process.

Recipient's Signature: _____ Date _____

SEE REVERSE SIDE FOR IMPORTANT INSTRUCTIONS

APPEAL PROCESS

Notice of Violation (NOV) recipients have five (5) business days, from receipt of an NOV, to submit a Letter of Explanation to the Department referenced below. Letters of Explanation may be submitted in person, or by mail.

NOV recipients will have ten (10) business days from the date of any suspension, revocation, or administrative penalty to appeal. All appeals shall be submitted in accordance with Section 7.6 of the Authority's Rules and Regulations. Appeals may be submitted in person, or by mail.

Mail or hand deliver the Letter of Explanation or Appeal to:

Mail to:

Dept. ☐ 30 ☐ 37 ☐ 43 ☐ 51

ATTN: NOV Appeals

P.O. Box 82776

San Diego, CA 92138-2776

Hand Deliver to:

Access Control Office

ATTN: NOV Appeals

**Commuter Terminal
3rd Floor**

3225 N. Harbor Dr.

San Diego, CA 92101

For additional information, please reference Section 7.6
(URL provided below)

http://www.san.org/documents/airport_rules_regulations.pdf

For further assistance please e-mail customer support at
appeals@san.org