

# RULES & REGULATIONS

at San Diego International Airport



## MASTERING THE ART OF AIRPORTS

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY  
3225 NORTH HARBOR DR., SAN DIEGO, CA 92101  
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# San Diego International Airport Rules and Regulations



The statements contained herein express the policy of the San Diego County Regional Airport Authority, duly adopted as the Rules and Regulations, and are intended to ensure the safe and efficient operations of the San Diego International Airport.

These Rules and Regulations govern the general conduct of the public, tenants, employees and commercial users of the San Diego International Airport as their activities relate to the possession, management, supervision, operation and control of the airport by the San Diego County Regional Airport Authority.

Issued and Approved by:

San Diego County Regional Airport Authority

3225 North Harbor Drive, San Diego, CA 92101 (619) 400-2400 | [www.san.org](http://www.san.org)

San Diego International Airport  
Rules and Regulations

<b>All amendments to this document require document owner review and approval. Other approvals may be required.</b>		
<b>REVISION NUMBER</b>	<b>EFFECTIVE DATE</b>	<b>SUMMARY OF AMENDMENTS:</b>
Original	January 2003	Original Document
v1.0	March 2003	Revised
v2.0	October 2010	Complete Revision
v2.1	April 2011	1) 2.21 Solicitation and Expressive Activities. 2) 2.22 Commercial, Filming and Recording. 3) 5.3 Parking Areas. 4) 7.3 Enforcement.
v2.2	July 2011	1) 3.2.5.C.1.e (3) Ground Operations, Starting and Running Engines, Starting Engines. 2) 5.4.B.1 Commercial Transportation Vehicles, Ground Transportation Permits, Vehicle Restrictions. 3) 5.4.D Commercial Transportation Vehicles, Transferability of Permits. 4) 5.4.X Commercial Transportation Vehicles, Lost Property and Luggage.
v3.0	October 2011	1) 3.2.5.F.5.b & c (2.) Ground Operations, Aircraft Parking. 2) 5.4.B.1 (5) Commercial Transportation Vehicles, Ground Transportation Permits, Vehicle Restrictions. 3) 5.4.N Commercial Transportation Vehicles, Driver Appearance.
v3.1	January 2012	1) 3.4.5 Fueling Operations. 2) 3.2.5.A Ground Operations, Ramp Operations. 3) 3.2.10.A Aircraft Washing. 4) 3.2.10.B Aircraft De-icing. 5) 3.3.4.A Vehicle Operations, Motor Vehicle and Equipment Operation around Aircraft. 6) 3.3.4.B Parking. 7) 3.3.4.C Speed Limits and Operations on the Air Operations Area (AOA). 8) 3.3.4.D Cleaning, and Maintenance of Vehicles.
v3.1	April 2012	No amendments for Quarter Ending March 31, 2012

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<b>REVISION NUMBER</b>	<b>EFFECTIVE DATE</b>	<b>SUMMARY OF AMENDMENTS</b>
v3.2	July 2012	<ul style="list-style-type: none"> <li>1) 2.9 Obstructions and Roadway Use</li> <li>2) 7.7 Schedule of Administrative Penalties</li> <li>3) 3.3.4.C.2.a Vehicle Operations, Speed Limits and Operations on Air Operations Area (AOA).</li> <li>4) 5.4.Z.3 &amp; 5.4.Z.4 Commercial Transportation Vehicles, Conversion Incentives and Non-Conversion Fees.</li> </ul>
v3.3	Oct 2012	<ul style="list-style-type: none"> <li>1) Definitions and Acronyms.</li> <li>2) 5.4.B.1.4 Commercial Transportation Vehicle, Ground Transportation Permits, Vehicle Restrictions.</li> <li>3) 5.4.Z.1.a Commercial Transportation Vehicles, Ground Transportation Vehicle Conversion Incentive-based Program, Standard Age Replacement Policy.</li> </ul>
v4.0	January 2013	<ul style="list-style-type: none"> <li>1) 5.4.S. (4.) Commercial Transportation Vehicles, Taxicabs and Vehicles for Hire, Background Check Procedures for Vehicle for Hire Drivers, Acceptable Identification Documents.</li> <li>2) 5.4.Z. (3.) Commercial Transportation Vehicles, Ground Transportation Vehicle Conversion Incentive-Based Program, Conversion Incentives.</li> <li>3) 5.4.Z. (4.) Commercial Transportation Vehicles, Ground Transportation Vehicle Conversion Incentive-Based Program, Non-Conversion Incentives.</li> <li>4) 6.2.B., Added New Regulation 6.2.B. (2.) General Safety Duties, Fire Extinguishers; includes applicable cross references to 3.2.5.A. (1.) Ground Operations, Ramp Operations, Section 3.2.5.C.1.d Ground Operations, Starting and Running Engines, Section 3.4.5 (A.) Fueling Operations.</li> <li>5) 7.7 Schedule of Administrative Penalties – added violation for 6.2.B.(2.) Ramp Fire Extinguishers.</li> </ul>
v4.1	July 2013	<ul style="list-style-type: none"> <li>1) 7.3 (d) Enforcement</li> </ul>

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<b>REVISION NUMBER</b>	<b>EFFECTIVE DATE</b>	<b>SUMMARY OF AMENDMENTS</b>
v5.0	January 2014	<ul style="list-style-type: none"> <li>1) 2.8 Signage</li> <li>2) 5.4 (M) Driver’s Examination</li> <li>3) 1.3 Enforcement</li> <li>4) 2.16 Restricted Areas</li> <li>5) 2.17.D.3 Badges, Unauthorized Uses of Badges</li> <li>6) 5.4.S.3.a.1, Commercial Transportation Vehicles, Taxicabs and Vehicles for Hire, Spare Taxicab Use Policy.</li> <li>7) 7.6.A.1 Appeals, Administrative Penalties and Suspension or Revocation of SAN ID Badges and Privileges.</li> </ul>
v5.1	April 2014	<ul style="list-style-type: none"> <li>1) Reviewer’s and Approver’s – Historical Document</li> <li>2) 1.6 Technical Content, Revisions and Access to Airport Rules and Regulations</li> <li>3) 1.7 Department Contact Information by Section</li> <li>4) 2.21 Solicitation and Expressive Activities</li> <li>5) 2.22 Commercial Photography, Filming and Recording</li> <li>6) 4.2.E Business Conduct, Occupancy, Lock and Keys</li> <li>7) 4.4.A Improvements, Approval Required</li> <li>8) 4.4.B Improvements, Approval Process</li> <li>9) 4.5.B.1 Security, Construction, Ensuring Compliance</li> <li>10) 4.9.C Signage and Tenant Advertising, Banners</li> <li>11) 4.9.D Signage and Tenant Advertising, Digital Corporate Welcome Signs</li> <li>12) 4.9.E Signage and Tenant Advertising, Community Outreach Program, Regional Non-Profit Organizations</li> <li>13) 4.9.F Signage and Tenant Advertising, Holiday Decorations</li> <li>14) 5.2.I Regulations Applicable to All Motor Vehicles, Accidents</li> <li>15) 5.2.J Regulations Applicable to All Motor Vehicles, Towed Vehicles</li> <li>16) 5.4.S.3 Commercial Transportation Vehicles, Taxicabs and Vehicles for Hire, Spare Taxicab Use Policy</li> <li>17) 6.2.D General Safety Duties, Safety Inspections</li> <li>18) 7.3 (d) Enforcement</li> <li>19) 7.7 Schedule of Administrative Penalties</li> </ul>

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v5.3	October 2014	<ul style="list-style-type: none"> <li>1) Definitions and Acronyms</li> <li>2) 5.4 Commercial Transportation Vehicles</li> <li>3) 5.4 Commercial Transportation Vehicles, B. Ground Transportation Permits, 1. Vehicle Restrictions, 2. Permit Terms and Fees, 3. Automated Vehicle Identification (AVI) Program, 4. Vehicle Inspections</li> <li>4) 5.4 Commercial Transportation Vehicles, C. Driver's Permits, 1. Restrictions on Issuance and Exceptions, 3. Term and Fees</li> <li>5) 5.4 Commercial Transportation Vehicles, F. Insurance</li> <li>6) 5.4 Commercial Transportation Vehicles, D. Issuance and Transfer of Permits</li> <li>7) 5.4 Commercial Transportation Vehicles, A. Conformance with Laws, I. Vehicle Condition, J. Identification, K. Pickup Areas, M. Driver's Examination, N. Driver's Appearance, O. Duty to Transportation, P. Non-Discrimination, Q. Fares and Receipts.</li> <li>8) 5.3 Parking Areas</li> <li>9) 5.2 Regulations Applicable to all Motor Vehicles, B. Traffic Signs, Markers and Devices</li> </ul>
v5.4	January 2015	<ul style="list-style-type: none"> <li>1) Section Definitions and Acronyms</li> <li>2) Section 3.2.5.F Ground Operations, Aircraft Parking</li> <li>3) Section 3.3.1.D Air Operations Area (AOA) Driver's Permits (Informational Section)</li> </ul>

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		<p>4) Section 5.3 Parking Areas</p> <p>5) Section 5.4 Commercial Transportation Vehicles, U. Courtesy Vehicles (Hotel, Off-Airport Parking, Rental Car and others), 1. Rules of Operation</p> <p>6) Section 5.4 Commercial Transportation Vehicles, Z. Ground Transportation Vehicle Conversion Incentive-Based Program</p> <p>7) Section 5.4 Commercial Transportation Vehicles, Z. Ground Transportation Vehicle Conversion Incentive-Based Program, 2. Hotel/Motel Shuttle Consolidation Incentive Program</p> <p>8) Section 7.6.A. Appeals, Administrative Penalties and Suspension or Revocation of SAN ID Badges and Privileges</p>
v5.5	April 2015	<p>1) Section Definitions and Acronyms</p> <p>2) Section 3.2.5 Ground Operations, B. Push Back/Tow Out Procedures</p> <p>3) Section 3.2.5 Ground Operations, D. Aircraft Taxiing</p> <p>4) Section 3.2.5 Ground Operations, E. Aircraft Towing</p> <p>5) Section 3.2.5 Ground Operations, F. Aircraft Parking</p>
v5.6	July 2015	<p>1). Section 2 General Conduct, 2.2 Smoking</p> <p>2). Section 2 General Conduct, 2.18 Security Equipment and Directives</p> <p>3). Section 2 General Conduct, 2.9 Obstructions and Roadway Use</p> <p>4). Section 3 Operations</p> <p>5). Section 6 Fire Safety and Hazardous Materials , 6.2 General Safety Duties, A. Fire Alarms</p> <p>6). Section 7 Administrative Procedures, 7.7 Schedule of Administrative Penalties</p>
v5.7	October 2015	<p>1). Section 5.4 Commercial Transportation Vehicles, B. Ground Transportation Permits, 1. Vehicle Restrictions, 2. Vehicle Identification, 3. Vehicle Inspections</p> <p>2). Section 5.4, Commercial Transportation Vehicles, C. Driver's Permits and Requirements; 1. Restrictions on Issuance and Exceptions, 2. Application Procedures</p> <p>3). Section 5.4 Commercial Transportation Vehicles, F. Insurance</p> <p>4). Section 5.4 Commercial Transportation Vehicles, G. Vehicle Registration</p> <p>5). Section 5.4 Commercial Transportation Vehicles, I. Vehicle Condition, J. Identification, K. Pickup Areas, M. Driver's Examination, N. Driver's Attire and Personal Hygiene, O. Duty to Transport Passengers</p>
v5.8	January 2016	<p>1). Section 2 General Conduct, 2.23 Meet and Greet Areas</p>
v5.9	July 2016	<p>1). Section 5 Motor Vehicle and Ground Transportation Operations, 5.2 Regulations applicable to all Motor Vehicles</p>

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		2). Section 7 Administrative Procedures and Penalties, 7.6 Appeals
v5.10	October 2016	1). Section 5, 5.4 Commercial Transportation Vehicles, L. Hold Lot and Shuttle Island Procedures

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## DEFINITIONS AND ACRONYMS

### Definitions

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“Air operations area” (AOA) means the area of the Airport situated within the perimeter fence line which is used primarily for aircraft parking, taxiing, refueling, landing, take off and surface maneuvering; includes the airfield, aprons, ramps, taxiways and aircraft movement areas.

“Air traffic control tower” (ATCT) means the facility operated by the Federal Aviation Administration (FAA) which controls the air and ground movement of aircraft and ground vehicles operating on the movement areas of the Airport.

“Aircraft parking area” means the defined areas of the Airport intended exclusively for parking of aircraft and loading or unloading of passengers and cargo.

“Airport” means the San Diego International Airport, Lindbergh Field (SDIA).

“Airport service equipment” means the vehicles and equipment routinely used for service, maintenance or construction.

“Alternative fuel vehicle” (AFV) means a vehicle that runs on an energy source, fuel or blend of fuels; acceptable fuels and energy sources include, but are not limited to, compressed natural gas, biodiesel from a waste product and electricity that achieves a reduction of at least 10 percent (10%) carbon intensity relative to petroleum fuel, as contained in Governor Schwarzenegger’s Executive Order S-01-07.

“Apron” means the defined area of the Airport intended to accommodate aircraft for the purposes of loading or unloading passengers or cargo, refueling, parking or maintenance. See “Ramp.”

“Authority” means the San Diego County Regional Airport Authority (SDCRAA).

“Automatic vehicle identification system” (AVI) means the system for the automatic tracking of vehicle movement on the Airport roadways and parking facilities; includes the placement of a transponder or other device upon a vehicle.

“Best management practices” (BMPs) means storm water management practices employed to prevent or reduce storm water and surface water pollution; includes, without limitation, the use of tarps or covers for the outdoor storage of materials, the use of spill-containment pallets for the storage of liquids, and the prompt cleanup of spills.

“Charter vehicle” means any vehicle issued a Charter-Party Carrier of Passengers Certificate by the California Public Utilities Commission.

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“Clean Air Vehicle” (CAV) means a vehicle that meets the criteria for a low emission vehicle as defined in the California Vehicle Code §5205.5, Low Emission Vehicle Identification for High-Occupancy Vehicle Lane Use. A CAV qualifies as an “alternative fuel vehicle” (AFV) under the Airport Authority’s Ground Transportation Vehicle Conversion Incentive-Based Program.

“Commercial ground transportation operator” or “operator” includes any business that provides ground transportation services to Airport patrons for compensation or as a courtesy service; includes, but is not limited to, taxicabs, charter vehicles (TCP), vehicles for hire (PSC), and courtesy vehicles.

“Commercial ground transportation vehicle” means a motor vehicle of a type required to be registered with the Department of Motor Vehicles of the State of California that is used or maintained for the transportation of persons for hire, compensation or profit; includes, but is not limited to, all passenger stage corporations, charter party carriers, taxicabs, and courtesy vehicles.

“Courtesy vehicle” means any vehicle used by a hotel, rental car company, off-airport parking lot, or any other service transporting passengers where there is no charge for said services.

“Driver” includes any employee, agent or independent contractor of a commercial ground transportation operator or Airport tenant who drives or operates a motor vehicle or equipment upon the Airport.

“Emergency vehicle” includes aircraft rescue and fire fighting vehicles, ambulances, and other authorized vehicles approved and routinely operated for response to emergency situations, including mutual aid.

“Executive Director” means the President/CEO of the Airport.

“Fire Code” means the 2007 California Fire Code. [Code of Regulations, Title 24, Part 9]

“Foreign object debris” (FOD) means any type of debris on aircraft ramps, aprons or aircraft movement areas; includes, without limitation, nuts, bolts, plastic, cans, rocks, baggage pieces and parts.

“Ground service equipment” (GSE) means vehicles and equipment approved and used on the aircraft aprons or parking areas in support of airport operations.

“Hazardous material” means any substance or material capable of posing an unreasonable risk to health, safety and/or property; includes gasoline, diesel fuel, other petroleum hydrocarbons, natural gas liquids, antifreeze, chemical de-icing materials, lavatory chemicals, and any

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substance whether solid, liquid, or gaseous in nature which is defined as a hazardous substance or hazardous waste under any federal, state, or local statute, regulation, rule or ordinance, including, without limitation, the Comprehensive Environmental Response, Compensation and Liability Act, the Resource Conservation and Recovery Act, the Clean Air Act, and the Clean Water Act, or the Hazardous Materials Transportation Act.

“Hazardous waste” includes any waste or combination of wastes as defined in the Code of Federal Regulations, 40 CFR Part 261.3, 49 CFR Part 171.9 or the California Code of Regulations, 22 CCR § 66261, *et seq.*

“Hearing officer” means the individual or individuals appointed by the Authority to hear the evidence and information regarding parties facing administrative action.

“Improvement” means any upgrade or change made to the original condition; compare “Maintenance.”

“Instrument landing system (ILS) critical area” means the area established near the glide slope antenna that is protected from vehicular and aircraft intrusion in order to prevent the disruption of aircraft navigation equipment on approach to landing. This area is marked and identified by various methods, including signage. Vehicles are not authorized to maneuver through this area without clearance from the air traffic control tower (ATCT) when the area is active.

“Maintenance” means maintaining the existing property/leasehold in the original condition; compare “Improvement.”

“Material safety data sheet” (MSDS) means a document containing basic product information related to the safe handling, storage and disposal of a chemical or material.

“Motor Vehicle”: *Generally, as defined by the California Vehicle Code.* However, ramp vehicles that are not licensed to operate under state provisions shall be subject to the same limitations and regulations governing the operation of a motor vehicle within the confines of the air operations area (AOA).

“Movement area” includes the runways, taxiways, safety areas, instrument landing system (ILS) critical areas, height restrictive areas and other areas of the Airport which are normally under the control of the ATCT by reason of their function to support the landing, take-off and ground maneuvering of aircraft.

“Non-dedicated streets” means streets under the control and jurisdiction of the Authority and not dedicated to any other governmental agency.

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“Non-movement area” means the areas at the Airport that are used for the parking of aircraft that are not under the direct control of the air traffic control tower (ATCT); includes aprons and ramps.

“Non-peak hours” includes the hours between 11:30 p.m. and 5:00 a.m.

“Non-storm water” includes any runoff or discharge to the storm drain system not composed entirely of storm water.

“Notice to airmen” (NOTAM) means a notice containing information concerning the establishment, condition or change in any component of the National Airspace System (including facilities, services, procedures and hazards) of which the timely knowledge is essential to personnel concerned with flight operations.

“Operator”: See “Commercial Ground Transportation Operator.”

“Permittee” includes any individual, company, organization, entity or affiliate permitted to operate ground transportation service vehicles within the Airport.

"Person" includes any individual, corporation, association, partnership (general or limited), joint venture, trust, estate, limited liability company, governmental body, or other legal entity or organization.

“Pre-arranged transportation” includes any provision of commercial ground transportation services from the Airport, where such transportation was contracted or arranged for, by, or on behalf of the passenger either (1) in advance of the passenger’s arrival at the Airport, or (2) after the passenger’s arrival at the Airport by communicating with a ground transportation service provider; includes transportation provided by a courtesy vehicle where the passenger is not directly charged for such transportation.

“President/CEO”: The powers and duties of the President/CEO may be exercised or performed by an assistant or such person as the President/CEO may designate. The President/CEO is also referred to as “Executive Director” with no change in meaning.

“Public Parking Facilities” includes all parking facilities provided specifically for the public while at the Airport.

“Ramp” means the areas where aircraft are parked, unloaded, loaded, refueled or boarded. See “Apron.”

“Ramp Control Facility” (RCF) is where contracted personnel provide ramp control services in the form of traffic sequencing, separation and issue pushback control instructions within

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designated non-movement areas. The Ramp Control Facility is located on the roof of Terminal Two West between Gate 38 and Gate 45.

“Restricted area” includes any area of the Airport where access is restricted to use by the tenants or the Authority for its operations only.

“Runway” means the area designed for the landing or taking off of aircraft, identified by a broken white centerline, solid white edge lines and white edge lights.

“Scheduled Operations” includes aircraft operations conducted in accordance with a published schedule between points within the continental United States (domestic), or into or out of the continental United States (flag).

“Security Identification Display Area” (SIDA) means the area identified in the Airport Security Program (ASP) which requires increased security and a continuous display of Airport-issued or approved identification media.

“Solicitation” includes any uninvited initiation of a conversation or other uninvited contact by a driver, other employees, representative or agent (whether formal or informal) of any ground transportation service provider with any person, for the purpose of enticing or persuading said person to use any service or facilities provided by the ground transportation service provider or any affiliate thereof.

“Sterile Concourse” means that portion of the passenger terminal used exclusively by persons who have successfully passed through the security screening process and have been screened according to TSA standards as set forth in Parts 1540 and 1544 of the Transportation Security Regulations (TSRs).

“Storm Water” means runoff which originates from precipitation events, whether rain or snow. Storm water runoff is that portion of precipitation that flows across a surface and into the storm drain system or directly into receiving water (e.g., San Diego Bay).

“Storm Water Code” means the Authority Code prescribing uniform requirements and prohibitions related to the management and control of storm water or non-storm water discharges into any storm water conveyance system on airport property or into any receiving water from airport property. Also known as the "San Diego County Regional Airport Authority Storm Water Management and Discharge Control" and “Storm Water Ordinance.” [Authority Code §§ 8.70 to 8.79].

“Storm Water Management Plan” (SWMP) means the written plan prepared by the Authority that outlines a comprehensive program to reduce and eliminate pollutants from entering the

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storm drain system and receiving waters (e.g., San Diego Bay). The SWMP describes potential pollutant sources at the Airport and the management programs in place or required for use to reduce or eliminate impacts to storm water or receiving water quality. Also known as the “SAN Storm Water Management Plan.”

“Storm Water Pollution Prevention Plan” (SWPPP) means a written plan that outlines the steps and procedures to be taken to prevent, reduce, and/or eliminate the pollutants potentially generated by a specific tenant or operation or construction project from entering the storm drain system and/or a receiving water (e.g., San Diego Bay).

“Taxicab” means a passenger vehicle for hire designed to carry no more than eight persons, excluding the driver, used to transport passengers on public streets, and where the charges for use of said vehicle are determined by a taximeter.

“Taxicab and vehicle for hire stand” means the areas on Airport property designated and reserved for parking only while waiting to pick up passengers for hire.

“Taxicab or vehicle for hire line” means the areas on or about the Airport designated by sign or other suitable means which are reserved for taxicabs or vehicles for hire only while waiting to advance in turn to a vacancy at the taxicab or vehicle for hire stand.

“Taxicab services provider” means a ground transportation service provider who transports passengers in a taxicab.

“Taxiway” means the areas designed for the passage of aircraft between the non-movement areas and the runway. Taxiways are identified by a solid painted yellow centerline and blue edge lights.

“Tenant” means any person holding any right to use the Airport terminal buildings or airfield under any type of agreement with the Authority and the agents, employees, contractors and subcontractors of such person; includes, but is not limited to, airlines, licensees, permittees, and badge holders.

“Transportation Network Company” is an organization, whether a corporation, partnership, sole proprietor or other form, operating in California providing transportation services for compensation using an online-enabled application (app) or platform to connect passengers with drivers using their personal vehicles. All TNC transportation services must be prearranged through the use of the app or online enabled device.

“TNC Vehicle” means any passenger vehicle engaged in providing Transportation Network Company services and issued a Transportation Network Company permit by the California Public Utilities Commission.

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“Trip” includes each instance a ground transportation vehicle enters onto a transportation plaza at the Commuter Terminal, Terminal 1 or Terminal 2 at the Airport.

“Trip fee” means a fee payable to the Authority for each trip of a permittee’s vehicle.

“Vehicle for hire” means any vehicle issued a Passenger Stage Corporation (PSC) certificate by the California Public Utilities Commission (CPUC).

“Vehicle identification decal” means a decal issued by the Authority to be placed on each permitted ground transportation service provider’s vehicle to identify those vehicles approved to operate on Airport premises.

“Vehicle service road” means the roadway used for vehicle movement about the perimeter of the aircraft movement areas.

“Waybill” means a document containing a charter operator’s TCP number, driver’s name, vehicle number, passenger name(s), number of persons in party, location of pick up, and airline and flight number on which the passenger(s) arrived or will arrive. See Public Utilities Code § 5381.5.

## **Acronyms**

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<b>AC</b>	Advisory Circular, issued by the Federal Aviation Administration (FAA)
<b>ACM</b>	Airport Certification Manual
<b>ACS</b>	Access Control System
<b>ADA</b>	Americans with Disabilities Act of 1990
<b>AFV</b>	Alternative Fuel Vehicle
<b>AGL</b>	Above Ground Level
<b>AOA</b>	Air Operations Area
<b>API</b>	American Petroleum Institute
<b>APU</b>	Auxiliary Power Unit
<b>ARFF</b>	Aircraft Rescue and Firefighting
<b>ASP</b>	Airport Security Program
<b>ASTM</b>	American Society of Testing Materials
<b>ATCT</b>	Air Traffic Control Tower
<b>ATO</b>	Airport Traffic Officer
<b>AVI</b>	Automatic Vehicle Identification System
<b>BMP</b>	Best Management Practices
<b>CAD</b>	Computer Aided Drafting
<b>Cal EMA</b>	California Emergency Management Agency
<b>Cal OSHA</b>	California Occupational Safety and Health Act
<b>CAV</b>	Clean Air Vehicle
<b>CCTV</b>	Closed Circuit Television

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<b>CPUC</b>	California Public Utilities Commission
<b>CSR</b>	Customer Service Representative
<b>CT</b>	Commuter Terminal
<b>CVC</b>	California Vehicle Code
<b>CVRB</b>	Curfew Violation Review Board
<b>DBA</b>	Doing Business As
<b>DHS</b>	Department of Homeland Security
<b>DMV</b>	Department of Motor Vehicles
<b>DOD</b>	Department of Defense
<b>FAA</b>	Federal Aviation Administration
<b>FAR</b>	Federal Aviation Regulation
<b>FAA FAR's</b>	Federal Aviation Administration Federal Aviation Regulations
<b>FBO</b>	Fixed Base Operator
<b>FEDEX</b>	FedEx Corporation
<b>FOD</b>	Foreign Object Debris
<b>GA</b>	General Aviation
<b>GIS</b>	Geographical Information System
<b>GSE</b>	Ground Service Equipment
<b>GPU</b>	Ground Power Unit
<b>HVAC</b>	Heating, Ventilating and Air Conditioning
<b>ID</b>	Identification
<b>ILS</b>	Instrument Landing System
<b>LAMC</b>	Lindbergh Airline Managers Council

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<b>MS4s</b>	Municipal Separate Storm Sewer Systems
<b>MSDS</b>	Material Safety Data Sheet
<b>MTDB</b>	Metropolitan Transit Development Board
<b>NAS</b>	Naval Air Station
<b>NFPA</b>	National Fire Protection Association
<b>NOAA</b>	National Oceanic and Atmospheric Administration
<b>NOTAM</b>	Notice to Airmen
<b>NPDES</b>	National Pollutant Discharge Elimination System
<b>NTSB</b>	National Transportation Safety Board
<b>PIN</b>	Personal Identification Number
<b>PPR</b>	Prior Permission Required
<b>PSC</b>	Passenger Stage Corporation
<b>RCF</b>	Ramp Control Facility
<b>RON</b>	Remain Overnight
<b>SDCRAA</b>	San Diego County Regional Airport Authority
<b>SDIA</b>	San Diego International Airport
<b>SIDA</b>	Security Identification Display Area
<b>SOC</b>	Security Operations Center
<b>SPCC</b>	Spill Prevention, Control and Countermeasures
<b>SWMP</b>	Storm Water Management Plan
<b>SWPPP</b>	Storm Water Pollution Prevention Plan
<b>TCP</b>	Transportation Charter Party
<b>TIPR</b>	Tenant Improvement Project Review

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<b>TNC</b>	Transportation Network Company
<b>TSA</b>	Transportation Security Administration
<b>TSR</b>	Transportation Security Regulations
<b>UL</b>	Underwriters Laboratories
<b>UPS</b>	United Parcel Service of America, Inc.
<b>USDA</b>	United States Department of Agriculture
<b>USDOT</b>	United States Department of Transportation
<b>USEPA</b>	United States Environmental Protection Agency
<b>USPS</b>	United States Postal Service

# San Diego International Airport

## Rules and Regulations



### Sections 1 – Section 7

Authority Codes are italicized

Regulations appear in regular font

Informational material appears in gray font

## SECTION 1

### 1.0 INTRODUCTION

#### 1.1 SCOPE, PURPOSE AND APPLICABILITY

These Rules and Regulations of the San Diego County Regional Airport Authority (“Authority”) govern the conduct, use, actions and operations of tenants, lessees, concessionaires, airlines, permittees, licensees, commercial users of San Diego International Airport (Lindbergh Field) (“Airport”) and such entities’ contractors, subcontractors and invitees. The Rules and Regulations are equally applicable to the employees of the above identified entities and the employees of the Authority. The Rules and Regulations are promulgated by the President/CEO under the powers enumerated in Board Policy 1.40, Board Code 6.01 and California Public Utilities Code §§ 170013(b) and 170026(b). The Rules and Regulations are intended to ensure the safe, secure, efficient and environmentally sound operation of the Airport. Incorporated within the Rules and Regulations, as a helpful reference, are citations to various relevant Authority Codes duly adopted by the Board of Directors which are applicable to all persons using or visiting the Airport.

#### 1.2 AUTHORITY

##### A. Ownership and Operation

The Airport, certificated by the Federal Aviation Administration (“FAA”) and the State of California, is operated by the Authority. The Authority is governed by a nine-member board composed of appointed and elected officials representing the entire San Diego County (“Board”).

##### B. Delegation of Authority

*Authority Code § 1.10 (a). Whenever a power is granted to, or a duty is imposed upon the President/CEO by the provisions of this Code, such power or duty may be exercised or performed by an assistant or such person as the President/CEO may designate.*

##### C. Emergency Conditions

*Authority Code § 7.20 (a). In the event of a disaster or emergency, the President/CEO of the Authority may: (1) utilize city and county departments, law enforcement agencies, local medical resources and disaster preparedness groups for assistance; and (2) issue such directives and take such action as necessary to protect people, property and assets, and promote the safe operation of the facilities and airports under the jurisdiction of the Authority.*

*(b). The President/CEO, in the event of a disaster or emergency, may order all occupants to leave the facilities and airports under the jurisdiction of the Authority,*

*or portions thereof, and prevent access to such areas for such time as may be necessary to assure the safety of the public and employees.*

*(c). The President/CEO, in the event of a disaster or emergency may close or restrict the use of all airport roadways to vehicular traffic in the interest of public safety.*

*(d). For purposes of this section, “disaster” or “emergency” includes, without limitation, the actual or threatened existence of conditions such as any hurricane, tornado, storm, high water, earthquake, landslide, mudslide, drought, fire, explosion, civil disturbance, war and other catastrophe or threats that cause or may cause substantial damage or injury to persons or property within the Authority’s area of jurisdiction.*

#### **D. Compliance**

The use of or entry into the Airport by any person or entity for any commercial or business purpose shall be deemed to constitute an agreement to comply with these Rules and Regulations. Compliance with the Rules and Regulations includes compliance with the Airport Security Program (“ASP”). For more information, contact the Manager, Aviation Security and Law Enforcement.

Successful compliance depends to a great extent on the full and active cooperation of all tenants and commercial users and their employees. This requires a thorough knowledge and understanding of applicable Rules and Regulations through ongoing education and training.

#### **E. Governance**

##### Regulation.

1. All persons shall be governed by the applicable laws of the United States, the State of California, the City and County of San Diego, and any other rules, regulations and ordinances as adopted by the Authority while upon the properties owned and operated by the Authority. No person shall use Airport property or facilities for any act deemed illegal by any applicable law.

These Rules and Regulations shall in no way supersede or abrogate regulations set forth by the Transportation Security Administration (“TSA”) or in the Federal Aviation Administration Federal Aviation Regulations (“FAA FARs”) by which this airport is governed.

#### **F. Severability**

##### Regulations:

1. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of these Rules and Regulations or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, or other competent agency, such decision shall not affect the validity or

- effectiveness of the remaining portions of these Rules and Regulations or any part thereof.
2. The Authority hereby declares that it would have promulgated each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional or invalid or ineffective.
  3. If the application of any provision or provisions of these Rules and Regulations to any lot, building, sign or other structure, or parcel of land is found to be invalid or ineffective in whole or in part by any court of competent jurisdiction, or other competent agency, the effect of such decision shall be limited to the property or situation immediately involved in the controversy, and the application of any such provision to other properties and situations shall not be affected.
  4. This section shall apply to every portion of these Rules and Regulations as it has existed in the past, as it now exists and as it may exist in the future, including all modifications thereof and additions and amendments thereto.

### **1.3 ENFORCEMENT**

*Authority Code § 6.01. Any person subject to the Rules and Regulations who violates or fails to comply with the Rules and Regulations will be deemed to be in violation of this Code. The President/CEO of the San Diego County Regional Airport Authority or his or her designee may promulgate a schedule of fines and penalties for any violation of the Rules and Regulations.*

*Authority Code § 1.17. Whenever in this Code any act or omission is made unlawful, it shall include causing, permitting, aiding or abetting, such act or omission.*

The President/CEO (President/CEO) has the overall responsibility for enforcing compliance with these Rules and Regulations. On a day-to-day basis, this responsibility and commensurate authority is delegated to the Authority's designated representatives and to the Harbor Police Department, the law enforcement agency assigned to the Airport.

Any person in violation of the Rules and Regulations or failing to comply with any requirements of these Rules and Regulations may be subject to an administrative fine or penalty, and/or be denied use of the Airport. Violations of these Rules and Regulations shall include but are not limited to causing, permitting, aiding or abetting, or attempting such act or omission.

The safety of patrons and the security of the Airport are of primary importance and are protected and supported by the full powers of the Authority Code, state and federal

## San Diego International Airport Rules and Regulations

law. Persons involved in criminal activities may be detained, arrested and prosecuted to the full extent of the law.

Airport tenants, permittees, licensees, concessionaires and others holding Authority agreements, when leasing or controlling portions of the Airport, are responsible for ensuring that their employees, sub-tenants, contractors, sub-contractors and visitors using their facilities understand and comply with these Rules and Regulations. Each additionally shall be responsible for compliance with all requirements of the Airport Security Program (ASP) delegated to them for their exclusive or other used areas and shall be held liable for any fines, penalties or other monetary assessments imposed upon the Airport by any agency having jurisdiction with respect to any violations involving these areas.

### **1.4 SPECIAL NOTICES, ADVISORIES AND DIRECTIVES**

Special notices, advisories or directives of an urgent or short-term operational nature shall be issued under the authority of these Rules and Regulations.

### **1.5 RATES, FEES AND CHARGES**

#### Regulation.

**A. All persons, including without limitation tenants, permittees, lessees, licensees, concessionaires, car rental agencies, and invitees, shall pay all applicable fees, rates, licenses and charges that may be established by the Board.**

New charges may be established from time to time. Accounts not paid shall incur overdue billing charges. Any permission granted by the Authority under the Rules and Regulations is conditioned upon the payment of any and all applicable fees and/or charges established by the Authority.

All funds are payable to the San Diego County Regional Airport Authority (“SDCRAA” or “Authority”).

### **1.6 TECHNICAL CONTENT, REVISIONS AND ACCESS TO AIRPORT RULES AND REGULATIONS**

The technical content and accuracy of information in these Rules and Regulations are provided by each department that has authority over the subject matter. The Authority’s Talent, Culture & Capability Department is responsible for working with Authority departments and other stakeholders to maintain, revise, and publish the Rules and Regulations.

These Rules and Regulations include sections of the Authority Code where relevant. In some instances, words and phrases in the Authority Code have been abbreviated to increase readability; however, in all cases, the original language of the Code controls and is not superseded by the version provided herein. The Airport Code in its entirety is available online at:

[http://www.san.org/sdcraa/about\\_us/codes\\_policies.aspx](http://www.san.org/sdcraa/about_us/codes_policies.aspx)

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The Rules and Regulations are subject to change. In this update, information previously contained in annexes and miscellaneous Authority documents have been incorporated. The current contents of the Rules and Regulations can be accessed from the Authority's website [www.san.org](http://www.san.org).

**1.7 DEPARTMENT CONTACT INFORMATION**

<b>Department Name:</b>	<b>Department Telephone Number</b>
Access Control Office (Badging)	(619) 400-2765
Airside Operations	(619) 400-2710
Aviation Security and Public Safety	(619) 400-2762
Business & Financial Management	(619) 400-2575
Environmental Affairs	(619) 400-2782
Ground Transportation	(619) 400-2685
Noise Mitigation	(619) 400-2781
Terminals & Tenants	(619) 400-2694
Vision, Voice & Engagement	(619) 400-2871

## SECTION 2

### 2.0 GENERAL CONDUCT

#### 2.1 SCOPE AND APPLICABILITY

This section prescribes general conduct throughout the San Diego International Airport ("Airport").

#### 2.2 SMOKING

*Authority Code § 7.03. (a) The following definitions shall apply to this section:*

*(1) "Electronic Delivery System" means an electronic device, commonly consisting of a heating element, battery, and electric circuit, that can be used to deliver nicotine or any other substance and uses inhalation to simulate smoking. Electronic Delivery System includes, without limitation, any electronic cigar, cigarette, cigarillo, pipe, or hookah, or other similar product, regardless of name or descriptor.*

*(2) "Tobacco Product" means any: (A) cigar, cigarette, smokeless tobacco, roll-your-own tobacco, liquid nicotine; or (B) other substance delivered by or through an Electronic Delivery System.*

*(3) "Smoking" or "Smoke" means the burning of, carrying of, inhaling from, exhaling from, or the possession of a lighted cigarette, lighted pipe, or any other matter or substance which contains nicotine, tobacco, or other matter. Smoking also includes the use of Electronic Delivery System intended to emulate smoking, which permits a person to inhale a vapor, mist or aerosol that may or may not contain nicotine or a Tobacco Product.*

*(4) "Use" means to consume by Smoking, burning, chewing, exhaling, heating, inhaling, vaporizing, or any other forms of ingestion or inhalation.*

*(b) Except in designated smoking areas, no person shall Smoke or use any Tobacco Product or Electronic Delivery System at the facilities and airports under the jurisdiction of the San Diego County Regional Airport Authority or in violation of any federal, state, or local law.*

#### Regulation.

No person shall smoke any tobacco product in any outdoor area within twenty (20) feet of any entrance or exit to any passenger terminal building, office building, or other business facility at the Airport.

#### 2.3 LITTER AND REFUSE

*Authority Code § 7.41 (a). It shall be unlawful for any person to dump any material or throw garbage, offal, rubbish, litter, sewage, refuse or foreign material of any kind upon any lot, tract of land, street, alley, lane, court, sidewalk or place under the jurisdiction of the Authority without the written permission of the President/CEO.*

*Authority Code § 7.41 (b). It shall be unlawful for any occupant, lessee, tenant or licensee of any premises within said area to place, or allow to be placed, or allow to remain on any premises within said area such garbage, offal, rubbish, litter, sewage, refuse or foreign material of any kind without the written permission of the President/CEO.*

*Nothing in this section shall be construed to limit the operation of any duly ordained regulation of any city whose corporate limits extend into the facilities and airports under the jurisdiction of the Authority.*

**Regulations:**

- A. No person shall transport litter or refuse without covering the materials being transported.
- B. All tenants providing receptacles for litter or refuse shall provide adequate covers to ensure against any leaking, dripping, sifting or otherwise escaping of any materials.
- C. Every person depositing garbage, debris or refuse in any unauthorized location shall clean up the deposited material immediately in an effective manner.

**2.4 POLLUTION PREVENTION AND CONTROL AND DUMPING**

*Authority Code § 8.72 (a). No person shall Discharge, cause, permit or contribute to the Discharge of any of the following to the Storm Water Conveyance System or Receiving Waters (capitalized terms used in this Section are defined in Section 8.71 of this Code):*

- (1) Any liquids, solids or gases which by reason of their nature or quantity are flammable, reactive, explosive, corrosive or radioactive, or by interaction with other materials could result in fire, explosion or injury;*
- (2) Any solid or viscous materials that could cause obstruction to the flow or operation of the Storm Water Conveyance System or Receiving Waters;*
- (3) Any noxious or malodorous liquid, gas or solid in sufficient quantity, either singly or by interaction with other materials, which creates a public nuisance, hazard to life, or inhibits authorized entry of any person into the Storm Water Conveyance System or Receiving Waters;*
- (4) Any medical, infectious, toxic or hazardous material or waste; or*
- (5) Other Pollutants that injure or constitute a hazard to human, animal, plant, or fish life, or create a public nuisance.*

**2.5 ILLEGAL DISCHARGES AND ILLICIT CONNECTIONS**

*Authority Code § 8.73 (a). No person shall Discharge Non-Storm Water to the Storm Water Conveyance System, unless authorized by a separate or general NPDES Permit or if the Discharge is exempted or conditionally exempted by the Municipal Storm Water and Urban Runoff NPDES Permit, as provided or as subsequently amended or if granted as a special waiver or exemption by the Regional Board.*

## **2.6 ABANDONMENT**

*Authority Code § 7.10 (a). No person shall willfully abandon any personal property on the facilities and airports under the jurisdiction of the Authority. Any items left unattended for distribution is prohibited and shall be considered an abandoned item.*

### Regulation.

All persons shall remove their unattended personal property on the Airport when notified by an Authority representative. Should such person fail or refuse to remove the unattended personal property, after thirty (30) days such property shall be considered abandoned and disposed of without cost or liability to the Authority. If the Authority incurs expenses to have said item disposed of, the person shall reimburse the Authority.

## **2.7 DAMAGE OR ADDITIONS TO AIRPORT PROPERTY**

*Authority Code § 7.04. No person shall destroy, injure, deface or disturb in any way, any building, sign, equipment, marker or other structure, trees, flowers, lawn or any other properties on the facilities and airports under the jurisdiction of the Authority, including, without limitation, the Airport; nor alter, make additions to, erect any building or sign, or make any excavations at such facilities and airports without the Authority's prior written authorization.*

### Regulation.

Every person damaging Airport property shall repair such damage at their sole cost and expense, or, if the damage is repaired by the Authority, shall reimburse the Authority for incurred costs.

## **2.8 SIGNAGE**

### Regulation.

No person shall post or distribute any sign, advertisement or circular upon Airport property without the prior written permission of the President/CEO or responsible Authority Department.

## **2.9 OBSTRUCTIONS AND ROADWAY USE**

*Authority Code § 7.12 (a). No person shall travel on any portion of the facilities and airports under the jurisdiction of the Authority except upon the designated roads, sidewalks or other places provided for the particular class of traffic, nor occupy those roads and walks in such a manner that would hinder or obstruct their proper use.*

*(1) No person shall operate any wheeled vehicle in or on any portion of the facilities principally designed for the movement of pedestrian traffic. Such areas include but are not limited to sidewalks, walkways, and the interior of any building.*

*(2) For the purpose of subsection (a) (1) above; a wheeled vehicle includes but is not limited to; unicycles, bicycles, tricycles, skateboards, roller skates, roller blades, wheeled footwear, and wheeled motor vehicles.*

*(3) Subsection (a) (1) shall not apply to designated Authority representatives, law enforcement officers acting in the performance of their official duties, tenant employees acting in accordance with their respective lease provisions, or any passenger or member of the public needing a wheeled vehicle for mobility or medical reasons (e.g. stroller, wheelchair, or gurney).*

*Authority Code § 7.12 (b). No person shall obstruct access to the use of any building, grounds, roads, walkway, sidewalk or other facility located upon any facility and airports under the jurisdiction of the Authority.*

*Authority Code § 7.12 (c). No person shall erect any table, chair, easel, mechanical device or structure, or place any object that would obstruct access or egress within or outside any terminal building, facility or airports under the jurisdiction of the Authority without the prior written authorization from the President/CEO or his or her designee.*

Regulations.

- A. No person shall operate any wheeled vehicle in or on any portion of the facilities principally designed for the movement of pedestrian traffic except designated Authority representatives, law enforcement officers acting in the performance of official duties, tenant employees acting in accordance with their respective lease provisions, or any passenger or member of the public needing such device for mobility or medical reasons (i.e. stroller, wheelchair, or gurney). Such areas include but are not limited to; sidewalks, walkways and the interior of any building.
- B. A wheeled vehicle includes but is not limited to; unicycles, bicycles, tricycles, skateboards, roller skates, roller blades, wheeled footwear, and wheeled motor vehicles.

**2.10 USE OF BAGGAGE CARTS**

*Authority Code § 7.11 (a). Use of baggage carts is restricted to persons who have rented the units for transporting their baggage, packages or similar items. No person shall use baggage carts without paying the appropriate fee through the rental device. No person shall tamper with the rental device.*

*Authority Code § 7.11 (b). Baggage carts are not allowed on escalators.*

*Authority Code § 7.11 (c). Baggage carts may not be removed from the facilities and airports under the jurisdiction of the Authority.*

*Authority Code § 7.11 (d). Employees, tenants and contractors of the Authority are not allowed to keep nor stow baggage carts.*

*Authority Code § 7.11 (e). No unauthorized persons shall dispense or sell baggage carts. It shall be prohibited for any person to come to the facilities and airports under the jurisdiction of the Authority for the express purpose of returning or otherwise using such carts for financial benefits.*

Regulation.

Baggage cart concessionaires shall promptly collect baggage carts and return them to the cart dispensers.

## **2.11 ANIMALS**

*Authority Code § 8.20 (a). No person shall bring or allow an animal on the facilities and airports under the jurisdiction of the Authority, except as follows:*

*(1) Service animals;*

*(2) Animals properly crated for shipment by air; and*

*(3) Domestic animals if restrained by a leash or confined in such a manner as to be under the positive control of the owner or handler; provided, however, that such domestic animals shall not be allowed in airport terminal buildings or passenger loading areas.*

*Authority Code § 8.20 (b). No person shall enter any terminal or the air operating area of any facility or airport under the jurisdiction of the Authority with a dog or other animal except a guide dog permitted under federal, state or local laws, or one properly confined in a suitable container for shipment.*

*Authority Code § 8.20 (c). No person shall permit any animal to urinate or defecate upon the sidewalks or upon the floor of any facilities or airports under the jurisdiction of the Authority.*

*Authority Code § 8.20 (d). No person shall feed or perform any other act to encourage the congregation of birds or other animals on any facility or airport under the jurisdiction of the Authority.*

*Authority Code § 8.20 (e). No person shall hunt, pursue, trap, catch, injure or kill any animal on any facility or airport under the jurisdiction of the Authority other than in the conduct of their official duties.*

## **2.12 LOST AND FOUND PROPERTY**

*Authority Code § 7.13 (a). Any person finding a lost article in the common areas of the facilities and airports under the jurisdiction of the Authority shall surrender such property to the Authority.*

### Regulation.

Any person finding any lost article in the common areas of the Airport shall surrender such property to the Airport Lost and Found.

Articles found by tenants in their exclusive leasehold areas may be held in their lost and found areas.

For Lost and Found Office assistance call:

Phone: 619-400-2140

Fax: 619-400-2141

The office is open from 7:00 AM until 11:00 PM, and can also be reached online at [www.san.org](http://www.san.org).

### **2.13 REQUESTS FOR LAW ENFORCEMENT ASSISTANCE**

The Harbor Police Communications Center should be notified of any medical incident requiring assistance by calling (619) 686-8000. Such incidents include calls originally directed toward 911.

Requests for any type of law enforcement assistance (Harbor Police, Customs & Border Patrol, narcotics task force, etc.) should be made directly to the Harbor Police Communications Center. Although dialing 911 is acceptable, by dialing the Harbor Police Department directly persons requesting assistance can be assured of the quickest response by police officers and paramedics. The request should include the nature of the problem and type of assistance desired.

### **2.14 WEAPONS**

*Authority Code § 7.02 (a). No person, except a peace officer or a member of the Armed Forces on official duty, shall carry any weapon, explosive, or inflammable material on or about his or her person, openly or concealed, on the facilities and airports under the jurisdiction of the Authority, without the permission of the President/CEO.*

*Authority Code § 7.02 (b). No person may furnish, give, sell or trade a weapon on Authority property.*

*Authority Code § 7.02 (c). For the purposes of this section, the term "weapon" includes, but is not limited to, firearms, explosive devices, dirks, bowie knives, blackjacks, switch blade knives, slingshots, metal knuckles or similar devices or instruments.*

*Authority Code § 7.02 (d). This section shall not apply to persons transporting for lawful purposes any weapons which are carried in said person's luggage in accordance with the Authority's codes, policies, rules and regulations and applicable federal, state and local laws.*

#### Regulations:

A. No person shall carry any weapon or explosive on the Airport except Harbor Police officers, authorized law enforcement officers, authorized active duty members of the U. S. military on official duty, or others designated by the President/CEO.

Additional restrictions may apply for entry into sterile concourses or onto the AOA.

B. All persons, except those described in A, above, shall surrender weapons, explosives and other prohibited objects in their possession to any Harbor Police officer currently on duty or other authorized Authority representative.

## **2.15 TRESPASSING**

*Authority Code § 7.05 (a). It shall be unlawful for any person, to remain within a passenger terminal at the Airport between the hours of 11:00 p.m. and 6:00 a.m. of the following day after having been requested to leave the terminal by a representative of the Authority or by a duly appointed law enforcement officer. This section does not apply to:*

- (1) Any person holding a valid airline ticket for travel within 24 hours;*
- (2) Any person in the terminal meeting a specific and identifiable arriving passenger or accompanying a departing ticketed passenger;*
- (3) Any Airport employee;*
- (4) Any employee of a government entity or an approved business located or doing business within the Airport terminal; and*
- (5) Any person whose presence in the terminal is substantially and directly related to the air transportation of passengers or property.*

*Authority Code § 7.05 (b). It shall be unlawful for any person, whose actions at the Airport constitute a proximate and cognizable threat to the safety of personnel or to Airport security, to remain on Airport property after having been requested to leave the property by a duly appointed law enforcement officer.*

*Authority Code § 7.05 (c). It shall be unlawful for any person to remove any food item, including a beverage, from an unattended table within a food-serving concession area at the Airport and thereafter consume said item where the person neither originally purchased the food item nor received permission from the purchaser of the food item to consume the food item. For the purpose of this section, "food-serving concession area" means any area adjacent to a food-serving business or concession within which are located dining tables for the convenience of the customers of the food-serving business or concession.*

### Regulations:

- A. All persons who refuse to comply with these Rules and Regulations after being requested to do so by Authority personnel may be considered a trespasser and be subject to applicable laws.
- B. No person shall make use of or loiter on or near any shop, building, equipment or facility of any tenant, permittee or licensee of the Airport without the specific permission of the tenant, permittee or licensee. Violators may be deemed trespassers.

## **2.16 RESTRICTED AREAS**

### Regulation.

No person shall enter or attempt to enter any sterile, restricted, or limited access area of the Airport; any security identification display area (SIDA); or any other restricted area of the Airport or terminal facilities that is identified as being closed to the public, except persons in compliance with one or more of the following provisions:

1. Persons who enter in accordance with a security clearance pursuant to the Authority Airport Security Program (ASP) and authorized by the Transportation Security Administration (TSA);
2. Persons assigned duties in the AOA or other restricted areas and bearing a proper Airport security identification badge;
3. Employees or authorized representatives of the Authority or other federal, state or local governmental agencies having proper business on the AOA or restricted areas and bearing a proper Airport security identification badge, or under direct escort of an authorized Authority representative or Airport tenant who is validly badged in accordance with the ASP; or
4. Passengers under appropriate supervision of an air carrier or authorized Authority personnel, entering upon the aircraft apron for the purpose of enplaning or deplaning an aircraft.

Cross-reference: See Authority Code § 7.01 (b) – Personal Conduct.

## **2.17 BADGES**

### **A. Display of SAN Identification (ID) Badge**

#### Regulation.

1. All persons wearing a SAN Identification (ID) badge must wear the ID badge at or above the waistline on the outermost garment and display the ID badge such that the front of the ID badge is visible to approaching persons.

### **B. Visitor Badges**

#### Regulations:

1. All tenants shall ensure that each of their visitors is issued and wears a SAN visitor's badge, and that an appropriate log is maintained of issued visitor's badges.
2. All tenants shall ensure that their visitors relinquish issued visitor's badges before leaving the Airport.
3. All tenants shall ensure that any visitors who require access to restricted areas are escorted at all times by an authorized person who possesses a valid ID badge indicating "escort authority" in accordance with these regulations. All persons

conducting such an escort shall accompany the escorted person at a distance no greater than 25 feet and control the activities of the visitor at all times. No authorized escort shall escort more than five visitors at a time.

Visitor's badges are valid for a maximum period of 24 hours.

**C. Issuance of SAN Identification (ID) Badge**

The Authority does not issue ID badges to any person under eighteen (18) years of age at the time of application.

**D. Unauthorized Uses of Badges**

Regulations:

1. No person shall wear an ID badge issued to a different person.
2. No person shall use any badge outside of the areas described by the restrictions listed upon the badge.
3. No person shall use any form of Airport-issued identification or access media for the purpose of bypassing the passenger screening process and boarding or attempting to board an aircraft.

**E. Badge Inspection**

Regulations:

1. All persons wearing an ID badge shall submit the badge for inspection by any other person wearing such a badge when so requested.
2. All persons discovering that a badge holder has used a badge in any area in violation of the restrictions listed on that badge shall immediately report the violation to the Harbor Police Department or the Aviation Security and Public Safety Department.

**F. Invalidation of Badge**

Regulation.

1. No person shall mutilate or alter any Authority-issued badge, identification card or access media.

Mutilation or alteration of a SAN identification (ID) badge shall render it invalid.

Mutilation or alteration of any Airport-issued identification/access media may be punishable as a criminal offense pursuant to California Penal Code § 594.

**G. Lost or Stolen Badge**

Regulation.

1. All persons who lose or determine that their badge has been stolen or lost shall immediately notify the Harbor Police Department and the Access Control Office.

The Access Control Office can be reached at (619) 400-2765.

#### **H. Revocation or Surrendering a SAN Identification (ID) Badge**

##### Regulations:

1. All tenants shall ensure that the badge of any agent, employee or other person acting on the tenant's behalf who is terminated, transferred or resigns employment at the Airport is immediately returned to the Access Control Office.
2. All persons failing to comply with the provisions outlined herein and of the Airport Security Program (ASP) may have their ID badge revoked.

### **2.18 SECURITY EQUIPMENT AND DIRECTIVES**

*Authority Code § 7.01 (b).*

*(5) No person shall willfully tamper, alter, move or otherwise affect any security device, CCTV camera, PIN pad coding box, electromagnetic locking device or other such device, or perimeter fence, gate, or gate tracking device.*

*(6) No person shall willfully activate any security or emergency notification device or cause a security or emergency alarm, when no threat to security or emergency condition exists.*

*Authority Code § 7.07 (a). No person shall tamper, alter, move or otherwise affect any security device, sign, CCTV camera, PIN pad coding box, electromagnetic locking device or other such implement, or perimeter fence gate or gate tracking device located on the facilities or airports under the jurisdiction of the Authority. No person may place any object within five feet of the perimeter fence of any facilities or airports under the jurisdiction of the Authority or at any distance that would obscure that portion of such fence.*

*Authority Code § 7.07 (b). No person shall activate any security device or cause a security alarm, when no threat to security or emergency condition exists.*

*Authority Code § 7.07 (c). Any person inadvertently activating a security alarm or other device shall remain at the location of the activation until an authorized officer of the Authority or other security representatives arrive, determine the cause of the activation and verify the individual's authority to access that portion of such facilities or airports.*

##### Regulations:

- A. No person shall in any way attempt to bypass or test any security screening procedures for the purposes of exposing inadequacies of such systems, unless authorized by law to do so. For this part, authorized personnel shall include Harbor Police, Airport security representatives, authorized airline employees, and agents of

the Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) authorized to perform such tests.

- B. No unauthorized person shall breach or violate any TSA Security Directive applicable to the Airport.

## **2.19 VENDING MACHINES**

### Regulation.

No tenant shall install any vending machine for the sale of goods in the Airport without the Authority's permission.

## **2.20 STORAGE OF EQUIPMENT, FIXTURES AND CARGO**

### Regulation.

No person shall use any area of the Airport outside of that person's leased premises for the storage of equipment, fixtures, cargo or other property without prior written permission from the Authority. Any person using such areas for storage without first obtaining Authority permission shall have sole liability for any damage arising from or out of removal or storage of those goods, including the payment of rent for the use of the premises.

## **2.21 SOLICITATION AND EXPRESSIVE ACTIVITIES**

### Regulation.

No person shall solicit funds for any purpose at the Airport without the prior permission of the Authority. Any person engaging in solicitation or expressive activities shall conform to the guidelines that the Authority's Board or President/CEO may from time to time adopt prescribing the location and manner in which such activities may be conducted.

For more information, contact the Terminals & Tenants Department at (619) 400-2694.

Cross-reference: See Authority Code § 8.40 – Expressive Activities.

## **2.22 COMMERCIAL PHOTOGRAPHY, FILMING AND RECORDING**

*Authority Code § 7.14 (a). No person shall take a still, motion or sound motion picture, photograph or video on the Airport for commercial purposes without prior written permission of the President/CEO. This prohibition does not apply to an official representative of an accredited news organization photographing, filming or video recording an event on the Airport.*

*Authority Code § 7.14 (b). No person shall take a still, motion or sound picture, photograph or video on the Airport in a manner which is intended to or does:*

- (1) Interfere with the safe operation of the Airport;

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(2) Obstruct or impede any screening or inspection process of passengers, luggage or cargo; or

(3) Disrupt the operation or activities of the Airport, or of any tenant, licensee or permittee of the Authority.

Regulation.

No person shall take a still, motion or sound motion picture, photograph or video on the Airport for commercial purposes without the permission of the President/CEO.

Subject to Authority Code §7.14(b), an official representative of an accredited news organization is authorized to take a still, motion or sound motion picture, photograph or video of events on the Airport; however, advance notification to the Department of Terminals & Tenants is strongly advised.

For more information or to contact the Department of Terminals & Tenants call (619) 400-2694.

**2.23 MEET AND GREET AREAS**

The Meet and Greet Areas are designed to establish a reserved area for the prearranged meeting and greeting of SDIA passengers, to arrange for their arrival and departure, and to provide them with further instructions and information before proceeding to their next destination. A Meet and Greet Activities Permit is not required for any person or persons wishing to meet travelers at the SDIA, but is offered as an option for groups or individuals wishing to reserve a specific location for the purpose described above. The Meet and Greet Areas are not designated by SDCRAA as public forum for First Amendment/Free Speech purposes. First Amendment/Free Speech area are designated elsewhere within the SDIA and are governed under SDCRAA's Expressive Activities Permit.

To obtain an application form, permit and for more information, please contact Terminals & Tenants Department at (619) 400-2694.

## SECTION 3

### 3.0 AIRFIELD OPERATIONS

#### 3.1 SCOPE AND APPLICABILITY

This section prescribes required procedures for aeronautical operations, vehicle operations and fueling operations on the air operations area (AOA).

#### 3.2 AERONAUTICAL OPERATIONS ON THE AIR OPERATIONS AREA (AOA)

##### 3.2.1 GENERAL RULES

###### A. Compliance

*Authority Code § 8.10 (a). Federal aviation regulations pertaining to aircraft operations shall be observed at all times.*

*Authority Code § 8.10 (k). The President/CEO shall have the authority to detain any aircraft for nonpayment of any charges due the Authority, or for the violation of any codes, rules or regulations of the Authority contained herein.*

###### Regulation.

1. Every person conducting aeronautical activities at the Airport shall conform to the regulations of the Federal Aviation Administration (FAA), Transportation Security Administration (TSA) or any successor agency, the directives of the Authority, and these Rules and Regulations.

###### B. Negligent Aircraft Operations

*Authority Code § 8.10 (g). No person may run an engine of, or taxi, an aircraft on the airports under the jurisdiction of the Authority in a manner that endangers any person or property or so as to compromise or diminish the safety of operations on such airports.*

###### Regulations:

1. No person shall operate an aircraft at the Airport in a careless or negligent manner, in disregard to the rights and safety of others, without due caution and circumspection, or at a speed or in a manner which endangers, or is likely to endanger, persons or property.
2. No person shall operate an aircraft constructed, equipped or loaded in such a manner as to endanger, or to be likely to endanger, persons or property.

3. All persons using any part of the Airport shall be liable for any property damage, personal injury or death caused by their carelessness or negligence on or over the Airport.
4. Any aircraft operated so as to cause property damage; personal injury or death on or at Airport may be retained in the custody of the Authority. The Authority shall have a lien placed on the aircraft until all charges for damages are paid.

**C. Damage to Authority Property**

*Authority Code § 8.10 (i). Airport property that is damaged or destroyed by an accident or otherwise shall be paid for by parties responsible therefore.*

Regulations:

1. Any person who damages Airport property including but not limited to, light fixtures, buildings or other assets, shall be responsible to the Authority for such damages, and the amount thereof shall be paid within 30 days or such reasonable time as is approved by the President/CEO, or his or her designated representative.
2. Any person damaging any Airport property as a result of operating an aircraft or other motorized equipment shall report such damage immediately to the Airside Operations Department. Failure to do so shall constitute grounds for the Authority to prohibit further use of any Airport facility including the runway and taxiways in addition to other remedies available under other applicable law.

The Airside Operations Department can be reached at (619) 400-2710.

**D. Commercial Aircraft Operations**

Regulation.

1. All persons conducting business on the Airport shall have the appropriate written agreement, license or permit with the Authority and shall be responsible to pay all applicable use fees, charges, permit fees and/or landing fees. Failure to do so may cause a lien to be placed against the aircraft as provided by applicable law.

**E. Radio Communications**

Regulation.

1. All persons landing or taking off at the Airport shall ensure that their aircraft has a properly functioning two-way radio capable of communicating with the Airport's Federal Aviation Administration (FAA) Air Traffic Control Tower (ATCT).

**F. Air Operations Area (AOA) Smoking**

*Authority Code § 8.11 (k). Smoking of any Tobacco Product or Electronic Delivery System is prohibited throughout any airport operating area under the jurisdiction of the Authority. The terms "Smoking," "Tobacco Product," and "Electronic Delivery System" shall have the meaning set forth in Authority Code § 7.03.*

**G. Unauthorized Use of Aircraft**

Regulation.

1. No person shall interfere or tamper with any aircraft, put in motion the engine of such aircraft, or use any aircraft, aircraft parts, instruments or tools without the permission of the owner or by specific direction of the President/CEO, or his or her designated representative.

**H. Use of Commercial Space on the Air Operations Area (AOA)**

Regulations:

1. No person shall use or occupy any Airport air operations area for any commercial purpose except a purpose pertaining to the servicing of one or more tenants, concessionaires, or airlines; activities associated with an airline or governmental agency; or an authorized purpose connected with maintenance and operation of the Airport.
2. Every person so authorized shall carry and/or display personal identification of the type and in the manner specified by the Authority's Aviation Security and Public Safety Department.

**I. Storm Water Compliance**

The Airport Authority Board has adopted Authority Code Sections 8.70 to 8.79, known as the "San Diego County Regional Airport Authority Storm Water Management and Discharge Control" ("Storm Water Code"). The Storm Water Code sets forth uniform requirements and prohibitions for dischargers and places of discharge to the storm water conveyance system and receiving waters necessary to adequately enforce and administer all laws and lawful standards and orders or special orders that provide for the protection, enhancement and restoration of water quality. The Storm Water Code applies to all persons and places located on property within the Authority's jurisdiction that discharge storm water or non-storm water into any storm water conveyance system or receiving water. Any person violating any of the provisions or failing to comply with the mandatory requirements of the Storm Water Code is subject to enforcement action. The President/CEO shall administer, implement and enforce the provisions of the Storm Water Code.

There are a wide variety of airport-, airline-, aircraft-, and ground support-related activities conducted at the Airport that are subject to the requirements of one or

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both of the following National Pollutant Discharge Elimination System (NPDES) storm water permits:

- State Water Resources Control Board Water Quality Order No. 97-03-DWQ, National Pollutant Discharge Elimination System (NPDES) General Permit No. CAS000001, Waste Discharge Requirements for Discharges of Storm Water Associated with Industrial Activities Excluding Construction Activities, as amended, modified, revised, or re-issued (the “General Industrial Permit”); and
- California Regional Water Quality Control Board, San Diego Region, Order No. R9- 2007-0001, National Pollutant Discharge Elimination System (NPDES) No. CAS0108758, Waste Discharge Requirements for Discharges of Urban Runoff from the Municipal Separate Storm Sewer Systems (MS4s) Draining the Watersheds of the County of San Diego (County), the incorporated cities of San Diego County, the San Diego Unified Port District, and the San Diego County Regional Airport Authority, as amended, modified, revised, or re-issued (the “Municipal Permit”).

The Authority has prepared a Storm Water Management Plan (SWMP) that outlines a comprehensive program to reduce and eliminate pollutants from entering the storm water conveyance system and receiving waters. The Storm Water Management Plan (SWMP) describes potential pollutant sources at the Airport and the management programs in place to reduce or eliminate them.

### Regulations:

1. All persons at the Airport shall comply with the current National Pollutant Discharge Elimination System (NPDES) Permit No. CAS000001 (“General Industrial Permit”) and NPDES No. CAS0108758 (“Municipal Permit”) regarding stormwater discharges and shall respond to all Authority requests for pertinent information regarding facilities, operations, and activities.
2. Each Airport tenant, service provider and other commercial user shall be fully aware of federal, state and local storm water pollution prevention laws and regulations, the Storm Water Code, the National Pollutant Discharge Elimination System (NPDES) permits applicable to the Airport, the Storm Water Management Plan (SWMP) and the requirement to comply with each. Airport tenants, service providers and other commercial users are also responsible for ensuring that their contractors or sub-contractors comply with these requirements.
3. Any spillage or release of gasoline, jet fuel, oil, grease, lavatory chemicals, lavatory waste, waste water of any kind, or any other material or pollutant which may degrade the environment or may be unsightly or detrimental to the pavement in any area of the Airport shall be removed immediately by the party or operator responsible, using suitable procedures in a manner acceptable to the

President/CEO, or his or her designated representative. The failure of the responsible party to act promptly to immediately remedy the spill or release may result in a determination by the President/CEO or his or her designated representative to expend Authority resources to protect public health and safety, property and the environment and to seek reimbursement for such expenditures from the party responsible.

Cross-references: See Rules and Regulations Sections 3.4.7 Fuel Spills, and 3.4.8 Lavatory Chemical and/or Lavatory Waste Spills.

**J. Construction Activity on the Air Operations Area (AOA)**

Regulation.

1. No person shall engage in construction activity on the AOA until and unless all provisions of the Airport's Operational Safety and Security Requirements are met.

The Airport's Operational Safety and Security Requirements are available by contacting the Airside Operations Department at (619) 400-2710.

**K. Special Events on the Air Operations Area (AOA)**

Regulations:

1. No person shall conduct any special or non-standard event on the AOA, including, but not limited to a cookouts or barbecue, without written authorization from the Airside Operations Department prior to each occurrence.
2. Every request to conduct a special or non-standard event shall be submitted to the Authority and include the date, time, place, nature, hosting organization, number of participants and other operational information as requested by the Authority.
3. Every special or non-standard event shall be conducted in compliance with the security measures established by the Authority and the TSA.

The Airside Operations Department can be reached at (619) 400-2710.

**L. Minimizing Bird-Strike Potential**

Regulation.

1. All persons conducting any activity on the AOA shall ensure that:
  - a. There is no bird-feeding activity;
  - b. Unsecured trash bags containing foodstuffs are not to be left on the ramp or AOA;

- c. Food containers, whether full, empty or nearly empty, are not discarded on the ramp, in baggage carts, on flatbed vehicles or on other uncovered vehicles; and
- d. The lids of all dumpsters and trash containers are closed when not actually being loaded or unloaded.

### **3.2.2 AIR TRAFFIC RULES**

#### **A. Flight Tests and Practice Operations**

*Authority Code § 8.10 (c). Practice instrument approaches and touch and go landings are prohibited at the SDIA.*

Regulations:

1. Prior to conducting any aircraft flight test or maneuver within the Airport traffic area, the aircraft operator shall make all necessary arrangements and receive all clearances in advance from the Federal Aviation Administration (FAA) and the Authority's Airside Operations Duty Manager on duty.
2. No person in an aircraft shall conduct any type of practice low approach at the Airport.

#### **B. Aircraft Operations**

Regulations:

1. All persons conducting aircraft surface operations shall do so only upon hard-surfaced runways, taxiways, taxi lanes and aprons.
2. No person shall use any taxiway for the takeoff or landing of an aircraft.
3. No person shall pass over any Airport building, structure or any adjacent motor vehicle parking area or bridge during an aircraft landing or takeoff unless landing at Naval Air Station (NAS) North Island, or otherwise instructed by the Air Traffic Control Tower (ATCT).
4. No person shall conduct any formation flight, takeoff or landing.
5. No person shall conduct any acrobatic maneuver.
6. No person shall land or launch any motorless aircraft, hot air balloon, ultra-light aircraft, hang glider, or other device not licensed or certified by the FAA without prior authorization of the President/CEO.
7. The operator of any United States Department of Defense (DOD) aircraft intending a flight operation into the Airport shall notify the Airside Operations Department prior to the operation. This notification procedure applies to

operations conducted with any United States DOD aircraft having a military registration or call sign with the exception of United States Coast Guard flights to and from the United States Coast Guard facility on North Harbor Drive.

### **C. Parachute Operations**

#### Regulation.

1. No person shall parachute over or into the Airport or within the Airport Traffic Area without prior written permission from the FAA ATCT and the President/CEO.

### **3.2.3 AIRPORT USE REGULATIONS**

All operators of aircraft must comply with Authority Code § 9.40 - Airport Use Regulations.

### **3.2.4 AIRCRAFT ACCESS AUTHORIZATION**

#### Regulation.

- A. No person shall enter any aircraft without the consent of the owner or person in charge thereof.

### **3.2.5 GROUND OPERATIONS**

*Authority Code § 8.10 (I). No person shall park or stand an aircraft or load or unload aircraft passengers on a public landing area, public ramp and apron area, public passenger ramp and apron area, public cargo ramp and apron area, public aircraft parking and storage area or operational area at the airports under the jurisdiction of the Authority except at such places as may be permitted by the President/CEO.*

#### **A. Ramp Operations**

##### Regulations:

1. Every person operating an aircraft shall ensure that the aircraft is operated so as not to blast, injure or damage any person, property, equipment, building, or other aircraft.

Cross-reference: See Regulations; Section 6.2.B Fire Extinguishers.

2. Every tenant shall police and keep their ramp areas clean and free of all debris.
  - a. All tenants shall provide clearly marked FOD containers for collecting material that is picked up from the aprons. Containers shall be present in sufficient quantities to facilitate disposal of picked up materials. Containers shall have a cover and be small enough to be easily emptied, but heavy enough to resist spillage.

- b. All tenants shall empty their FOD containers at least daily or more frequently, if necessary.
  - c. All tenants shall ensure that outside trash containers (e.g., cans, dumpsters and compactors) are covered, checked frequently, and emptied as necessary to prevent spillover of trash.
3. No person shall leave any ground service equipment (GSE), including but not limited to, chocks and airstairs, on the east, west or north remain overnight (RON) ramps when such ramps are not being used for RON aircraft.
  4. All tenants shall ensure that lavatory service equipment is well-maintained and compatible with the waste receptacles provided by the Authority. No tenant shall dump lavatory waste directly into the sewerage system except at the alternate dump site when the triturator is out of service or when directed by the Airside Operations Department. All tenants shall report any spillage of lavatory waste to the Airside Operations Department and shall immediately clean up such spillage.

The Airside Operations Department can be reached at (619) 400-2710.

Cross-reference: See Rules and Regulations Section 3.4.8 Lavatory Chemical and/or Lavatory Waste Spills

5. No person shall erect or position any light on a terminal, ramp or apron area so as to interfere with an aircraft operator's ability to see while operating an aircraft.
6. Every person scrubbing an aircraft ramp or apron shall use an approved vacuum-type scrubber. The waste water picked up from any ramp shall be disposed of in a triturator or approved designated opening to the sanitary sewer system.

#### **B. Push Back/Tow Out Procedures**

##### Regulations:

1. Every person conducting an aircraft movement on a terminal ramp shall coordinate such operation with the ATCT for Gates 1-18, 20, 21, 22, 24, 26, 28, 30, 32 and the RCF for Gates 23, 25, 27, 29, 31, and 33-51.
2. Every person operating an aircraft shall exercise extreme caution when maneuvering the aircraft in any terminal ramp area.
3. Prior to the pushback or tow out of an aircraft, the person operating the aircraft shall contact the ATCT ground controller for traffic advisories for Gates 1-18, 20, 21, 22, 24, 26, 28, 30, 32 and the RCF for Gates 23, 25, 27, 29, 31 and 33-51.

4. Any person pushing an aircraft back from or towing an aircraft out a terminal gate from a parking ramp shall give way to other aircraft already being taxied, towed or pushed back on the ramp.
5. No person operating an aircraft shall delay taxiing from a ramp for a period of time that would cause undue delay to subsequent taxiing aircraft.
6. No person operating an aircraft shall conduct power back or power out procedures from the terminal gate areas except at the Commuter Terminal. No person shall taxi into or out of positions N1, N2, N9 or N10 on the North Ramp without the express permission of the Airside Operations Duty Manager.

### **C. Starting and Running Engines**

#### **1. Starting Engines**

##### Regulations:

- a. No person shall operate any aircraft engine within a hangar, within fifty (50) feet of a hangar, or so close to the hangar that it creates a hazard to persons or property.
- b. No person shall operate any aircraft engine until ground personnel grant clearance and all standard safety procedures have been met.
- c. No person shall start or run any aircraft engine unless a licensed pilot or licensed mechanic is in the aircraft attending the engine controls.
- d. No person shall start any aircraft engine unless there are fire extinguishers provided nearby in accordance with National Fire Protection Association (NFPA) Code 407.

Cross-reference: See Regulations; Section 6.2.B Fire Extinguishers.

- e. All persons conducting engine cross bleed starts shall:
  - (1) advise the ATCT ground control of the request to push back all the way onto Taxiway Bravo and intent to conduct an engine cross bleed start;
  - (2) after receipt of clearance from the ATCT to push back to Taxiway Bravo, push the aircraft back until it is lined up over the taxiway centerline; and
  - (3) not start the cross bleed until the aircraft is positioned as described in (2) above and until the ground crew confirms that the procedure can be initiated without adverse impact to other aircraft, vehicles or personnel and without creating any other unsafe conditions.

## **2. Engine Run-ups**

*Authority Code § 8.10 (b). No person shall perform any engine run up at a power setting above idle power between 11:30 p.m. and 6:30 a.m. (2330 - 0630 hours) (local time) at the San Diego International Airport (the "SDIA").*

### Regulations:

- a. No person conducting any propeller engine run-up at the Commuter Terminal shall exceed normal breakaway power.
- b. No person conducting any jet engine run-up shall exceed idle power except on Taxiway C, facing west, between C4 and C6.

## **D. Aircraft Taxiing**

*Authority Code § 8.10 (j). No aircraft shall be taxied into or out of any hangar.*

### Regulations:

1. No person shall taxi any aircraft on the Airport when there is any danger of collision with any person or object.
2. All persons taxiing aircraft shall taxi at a safe speed and in a reasonable manner. Pilots shall use minimum power while taxiing on the ramps and taxi lanes adjacent to any terminal building.
3. No person shall taxi any aircraft onto any portion of the Airport without first establishing radio communication with and coordinating the operation through the ATCT or the RCF. This requirement includes taxiing on both the controlled movement areas and the uncontrolled non-movement areas.
4. No person shall operate an aircraft on the Airport unless the aircraft is equipped with wheel brakes in proper working order.
5. No person taxiing shall taxi an aircraft between the main terminal gates and any aircraft parked or being repositioned on the terminal apron.
6. Every person taxiing an aircraft will taxi expeditiously after landing and clear the runway as promptly as possible, consistent with safety.
7. No person shall taxi an aircraft into or out of any hangar.
8. All persons taxiing aircraft on the Airport shall proceed with navigation lights illuminated during the hours between sunset and sunrise.
9. All persons taxiing aircraft on the Airport shall yield to other aircraft taxiing on the right, unless otherwise instructed by the ATCT or the RCF.

**E. Aircraft Towing**

Regulations:

1. No person shall engage in the towing of any aircraft unless and until that person has received movement area training as required by the Authority.
2. No person shall tow any aircraft onto a movement area without prior clearance from the ATCT and the RCF.
3. No person responsible for the operation of aircraft towing equipment shall operate or permit the operation of the equipment unless it is equipped with an operable radio transceiver capable of two-way communications with the ATCT on the ground-control frequency and the RCF on ramp frequency and operated by a person trained in aeronautical radio communications technique, terminology, phraseology and procedures.
4. Every person towing an aircraft shall comply at all times with all ATCT and RCF instructions.
5. No person shall operate an aircraft towing vehicle (e.g., tug or tractor) unless it is equipped with functioning and operable lights and brakes per the manufacturer's specifications.
6. Every person operating a towing vehicle at night shall operate the equipment with the lights on and ensure that any towed aircraft is either lighted (i.e., all aircraft position lights are on) or illuminated (i.e., external lights are shining onto the aircraft to make its fuselage, wingtips and tail visible).
7. No person towing an aircraft shall stop en route unless specifically directed otherwise by the ATCT, RCF or an Airside Operations Duty Manager.
8. Unless directed otherwise by the ATCT or RCF, every person operating an aircraft tow vehicle shall use the following towing procedures:
  - a. Contact "Lindbergh Ground" on the ground frequency (123.90 MHz) for Gates 1-18, 20, 21, 22, 24, 26, 28, 30 and 32.
    - (1) Identify yourself with your radio call sign.
    - (2) Indicate your present location, your intention and your destination.
  - b. Contact "Lindbergh Ramp Control" on the ramp control frequency (129.775 MHz) for Gates 23, 25, 27, 29, 30, and 33-51.
    - (1) Identify yourself with your radio call sign.

- (2) Indicate your present location, your intention and your destination.
- c. Do not proceed until positive clearance is received from ATCT or the RCF. Strictly comply with ATCT and RCF instructions.
- d. Upon receiving clearance from the ATCT and RCF, tow the aircraft from its departure location directly onto the nearest taxiway, using caution not to collide with any structures such as taxiway edge lights, signs, markers, or other fixed or moving objects (e.g., vehicle, aircraft, ground service equipment, etc.).
- e. Contact the ATCT and RCF upon clearing the movement area after entering the intended aircraft parking area.

#### **F. Aircraft Parking**

*Authority Code 8.10 § (d). No aircraft shall be parked, stored or repaired on airports under the jurisdiction of the San Diego County Regional Airport Authority (the "Authority") except in the areas designated for such use.*

*Authority Code 8.10 § (e). At the direction of the President/CEO of the Authority or his or her designee (the "President/CEO"), the operator, owner or pilot of any aircraft on the airports under the jurisdiction of the Authority shall move the aircraft from the place where it is parked or stored to any other place designated on the airports under the jurisdiction of the Authority. In event of the failure or refusal to comply with such directions, the Authority may cause the aircraft to be moved to such place at the operator's expense and without liability for damage that may result from such moving.*

#### Regulations:

1. No person shall park any aircraft on the Airport except in areas, and in the manner, designated by the President/CEO.
2. No person shall position unscheduled or non-air carrier aircraft on a main terminal ramp or any overnight parking ramp without prior direction from the President/CEO or his or her designee in coordination with the LAMC RON Committee.
3. No person operating or responsible for the operation of a general aviation aircraft shall park or enplane/deplane passengers or cargo on any terminal apron or designated commercial cargo area.
4. The operator of any aircraft at the Airport shall move the aircraft from the place where it is parked or stored to any other place designated on the Airport at the direction of the President/CEO. In an event of the failure or refusal to comply

with such direction, the President/CEO may cause the aircraft to be moved to such place at the operator's expense.

5. The operator of any aircraft using the North Ramp shall comply with the following procedures:
  - a. Positions N1 to N11, are administered by the RON Committee.
  - b. Aircraft may not taxi into or out of positions N1, N2, N9 or N10. On being towed off the ramp, aircraft at these positions may not use any engine power setting higher than "idle" until the aircraft is positioned parallel to and on the centerline of Taxiway C.
  - c. Aircraft may taxi into or out of positions N3, N4, N5, N6, N7, N8, and N11 only under all of the following conditions:
    - (1) When there is sufficient clearance for the unobstructed and safe maneuvering of the aircraft; and
    - (2) When the aircraft movement is guided by qualified personnel; and when there is certainty that the aircraft engine exhaust will not cause property damage, bodily injury, or interference with other aircraft using the ramp or Taxiway C.
  - d. Aircraft must park tail to north except for position N11, unless otherwise authorized by the Airside Operations Department.
  - e. Ground Service Equipment (GSE) may be staged between the north edge of the ramp and the ramp lighting poles.
  - f. Aircraft parked on positions N8, N9 or N10 must have a tow bar and tug attached at all times and have personnel available to immediately relocate aircraft, if required.
  - g. No aircraft larger than Group V shall be parked on the North Ramp without special coordination with the Airside Operations Department.
  - h. Operation of aircraft APU or GPU is restricted to the minimum necessary to complete required maintenance.

### **3.2.6 GATE USAGE AND ASSIGNMENTS**

#### **A. General**

*Authority Code § 8.10 (m). No person shall use an air terminal building gate position at the airports under the jurisdiction of the Authority without permission from the President/CEO.*

#### Regulations:

San Diego International Airport  
Rules and Regulations

1. No person shall park an aircraft or leave an aircraft parked and unattended on the movement area or non-movement areas, except as permitted by the President/CEO.
2. No person shall use an aircraft gate except on a pre-assigned and reserved basis under conditions approved by the President/CEO.

**B. Usage of Gates Assigned to Other Airlines**

Regulations:

1. No airline may use a gate assigned to another airline without prior permission from the leasehold airline, unless authorized by the President/CEO.
2. Every airline authorizing use of its own preferential gate facilities by another airline shall assume full responsibility for such usage and shall ensure usage is in accordance with all agreements with the Authority.

**C. International Gate Usage**

Regulation.

1. No person shall conduct an international flight operation requiring the use of the Federal Inspection Service Facility (including, but not limited to, Customs, Border Protection, United States Department of Agriculture (USDA) at Gate 20, 21 and 22 without first obtaining the prior approval and schedule through the U. S. Customs Service, Border Protection, and the President/CEO.

**D. Remain Overnight Aircraft (RON)**

Regulation.

1. No person shall conduct an overnight operation without complying with the guidelines and procedures of the RON Plan.

The process of assigning RON aircraft parking positions at the Airport is the administrative responsibility of the LAMC RON Committee in accordance with provisions contained in the Air Carrier Operating Agreements.

**E. Parts Delivery Aircraft Parking**

Regulations:

1. General aviation operators delivering any parts or maintenance equipment to any airline shall park at or near the appropriate leasehold gate only for the express purpose of unloading parts and equipment.
2. Every general aviation operator shall either reposition its aircraft to the FBO or depart the Airport immediately after doing so.

3. Every general aviation operator shall park its aircraft only in a tenant leasehold area or on an available parking ramp (North, East or West) as assigned by the Airside Operations Department without impacting any other operators.

### **3.2.7 CHARTER FLIGHT AND ITINERANT OPERATIONS**

#### Regulations:

- A. Every person conducting a charter flight or itinerant air carrier operation shall comply with all existing safety and security procedures as directed by the Authority and outlined in the Airport Security Program (ASP).
- B. Every person engaged in ground handling shall submit a charter flight advisory form to the Airside Operations duty manager's office at least 24 hours prior to operation and shall notify the Airside Operations duty manager of any changes or follow-up information as such information becomes available.

Forms are available by telephoning (619) 400-2710.

- C. Every person engaged in ground handling shall be responsible for all vehicle escorts and shall provide at least one escort for every two vehicles, with all vehicles in full view and under positive control of the escort at all times.
- D. Every person engaged in ground handling shall be responsible for maintaining positive control of all passengers per TSA security requirements, with charter aircraft sponsor airlines being responsible to oversee the enplane/deplane procedures and to comply with TSA security requirements.
- E. Every person enplaning or deplaning passengers shall use either a loading bridge (jet-ways) or portable air stairs and shall not permit said passengers to use jet-way crew stairs.
- F. Every person who requires security at the location of any aircraft on the Airport due to the condition, kind, type or mission of the aircraft shall notify and receive permission from the Manager, Aviation Security and Law Enforcement, prior to placement of such personnel.

### **3.2.8 HELICOPTER OPERATIONS**

#### **A. Arrival**

##### Regulation.

1. Every person operating a rotary wing aircraft arriving at the Airport shall follow Air Traffic Control Tower instructions, remaining on or north of Taxiway C's centerline until reaching below 20 feet above ground level. The aircraft shall land (landing wheels touching and resting on the pavement) then ground or air taxi to its final destination on the Airport in accordance with Air Traffic Control Tower instructions.

**B. Departure  
Regulation.**

1. All persons operating any rotary wing aircraft departing the Airport shall contact the ATCT for taxi clearance. The aircraft shall ground or air taxi at or below 20 feet above ground level, and depart the Airport in accordance with Air Traffic Control Tower instructions. During initial take-off and climb out, the aircraft shall remain on or north of Taxiway C's centerline until reaching a minimum altitude of 100 feet above ground level (AGL).

**C. Noise Abatement  
Regulation.**

1. All helicopters are considered Stage 2 aircraft for noise abatement purposes (Federal Aviation Administration (FAA) AC36-1 (H)) and are subject to the daily Airport departure prohibition between 10:00 p.m. and 7:00 a.m. The only exceptions are aircraft operating under a life flight call sign. Noise abatement requirements and restrictions relevant to operating at the Airport can be found in the "Remarks" section of the FAA National Oceanic and Atmospheric Administration (NOAA) Southwest United States version of the Airport Facility Directory.

**3.2.9 AIRCRAFT INCIDENTS AND ACCIDENTS**

Aircraft rescue and firefighting (ARFF) vehicles have priority over all other personnel and vehicles in response to an emergency. The Airside Operations duty manager continues to be in charge of the Airport while the ARFF units respond to the incident.

**A. Emergency Response  
Regulations.**

1. No person shall interfere with any ARFF units responding to an emergency situation.
2. No person other than an ARFF unit shall enter the periphery of an incident scene until summoned or escorted into the area by the Airside Operations duty manager or ARFF units.
3. All personnel and equipment proceeding onto the Airport movement area during an emergency situation or incident shall receive prior clearance from the ATCT.

**B. Notification/Coordination**

*Authority Code § 8.10 (h). The pilot of an aircraft involved in an accident on the airports under the jurisdiction of the Authority causing personal injury or property*

*damage shall report it fully to the President/CEO within 24 hours of such accident. In the event that he or she is unable to do so, the owner or his or her agent and witnesses shall make such report.*

**1. Air Carriers**

Regulation.

- a. All air carriers involved in any accident or incident while at the Airport shall immediately marshal their assets (personnel/equipment) and standby to be escorted to the appropriate site after the Airside Operations duty manager has notified the airline station manager or the Airline Operations office.

**2. Air Carriers not based at the Airport**

The Airside Operations Duty Manager will coordinate with the FBO or other air carriers to assist in the removal of disabled aircraft from the runway and/or taxiways.

**3. General Aviation**

Any general aviation or corporate aircraft owner/operator requiring assistance in the removal of disabled aircraft may contact the Airside Operations duty manager. The FBO may provide assistance if specifically requested by the aircraft owner/operator. The Airside Operations duty manager shall determine whether an escort is needed for any fixed base operator assistance provided.

**C. Aircraft Accident Reports**

Regulations:

1. All persons involved in any accident or incident at the Airport causing personal injury, death or property damage shall make a prompt and complete report concerning the accident to the office of the President/CEO in addition to all other reports required to be made to other agencies.
2. When a written report of an accident is required by the Federal Aviation Regulations (FARs), a copy of such report shall be submitted to the President/CEO.

**D. Disabled Aircraft**

*Authority Code § 8.10 (f). The owner of an aircraft, or part thereof, that is disabled on the airports under the jurisdiction of the Authority shall have it promptly removed to an area designated by the President/CEO, unless he or she is required to delay it pending investigation of an accident. In the event such aircraft, or part thereof, is not removed as directed by the President/CEO, the Authority may remove it at the owner's expense and without liability for additional damage resulting from the removal.*

Regulations:

1. No person may move any aircraft involved in an accident or incident when the matter falls within the jurisdiction of the NTSB or FAA until such federal officials have given permission for the removal, and such permission has been verified by the President/CEO, or his or her designated representative on the scene.
2. The operator of any disabled aircraft at the Airport shall be responsible for the prompt removal of their aircraft and any parts thereof as directed by the President/CEO.

**3.2.10 AIRCRAFT WASHING AND DE-ICING**

**A. Aircraft Washing**

Regulations:

1. No person shall wash any aircraft except in areas designated by and in a manner authorized in writing by the Authority's Environmental Affairs Department in coordination with the Airside Operations Department.

All requests for approval of the manner of aircraft washing at the Airport shall be submitted in writing to the Environmental Affairs Department, and must contain, at a minimum, the following information:

- a. name of airline, tenant, or aircraft owner or operator;
- b. the location where aircraft wash activities will be conducted;
- c. the general timeframe and/or frequency of proposed activities (for example, daily, weekly, seasonally in the fall/winter, occasionally, sporadically);
- d. the name of company or firm conducting aircraft wash activities, if other than the airline, tenant, or aircraft owner or operator;
- e. a description of the methods, materials, chemicals (including Material Safety Data Sheets (MSDS)), if any, and equipment used in the aircraft wash activities;
- f. the methods and means of storage and handling of material and equipment used in the aircraft wash activities;
- g. the methods and means to manage, contain, and dispose of contaminated materials resulting from or associated with the aircraft wash activities; and
- h. a list of the stormwater pollution prevention Best Management Practices (BMPs) used to control potential pollutants related to the activity.

See: SAN Storm Water Management Plan (SWMP), Appendix B, Best Management Practice (BMP) SC-04.

2. Any spillage or release of de-icing fluid must be promptly cleaned up by the responsible party in accordance with Section 3.2.1.1.3 (under Storm Water Compliance).

## **B. Aircraft De-icing**

### Regulations:

1. No person shall de-ice any aircraft except in areas designated by and in a manner authorized in writing by the Authority's Environmental Affairs Department in coordination with the Airside Operations Department.

All requests for approval of the manner of de-icing at the Airport shall be submitted in writing to the Environmental Affairs Department, and must contain, at a minimum, the following information:

- a. name of airline, tenant, or aircraft owner or operator;
- b. the location where aircraft de-icing activities will be conducted;
- c. the general timeframe and/or frequency of proposed activities (for example, daily, weekly, seasonally in the fall/winter, occasionally, sporadically);
- d. the name of company or firm conducting aircraft de-icing activities, if other than the airline, tenant, or aircraft owner or operator;
- e. a description of the methods, materials, chemicals (including Material Safety Data Sheets (MSDS)), if any, and equipment used in the aircraft de-icing activities;
- f. the methods and means of storage and handling of material and equipment used in the aircraft de-icing activities;
- g. the methods and means to manage, contain, and dispose of contaminated materials resulting from or associated with the aircraft de-icing activities; and
- h. a list of the stormwater pollution prevention BMPs used to control potential pollutants related to the activity.

See: SAN Storm Water Management Plan (SWMP), Appendix B, Best Management Practice (BMP) SC-05.

2. Authorization of the manner in which de-icing is conducted may require the authorized party to provide reports in a form specified by the Authority regarding the number of de-icing operations conducted and/or the amount of de-icing fluids and/or waste water collected during a specified period and/or other operational aspects of the activity.
3. Any spillage or release of de-icing fluid must be promptly cleaned up by the responsible party in accordance with Section 3.2.1.1.3 (under Storm Water Compliance)

4. All persons using glycol shall adhere to stormwater pollution control BMPs. Proper technique shall be used when de-icing aircraft to ensure that only the amount of chemical needed to complete the operation is applied. To the extent possible, alternative de-icing and anti-icing techniques shall be used to minimize the use of glycol.

Techniques for minimizing glycol use are described in FAA advisory circulars (ACs).

### **3.2.11 MAINTENANCE AND REPAIR OF AIRCRAFT**

#### **A. Designated Locations**

##### Regulation.

1. No person shall repair any aircraft, aircraft engine, propeller or other aeronautical equipment in any area of the Airport other than those specifically designated for such purposes by the Airside Operations Department, unless specifically permitted by the Airline Operating Agreement or exempted as follows:
  - a. Minor adjustments may be made while the aircraft is on a loading ramp preparing to depart.
  - b. Emergency repairs may be made to an aircraft that is located in an area not immediately posing a hazard to other aircraft movements, providing such repairs are made only to enable the aircraft to be moved to an approved service location.

#### **B. Gates**

##### Regulations:

1. No person shall make any adjustment or repair on or to any air carrier aircraft at a gate position on the terminal apron that interferes with the operations of another air carrier aircraft.
2. No person shall make any adjustment or repair to any air carrier aircraft at a gate position on the terminal apron without first coordinating them with the Airside Operations Department.
3. Any aircraft being repaired at a terminal gate position shall be moved immediately upon the request of the Airside Operations Department.

#### **C. Hangars**

##### Regulations:

1. No person shall repair any aircraft in a storage area of a hangar, other than inspecting and replacing minor parts not involving the use of open flames or heat.
2. No person shall start or operate any aircraft engine inside any hangar.

**D. Containers**

Regulations:

1. All tenants and parties responsible for aircraft maintenance shall inspect all containers used for the storage of aviation maintenance-related fuels, greases, oils, flammable liquids or waste products for leaks and proper integrity.
2. All such containers shall identify the type of material stored.
3. All such containers, as well as the location of the storage containers and equipment, shall be maintained in accordance with NFPA guidelines and the City of San Diego fire codes.

**3.2.12 STORAGE OF GROUND SERVICE EQUIPMENT**

Regulations:

- A. No person shall operate any GSE unless it is clearly identified with the name or logo of the responsible company.
- B. The operator of any equipment that is no longer being used or is unserviceable shall ensure it is transferred to an area designated or approved by the Airside Operations Department and a date for removal is provided.
- C. All operators shall regularly inspect all stored equipment for leaks of fluids.
- D. All operators shall immediately stop, control, clean up and report any leaks in accordance with these Rules and Regulations and other applicable laws.

**3.2.13 STORAGE OF AIRCRAFT AND PARTS**

*Authority Code 8.10 § (d). No aircraft shall be parked, stored or repaired on airports under the jurisdiction of the San Diego County Regional Airport Authority (the "Authority") except in the areas designated for such use.*

*Authority Code 8.10 § (e). At the direction of the President/CEO of the Authority or his or her designee (the "President/CEO"), the operator, owner or pilot of any aircraft on the airports under the jurisdiction of the Authority shall move the aircraft from the place where it is parked or stored to any other place designated on the airports under the jurisdiction of the Authority. In event of the failure or refusal to comply with such directions, the Authority may cause the aircraft to be moved to such place at the operator's expense and without liability for damage that may result from such moving.*

Regulation.

- A. No person shall use any area of the Airport for parking or storage of aircraft without the written permission of the Airside Operations Department.

**3.3 VEHICLE OPERATIONS ON THE AIR OPERATIONS AREA (AOA)**

**3.3.1 AIR OPERATIONS AREA (AOA) DRIVER'S PERMITS**

Regulations:

- A. Every person operating a motor vehicle or equipment on the AOA shall have a valid California Drivers license or an out-of-state driver's license valid in the State of California in their immediate possession.
- B. No person shall operate a motor vehicle or equipment on the AOA with a suspended or revoked driver's license. The suspension or revocation shall result in the automatic revocation of AOA driving privileges.
- C. All drivers on the AOA, except those driving emergency vehicles responding to emergencies, shall carry a valid airport-issued driver's permit.
- D. No person, except those driving an emergency vehicle responding to an emergency, shall drive on the AOA without having first passed an AOA driving test.

AOA driving tests are administered by the Aviation Security and Public Safety Department. An endorsement is placed on the SAN ID badge indicating a valid AOA driver.

**3.3.2 REGISTERING OF VEHICLES**

**A. Air Operations Area (AOA) Vehicle Permits – Vehicles Licensed by the State of California**

Regulations:

- 1. Prior to operating a motor vehicle with a valid California license plate on the AOA, all persons shall register with the Access Control Office and be issued a vehicle authorization permit, except emergency vehicles responding to emergencies and vehicles under proper escort.

Vehicle authorization permits are issued by Access Control Office as follows:

- a. Motor vehicle permits are classified into three different categories (permanent, temporary, and visitor) as determined by the President/CEO.
- b. AOA vehicle permit applications must be fully completed and signed by the master leaseholder, vendor or contractor prior to submission to the Access Control Office for approval and issuance of permits.

- c. Evidence of valid insurance must be submitted with each AOA vehicle permit application and proof of current coverage shall be filed with the Access Control Office annually.
2. All persons issued an AOA motor vehicle permit shall display such permit in the lower corner of the front windshield on the passenger or driver side. Permits shall not be covered by any device that obstructs the view of such permit.  

Display of motor vehicle permits on the passenger side is preferred.

Failure to display any required permit may result in the removal of the vehicle from Airport property and the cancellation of any permit issued. Removal shall be at the vehicle owner's expense.
3. Every tenant sponsoring a vendor vehicle or equipment shall obtain a visitor AOA vehicle permit and provide an appropriate tenant escort for the vehicle/equipment and operator prior to such vehicle/equipment/operator entering or operating on the AOA. Every escort shall be conducted by a person holding a valid escort authorization and AOA driver endorsement. The escorted vehicle shall be in view and under the positive control of the person providing the escort at all times, in accordance with applicable escort requirements.

**B. Air Operations Area (AOA) - Vehicles Not Licensed by the State of California**  
Regulations:

1. All persons operating a motor vehicle on the AOA not licensed by the State of California shall ensure that such vehicle is equipped with at least two headlights and two red tail lights. All lights shall be kept illuminated during operation between sunset and sunrise.
2. All persons operating a motor vehicle on the AOA shall dim the headlights of the vehicle when meeting oncoming aircraft.
3. No person shall operate a vehicle not licensed by the State of California on the AOA other than authorized tenant employees who have been issued an airport driver's permit and only for the purpose of tenant business.

**C. Air Operations Area (AOA) Vehicle Identification**  
Regulations:

1. Every person operating an unescorted motor vehicle or equipment on the AOA shall ensure that such vehicle or equipment displays a logo or sign which clearly identifies the entity responsibility for the operation of the vehicle.

2. The logo or sign identifying an unescorted motor vehicle or equipment on the AOA shall be of a contrasting color scheme, placed on both sides of the vehicle, and shall be identifiable at a distance of not less than 100 feet.

**D. Large Vehicles**

Regulations:

1. No person shall tow any trailer or semi trailer on the AOA unless it is equipped with a braking device or system that will adequately hold and stop such trailer in the event it becomes disengaged from the towing vehicle.
2. All persons moving, positioning or parking large, tall or slow vehicles (e.g., large cranes, vehicles carrying oversize loads, backhoes, earth movers, dump trucks) shall coordinate with and receive approval from the President/CEO prior to operating on the AOA.

**3.3.3 AUTHORIZED AIR OPERATIONS AREA (AOA) AREAS FOR MOTOR VEHICLES**

Regulations:

- A. No person shall operate any motor vehicle on the AOA other than on a vehicle service road, leasehold, airline terminal building ramp or overnight parking apron.
- B. No person shall operate any motor vehicle on any portion of the Airport movement area other than to tow an aircraft after having received proper clearance from the ATCT.
- C. No person shall operate any vehicle in the ILS Critical Area when that area is active.
- D. No person shall operate any contractor vehicle outside of the contractor's authorized work area, lay down area or prescribed travel/haul route.

**3.3.4 VEHICLE OPERATIONS**

**A. Motor Vehicle and Equipment Operation around Aircraft**

Regulations:

1. Every person operating a vehicle or equipment shall yield the right-of-way to aircraft at all times.
2. No person shall drive any vehicle or equipment in front of a taxiing aircraft.
3. No person shall drive any vehicle or equipment under the wing of an aircraft unless in the act of servicing the aircraft.
4. No person shall drive any vehicle or other equipment within fifty (50) feet of an aircraft during fuel servicing operations unless the vehicle or equipment is being used to service the aircraft.

5. All persons backing up any service vehicle or other equipment shall ensure safe clearance from all aircraft, equipment and vehicles.
6. No person shall drive a vehicle or equipment on the AOA if it is constructed, equipped or loaded so as to endanger persons or property.
7. No person shall operate any motorcycle, motorbike, three-wheeled motor vehicle, roller or inline skates, roller blades, skateboard, bicycle or scooter, or personal transporter (e.g., Segway-type vehicle) on the AOA, with the exception of Harbor Police officers performing their official duties.

Upon request, the Authority may approve exceptions to the prohibition on bicycles provided that the bicycles (two or three wheels) are equipped with an operating headlight, reflective tape or reflectors, orange flag, company logo or markings; and directly supports an operational need. The storage location of bicycles or bicycle racks on the AOA shall be approved in advance by the Airport Authority.

8. No person shall drive any vehicle on the terminal apron:
  - a. across any active passenger loading lane (i.e., between the aircraft and the terminal gate or bus when passengers are being boarded or are disembarking);
  - b. under any loading bridge that is moving or being repositioned; or
  - c. between the terminal and an aircraft during a pushback, with the exception of company service vehicles, Harbor Police, or the Airside Operations Department. Such drivers shall follow the direction of the aircraft's ground crew when present.
9. No person shall operate a vehicle or equipment to tow an aircraft on the AOA without prior clearance from the ATCT.
10. No person shall tow an aircraft between sunset and sunrise unless the aircraft has navigation lights illuminated or other lighting that ensures the visibility of the moving aircraft.
11. No person shall tow more than four baggage carts or container carts.

## **B. Parking**

### Regulations:

1. No person shall park any aircraft service vehicle or equipment on the AOA without first engaging the emergency parking brake or using wheel chocks.

2. No person shall leave any vehicle or equipment parked on the AOA with a key in the ignition switch, with the motor running, or without the emergency brake engaged.
3. Every person operating a vehicle or equipment on the AOA that becomes disabled shall remain with the vehicle or equipment until such time as it can be removed for repair or until such time as Harbor Police directs otherwise.
4. No person shall park any vehicle or equipment on the AOA so as to become a hazard to any aircraft entering or departing a gate position.
5. No person shall park any vehicle or ground equipment near any aircraft in such a manner as to prevent the ground equipment from being readily driven or towed away from the aircraft in an emergency.
6. No person shall park any vehicle or equipment in a manner so as to block:
  - a. the fence barrier openings or emergency entrances to the AOA;
  - b. airport service equipment and aircraft rescue and fire fighting vehicles;
  - c. ambulances, emergency vehicles and equipment;
  - d. fire hydrants and fire lanes;
  - e. building entrances and exits;
  - f. loading bridges or any paved access ways, roadways, or vehicular traffic areas; or
  - g. fuel spill response trailers and carts.
7. All vehicles and equipment on the AOA, including, but not limited to, carts, stands, trucks, and tugs, shall be parked in assigned positions.
8. All portable loading ramps, baggage trucks and other such equipment on the AOA shall be equipped with brakes or suitable locking devices which shall be securely set when the equipment is not in use.

**C. Speed Limits and Operations on the Air Operations Area (AOA)**

Regulations:

1. All persons driving any vehicle or equipment on the AOA shall obey all signs, lights and mechanical devices, unless specifically directed otherwise by Harbor Police or Airside Operations Department personnel.

2. In the absence of a posted speed limit, all persons driving on the AOA shall adhere to the following speed limits:
  - a. perimeter road between Taxiway C6 and Taxiway B10 (the instrument landing system (ILS) critical area) - 25 mph
  - b. perimeter road - 25 mph (except in the vicinity of the Least Tern Nesting Ovals during Least Tern Nesting Season, April 1 through September 15).
  - c. perimeter road in the vicinity of the Least Tern Nesting Ovals during Least Tern Season, April 1 through September 15 – 15 mph.
  - d. terminal apron - 20 mph
  - e. within 50 feet of any aircraft or in the tunnels and baggage claim areas – 5 mph

**D. Cleaning, and Maintenance of Vehicles**

Regulations:

1. All persons operating mobile service equipment on the AOA shall ensure that such equipment is in good repair at all times.
2. No person shall drive a vehicle or operate equipment on the AOA with any technical or mechanical defect which impairs its safe operation.
3. No person shall drive a vehicle or operate equipment on the AOA which causes the release of any fluid or material into the environment.
4. No person shall operate any vehicle on the AOA when any California Vehicle Code (CVC) safety item is malfunctioning or missing from such vehicle or causes the driver's view to be obstructed.
5. No person shall wash any vehicle or equipment except in areas designated and in a manner approved in writing by the Environmental Affairs Department in coordination with the Airside Operations Department.

All requests for approval of the manner of vehicle and/or equipment washing shall be submitted in writing to the Environmental Affairs Department, and must contain, at a minimum, the following information:

- a. name of the tenant, or vehicle and/or equipment owner or operator;
- b. the location where the wash activities will be conducted;
- c. the general timeframe and/or frequency of proposed activities (for example, daily, weekly, seasonally in the fall/winter, occasionally, sporadically);

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- d. the name of the company or firm conducting the wash activities, if other than the tenant, or vehicle and/or equipment owner or operator;
- e. a description of the methods, materials, chemicals (including Material Safety Data Sheets (MSDS)), if any, and equipment used in the wash activities;
- f. the methods and means of storage and handling of material and equipment used in the wash activities; and
- g. the methods and means to manage, contain and dispose of contaminated materials resulting from or associated with the wash activities; and
- h. a list of the stormwater pollution prevention Best Management Practices (BMPs) used to control potential pollutants related to the activity.

See : SAN Storm Water Management Plan (SWMP), Appendix B, Best Management Practice (BMP) SC-04 and SC-12.

- 6. Any spillage or release of de-icing fluid must be promptly cleaned up by the responsible party in accordance with the Section 3.2.1.I.3 (Under Storm Water Compliance).

**E. Cleaning and Servicing of Lavatory Equipment**

Regulation.

- 1. No person shall clean or service any lavatory vehicle outside of the triturator area without the prior approval of the Airside Operations Department.

**F. Alcohol and Drugs**

Regulation.

- 1. No person shall operate any vehicle or equipment on the AOA while under the influence of any alcohol or drug.

Any violation of this regulation will be reported immediately to the Harbor Police.

**G. Accidents**

Regulations:

- 1. No person shall leave any vehicle or equipment involved in an accident on the AOA resulting in damage to property or bodily injury before notifying the Harbor Police Department and Airside Operations Department.
- 2. No vehicle or equipment involved in any accident on the AOA shall be moved until the Harbor Police accident investigation is complete.

#### **H. Emergency Vehicles**

##### Regulation.

1. All persons shall yield to emergency vehicles or equipment responding to any emergency on the Airport.

#### **I. Ensuring Security**

##### Regulation.

1. All persons proceeding through any gate of entry or exit shall secure such gate immediately afterward.

Failure to secure the gate may be deemed cause to rescind any permit and access to the AOA. This is also a TSA security violation and may be cited by the Authority, Harbor Police or members of the TSA.

### **3.3.5 VEHICLES OPERATING ON MOVEMENT AREAS**

#### Regulations:

- A. Every person driving on a taxiway, runway or other area controlled by the ATCT shall EITHER:
  1. have been trained in proper radio and movement area procedures;
  2. have available two-way radio communications with the ATCT; and
  3. receive clearance and permission from the ATCT to access those areas; OR
  4. be escorted by a driver who has the above training, capabilities and clearance; and
  5. receive prior approval from the Airside Operations Department.

- B. Every person driving while under the control of the ATCT shall adhere to all regulations, instructions, procedures and advisories of the FAA.

Violation of this regulation shall be cause for termination of driving privileges on the airfield.

- C. Every person operating any vehicle or equipment on the movement areas shall ensure that such vehicle or equipment is readily identified by paint scheme, logo, flag or other device as specified in Federal Aviation Administration (FAA) Advisory Circular (AC) 150/5210-5B (as amended).
- D. Every person operating any vehicle or equipment within any area under the control of the ATCT shall have acquired prior written permission from the President/CEO.

The Airside Operations Department, Harbor Police Department, ARFF and Airport maintenance vehicles, in compliance with this section, are permitted to operate wherever necessary with permission from the ATCT.

- E. Every person operating any vehicle or equipment between sunset and sunrise on the movement areas shall display an amber or red flashing or rotating beacon.

Vehicles operating on the service road are not required to have rotating/flashing lights displayed.

### **3.3.6 ABANDONMENT**

#### Regulations:

- A. No person may abandon any vehicle or equipment on Airport property. The owner of any vehicle or equipment found to be inoperative, unlicensed to operate under the CVC, or otherwise reasonably found to be abandoned shall be responsible for all expenses incurred in the removal of such vehicle or equipment.

Notification of such removal is made by the Harbor Police.

- B. No person shall leave any vehicle unattended for any reason while in an area of the AOA not designated for parking.
- C. Every person leaving a vehicle unattended in an area not designated for parking on the AOA shall notify the Airside Operations Duty Manager's office immediately and give the location, duration, and reason for leaving the vehicle unattended.

### **3.4 FUELING OPERATIONS AND SPILL PROTECTION ON THE AIR OPERATIONS AREA (AOA)**

#### **3.4.1 GENERAL**

*Authority Code § 8.11 (l). The Authority's President/CEO or his or her designee may adopt and set forth additional rules and regulations relating to aircraft fueling operations.*

#### Regulation.

- A. Every tenant who stores, handles, or dispenses aircraft fuel ("fueler") at the Airport, except a fixed based operator (FBO) or the operator of an aircraft at the Airport, shall use the aviation fuel storage facility and delivery facilities designated by the Authority for such use.

If the designated facilities are not available, the tenant may make other arrangements, provided that such alternative arrangements are approved in advance by the Authority.

#### **3.4.2 COMPLIANCE**

*Authority Code § 8.11 (a). Every fueler must meet and comply with all applicable federal, state and local laws regulating the storage, handling and dispensing of aviation fuel.*

#### Regulations:

- A. Every fueler shall meet all applicable guidelines of the NFPA, the American Society of Testing Materials (ASTM) and the American Petroleum Institute (API).

- B. Every fueler shall comply with all currently applicable FAA guidelines and advisory circulars (ACs).
- C. Every fueler shall comply with all currently applicable United States Environmental Protection Agency (EPA) Oil Pollution Prevention and Spill Prevention, Control, and Countermeasure (SPCC) Rule requirements (40 CFR part 112).

### **3.4.3 INSPECTIONS**

#### Regulations:

- 1. Every fueler shall make its physical facilities at the Airport available for inspection by the Authority at least once every three months for compliance, in accordance with 14 Code of Federal Regulations part 139.321(d). A record of each inspection shall be retained for at least twelve (12) consecutive calendar months.
- 2. Every fueler shall immediately take corrective actions to remedy any discrepancies noted by the Authority and a written report of corrective actions taken shall be sent to Airside Operations within ten (10) days of the observed discrepancy.

### **3.4.4 STORAGE FACILITIES**

#### Regulations:

- 1. Every fueler shall perform at least one leakage test per month on each of its storage tanks and fueling pipelines.
- 2. Every fueler shall ensure that its fuel storage tanks and fueling vehicles are identified by the type of fuel and fuel octane stored.
- 3. Every fueler shall have adequate procedures for sampling and testing fuels. All tests and test schedules shall be performed in accordance with applicable regulations. Test results shall be retained for at least 24 months.

### **3.4.5 FUELING OPERATIONS**

*Authority Code § 8.11 (b). No aircraft shall be fueled or drained while an engine is running or while the aircraft is in a hangar or an enclosed space.*

*Authority Code § 8.11 (c). During all fueling operations, the aircraft shall be grounded by a method approved by the President/CEO.*

*Authority Code § 8.11 (d). Lighting of an open flame is prohibited within 50 feet of any fueling operation.*

*Authority Code § 8.11 (e). Aircraft being fueled shall be positioned so that aircraft fuel system vents or fuel tank openings are not closer than 25 feet to any terminal building, hangar, service building, or enclosed passenger concourse other than a loading walkway.*

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*Authority Code § 8.11 (g). Adequate fire extinguishers shall be within ready reach of personnel engaged in fueling operations. Extinguishers shall not be located near fuel hoses, pumps, meters or valves.*

*Authority Code § 8.11 (h). No electrical or radio equipment shall be operated on aircraft during fueling operations in a manner that endangers any person or property on the facilities and airports under the jurisdiction of the Authority.*

*Authority Code § 8.11 (i). All fuel dispensing equipment shall be kept in a safe and non-leaking condition.*

Regulations:

- A. No person shall fuel any aircraft while one or more of its engines are running, except when conducted under procedures approved by the FAA and consistent with proper safety practices.

Cross-reference: See Regulations; Section 6.2.B Fire Extinguishers.

- B. No person shall engage in any aircraft fueling or fuel draining operation without proper spill response equipment and supplies readily accessible at the point of fueling or fuel draining.
- C. Every person shall immediately suspend all fueling or fuel draining operations if a lightning flash is reported or observed within five (5) miles of the Airport and shall not resume any fueling or fuel draining operations until fifteen (15) minutes after the last observed lightning flash.

The Airside Operations duty manager will notify all fueling agents of the suspension and when fuel transfer activities may be resumed.

- D. All persons conducting fueling operations shall ensure that qualified personnel are stationed at the aircraft fuel control panel during pressure-fueling operations.
- E. Every person conducting fueling operations shall ensure that all fuel dispensing equipment hoses, funnels or apparatus used in fueling or draining fuel from aircraft are properly grounded in accordance with FAA and NFPA guidelines.
- F. No person shall act in any manner or use any material that is likely to cause a spark within fifty (50) feet of any aircraft during fueling operations.
- G. Every person observing any fire in a fuel delivery device servicing an aircraft shall notify ARFF immediately.
- H. In the event of any fire in a fuel delivery device servicing an aircraft, fueling shall be discontinued immediately and all emergency valves and dome covers shall be shut down at once.
- I. No person shall fuel any motor vehicle or other equipment on the Airport other than at an approved location or at an Authority-approved dispensing device.

### **3.4.6 FUEL SERVICE VEHICLES**

#### **A. General**

*Authority Code § 8.11 (f). Fuel trucks shall be parked at least 50 feet from any hangar or building unless engaged in active fueling of an aircraft.*

Regulations:

1. Every person operating any aircraft fueling or defueling equipment shall remain with such equipment while it is connected to an aircraft.
2. No person shall operate any fueling vehicle designed for or employed in the transportation of fuel on a taxiway or runway at any time.
3. Every person operating a fuel service vehicle shall maintain air pressure for the brakes such that the vehicle can immediately move during an emergency.
4. Every person operating aircraft fueling or defueling equipment shall stabilize such equipment with an emergency brake and chock blocks during fueling or defueling operations and while parked unattended.
5. No person shall stage any fuel service vehicle on a terminal ramp overnight.
6. No person shall back up any vehicle used for fueling within twenty (20) feet of any aircraft unless a person is posted to assist as a guide.
7. Every person conducting a fueling operation shall ensure that the aircraft and aircraft fueling vehicle are adequately bonded.
8. Every person conducting a fueling or defueling operation shall hold open by hand any self-closing nozzles or dead man controls during the entire operation.
9. Every person conducting a fueling or defueling operation shall ensure that the nozzles and dispenser are labeled according to fuel type.
10. Every person operating a fuel servicing vehicle shall ensure that the vehicle has two (2) fire extinguishers with a rating of 20- B: C, one mounted on each side of the vehicle.
11. Every person operating a fuel servicing vehicle shall ensure that the vehicle has sufficient spill absorbent materials on board to properly contain a spill of at least five (5) gallons.

#### **B. Vehicle Parking**

Regulations:

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1. Every person parking an aircraft fuel service vehicle shall ensure that the vehicle is positioned and in a condition ready to facilitate egress in the event of an emergency.
2. Every person parking an aircraft fuel service vehicle shall maintain at least ten (10) feet of clear space between adjacent vehicles for access by fire suppression personnel and equipment.
3. Every person parking an aircraft fuel service vehicle shall ensure that the vehicle is located and positioned to prevent potential fuel spillage from entering into any storm or slit trench drain.
4. No person driving a fuel service vehicle shall enter any structure other than a maintenance facility.
5. No person shall park or leave unattended any fuel service vehicle within fifty (50) feet of any hangar, aircraft, passenger terminal, fuel storage facility or occupied structure.

### **3.4.7 FUEL SPILLS**

#### **A. Prevention**

##### Regulations:

1. Every fueler, owner or operator of a fuel or oil storage facility (“fueler”) who files a Spill Prevention Control and Countermeasure Plan (SPCC) with the United States EPA pursuant to the Federal Water Pollution Control Act (PL 92-500) shall also file a copy of the SPCC with the Authority’s Environmental Affairs Department. The SPCC shall be renewed every three years, with all updates and changes filed with the Environmental Affairs Department.
2. Every person conducting fueling or defueling operations shall arrange for the proper handling and disposal of any trash, waste or other hazardous materials generated, including but not limited to, used oil, solvents and other waste.
3. Every person conducting fueling or defueling operations shall develop adequate procedures to limit fuel spills.
4. Every fueler shall prepare a fuel spill contingency plan, including notification and clean-up procedures.
5. Every fueler shall train its fuel service personnel in the appropriate use of fire extinguishing and spill response equipment.

6. Every tenant involved in or contracting for fueling operations shall maintain an adequate supply of fuel absorbent materials readily available to respond in the event of a fuel spill.
7. Every tenant involved in or contracting for fueling operations shall maintain a valid contract with a hazardous materials emergency response and cleanup services provider (hazardous materials contractor) and shall provide the name of the company to both Airside Operations and the Environmental Affairs Department in writing.

**B. Reporting**

Regulations:

1. Every person shall promptly report any fuel spill to their supervisor and the Airside Operations Department.
2. Every person shall immediately notify ARFF if one of the following conditions exists:
  - a. the spillage presents a fire hazard or otherwise endangers life or property;
  - b. the spillage is over ten feet in length in any dimension or over 50 square feet in area;
  - c. the spill source is continuous in nature; or
  - d. the spillage is not cleaned up immediately for any reason.
3. When a fuel spill does not require ARFF units to respond, every person causing the fuel spill shall stand by with a fire extinguisher during the clean up process.
4. Every person operating any vehicle or equipment causing a fuel or oil spill which seeps into a sewer, storm or slit trench drain; which cannot be controlled or cleaned up using on-site in-house absorbent equipment and manpower; or which reaches or has the potential to reach the San Diego Bay must be reported to Airside Operations, the local emergency agency, the National Response Center and the State of California Office of Emergency Management Agency (Cal EMA) as soon as the responsible party has knowledge of the spill or discharge and notification can be provided without substantially impeding cleanup or other emergency measures.

Local emergency agencies can be contacted by dialing 911.

The National Response Center can be contacted at (800) 424-8802 or (202) 267-2675.

The State of California Office of Emergency Management Agency (Cal EMA) can be contacted at (800) 852-7550 or (916) 845-8911.

**C. Safety and Clean Up Procedures**

*Authority Code § 8.11 (j). No aircraft shall be started when there is fuel on the ground under or near the aircraft.*

Regulations:

1. Every person operating any vehicle or equipment creating any spillage or release of gasoline, jet fuel, oil, grease or other petroleum-based product or hazardous material shall remove the material immediately by suitable procedures in a manner acceptable to the President/CEO.
2. Every person conducting an aircraft or vehicle refueling operation in the immediate vicinity of a fuel spill shall terminate such operation.
3. No person shall operate any electrical or automotive equipment within one hundred (100) feet of any spill until safe conditions are restored.
4. No person shall start or move any aircraft, vehicle, or spark-producing equipment within any spill area before the area is declared safe by either the Airside Operations Department or the ARFF captain.
5. When a spill occurs and no fire is present, no person shall move any fuel delivery vehicle or equipment in the immediate area until the spillage is dispersed or removed and the area is deemed safe as determined by the ARFF captain.
6. No person shall continue any fueling operation until after a spill is cleaned up and final approval is given from the Airside Operations Department.
7. Every person conducting a fuel spill clean-up operation shall prevent fuel from entering any storm or slit trench drain.
8. No person shall permit any type of fuel, grease, oil, flammable liquid or contaminant of any kind to flow into or be placed in any storm or slit trench drain.
9. Emergency clean-up using the storm drain shall only be accomplished on the North Ramp or the Terminal 2 West Ramp where the storm drains are equipped with approved separation device. Immediately following the clean-up process, the fuel shall be removed from the separation device by the fueling agent at the responsible party's expense.

10. Every person responsible for a fuel, grease, oil, flammable liquid or contaminant spill of any kind shall take immediate action to begin clean-up operations.
11. Every person cleaning a fuel, grease, oil, flammable liquid or contaminant spill of any kind shall use absorbent substances or absorbent pads. The contaminated absorbent material shall be placed in metal containers and shall be properly disposed of in a timely manner in accordance with applicable laws and regulations.
12. All persons responsible for fuel, grease, oil, flammable liquid or contaminant spill of any kind that is larger than the responsible party can adequately handle or that reaches the storm drain system shall immediately obtain the clean up and fuel recovery services of the Hazardous Materials Contractor.

Cross-reference: See Regulation 3.4.8.B.

13. Every person responsible for any fuel, grease, oil, flammable liquid or contaminant spill of any kind shall be liable for all costs associated with the control, containment, clean up, disposal and damages to the Airport facilities resulting from the spill or clean-up operations.

### **3.4.8 LAVATORY CHEMICAL AND/OR LAVATORY WASTE SPILLS**

#### **A. Reporting**

##### Regulations:

1. Every person in the AOA shall promptly report any lavatory chemical or lavatory waste spill to their supervisor and the Airside Operations Department.
2. Every person responsible for any lavatory chemical or lavatory waste spill which seeps into the storm or slit trench drains; which cannot be controlled or cleaned up using on-site in-house absorbent equipment and manpower; or which reaches or has the potential to reach the San Diego Bay shall report such spill to Airside Operations, the local emergency response agency, and the State of California Office of Emergency Management Agency (Cal EMA) as soon as the responsible party has knowledge of the discharge and the notification can be provided without substantially impeding cleanup or other emergency measures.

The local emergency response agency can be contacted by dialing 911.

The State of California Office of Emergency Management Agency (Cal EMA) can be reached at (800) 852-7550 or (916) 845-8911.

#### **B. Safety and Clean Up Procedures**

##### Regulations:

1. Every person conducting spill clean-up operations shall prevent lavatory chemicals and lavatory waste from entering any storm or slit trench drain.
2. Every person responsible for any lavatory chemical and lavatory waste spill shall take immediate action to begin clean-up operations.
3. Every person when cleaning any lavatory chemical or lavatory waste spillage shall use absorbent substances or pads. The contaminated absorbent material shall be placed in metal containers and be properly disposed of in a timely manner in accordance with applicable laws and regulations.
4. Every person conducting lavatory chemical or lavatory waste spill clean-up operations shall properly disinfect all impacted surfaces.

### **3.4.9 FOREIGN OBJECT DEBRIS (FOD)**

#### **A. General**

##### Regulations:

1. Every person with access to the air operations area (AOA) shall keep the aprons, ramps and grounds of the Airport free of all FOD.

Cross-reference: See Rules and Regulations Section 3.2.5 Ground Operations.

2. Every tenant providing a trash container at the Airport (e.g., cans, dumpsters, compactors) shall ensure that the container is covered, checked frequently, and emptied as necessary to prevent spillover of trash.
3. No person shall establish a break area (tables, chairs, trash can, etc.) on the ramp without prior approval from the Airport Authority. Unauthorized break areas on the ramp will be removed by the Authority.

#### **B. Foreign Object Debris (FOD) Containers**

##### Regulations:

1. Every tenant on the AOA shall provide and maintain clearly marked and covered FOD containers for the deposit of materials picked up from the aprons and other areas of the Airport.
2. Every tenant providing and maintaining one or more FOD containers shall empty such containers on a scheduled basis and as necessary.

## SECTION 4

### 4.0 TERMINAL AND TENANT OPERATIONS

#### 4.1 SCOPE AND APPLICABILITY

This section specifies the general required procedures for terminal and tenant operations at the Airport.

An agreement with the Authority is required to operate on the Airport.

#### 4.2 BUSINESS CONDUCT/OCCUPANCY

##### A. Conducting Business in Common Areas

*Authority Code § 8.41 (a). It shall be unlawful for any person to engage in any performance as an entertainer or engage in any business or commercial activity on any of the facilities or airports under the jurisdiction of the San Diego County Regional Airport Authority (the "Authority"), except as authorized by a valid grant, franchise, lease, certificate or permit from the Authority.*

*(b). Every person violating any of the provisions of this section shall be guilty of a misdemeanor.*

##### Regulations:

1. Every tenant conducting aeronautical or aeronautical support activities at the Airport shall conform with all applicable regulations of the Federal Aviation Administration (FAA), the Transportation Security Administration (TSA) or any successor agency, directives of the Authority (including, but not limited to, the Airport Certification Manual (ACM) and the Airport Security Program (ASP)), and these Airport Rules and Regulations.
2. No tenant shall conduct business in any public area or other common area of the Airport including, but not limited to, sidewalks, entrances, passages, elevators, vestibules, stairways, corridors, driveways or parking areas.
3. All tenants shall only use common areas as passageways to and from their respective work areas or to reach, as customers, the leaseholds of other tenants.

##### B. Prohibited Uses of Premises

##### Regulation.

1. No tenant shall occupy or permit any portion of its premises to be occupied in any manner whatsoever beyond the use(s) set forth in its agreement with the Authority.

**C. Damage to Fixtures and/or Facilities**

Regulation.

1. Every tenant misusing any fixture or facility on the Airport premises shall bear the cost of repairing damage resulting from such misuse.

Repair costs may be billed to the tenant, subtenant or affiliated entity through additional rent or other cost recovery.

**D. Theft**

Any theft or loss should be reported to the Harbor Police Department at (619) 686-8002.

The Authority will not be responsible for lost or stolen personal property from any tenants' leased premises or common areas regardless of whether such loss occurs when the area is locked against entry or not.

**E. Locks and Keys**

Regulations:

1. No tenant shall make a duplicate of any security key for a lock on any door or gate on Airport premises leased to the tenant without first obtaining approval of the President/CEO.

For more information, contact the Authority's Terminals & Tenants Department at (619) 400-2694.

2. No tenant shall install any additional door lock without the prior written consent of the President/CEO.
3. All tenants that have lost a security key shall be responsible for all costs associated with any resulting re-keying or re-pinning.

The Authority provides all initial door locks in each tenant's leased premises. All subsequent lock changes requested by the tenant, if approved by the Authority, shall be completed by the Authority at tenant's sole expense and cost. The Authority shall furnish to each tenant a reasonable number of keys to the tenant's leased premises at the initial move in. All subsequent key requests shall be at the tenant's sole expense and cost.

**4.3 CLEANLINESS**

Regulations:

- A. All tenants shall keep their leased areas and adjacent areas clean and free of rubbish and trash. Nothing shall be swept or thrown into the corridors, hallways or stairwells.

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- B. All tenants shall close all corridor doors to their leaseholds when those doors are not in use.

Cross-reference: See Rules and Regulations Section 6.6.C. Hangar Safety/Spills and Leaks.

#### 4.4 IMPROVEMENTS

##### A. Approval Required Regulation.

1. Prior to commencing any tenant improvement or construction project on the Airport, the tenant shall first obtain the written approval of the President/CEO, regardless of the scope of work.

No tenant improvement project, including “minor” projects such as new telephone or data lines, is exempt from this regulation.

For more information, contact the Authority’s Terminals & Tenants Department at (619) 400-2694.

##### B. Approval Process

Proposed tenant improvements and construction projects (“tenant improvements”) shall be submitted to the Terminals & Tenants Department for review and approval prior to the tenant commencing work on the project.

Tenant improvements shall comply with the Authority’s standards as contained in the Authority’s Tenant Design Criteria, Airport Sign Policy, the Lindbergh Field Design and Construction Standards, and other standards as may be amended or implemented. All submittal forms and standards can be obtained from the Authority’s Terminals & Tenants Department at (619) 400-2694. Incomplete or non-complying submittals may be rejected or placed on hold pending provision of a conforming submittal.

Submittals of accurate and complete as-built drawings are required for projects involving extensive remodeling, and/or electrical, mechanical, and structural systems and other projects as may be required in the Authority’s discretion.

Authority review is not a substitute for any other required applicable permits or approvals including, but not limited to, those issued by the following agencies: City of San Diego Development Services (building, electrical, plumbing, heating, and ventilating and air conditioning (HVAC), fire and temporary permits), County of San Diego Department of Environmental Health, and the Federal Aviation Administration (FAA).

##### C. Hot Work

Cross-reference: See Rules and Regulations Section 6.3.C. Fire Hazards/Open Flames

**D. Tenant and their Contractors**

Regulations:

1. No contractor of a tenant on the Airport shall commence any type of construction work prior to the tenant obtaining approval in writing from the President/CEO.
2. All tenants conducting any improvement project shall ensure that such project conforms with the President/CEO's written approval.

Authority representatives including, but not limited to, the Construction Inspector may direct a tenant or tenant contractor to correct improvements or construction operations and/or stop construction when a project is either unauthorized or not complying with the written conditions of approval for that project.

3. All tenants shall control and direct their contractors working at the Airport.
4. All contractors and subcontractors of an Airport tenant shall procure, provide and maintain insurance coverage naming the Authority as an additional insured, insuring such risks in such amounts and with a company meeting the minimum requirements set by the Authority.
5. All tenants conducting any construction work at the Airport shall perform such work in accordance with all laws and regulations; pursuant to a valid building permit; and in a good and workmanlike manner.
6. All tenants conducting any construction work at the Airport shall ensure that their activities do not result in any damage to the Airport or other tenant property, improvements or possessions.

**4.5 SECURITY**

**A. General**

Regulations:

1. All tenants shall ensure the internal security of leased areas, including company aircraft and aircraft parking ramps.
2. All tenants shall have in place an approved program to prevent any unauthorized access to any restricted areas or the AOA via their leasehold or an operating area.

3. All tenants shall screen all unidentified and unbadged persons entering or found in their leasehold or operating area.
4. All tenants loading or off-loading any passengers shall provide an authorized and badged employee as an escort during passenger loading or off-loading to prevent unauthorized access to the aircraft and the AOA.
5. All tenants shall ensure that departure gate access doors remain closed and locked during any non-flight activity.

## **B. Construction**

### **1. Ensuring Compliance**

#### Regulation.

- a. All tenants shall ensure complete compliance with all applicable security requirements specified in the Airport Security Program (ASP) for any construction or other contracted services they conduct at the Airport.

Although Transportation Security Administration (TSA) officials, Harbor Police Officers, Aviation Security and Public Safety Department, Airside Operations Department, Terminals & Tenants and Facilities Development personnel monitor Airport construction activities, it is the responsibility of the tenant (including any contractor and/or designated Chief of Security, if applicable) to ensure compliance with the requirements set forth by the Authority.

For construction activity on the AOA, refer to the Airport Operational Safety & Security Requirements on the AOA (available at [www.san.org](http://www.san.org)).

### **2. Briefing**

#### Regulation.

- a. No tenant shall begin or permit any work on the Airport until the tenant, the tenant's contractor, and the contractor's Chief of Security (if such employee is required) has received a briefing from the Manager, Aviation Security and Law Enforcement, or his or her designated representative.

### **3. Perimeter Fence and Gate Security**

#### Regulations:

- a. All tenants conducting any construction project requiring access through the Airport perimeter fence shall:
  - (1) only use designated and approved perimeter access gates and follow pre-approved travel routes;

- (2) obtain SAN Identification (ID) badges allowing access to pre-determined and approved areas; and
  - (3) not install any type of locking device on any gate unless approved by the Manager, Aviation Security and Law Enforcement, or his or her designated representative.
- b. Every tenant modifying the Airport perimeter security system shall obtain the prior approval of the Manager, Aviation Security and Law Enforcement. Security fencing and/or gate construction shall be in conformity with applicable Federal Aviation Regulations (FARs) and Advisory Circulars (ACs). The integrity of the perimeter fence and gate system shall be strictly maintained at all times without exception. Gaps between gate end posts and fence support posts shall not exceed two inches. Gaps under fencing shall not exceed four inches from the bottom of the fence fabric to surface grade.

#### **4. Doorway Security**

##### Regulations:

- a. All tenants engaged in construction shall maintain positive security controls 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 installed temporary doorways shall be secured or guarded with authorized SAN Identification (ID) badged personnel at all times. Temporary doors installed for use by the tenant or contractor personnel that allow access to restricted areas shall be secured with a lock issued by Airside Operations Department, or by other means approved by the Manager, Aviation Security and Law Enforcement.
- b. No tenant shall:
  - (1) modify a security access door closure device or automatic locking mechanism;
  - (2) use an emergency exit (alarmed door) for access unless authorized by Airside Operations; or
  - (3) allow a security access door to be propped open unless a guard is physically posted at the door to prevent unauthorized access and Airside Operations is notified in advance.

The Airside Operations Duty Manager will notify and authorize the Security Operations Center (SOC) to disregard the Door Open Too Long alarm until the work at the door under repair is complete. This prevents the Harbor Police Department (HPD) from being dispatched unnecessarily to respond to

the alarm. Guards must be approved by the Manager, Aviation Security and Law Enforcement, and the Contractor's Chief of Security.

All security access doors must close and lock automatically.

## **5. Airport SAN Identification (ID) Badge Requirements for Contractors**

### Regulations:

- a. Every tenant engaged in any work at the Airport shall ensure that there is at least one contractor supervisor/foreman with a photo SAN identification (ID) badge in each work area at all times. The contractor supervisor/foreman shall escort and vouch for all contractor personnel wearing SAN identification (ID) visitor badges with "escort required" limitations in the work area.
- b. Every tenant engaged in any work at the Airport shall ensure that all personnel wearing a visitor badge are under escort at all times when in restricted areas of the Airport. An escort must be a Security Identification Display Area (SIDA) badge holder with "escort" authority.
- c. Every tenant engaged in any work at the Airport shall ensure that:
  - (1) all of its visitors display orange visitor badges;
  - (2) all of its visitors are in view and under the positive control (not more than 25 feet) of a SAN Identification (ID) badge holder at all times;  
and
  - (3) no more than five (5) visitors accompany any escort at a time.

## **4.6 STORM WATER COMPLIANCE**

The Airport Authority Board has adopted the SDCRAA Code Sections 8.70 to 8.79, known as the SDCRAA Storm Water Management and Discharge Control ("Storm Water Code"). The Storm Water Code sets forth uniform requirements and prohibitions for dischargers and places of discharge to the storm water conveyance system and receiving waters necessary to adequately enforce and administer all laws, standards, orders and special orders that provide for the protection, enhancement and restoration of water quality. The Storm Water Code applies to all tenants, persons and places located on property within the Authority's jurisdiction that discharge storm water or non-storm water into any storm water conveyance system or receiving waters. Any tenant violating any of the provisions or failing to comply with the mandatory requirements of the Storm Water Code is subject to enforcement action.

There is a wide variety of airport, airline, aircraft, and ground support-related activities conducted at the Airport that are subject to the requirements of one or both of the following National Pollutant Discharge Elimination System (NPDES) storm water permits:

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- State Water Resources Control Board Water Quality Order No. 97-03-DWQ, National Pollutant Discharge Elimination System (NPDES) General Permit No. CAS000001, Waste Discharge Requirements for Discharges of Storm Water Associated with Industrial Activities Excluding Construction Activities (“General Industrial Permit”), as amended, modified, revised, or re-issued; and
- California Regional Water Quality Control Board, San Diego Region, Order No. R9- 2007-0001, National Pollutant Discharge Elimination System (NPDES) No. CAS0108758, Waste Discharge Requirements for Discharges of Urban Runoff from the Municipal Separate Storm Sewer Systems (MS4s) Draining the Watersheds of the County of San Diego (County), the Incorporated Cities of San Diego County, the San Diego Unified Port District, and the San Diego County Regional Airport Authority (SDCRAA) (“Municipal Permit”), as amended, modified, revised, or re-issued;

The Authority has prepared a Storm Water Management Plan (SWMP) that outlines a comprehensive program to reduce and eliminate pollutants from entering the storm water conveyance system and receiving waters. The Storm Water Management Plan (SWMP) describes potential pollutant sources at the Airport and the management programs in place to reduce or eliminate them.

### Regulations:

1. All tenants at the Airport shall comply with the current applicable General Industrial and Municipal Permits of the California Regional Water Quality Control Board and shall respond to all Authority requests for pertinent information regarding facilities, operations, and activities.
2. Each Airport tenant, service provider and other commercial user shall be fully aware of and comply with federal, state and local storm water pollution prevention laws and regulations, the Storm Water Code, the National Pollutant Discharge Elimination System (NPDES) permits applicable to the Airport, and the Storm Water Management Plan (SWMP). Airport tenants, service providers and other commercial users are also responsible for ensuring that their contractors and sub-contractors comply with these requirements.
3. Any spillage or release of gasoline, jet fuel, oil, grease, lavatory chemicals, lavatory waste, waste water of any kind, or any other material or pollutant which may degrade the environment or may be unsightly or detrimental to the pavement in any area of the Airport shall be removed immediately by the party or operator responsible, using suitable procedures in a manner acceptable to the President/CEO. The failure of the responsible party to act promptly to immediately remedy the spill or release may result in a determination by the President/CEO to expend Authority resources to protect public health and safety, property and the environment and to seek reimbursement for such expenditures from the party responsible.

Cross-references: See Rules and Regulations Sections 3.4.7 Fuel Spills, and 3.4.8 Lavatory Chemical and/or Lavatory Waste Spills.

#### **4.7 CARE OF BUILDING**

##### **A. Covering or Obstructing Windows and Doors**

###### Regulations:

1. No tenant shall cover or obstruct any door, sash, window, glass door, light or skylight that reflects or admits light into the common areas of the Airport.
2. No bottles, parcels, showcases, inventory, wares or merchandise of any type shall be placed on any windowsill or in the public portions of any terminal building.
3. No tenant shall construct or place any window display case or platform anywhere such that it can be viewed from or through an outside window or door without prior written approval as to the design, content, location, construction and suitability of the subject matter from the President/CEO.
4. No tenant shall attach any awning, shade or other window covering (including but not limited to curtains, blinds, drapes or screens) to the inside or outside walls or to the inside or outside of windows of any leasehold without the prior written consent of the President/CEO.

Any items requiring President/CEO consent must be of the quality, type, design, color, material, and general appearance specified by the Authority.

##### **B. Baggage Storage Cases**

###### Regulation.

1. No tenant shall use any baggage storage case located in any baggage claim area other than for the temporary storage of luggage or other travel-related, passenger-owned items.
2. No tenant shall apply any poster or other promotional material to the inside of any panel of a glass case in the baggage storage area. Any affixed items must be promptly removed at the request of the Authority.

##### **C. Tenant Restrooms**

###### Regulation.

1. No tenant shall use any restroom for any purpose other than those purposes for which it was constructed.

**D. Defacing Exterior Surfaces**

Regulation.

1. No tenant shall mark, drive nails or screws into, drill into, paint or in any way deface the exterior walls, roof, foundations, bearing walls or pillars of any leasehold or building without the prior approval of the Authority. The expense of repairing any breakage, stoppage or damage resulting from such activity will be borne solely by the tenant.

**E. Utility Systems**

Regulations:

1. No tenant shall install or use any water cooler, ice machine, air conditioning unit, heating or other similar type equipment without the prior written consent of the President/CEO.
2. All tenants installing or maintaining electrical equipment shall ensure that only trained and qualified electricians install and maintain the equipment. Facilities containing such equipment shall be regularly inspected to correct any hazard resulting from operational use.
3. No tenant shall install any temporary or makeshift wiring other than extension lights.
4. All tenants using any explosion-proof or vapor-tight equipment shall regularly maintain such equipment in accordance with safety standards.
5. No tenant shall install any semi-permanent or permanent electrical installation without Authority approval.

**F. Painting and Battery Work**

Cross-reference: See Rules and Regulations 6.3.D Fire Hazards/Paint Spraying/Stripping, Battery Work and Doping

**G. Hot Work**

Cross-reference: See Rules and Regulations 6.3.C. Fire Hazards/Open Flames

**4.8 CLOSURE OF ENTRANCES**

The Authority reserves the right to close and keep locked any and all entrances and exit doors of the Airport, including but not limited to gates into parking areas, during such hours the President/CEO deems appropriate for the cleaning, maintenance or protection of the Airport.

## **4.9 SIGNAGE AND TENANT ADVERTISING**

### **A. Permanent Signage**

#### Regulation.

1. No tenant shall exhibit, inscribe, paint or affix any sign, advertisement, notice or other lettering on any part of the outside or inside (if visible from outside) of a leasehold or terminal facility surface, including, but not limited to, ticket counters, gate check-in counters and ticket lift podiums without the prior written consent of the President/CEO.

The President/CEO may remove any violating object without any liability and may charge the expense incurred by such removal up to and including repair and rehabilitation costs to the tenant as additional rent or cost recovery.

The President/CEO shall have the right to prohibit any advertising or business conducted by a tenant on the Airport that, in his or her opinion, tends to damage the reputation of the Authority and/or may encourage tenants to refrain from or discontinue advertising or business.

### **B. Signage Content**

#### Regulations:

1. No tenant shall display any sign or signage content other than the business name, address, product, service or principal use of the premises.
2. No tenant shall display any signage containing advertisements that include any rates or prices.

Tour and service information brochures offered by a tenant may be permissible at the business counters and must be kept in an acceptable display case (e.g., Lucite holder).

### **C. Banners**

#### Regulation.

1. No tenant shall post or display any banner prior to receiving approval from the President/CEO.

The President/CEO reserves the right to limit the number of banners and signage placed at the Airport.

#### **Approval Process**

Tenants must deliver banners to the Terminals & Tenants Department for approval. A letter explaining the purpose of the banner may be requested. No advertising or political messages of any type will be allowed on banners or signs.

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Upon approval of the banner, the Terminals & Tenants Department will affix an Authority approval sticker to the lower right corner of the banner. The Authority approval sticker will contain the approval expiration date. Approval is for a maximum of thirty (30) days. Extensions may be authorized upon written request.

### **Installation**

The Facilities Management Department is responsible for the installation and removal of all banners.

Banners may not be displayed in areas that block airport signage, exit signs, fire extinguishers, or pull boxes. Banners may hang no lower than ten (10) feet from the floor.

Banners should be constructed of lightweight, fire retardant materials. Plastic banners are not permitted.

### **D. Digital Corporate Welcome Signs**

Digital corporate welcome signage supplied by the San Diego Convention and Visitors Bureau (San CVB) and the San Diego Convention Center Corporation may be placed on the 70-inch digital displays in the baggage claim areas of the Commuter Terminal, Terminal 1 and Terminal 2. The welcome signs may appear for approximately ten (10) seconds every sixty (60) minutes, depending on the availability of space.

Digital corporate welcome signage specifications require static images and 1920 x 1080 HD video files in MPEG-2 HD, WMV-HD, MPEG-4 or AVI format.

All requests for digital corporate welcome signs from the San Diego Convention and Visitors Bureau (San CVB) or the San Diego Convention Center Corporation must be sent with artwork attached to the Senior Marketing Specialist II, Vision, Voice & Engagement. Contact Vision, Voice & Engagement at (619) 400-2871 for assistance. Once approved by the Authority, all digital corporate welcome signs will be forwarded to a consultant with start and end dates as identified by the Senior Marketing Specialist II, Vision, Voice & Engagement.

No other welcome signs shall be placed on the digital baggage claim screens without pre-approval of the Authority.

### **E. Community Outreach Program – Regional Non-Profit Organizations**

As part of the Community Outreach Program, a number of wall wraps in Terminals 1 and 2 have been designated for a diverse group of local not-for-profit organizations that reflect the region's diversity and uniqueness.

A rotating schedule of not-for-profit organizations will be developed by the Art Program Manager and the Senior Marketing Specialist II, Vision Voice & Engagement. Each wall wrap will have a three-month rotation allowing for 48

organizations to participate in a 12-month period. A request for proposals will be issued to the region's not-for-profit organizations to solicit participation. All art requires prior Authority approval. Wall wrap dimensions depend on location. Specifications will be provided upon acceptance into the program.

**F. Holiday Decorations**

Regulation.

1. All tenants shall remove at their own expense any holiday or other decorations deemed offensive in the judgment of the Terminals & Tenants Department.

Tasteful decorations are permitted at ticket counters and gate areas.

Any damage to Airport facilities resulting from decorations may be charged to the tenant as additional rent or cost recovery.

**G. Solicitation of Business**

Regulations:

1. No tenant shall solicit business in the terminal outside of their leased areas, in parking areas or in other common areas.
2. No tenant shall distribute any handbills or other advertising matter on automobiles parked in the parking areas or elsewhere.

**4.10 TERMINAL PAGING SYSTEM**

Regulations:

- A. No tenants shall use the terminal paging system other than for essential announcements, such as updated departure/arrival times, flight cancellations and gate changes. All paging announcements are to be made in a brief, clear and concise manner.
- B. All tenants with access to the paging system shall warn all employees that nonessential information over the paging system is strictly prohibited.

The Airport paging system is the property and responsibility of the Authority. Any repairs, modifications or maintenance to the system is performed by the Authority or in accordance with tenant plans pre-approved by the Authority.

Where damage due to misuse or negligence has occurred, the Authority may repair the system or return it to its former configuration. The cost of such work will be billed to the responsible tenant as additional rent or cost recovery.

**4.11 DELIVERIES**

**A. Use of Public Areas**

Regulations:

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Rules and Regulations

1. All tenants shall ensure that deliveries to and from their leasehold are made only in such a manner and at such times as prescribed and approved by the President/CEO.
2. All tenants shall ensure that the movement of any bulky merchandise or materials into or out of their leasehold occurs through the public entrances during non-peak hours between 11:30 p.m. and 5:00 a.m.
3. All tenants shall assume all risks and liability for any damage to property or injury to persons where such damage or injury is a result of services provided to the tenant.
4. All tenants moving in or out of their leasehold areas shall repair, at their sole cost and expense, any damage to the building caused by their move.
5. All tenants shall keep loading areas neat, clean and free of any debris or spillage at tenant's sole cost and responsibility.
6. No tenant shall permit any items, trash or other refuse to be left unattended in any common area. The responsible tenant shall reimburse the Authority for the cost of removal in the event of any violation.
7. No tenant shall use in any public area of the Airport any hand truck or dolly for the delivery or receipt of merchandise other than one equipped with rubber tires and side guards.

**B. Use of Escalators**

Regulation.

1. No tenant shall use an escalator at the Airport to transport any type of equipment, concession supplies, construction supplies or contractor materials. Any damage to any escalator shall be borne by the offending tenant.

**4.12 NOISE**

Regulation.

- A. No tenant shall make or permit to be made any unseemly or disturbing noises disturbing or interfering with other occupants of the terminal or other structures, whether by the use of any musical instrument, radio, television set, voice machine, paging system, unusual noise or otherwise.

**4.13 VERMIN AND PESTS**

Regulation.

- A. Any tenant that misuses or neglects their leasehold or leased terminal area such that it becomes infested with vermin or pests shall at their own expense cause the vermin or pests to be exterminated immediately. The tenant shall employ licensed exterminators as pre-approved in writing by the President/CEO.

The tenant's failure to act promptly to immediately remedy the infestation may result in a determination by the President/CEO to expend Authority resources to protect public health and safety, property or the environment. The Authority may use all means available to seek reimbursement for such expenditures from the tenant.

#### **4.14 ELECTRONIC EQUIPMENT**

Regulations:

- A. No tenant shall use or bring upon the leasehold any electronic equipment, computers, data processing equipment or other equipment that may interfere with the electronic equipment of the Authority or another tenant.
- B. No tenant shall erect, install or otherwise maintain any aerials, transmitters or antennas without prior written consent from the President/CEO.

#### **4.15 QUEUING LINES AND STANCHIONS**

Regulation.

- A. All tenants shall ensure that queuing lines and stanchions do not unreasonably impede access and egress through any public area. In the event such lines unreasonably impede passenger flow, the tenant shall make immediate corrections.

The Authority recommends that queuing lines be controlled with stanchions with stanchion-mounted signs. Stanchion-mounted signs must contain professionally manufactured messages. Handwritten signs are not acceptable and may be removed by Authority personnel. The tenant may use a colored connection strap that identifies their name and/or corporate identity.

Stanchions must be free from damage (e.g., damaged or loose stanchion bases, broken connection straps or straps tied together). Such stanchions and damaged stanchion-mounted signs are not acceptable and will be removed by Authority personnel.

Unless prior permission is received from the President/CEO, interior stanchions must be chrome and exterior stanchions must be black powder-coated and weather-resistant.

## SECTION 5

### 5.0 MOTOR VEHICLE AND GROUND TRANSPORTATION OPERATIONS

#### 5.1 SCOPE AND APPLICABILITY

This section prescribes general required operating procedures for all motor vehicles and ground transportation service operations at the Airport. Except in cases of emergency involving the protection of life and/or property, motor vehicles shall be operated in strict accordance with these rules and regulations, Authority Codes, and the California Vehicle Code (CVC).

#### 5.2 REGULATIONS APPLICABLE TO ALL MOTOR VEHICLES

*Authority Code § 9.30 (j). Unless otherwise provided, any applicable state and local laws relating to the operation of motor vehicles on the public highways thereof, apply to the operation of motor vehicles on the facilities and airports under the jurisdiction of the Authority.*

##### A. Speed Limits

*Authority Code § 9.30 (h). No person shall drive any vehicle in excess of posted speed signs and in no event in excess of 15 miles per hour, unless otherwise posted. A violation of this provision shall constitute a misdemeanor.*

*Authority Code § 9.31 (a). It shall be unlawful to operate any vehicle on the facilities and airports under the jurisdiction of the Authority in excess of posted speed limits.*

##### B. Traffic Signs, Markers and Devices

*Authority Code § 9.30 (e). No vehicle shall be parked or operated on the facilities and airports under the jurisdiction of the Authority in violation of posted signs.*

*Authority Code § 9.32 (a). The President/CEO is hereby instructed to have lines or markings painted or placed upon the curb or upon the street for the purpose of designating parking spaces. Vehicles shall park within the lines or markings so established. It shall be unlawful to park any vehicle across any such line or marking or to park said vehicle in such position that the same shall not be entirely within the area so designated by such lines or markings.*

*Authority Code § 9.34 (a). No person shall stop, stand or park any vehicle on facilities or airports under the jurisdiction of the Authority, including the Airport (collectively, the “**Facilities**”), in violation of posted signs or curb markings.*

*Authority Code § 9.34 (b). The Authority’s President/CEO is authorized to determine such parking restrictions and locate such signs or curb markings as are necessary or appropriate to give notice of any restriction and the applicable hours, times or days any such restriction is effective.*

**C. Pedestrian Right of Way**  
Regulation.

1. Every person driving a motor vehicle at the Airport shall yield the right-of-way to any pedestrian who crosses a roadway, access way, designated crosswalk or drive, except where the movement of vehicular traffic is being regulated by an authorized officer of the Authority, a peace officer, or traffic control signals.

**D. Vehicle Condition**

*Authority Code § 9.30 (l). No person shall operate any vehicle that: (1) is so constructed, equipped, or loaded, or which is in such physical or mechanical condition, as to endanger persons or property; or (2) that has attached thereto an object or equipment (including that which is being towed) that drags, swings, or projects so as to be hazardous to persons or property.*

**E. Permission**

*Authority Code § 9.30 (m). Unless prior written approval is obtained from the President/CEO, only those motor vehicles licensed to travel on the public highways of the State of California shall be permitted on the roadways, access roads, apron or other vehicular traffic areas of the facilities and airports under the jurisdiction of the Authority.*

**F. Repairs**

*Authority Code § 9.30 (n). No person shall clean or make repairs to vehicles anywhere on the facilities and airports under the jurisdiction of the Authority other than in areas designated for this purpose, except for minor repairs necessary with respect to a temporarily disabled vehicle.*

**G. Loading and Unloading of Vehicles**

*Authority Code § 9.36 (a). No person shall stop a vehicle for loading, unloading, or any other purpose on the facilities and airports under the jurisdiction of the Authority, including, without limitation, the Airport, other than in areas specifically designated for such use, and only in the manner prescribed by signs, markings, voice recordings or other means provided.*

**H. Airport Temporary Curbside Parking Permit Rules**  
Regulations:

1. No emergency vehicle shall park at the curb before contacting an airport traffic officer (ATO) and the ATO performs a cursory inspection, with the exception of Authority and Airport-assigned emergency vehicles, Airport Operations vehicles, and Airport Facilities Maintenance vehicles. All emergency vehicles parked curbside shall be secured at all times.

San Diego International Airport  
Rules and Regulations

2. All persons parking a media vehicle at a curb shall adhere to the following procedures:
  - a. An ATO shall be contacted prior to parking at the curb.
  - b. The ATO shall perform a cursory inspection of the media vehicle.
  - c. The media vehicle shall display valid media placards issued by the County or City of San Diego or be marked with station insignia.
  - d. The media vehicle shall be parked at the east end of the curb for Terminal 1, to the west of valet parking for Terminal 2, or in front of the pet relief area for the Commuter Terminal (CT).
  - e. A member of the media shall remain with the vehicle at all times.

For more information, contact the Airport Operations Department at (619) 400-2710.

All other media vehicles should use the parking lots. Media vehicles may park in the Airport parking lots for up to three hours at no cost. A business card is required for parking validation.

3. All persons parking a delivery vehicle at the curb shall adhere to the following procedures:
  - a. The delivery vehicle shall display a valid SAN AOA placard or curbside permit.
  - b. The driver shall contact an ATO.
  - c. ATO shall perform a cursory inspection.
  - d. The delivery vehicle shall be secured at all times.

Other temporary permits may be issued on an as-needed basis under special circumstances. Vehicles may only be parked as per the terms and conditions on the permit. Vehicles shall be secured at all times. The driver shall make contact with an ATO who will verify the permit and make a cursory inspection of the vehicle.

Any failure to comply with these procedures or the instructions of authorized personnel may result in the immediate revocation of the temporary permit and subject the vehicle to citation and impound. Permits shall be surrendered to any ATO, harbor police officer or Authority Ground Transportation Department employee upon request.

**I. Accidents**

*Authority Code § 9.30 (d). Any accident involving injury or property damage shall be reported to the President/CEO.*

Contact the Ground Transportation Department at (619) 400-2685.

Regulation.

1. Every operator of a motor vehicle involved in any accident which results in the injury or death of any person or damage to any property shall immediately stop such vehicle at the scene of the accident and render assistance as needed. The operator shall give their name, address, license and registration numbers, and the name and address of their insurance company to any person injured, any owner of the damaged property, or any peace officer present, and shall notify the Harbor Police immediately. The operator shall make a report of the accident as may be required by and in accordance with applicable law.

**J. Towed Vehicles**

*Authority Code § 9.37 (a). The President/CEO has the authority to remove from any area on the facilities and airports under the jurisdiction of the Authority, including, without limitation, the Airport, any vehicle which is disabled, abandoned or parked in violation of these rules and regulations, or which presents an operational or security problem to any other area of such facilities and airports and may store the same at the owner's or operator's expense and without liability for damage which may result while removing, towing or storing.*

Regulation:

The following steps will be taken to resolve the issue of a towed vehicle:

1. A "Notice of Storage" shall be mailed or personally delivered to the registered and legal owners within 48 hours, excluding weekends and holidays, and shall include all of the following information:
  - (a) The name, address, and telephone number of the agency providing the notice.
  - (b) The location of the place of storage and description of the vehicle, which shall include, if available, the name or make, the manufacturer, the license plate number, and the mileage.
  - (c) The authority and purpose for the removal of the vehicle.
  - (d) A statement that, in order to receive their poststorage hearing (See Section 7.6 (C)), the owners, or their agents, shall request the hearing in person, writing, or by telephone within 10 days of the date appearing on the notice.

2. The poststorage hearing shall be conducted within 48 hours of the request, excluding weekends and holidays. The public agency may authorize its own officer or employee to conduct the hearing if the hearing officer is not the same person who directed the storage of the vehicle.
3. Failure of either the registered or legal owner, or his or her agent, to request or to attend a scheduled hearing shall satisfy the poststorage hearing requirement.
4. The Authority shall be responsible for the costs incurred for towing and storage if it is determined in the poststorage hearing that reasonable grounds for the storage are not established.

Contact the Ground Transportation Department at (619) 400-2685.

### 5.3 PARKING AREAS

*Authority Code § 9.33 (a). Jurisdiction. The Authority is authorized pursuant to §21100 and 22500 et. seq. of the California Vehicle Code, §170016 of the California Public Utilities Code, and other applicable laws to enact and appoint personnel to enforce parking regulations at the Airport.*

*Authority Code § 9.33 (b). Authorization. Airport Traffic Officers (“ATOs”) and other Authority personnel designated by the President/CEO that are assigned to the enforcement of the Authority’s codes, applicable section of the California Vehicle Code, and other applicable laws relating to illegal parking and related violations within the jurisdiction of the Authority are authorized to issue written notices of violation thereof stating the vehicle license number, make of vehicle, the time and date of illegal parking, street location and reference to the appropriate section violated together with fixing a time and place for appearance by the registered owner to answer said notice. Such notice shall be attached to said vehicle in a conspicuous place upon the vehicle so as to be easily observed by the person in charge of such vehicle upon his or her return thereto.*

*Authority Code § 9.33 (c) Penalty. For the purposes of regulating the use and safety of streets, parking and traffic and as a deterrent to illegal parking, the following penalties are established:*

<b>Type of Violation</b>	<b>Authority Code Sections(s)</b>	<b>Penalty Within 30 Days of Issuance</b>	<b>After 30 Days</b>	<b>After 65 Days</b>
Out-of-Stall	9.32(a); 9.34(e)	\$35.00	\$70.00	\$80.00
Unauthorized Airport Parking, Stopping, or	9.30(e); 9.30(f); 9.30(n); 9.34(a); 9.34(c); 9.34(d); 9.34(f); 9.34(k)	\$67.00	\$134.00	\$144.00

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Standing				
No Valid Employee Lot Permit	9.34(l)	\$35.00	\$70.00	\$80.00
Unauthorized Commercial Airport Parking, Stopping, or Standing	9.34 (m)	\$250.00	\$250.00	\$250.00

*Authority Code § 9.33 (d) Payment of Penalties. The owner or operator of a cited vehicle for a parking code violation may elect to mail the applicable penalties within the time established for payment thereof in accordance with the information specified in the notice of violation; provided, however, said owner or operator shall be and remain responsible for the delivery and payment thereof.*

*Authority Code § 9.33 (e) Failure to Pay. Failure to pay the appropriate penalty as provided herein or failure to contest the violation in accordance with the information specified in the notice of violation will result in proceeding against the registered owner and or the vehicle operator for violation of the appropriate code section in accordance with the provisions of §40220 of the California Vehicle Code.*

*Authority Code § 9.33 (f) State Mandate Surcharges. The President/CEO is authorized to adopt procedures and delegate authority for the collection of additional mandated surcharges or fees imposed pursuant to applicable state or municipal law.*

**A. Public Parking**

*Authority Code § 9.34 (c). No person shall park a vehicle within any public vehicular parking area except upon the payment of such parking fees and charges as prescribed by the Authority.*

*Authority Code § 9.34 (d). No person shall enter or use a motor vehicle parking facility or parking space contrary to its posted or restricted use.*

*Authority Code § 9.34 (e). No person shall park or leave a vehicle unattended in any motor vehicle parking facility or parking space without having positioned said vehicle in a designated stall or area in such a manner as not to obstruct the proper movement of other vehicles in the parking facility or utilization by other vehicles or driveways or adjacent parking spaces.*

*Authority Code § 9.34 (f). The President/CEO has the authority to store vehicles parked in vehicular parking areas, for nonpayment of parking charges.*

*Authority Code § 9.34 (g). No person, unless authorized by the President/CEO, or the authorized parking facility operator, shall remove a claim check from a parking*

*facility claim check dispensing machine, other than as an operator of a vehicle entering a parking facility, in which case, such person shall remove only one claim check from the dispensing machine.*

*Authority Code § 9.34 (h). It shall be unlawful for any person to remove a claim check or checks from, or to otherwise operate, a parking facility claim check dispensing machine, for the purpose of avoiding or enabling another person to avoid payment of the lawful charge of the use of such parking facility.*

*Authority Code § 9.34 (i). No person shall remove or attempt to remove a vehicle from a parking facility by presenting a claim check other than the claim check originally dispensed to the operator at the time the vehicle entered such parking facility.*

*Authority Code § 9.34 (j). No person shall present a parking claim check requiring payment of parking fees upon exiting a motor vehicle parking facility which does not indicate an accurate record of the length of time said vehicle was actually within the parking facility; inaccuracies of time recording equipment excepted.*

#### **B. Reserved Parking**

*Authority Code § 9.34 (k). No person shall park any vehicle in any space marked "reserved" without a valid permit issued by the Authority. All such vehicles shall be allowed only within a space or area specifically assigned to them. Parking shall be allowed only within spaces that comply with said designation, and then only for the times officially indicated by such authorized signs.*

#### **C. Airport Employee Parking Facilities**

*Authority Code § 9.34 (l). No person shall park or operate a vehicle on any parking facility established for the use of persons employed at the Authority unless such vehicle has properly affixed thereto a valid and un-expired parking decal or hang tag.*

##### Regulation.

1. No person shall alter, falsify, forge, duplicate or in any manner reproduce or counterfeit any employee parking facility decal or hang tag.

#### **5.4 COMMERCIAL TRANSPORTATION VEHICLES**

A violation of any of the following provisions may be penalized by suspension or revocation of privileges and/or as a misdemeanor.

*Authority Code § 9.11 (a). No person shall operate or drive or cause to be operated or driven any Taxicab, Vehicle for Hire, Charter Vehicle, TNC Vehicle, scheduled ground transportation service, hotel or other courtesy vehicle or any other commercial ground transportation service (except as provided in Section 9.23 of this Code) over and upon the non-dedicated private streets for the transportation of persons and baggage from or within the Airport without all valid and necessary permits issued by the Authority.*

*Authority Code § 9.24 (a). Violations of any of the provisions of Sections 9.01 to 9.24, inclusive, of this Code shall be charged as a misdemeanor and subject to:*

- (1) Imprisonment in the county jail not exceeding six months;*
- (2) A fine not exceeding one thousand dollars (\$1,000);*
- (3) Having their vehicle impounded; or*
- (4) Having any combination of subsections (1), (2), and (3) above imposed.*

*Authority Code § 9.34 (m). No person shall stop, stand or park, or cause to be stopped, standing, or parked, any commercial ground transportation vehicle on Facilities in violation of posted signs or curb markings.*

**A. Conformance with Laws**

*Authority Code § 9.21 (i). Any authorized ground transportation service shall be provided in conformance and abeyance of:*

- (1) All lawful orders or instruction from authorized officers of the Authority;*
- (2) Any and all rules and regulations now in force or which may be changed, added, modified or adopted by the Authority for operation of transportation services at the Airport; and*
- (3) Any and all laws, ordinances, statutes, rules, regulations, orders, permits or certificates from the Airport, any governmental authority, municipal, state or federal, lawfully exercising authority over such person holding an Authority permit, including persons, employees, drivers and agents.*

**B. Ground Transportation Permits**

*Authority Code § 9.12. The President/CEO or his or her designee of the Authority may issue permits authorizing ground transportation service for the transportation of persons and baggage from or within the Airport. A valid permit is permission for the person to whom it is given, including said person's employee, driver or agent, to transport, by a vehicle to which a decal or trade dress is affixed, passengers and baggage over and upon the non-dedicated private streets within the Airport, in accordance with the rules, regulations, and standing time limits established and designated by the President/CEO from time to time.*

*Authority Code § 9.23 (a). No ground transportation permit shall be required for the operation of ground transportation services for the transportation of persons and baggage from the Airport to any government-owned public transportation system.*

*Authority Code § 9.23 (b). No permit shall be required for the transportation of persons and baggage from the Airport by a vehicle operated for the transportation of passengers pursuant to a tour charter party license issued by the California Public Utilities Commission operating under an agreement or contract, with a passenger capacity of 25 persons or greater.*

**1. Vehicle Restrictions**

*Authority Code § 9.12 (a).*

*(1) Beginning July 1, 2012, the total number of authorized vehicle decals for Taxicab permits shall not exceed 450 for the Airport. A reserve list shall be retained and may be used by the President/CEO for possible replacements. The operating authority of vehicle decals for Taxicabs shall be restricted to two days every five days, not to exceed 180 authorized decals each day through the establishment of a numbered system.*

*(2) The total number of authorized Vehicle for Hire operators shall not exceed nine.*

*(3) The total number of authorized TNC permittees shall not exceed ten.*

*(4) No Vehicle for Hire operator may transfer a vehicle decal except as provided in Section 9.19 of this Code. Authorized Vehicle for Hire operators may increase the number of vehicle decals for their fleet each calendar year by the higher of two vehicles or 10% of their then existing fleet.*

Authority Code § 9.19 is reprinted herein in Rules and Regulations section 5.4.D.

*(5) No Taxicab, Charter Vehicle, Vehicle for Hire, Courtesy Vehicle, or TNC Vehicle shall be operated at the Airport the appropriate current Airport-issued vehicle decal or approved vehicle trade dress and having passed inspection as provided by this Code. No Taxicab, Charter Vehicle, Vehicle for Hire, Courtesy Vehicle, or TNC Vehicle more than ten (10) years old shall be allowed to operate at the Airport.*

*(6) The Board reserves the right to increase or decrease the number of ground transportation service permits or otherwise further limit or restrict the days or times for operation of the Permit Holders as provided herein or as may be provided pursuant to a duly adopted resolution.*

Contact the Authority's Ground Transportation Department at (619) 400-2685 for more information.

**2. Permit Terms and Fees**

*Authority Code § 9.12 (b). A ground transportation service permit may be issued any time during the calendar year and shall not exceed the expiration date. Irrespective of the date of issuance of any permit, every ground transportation service permit shall expire at the end of the permit term period during which it*

*was issued unless any such permit is sooner terminated, suspended, revoked or cancelled. No permit shall be extended nor shall any permit be renewed or transferred except as provided in this Code.*

*(1) Trip fees or any other fees and charges for a ground transportation service provider shall be set by resolution of the Board.*

**3. Vehicle Identification**

*Authority Code § 9.12 (c). All authorized Airport Commercial Ground Transportation Service Provider vehicles shall display an approved vehicle decal or trade dress and have an Authority-approved and operable Automated Vehicle Identification (“AVI”) transponder or Global Positioning System (“GPS”) unit.*

*(1) No person shall remove, damage or tamper with a vehicle decal or AVI transponder or GPS unit unless given written authorization by the Authority.*

*(2) No person shall evade or attempt to evade an Airport AVI reader or GPS System.*

*(3) No TNC shall operate a vehicle at the Airport without the Authority approved trade dress.*

Regulations:

- a. All authorized ground transportation service shall have AVI transponders affixed to their Airport-permitted vehicles.
- b. Only Airport-authorized personnel shall mount AVI transponders on permitted vehicles.
- c. No operator shall remove any AVI transponder without the permission of the Authority’s Ground Transportation Department.
- d. Every operator who removes a vehicle from service shall return the AVI transponder to the Authority’s Ground Transportation Department along with the vehicle decal within five (5) days of the vehicle being taken out of service.
- e. All operators shall be responsible in full for any replacement costs for lost transponders.

The current replacement cost for a transponder is \$75.00.

- f. Any vehicle that does not have a transponder shall be placed out of service.

- g. Any operator found to have tampered with or damaged a transponder shall be subject to suspension or revocation of their Airport permit.
- h. Any operator found evading or attempting to evade an AVI reader shall be subject to suspension or revocation of their Airport permit.

#### **4. Vehicle Inspections**

*Authority Code § 9.12 (d). Each vehicle for which there is a vehicle decal, permit, or trade dress shall pass inspection at an Authority approved Inspection Station prior to operating at the Airport, and shall be subject to further inspection at other times as required by the President/CEO.*

Contact the Authority's Ground Transportation Department for more information at (619) 400-2685.

#### **5. Temporary Ground Transportation Service Permit**

The Authority's Ground Transportation Department has temporary ground transportation service permits available for current Airport-permitted charter operators. These permits may be used on rented vehicles that are placed into service for periods not to exceed thirty (30) days. Permits may be moved from vehicle to vehicle only as provided.

The number of temporary ground transportation service permits issued to an operator shall not exceed ten percent (10%) of their permanent vehicle decals. An exception may be granted for a maximum of ten (10) decals upon submitting proof of need to the Authority.

##### Regulations:

- a. All operators shall display any temporary ground transportation service permit on the right side of the vehicle dashboard. Vehicles not properly displaying permits are subject to a citation.
- b. All charter vehicle operators using temporary ground transportation service permits shall submit an Airport Authority insurance compliance form to the Ground Transportation Department prior to placing a temporary vehicle into service.

Airport Authority insurance compliance forms are available on the Authority's website at [www.san.org](http://www.san.org). The form may be delivered in person or faxed to (619) 400-2686. Failure to submit the insurance form prior to using the temporary permit may result in the revocation of the permit.

- c. Every person operating under a temporary ground transportation service permit shall submit such permit for inspection at the request of any ATO or other authorized personnel.

Misuse of a temporary ground transportation service permit may result in the operator losing the privilege of obtaining future temporary permits.

## **6. Complaints**

*Authority Code § 9.17 (a). Every Airport Ground Transportation Service Permit Holder shall respond within ten days to any written complaint concerning transportation services provided or arranged by the Permit Holder to or from the Airport.*

*Authority Code § 9.17 (b). A Permit Holder also shall respond within ten days to any inquiries from the Authority regarding service complaints and provide copies of any requested correspondence and records.*

## **C. Driver's Permits**

*Authority Code § 9.13 (a). Except as provided in Section 9.23 of this Code, no person shall drive or operate a commercial ground transportation vehicle at the Airport for the purpose of picking up passengers, except pursuant to a valid ground transportation permit issued by the Authority. For purposes of this Article, a commercial ground transportation vehicle shall include, but not be limited to, a Charter Vehicle, Courtesy Vehicle, Taxicab, Vehicle for Hire and TNC Vehicle.*

*Authority Code § 9.23 (a). No ground transportation permit shall be required for the operation of ground transportation services for the transportation of persons and baggage from the Airport to any government-owned public transportation system.*

*Authority Code § 9.23 (b). No permit shall be required for the transportation of persons and baggage from the Airport by a vehicle operated for the transportation of passengers pursuant to a tour charter party license issued by the California Public Utilities Commission operating under an agreement or contract, with a passenger capacity of 25 persons or greater.*

Contact the Authority's Ground Transportation Department at (619) 400-2685 for more information.

### **1. Restrictions on Issuance and Exceptions**

*Authority Code § 9.13 (b). Every Permittees holding a commercial ground transportation permit shall conduct a background check, as required by the Authority and state law on all its Drivers. Permittees shall not allow any person, as defined below, to operate a commercial ground transportation vehicle.*

*(1) Any person required to register as a sex offender pursuant to the California Sex Offender Registration Act (California Penal Code §290, et seq.);*

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*(2) Any person required to register with the chief of police pursuant to California Health and Safety Code §11590, et seq;*

*(3) Any person convicted of a felony;*

*(4) Any person convicted of violating any of the following:*

*(i) California Vehicle Code §23152 or §23153;*

*(ii) The vehicle code of another state or jurisdiction for driving a vehicle upon a highway while under the influence of an intoxicating liquor, drugs or narcotics;*

*(iii) California Vehicle Code §23103 or §23104; or*

*(iv) The vehicle code of another state or jurisdiction for reckless driving.*

*(5) Any person who has been convicted of a crime, the nature of which the Authority determines indicates the applicant's unfitness to operate a commercial ground transportation vehicle for hire in a safe and lawful manner, including, but not limited to, assault or battery, or any form thereof;*

*(6) Any person who is addicted, as defined in California Welfare and Institutions Code §3009, to any substance prohibited by the Uniform Controlled Substances Act unless enrolled and successfully participating in a drug treatment program approved by a court of relevant jurisdiction;*

*(7) Any person who, within the twelve (12) months immediately preceding the submission of an application pursuant to this section, is convicted of, or held by any final administrative determination to be a negligent driver pursuant to California Vehicle Code §12810.5;*

*(8) Any person who provides false information when applying for an Authority Driver's Permit; or*

*(9) Any person who alters, falsifies, forges, duplicates or in any manner reproduces or counterfeits, or displays or causes to be displayed any Driver's Permit issued pursuant to this Section or by the Authority.*

*Authority Code § 9.13 (c).*

*(1) The provisions of Subsections (b)(1), (b)(2), (b)(3), (b)(4) and (b)(5) above shall not apply when five (5) years have elapsed from the later of:*

*(i) the last date of applicant's discharge from a jail or penal institution;*

- (ii) the last date of applicant's discharge from parole; or
- (iii) the last date on which applicant was placed on probation.

*(2) For the purposes of Subsection (b) above, conviction includes, but is not limited to, a plea or verdict of guilty, a finding of guilty by a court or jury in a trial, a plea of nolo contendere, or a forfeiture of bail.*

## **2. Application Procedures**

*Authority Code § 9.13 (c).*

*(3) The President/CEO shall determine the appropriate background check required prior to authorizing drivers to operate at the Airport pursuant to any permit.*

*(4) Permit holders shall comply with the reasonable requests of the President/CEO to audit the efficacy of background checks conducted on drivers operating at the Airport pursuant to any permit.*

*(5) A Taxicab Driver who is in possession of a valid Taxicab Driver's Identification Card issued by the San Diego County Sheriff's Department may be deemed in compliance with the background check requirements of this Code.*

*(6) If, after investigation, the Authority determines that the application for a Driver's Permit should be denied, the Authority shall prepare a Notice of Denial of Application setting forth the reasons for such denial. Such Notice shall be either sent by registered mail to the applicant or personally delivered. Any person who has had an application for a Driver's Permit denied may request a hearing in accordance with the provisions of this Code.*

## **3. Term and Fees**

*Authority Code § 9.13(d).*

*(1) A Driver's Permit may be issued any time during the calendar year for a term not to exceed one (1) year.*

*(2) A Driver's Permit may be renewed within the thirty (30) days prior to its expiration date by making application to the Authority, unless such permit is terminated, suspended, revoked or cancelled. A Driver's Permit shall not be renewable thirty (30) days after the expiration date of the Permit.*

*(3) The fee for a Driver's permit shall be set by resolution or ordinance of the Board.*

*(4) Prior to the issuance or reissuance of a Driver's Permit, satisfactory proof of compliance with this Code shall be submitted to the Authority.*

*(5) Prior to the issuance or reissuance of a Driver's Permit, the applicant must provide proof of a valid current California Driver's License of the class required by the Authority.*

#### **4. Replacement**

Airport taxicab and vehicle for hire drivers may replace a lost or stolen driver's permit upon payment of a permit fee. Any driver found operating with a previously replaced Airport driver's permit will be immediately placed out of service and the Authority may opt not to reissue a permit.

Contact the Authority's Ground Transportation Department at (619) 400-2685 for further information.

#### **D. Issuance and Transfer of Permits**

*Authority Code § 9.19 (a). Issuance of Commercial Ground Transportation Permits, vehicle decals and driver permits*

*(1) Commercial Ground Transportation Service Permits, vehicle decals and Driver Permits are issued by the Authority for the purpose of granting the privilege to conduct business and provide commercial transportation services at the Airport.*

*(2) A Commercial Ground Transportation Service Permit, vehicle decal and Driver Permit is personal to the individual to whom it is issued.*

*(3) The Authority has absolute discretion to authorize the issuance of Commercial Ground Transportation Permits, vehicle decals and/or Driver Permits on an annual basis.*

*(4) The Authority may exercise its discretion to not authorize the renewal of Commercial Ground Transportation Service Permits, vehicle decals and/or Driver Permits or to change the way Commercial Ground Transportation Service Permits, vehicle decals and/or Driver Permits are granted or allocated at any time.*

*(5) Holders of Commercial Ground Transportation Service Permits, vehicle decals and Driver Permits shall have no expectation of or right of renewal in any Commercial Ground Transportation Service Permit, vehicle decal or driver permit.*

*(6) The President/CEO may require, as a condition of issuing a Commercial Ground Transportation Service Permit, that the holder of said Permit join an Authority-approved industry association where said association is all of the following:*

*(i) A legal entity consisting of a minimum number, to be determined by the President/CEO, of holders of similar Commercial Ground Transportation Service Permits; and*

*(ii) Open to all holders of similar Commercial Ground Transportation Service Permits on a fair, equitable and non-discriminatory basis; and*

*(iii) A party to a memorandum of agreement with the Authority concerning ground transportation operations at the Airport; and*

*(iv) In compliance with such other requirements as determined by the President/CEO as being in the best interests of the Authority.*

*Authority Code § 9.19 (b). Transferability*

*(1) The holder of a Commercial Ground Transportation Service Permit, vehicle decal or Driver Permit shall not in any manner, directly or indirectly, by operation or law or otherwise, sell, assign, hypothecate, transfer, or encumber (“**transfer**”) in whole or in part said Permit, decal or Driver Permit without the prior, express written consent of the President/CEO.*

*(i) In the event the holder of a Commercial Ground Transportation Service Permit, vehicle decal and/or Driver Permit is a corporation, partnership or legal entity other than a natural person, the prior written consent of the President/CEO shall be required for any transfer of any stock, interest, ownership or control of that corporation, partnership or legal entity.*

*(ii) The President/CEO may deny any request to transfer a Commercial Ground Transportation Service Permit, vehicle decal and/or Driver Permit in his or her absolute discretion.*

*(2) Taxicabs and TNC Vehicles. In the event the Board exercises its discretion to issue Commercial Ground Transportation Service Permits for Taxicabs or TNC Vehicles (“**Taxicab/TNC Permits**”) for any subsequent one-year period after June 30, 2014, the holder of any Taxicab/TNC Permit no longer wishing to operate under said Taxicab/TNC Permit must do one of the following:*

*(i) Return the Taxicab/TNC Permit to the Authority; or*

*(ii) Transfer the Taxicab/TNC Permit to an Authority-approved recipient (“Transferee”), and*

*a. Pay the Authority a one-time transfer fee of \$3000,*

*b. Secure the prior written consent of the President/CEO, and*

*c. Advise the Transferee in a writing approved by the Authority that the Taxicab/TNC Permit is no longer transferrable and must be returned to the Authority if the Transferee no longer wishes to operate under the Taxicab/TNC Permit.*

*(3) Vehicles for Hire.*

*(i) If the holder of a Commercial Ground Transportation Service Permit for Vehicles for Hire proposes to transfer all vehicle decals issued to the holder, the vehicle decals may be transferred to any person or entity provided that person or entity is approved by the California Public Utilities Commission and the prior written consent of the President/CEO is obtained.*

*(ii) If the holder of a Commercial Ground Transportation Service Permit for Vehicles for Hire proposes to transfer only a portion of its vehicle decals, the vehicle decals may only be transferred to another person or entity holding a current valid Commercial Ground Transportation Service Permit for Vehicles for Hire and only after first obtaining the prior written consent of the President/CEO.*

Regulation:

1. To be eligible for a Ground Transportation Service Permit at the Airport, all taxicab owners must join an Authority-approved industry association where said association is all of the following:
  - a. A legal entity consisting of at least 5 active holders of similar Ground Transportation Service Permits; and
  - b. Open to all holders of similar Ground Transportation Service Permits on a fair, equitable and non-discriminatory basis; and
  - c. A party to a memorandum of agreement with the Authority concerning ground transportation operations at the Airport; and
  - d. In compliance with such other requirements as determined by the President/CEO as being in the best interests of the Authority.
2. To be eligible for a Ground Transportation Service Permit at the Airport, all Vehicle for Hire owners must join an Authority-approved industry association where said association is all of the following;

- a. A legal entity; and
- b. Open to all holders of similar Ground Transportation Service Permits on a fair, equitable and non-discriminatory basis; and
- c. A party to a memorandum of agreement with the Authority concerning ground transportation operations at the Airport; and
- d. In compliance with such other requirements as determined by the President/CEO as being in the best interests of the Authority.

Contact the Authority's Ground Transportation Department at (619) 400-2685 for more information.

**E. Suspension, Revocation, Denial and Fine of Permits and Services**

*Authority Code § 9.22 (a). The President/CEO shall suspend, revoke or deny the Ground Transportation Service Permit or driver permit, as applicable, for failure to comply with any of the provisions of Sections 9.01 to 9.13, inclusive, of this Code pertaining to ground transportation services. Any such suspension or revocation shall be separate from any civil or criminal proceedings and shall not be a basis for relief of liability or responsibility pursuant to the proceedings. The action of the President/CEO shall be subject to the appeals provisions provided herein.*

*Authority Code § 9.22 (c). The Permit Holder or applicant shall be notified that they may file a written appeal with the President/CEO. Each appeal must be perfected by a letter addressed to the President/CEO and delivered to the Authority Clerk, or postmarked with the United States Postal Service, within ten business days of the date notice of the decision of the President/CEO addressed to the party making the appeal is placed with the United States Postal Service, which letter of appeal must state that an appeal from the decision of the President/CEO is desired. If no appeal is filed within the said ten days, it shall be grounds to deny a hearing and any untimely filed appeal shall be dismissed by the Hearing Officer. A suspension or revocation shall immediately become effective if an appeal is not timely filed within the ten business days. If an appeal is timely filed, the revocation or suspension shall be stayed pending the final determination of the appeal. In the event the permit, which is the subject of the action, expires and a new permit is issued to the same operator prior to the suspension or revocation taking effect and being fully carried out, or prior to final decision on appeal, the new permit shall be issued conditioned upon and shall be subject to the pending suspension or revocation. If no appeal is taken, said new permit shall be so suspended or revoked. If on appeal and suspension or revocation is the final decision, the new permit shall be so suspended or revoked. There shall be no requirement for further notice or hearing regarding the new permit.*

*Authority Code § 9.22 (d). When an appeal is timely filed, the President/CEO shall cause the appeal to be assigned to a Hearing Officer. The matter shall be heard no later than 60 calendar days from the date of the filing of the appeal. The Hearing*

*Officer shall notify the parties in writing of the time, date and place of the hearing. The notice shall be sent to the appellant by registered or certified mail, or hand-delivery. The Hearing is an informal administrative proceeding with the rules of evidence relaxed from strict judicial practice. In that regard, hearsay evidence is admissible. All parties may be represented by legal counsel, witnesses shall be sworn and be subject to cross-examination, and cumulative or repetitive evidence should not be admitted. The Hearing Officer may subpoena witnesses and establish additional procedures within the provisions of California Government Code Sections 11507.5 through 11511 and as may be required to serve the interest of justice. The Hearing Officer may uphold the suspension, revocation or denial or reverse or modify the decision which is the subject of the appeal, or make a different decision. A copy of the decision of the Hearing Officer specifying findings of fact and reasons for the decision shall be furnished to the parties within ten business days of the conclusion of the Hearing.*

*Authority Code § 9.22 (e). The final decision of the Hearing Officer shall be the final administrative remedy. There shall be no rehearing or reconsideration. The final decision shall be subject to judicial review pursuant to California Code of Civil Procedure Sections 1094.5 and 1094.6.*

*Authority Code § 9.22 (f). An exception to the hearing provisions above shall be made when, in the opinion of the Authority, there is a clear and immediate threat to the safety and protection of the public, the Authority may suspend or revoke a permit prior to a Hearing being held. The Authority shall prepare a written notice of suspension or revocation which includes a statement of the action, a concise explanation of the reasons for the action, the statutory basis relied upon for such action, and an explanation of the Permit Holder's right to request a Hearing from the Authority. Such notice shall be either sent by certified mail to the Permit Holder or be personally delivered. The Permit Holder may request a Hearing from the Authority within five business days of receipt of notification that the permit has been suspended or revoked in the manner provided above in Subsection (c). The Hearing Officer shall notify the appellant of time and place of such Hearing and the Hearing shall be conducted in the manner prescribed in this Section. The Hearing shall be held not more than 15 business days from the date of receipt of said request for Hearing. The suspension or revocation shall not be stayed during pendency of said appeal Hearing.*

*Authority Code § 9.22 (g). It shall be unlawful for any person to operate any Ground Transportation Service Vehicle from a facility or airport under the Authority's jurisdiction providing any ground transportation from such facility or airport during the period of any suspension or revocation of the permit or the driver's permit.*

*Authority Code § 9.22 (h). No person shall use or give permission to use any vehicle or Taxicab to provide any ground transportation service from a facility or airport under the Authority's jurisdiction during the period of any suspension or revocation of the permit.*

*Authority Code § 9.22 (i). When a permit has been suspended or revoked, the operation of any vehicle or taxicab authorized by such permit shall cease.*

*Authority Code § 9.22 (j). Whenever any person or permit holder acquires an address different from the address previously given the Authority, the person shall within ten (10) business days thereafter notify the Authority, in writing, of the old and new address.*

Contact the Authority's Ground Transportation Department at (619) 400-2685 for further information.

#### **F. Insurance**

*Authority Code § 9.14 (a). No person shall operate, drive, or cause to be operated or driven any Taxicab, Vehicle for Hire, Charter Vehicle, TNC Vehicle, scheduled ground transportation service, hotel or other courtesy vehicle or any other commercial ground transportation service (except as provided in Section 9.23 of this code)(“Insured Drivers”) over and upon the non-dedicated private streets for the transportation of persons and baggage from or within the Airport unless they establish and maintain in effect the forms of financial responsibility for public liability and workers’ compensation specified in this Section.*

*(1) Insured Drivers shall maintain a valid policy of automobile liability insurance executed and delivered by a company authorized to carry on insurance business in the State of California, with an AM Best Company financial rating acceptable to the President/CEO. The minimum terms and limits of said policy shall be set from time to time by the President/CEO. The terms of the policy shall provide that the insurance company assumes financial responsibility for injuries to persons, property and employees caused by the operation of the Insured Drivers and their authorized drivers and Airport Ground Transportation Service Permitted vehicles.*

*(2) Insured Drivers shall maintain a valid policy of workers’ compensation insurance for all its drivers and shall include a waiver of subrogation endorsement in favor of the Authority.*

*Authority Code § 9.14 (b). A valid certificate of insurance issued by the company providing the insurance policy required under the provisions of this section shall be filed with and approved by the President/CEO. This certificate, with appropriate endorsements to the underlying policies, shall provide that the Authority and its officers, employees and agents are named as additional insureds. It shall also provide that the insurer will notify the Authority at least 30 days prior to a reduction in coverage or cancellation of the policy. The certificate also shall state:*

*(1) The insurance policy number;*

*(2) The type and limits of coverage, including any deductibles or self-insured retention;*

*(3) The specific vehicle(s) insured for vehicle liability coverage;*

*(4) The effective dates of the policy; and*

*(5) The certificate's date of issue.*

#### **G. Vehicle Registration**

*Authority Code § 9.15 (a). No Airport Ground Transportation Service Permit shall be issued without proof of valid vehicle registration provided to and approved by the Authority.*

*Authority Code § 9.15 (b). California vehicle registration shall list the Driver, Permit Holder or the Permit Holder's "dba" as the registered owner. If a vehicle is leased or rented, then a copy of a valid lease or rental agreement shall be provided to and approved by the Authority prior to any permit being issued.*

Contact the Authority's Ground Transportation Department at (619) 400-2685 for more information.

#### **H. Financial Ownership and Operating Records**

*Authority Code § 9.16 (a). Every holder of an Airport Ground Transportation Service Permit shall maintain:*

*(1) Financial records in accordance with good accounting practices;*

*(2) Ownership records; and*

*(3) Operating records in a form, and at intervals, which shall be determined from time to time by the Authority.*

*Authority Code § 9.16 (b). Ownership and operating records shall be made available to the Authority upon demand at any reasonable time. The Permit Holder shall retain operating records for a minimum of six (6) months from the date the records are created.*

*Authority Code § 9.16 (c). For the purposes of this Section, ownership records shall include, but are not limited to the following:*

*(1) Copies of the Articles (or Certificate) of Incorporation as filed with the Secretary of State of the entity's state of incorporation;*

*(2) Records identifying all corporate officers and board members. A corporation shall report any change in corporate officers or members of its board within ten (10) days of the effective date of such change;*

*(3) A stock register recording the issuance or transfer of any shares of the corporate stock; and*

*(4) The registration cards issued by the State of California Department of Motor Vehicles to the Permit Holder for all vehicles operating on Authority property under the authority of a Ground Transportation Service Permit.*

*Authority Code § 9.16 (d). For the purposes of this Section, operating records shall include, but are not limited to the following:*

*(1) Typed or written radio dispatch records;*

*(2) Any log that describes the trips transporting passengers and baggage to and from the Airport;*

*(3) Copies of the daily trip log required pursuant to Metropolitan Transit Development Board Ordinance 11;*

*(4) Waybills as defined under the California Public Utilities Commission General Order 157; and*

*(5) Any other similar records.*

*Authority Code § 9.16 (e). In order to ensure compliance with the foregoing sections, the Authority shall perform annual audits of each Ground Transportation Service Permit Holder.*

*Authority Code § 9.16 (f). If found to be out of compliance, the Ground Transportation Service Permit Holder may be subject to revocation of permit as set forth in this Code.*

#### **I. Vehicle Condition**

*Authority Code § 9.21 (a).*

*(1) No person shall operate, drive, or cause to be operated or driven any Taxicab, Vehicle for Hire, Charter Vehicle, TNC Vehicle, scheduled ground transportation service, hotel or other courtesy vehicle or any other commercial ground transportation service over and upon the non-dedicated private streets of the Airport unless it is in safe operating condition and in good repair. Its lighting equipment shall be in good working order. There shall be no cracked or broken windshields, windows or mirrors. The muffler and exhaust system shall be adequate to prevent excessive or unusual noise and shall not emit excessive smoke, flame, gas or oil. Exterior paint and markings shall not be faded or discolored. The vehicle shall have in operational condition, a heater, air conditioner and defroster. The vehicle shall be maintained in*

*a clean condition, both with regard to the interior and exterior. In any vehicles required to have a taximeter, the person driving shall make certain that: the taximeter is in proper recording position at all times; the meter reading is visible to any passenger; and the meter light is burning during hours of darkness. The vehicle shall be further maintained in condition as provided in accordance with rules and regulations established by the President/CEO.*

*(2) The Authority may inspect any vehicle. If the inspection reveals that such vehicle is not in reasonable good repair or operating condition, from the standpoint of the safety, health and comfort of passengers, then the vehicle shall be ordered out of service by an Airport Traffic Officer or other Airport representative until such time as remedial repairs and corrections have been made. When such repairs and corrections have been made, such vehicle shall be reinspected by an Airport-approved inspection service with proof of the repair and correction to determine whether or not proper repairs and corrections have been made and in no case shall the vehicle be permitted to resume its operation until such repairs and corrections have been made.*

#### **J. Identification**

*(1). Personal/Individual. Authority Code § 9.21 (b). All persons operating a commercial ground transportation vehicle at the Airport shall have and be in possession of proof of insurance in full force and effect equal to the requirements of the Authority, a valid driver's license of the class required issued by the State of California and, any required identification cards. The Driver shall present any of these documents upon the demand of an authorized officer of the Authority or any peace officer.*

##### Regulation:

1. All operators shall ensure that the driver's identification card (placard) and the company name and vehicle number are clearly displayed in the driver compartment of the vehicle. The driver's identification card shall be posted on the dash of the vehicle and at all times be clearly visible to the passengers.

The Authority has reviewed this rule with the Metropolitan Transit Development Board (MTDB) and there is no conflict with its regulations. Drivers found to be in non-compliance with this regulation will be subject to a citation and may be placed out of service.

*(2). Vehicle. The vehicle shall be registered in the State of California and properly display, as approved by the President/CEO, the required exterior markings, state license plates, approved trade dress and licensing decals.*

**K. Pickup Areas**

Authority Code § 9.21 (c).

*(1) No person shall stop, park or stand any vehicle while awaiting for any passenger or employment at any location on Airport property other than at an authorized stand, designated area, line or zone. Passenger pickups shall take place only at designated stands and zones after following authorized procedures as may be established by the President/CEO and within vehicle standing time limits and parking regulations. The above rules may be waived for disabled passengers.*

*(2) No person shall solicit any customer's patronage in any manner while on Airport property or in an Airport terminal building.*

*(3) Taxicab and Vehicle for Hire drivers shall use only the assigned Taxicab or Vehicle for Hire line and stand as respectively designated by the President/CEO. Taxicab or Vehicle for Hire line means an area at the Airport designated by sign or other suitable means which is reserved for Taxicabs or Vehicles for Hire only while waiting to advance in turn to a vacancy at a Taxicab or Vehicle for Hire stand. "Taxicab and Vehicle for Hire stand" means an area on Airport property so designated and reserved for parking only while waiting to pick up passengers for hire.*

*(4) Before entry onto Airport property without passengers or after discharging passengers on Airport property, every Taxicab or Vehicle for Hire operator shall proceed to the off Airport hold lot as designated by the President/CEO and wait with the vehicle at the hold lot until an authorized officer or designate issues a time-stamped dispatch ticket and dispatches the vehicle and operator to the Airport. The vehicle operator shall give the valid dispatch ticket to an authorized officer or designate on duty at the Airport before the operator is authorized to pick up or engage any passenger for hire. Picking up any passenger for hire after or while leaving off any other passenger without proceeding through the designated hold lot and being issued a valid dispatch ticket is prohibited. The President/CEO, from time to time, may establish, change or modify the rules, regulations and dispatch procedures for operation of the off-Airport hold lots.*

*(5) Notwithstanding any other regulation, any prospective passenger may select for hire any Taxicab or Vehicle for Hire, wherever located at the stand.*

*(6) The driver of each Taxicab or Vehicle for Hire in a Taxicab or Vehicle for Hire line shall at all times, until engaged for hire, remain in the driver's seat at the wheel of the vehicle or outside and within close proximity of the vehicle, except in case of emergency or personal necessity.*

*(7) The driver of each Taxicab or Vehicle for Hire at the Taxicab or Vehicle for Hire stand shall at all times, until engaged for hire, remain in the driver's seat at the wheel of the vehicle; provided, however, when engaged for hire, the driver may assist a passenger and load baggage into the vehicle. In case of an emergency or personal necessity, the driver may leave a Taxicab which is at the Taxicab stand.*

*(8) After a Taxicab exits a Taxicab stand, each vehicle at its rear shall at once be moved toward the head of the Taxicab stand and the Taxicab at the head of the Taxicab line shall be moved forward to occupy the vacancy in the Taxicab stand. Likewise, each vehicle to the rear in the Taxicab line shall be moved toward the head of the Taxicab line.*

*(9) No owner or operator of a Taxicab, Vehicle for Hire or Charter Vehicle, or TNC shall at any time while at the Airport by words, gesture or otherwise, solicit, persuade or urge or attempt to solicit, persuade or urge any person to use or hire any vehicle.*

*(10) If the driver of a Taxicab occupying the position at the head of the Taxicab stand refuses to accept and transport a passenger for hire or refers the passenger to a different Taxicab, the Taxicab and driver who refused or referred the passenger shall immediately be dispatched to the rear of the Taxicab line and the driver shall immediately remove the Taxicab from the head of the Taxicab stand.*

On February 7, 2003, the Airport went to an elevated security level as directed by the Transportation Security Administration (TSA). Due to the Airport security level, Authority Code § 9.21(c)(7) (requiring drivers to remain in their vehicle while on the stand) will be strictly enforced. Any taxicab found unattended at the stand will be cited and immediately towed. Drivers who need to leave the stand for personal necessity will be required to notify the customer service representative (CSR) prior to leaving the vehicle unattended on the transportation island. Be advised that a taxicab will be required to return to the hold lot if the vehicle is bypassed during the passenger loading process.

*Authority Code § 9.30 (k). No person operating a Taxicab or discharging from said Taxicab any passenger for hire in front of the passenger shall accept or solicit any passenger for hire in front of said passenger until after said Taxicab has proceeded in turn through and appropriate Taxicab holding area and Taxicab loading zone as designated by the President/CEO.*

#### **L. Hold Lot and Shuttle Island Procedures**

An assigned Airport customer service representative (CSR) assists with the loading of passengers at the transportation islands.

Regulation.

1. All taxicab and vehicle for hire operators shall adhere to the following procedures:
  - a. Before entry onto Airport property without passengers or after discharging passengers on Airport property, the taxicab or vehicle for hire operator shall proceed to the off Airport hold lot as designated by the President/CEO and wait with the vehicle at the hold lot until an authorized officer or designee issues a time-stamped dispatch ticket and dispatches the vehicle and operator to the Airport. Picking up any passenger for hire after or while dropping off any other passenger without first proceeding through the designated hold lot and being issued a valid dispatch ticket is prohibited.
  - b. All vehicle for hire operators must transit the Airport hold lot prior to entering the Airport for the purpose of picking up passengers. Operators must obtain a valid dispatch pass prior to proceeding to the Airport stand. The operator shall give the valid dispatch ticket to an authorized officer or designee on duty at the Airport before the operator is authorized to pick up or engage any passenger for hire.
  - c. The vehicle for hire Airport hold lot is shared with the taxicab hold lot located at 2801 North Harbor Drive. The vehicle for hire area in the lot has two staging lanes. Shuttles will be dispatched from the hold lot based on the capacity of the transportation islands.
  - d. Drivers shall wear their valid Airport-issued permit at all times while operating at the Airport and shall present the permit to the customer service representative (CSR) prior to being issued a dispatch pass.
  - e. Operators shall at all times have the current tariff rates posted inside their vans that are clearly visible to passengers from the inside of the vehicle.
  - f. Operators holding a valid Public Utilities Commission tour charter party (TCP) license may operate on individual charters provided there is a clearly visible sign on the front dash of the vehicle stating "Charter." The operator shall be in possession of a complete and valid waybill in compliance with California Public Utilities Commission (CPUC) General Order 157-D, Section 3.01.
  - g. Vehicle for hire operators shall not solicit business at any time while on Airport property and shall remain in their vehicle behind the steering wheel at all times while in the transportation islands, except for such time as necessary to aid their customers with baggage.
  - h. Vehicle for hire operators shall display on the exterior of their vehicles the company name, passenger stage corporation (PSC) numbers, vehicle number

and company telephone number. No operator shall post any signage relating to rates of fare, servicing of hotels, military bases, off-airport parking or car rental companies, or conventions. Any operator that has a temporary service contract with a convention group may display a sign, not greater than eight inches by twelve inches (8" X 12"), with the name of the contracted group on a right side window of their vehicles. The signs may only be displayed during the service contract period and upon prior written approval of the Authority Ground Transportation Department. Any vehicle found to be in non-compliance with the signage rules will be issued an "Out of Service" notice of violation until the vehicle is brought into compliance.

- i. No passengers are allowed in the Airport hold lot at any time.
- j. At no time shall an operator be allowed in the Airport hold lot or shuttle islands unless operating a shuttle or with the prior permission of the Authority's Ground Transportation Department.

A violation of this regulation may constitute interference with a public agency pursuant to California Penal Code § 602.1.

- k. Vehicle for hire operators shall be in compliance with California Public Utilities Commission (CPUC) General Order 158-A at all times while operating at the Airport. Any violation of the provisions of this order shall result in a suspension or revocation action of the operator.
- l. Any driver found feeding birds or throwing any food or trash on the ground in the Airport hold lot will be immediately ejected from the hold lot for the remainder of the day. Any further violations will result in revocation of the driver's Airport permit.

Birds in the area of the aircraft operations present a serious safety hazard to aviation. Feeding or attracting birds in the vicinity of the AOA is a violation of federal regulations.

#### **M. Driver's Examination**

*Authority Code § 9.21 (d). The President/CEO may, but is not required to, issue or reissue a Driver's Permit to a person who has successfully passed an examination as given and required by the Authority, upon payment of the appropriate fee. The President/CEO also shall have the right to reexamine persons holding a Driver's Permit at intervals that the President/CEO deems advisable. Except in the event of reissuance as provided above, each applicant for a permit required by this provision and each driver must:*

- (1) Be able to converse in the English language;*

*(2) Hold a valid and effective driver's identification card as provided by the County of San Diego Code if operating a Taxicab; and*

*(3) Successfully complete an approved Airport Customer Service Course.*

As part of the Airport's taxicab and shuttle customer service improvement program, Airport taxicab and vehicle-for-hire drivers will be required to attend a customer service driver training course approved by the Authority. The intent of the training course is to help Airport drivers acquire the skills to become exceptional ambassadors and prepares drivers for the certification examination.

Drivers will be issued a temporary permit pending attendance of the customer service driver training course. Drivers must pass the certification examination within 60 days after issuance of a temporary permit to continue driving at the Airport. Drivers are required to attend the certification examination on the date they are assigned by their respective companies. If the driver is unable to attend on the assigned date, he or she must notify their respective company at least 24-hours in advance to schedule an alternative date for the certification examination.

Contact the Authority's Ground Transportation Department at (619) 400-2685 for more information.

#### **N. Driver Attire and Personal Hygiene**

*Authority Code § 9.21 (e). All drivers of commercial ground transportation vehicles shall comply with the clothing and hygiene requirements as established by the President/CEO.*

##### Regulations:

1. Every Driver of a commercial ground transportation vehicle at the Airport shall:
  - a. Conform his/her attire to the dress code required by the respective regulatory agency for the type of vehicle operated (i.e. California Public Utilities Commission or San Diego Metropolitan Transit System); and
  - b. Wear clothing that does not contain obscenities, profane language or derogatory statements.
2. Drivers not in compliance with the regulations state above may not be permitted to provide commercial transportation services at the Airport until they come into compliance.

**O. Duty to Transport Passengers**

*Authority Code § 9.21 (f). The person operating a ground transportation service shall not refuse to transport any passenger, including baggage, requiring transportation and shall take all passengers to their requested destination using the most direct available route on all trips unless otherwise specifically requested by the passenger; provided, however, nothing herein shall require any person to provide ground transportation service contrary to any municipal or state permit or certificate regarding ground transportation or its Authority authorized permit. Furthermore, a driver is not required to transport any such passengers when: the driver has already been dispatched on another call; when such passengers appears to be under the influence of intoxicating liquor, or disorderly; or when the passenger may cause the vehicle to become damaged, stained or foul smelling.*

Regulation.

1. Unless exempted by Authority Code § 9.21 (f), any driver refusing to transport a passenger or by their conduct dissuades a passenger from taking their service shall be ejected from the transportation island and be restricted from serving the Airport for the remainder of the work day.

Drivers wishing to appeal their ejection must submit a written appeal within 24 hours of receipt of the notice of violation.

**P. Non-Discrimination**

*Authority Code § 9.21 (g). In providing ground transportation services on Airport property, no person shall discriminate against any person or class of persons by reason of sex, color, race, creed, religion, physical or mental disability, veteran status, medical condition, marital status, age, sexual orientation, pregnancy or national origin. The accommodations and services shall be made available to the public on fair and reasonable terms.*

**Q. Fares and Receipts**

*Authority Code § 9.21 (h). No driver shall collect, demand, receive or arrange for any compensation in an amount greater or less than that approved or allowed by the appropriate fare setting governmental agency or commission for the ground transportation service. Upon request, the driver shall give a passenger making payment a receipt showing the amount of fare paid, the driver's correct name and correct vehicle license number and Authority permit number. There shall be no fare or charge to the passenger by a Courtesy Vehicle.*

## **R. Disabled Passenger Services**

*Authority Code § 9.18 (a). Every Vehicle for Hire operator shall provide in its service fleet for the Airport, at a minimum, at least one wheelchair lift-equipped vehicle. Each operator shall provide wheelchair lift-equipped vehicles according to the following schedule when adding to or replacing airport vehicles in its fleet:*

*(1) One to 50 authorized vehicles requires one wheelchair-lift equipped vehicle;*

*(2) 51 to 100 authorized vehicles requires two wheelchair-lift equipped vehicles;  
and*

*(3) Operators may subcontract to provide wheelchair-lift equipped vehicles. Operators shall obtain prior written approval from the Authority for any agreements between the operator and subcontractors providing wheelchair-lift equipped vehicles.*

### **1. Mobility Impaired Demonstration Project**

The Airport is participating in the Mobility Impaired Demonstration Project sponsored by Metropolitan Transit System (MTS). As part of the project, the Airport will allow project-permitted taxicabs (“accessible taxicabs”) access to service the terminal transportation plazas.

#### **Regulation.**

a. All taxicab operators who wish to provide Airport service under the Mobility Impaired Demonstration Project shall comply with the following procedures:

- 1) Taxicab operators with authorized project medallions from the Metropolitan Transit System (MTS) and a valid Airport Ground Transportation service permit may obtain special taxicab permits (up to 10% of their authorized Airport vehicles) from the Authority’s Ground Transportation Department.
- 2) There will be no fee for a Ground Transportation service decal during the initial project period.
- 3) All taxicab operators shall provide the Airport with a copy of valid California vehicle registration and proof of liability insurance.
- 4) Accessible taxicabs will not be permitted access to the off-airport taxicab holding lot.
- 5) Operators of accessible taxicabs shall have a valid Airport driver’s permit.

- 6) Operators of accessible taxicabs shall only use the designated parking area at each transportation plaza.
- 7) Only one accessible taxicab may park at the designated parking area at a time.
- 8) Operators of accessible taxicabs using the authorized parking area shall only park for a maximum of thirty (30) minutes.
- 9) If an accessible taxicab has not been engaged for service by a mobility-impaired passenger at the end of the standing time, the customer service representative (CSR) will direct a passenger to the taxicab.
- 10) If there are no taxicabs available and passengers are waiting, the CSR will direct passengers to an accessible taxicab.
- 11) Airport Ground Transportation service decals may be revoked at any time without cause.

## **S. Taxicabs and Vehicles for Hire**

### **1. Taxicab Permit Requirement**

#### Regulation:

- a. Every taxicab operator shall possess and display a valid current City of San Diego taxicab medallion on each vehicle servicing the Airport.

### **2. Taxicab Driver Rules**

#### Regulations:

- a. No taxicab operator shall charge a minimum fee for credit card payment. No fee shall be charged in excess of that stated on the meter unless authorized by the Authority.
- b. Every taxicab operator shall clearly display his or her driver's identification card in the vehicle driver's compartment.
- c. Every taxicab driver shall wear his or her Airport driver's permit so that the permit is clearly visible, above the waist and on the outermost garments.
- d. Every taxicab operator shall prominently post passenger information cards inside all of their vehicles in service so as to be clearly readable to the occupants.
- e. Every taxicab driver shall remain at all times at his or her taxicab while at the cabstand except in case of emergency or personal necessity. When a fare

arrives at a taxicab, the driver must be at the vehicle or will forfeit his or her place on the taxicab stand.

- f. When in the Airport hold lot, all drivers who are not at their taxicab when dispatched shall go to the end of the line.
- g. Every taxicab operator dispatched from the Airport hold lot shall proceed directly to the taxicab line in the order dispatched. Operators arriving at the taxicab stand out of dispatched order will forfeit their place in line.
- h. No taxicab operator shall play a radio while passengers are in the vehicle unless specifically requested to do so by the passengers. This rule shall not apply to a company two-way radio used for business purposes.
- i. No driver of a taxicab shall use a cellular telephone while passengers are in the taxicab unless at the request of the passenger or in an emergency.
- j. Every operator of a taxicab shall use their vehicle's heater or air conditioner upon passenger request.

Any operator who has a complaint about any ATO or customer service representative (CSR) may submit the complaint in writing to the Ground Transportation Department.

### **3. Spare Taxicab Use Policy**

Airport taxicab operators may place a spare car into airport service as a temporary replacement for a permitted vehicle that is out of service due to mechanical problems in accordance with the Metropolitan Transit Development Board (MTDB) Spare Car Procedure.

A taxicab operator in violation of any of the following regulations shall be subject to the Administrative Penalties in Section 7.7 of these Rules and Regulations.

Authorized Airport taxicab operators having between one and five permitted vehicles may be issued a single spare vehicle decal. Authorized Airport taxicab operators may be issued an additional spare vehicle decal for every five permitted vehicles thereafter, up to a total of five spare taxicab decals.

#### **Regulations:**

- a. Airport taxicab operators shall place spare cars into Airport service only under the following conditions:
  - 1) Each spare car must have an Automated Vehicle Identification (AVI) transponder affixed to the vehicle;
  - 2) A spare car may only be used for a maximum of sixty (60) days at a time;

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- 3) The taxicab operator shall submit a written notification to the Authority of their intent to place a spare car into service. The notification should be received by the Ground Transportation Department no later than 24-hours after the vehicle is placed into service.

Notification may be faxed to the Authority Ground Transportation Department at (619) 400-2686.

- a) the Airport decal number of the car being taken out of service, the reason for it being out of service and the location of the out of service taxicab;
  - b) the estimated time the spare car will be in use;
  - c) a valid certificate of insurance for the spare car must be provided with the request;
  - d) a copy of the valid registration of the spare car showing the permit holder of the car being taken out of service as the registered owner of the spare car.
- b. Each taxicab operator placing an out-of-service car back into service shall provide advance written notification to the Authority.

Notification may be faxed to the Authority Ground Transportation Department at (619) 400-2686.

- c. All taxicab operators shall remove any spare car from service when the car it has been replacing is placed back into Airport service.
- d. No taxicab operator shall operate a spare vehicle other than on the same Airport taxi day as the vehicle it is replacing.

**4. Background Check Procedures for Vehicle for Hire Drivers**

- a. Vehicle for hire drivers must first apply to the Airport Ground Transportation Department for a vehicle for hire driver permit, tender a check or money order in the amount of \$90.00, and submit for inspection a valid California driver's license and a Department of Motor Vehicles driver record printout that is not more than thirty (30) days old.
- b. Vehicle for hire drivers are fingerprinted for a background check. Processing hours are 8:30 am to 11:30 am and 1:30 p.m. to 4:00 p.m., Monday through Thursday.
- c. The following items are necessary for a background check:
  - 1) a receipt for permit payment;

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- 2) an original Department of Motor Vehicle (DMV) driver record printout that is dated no earlier than thirty (30) days prior to application;
  - 3) a valid California driver’s license; and
  - 4) a birth certificate (if for a native US citizen) or approved INS documentation from the “Acceptable Identification Documents” list below.
- d. The Authority Ground Transportation Department conducts a computer check and takes the driver’s fingerprints for processing with the Department of Justice.
  - e. Vehicle for hire drivers who pass the background check process are called to pick up their Airport driver permit and driver identification card (placard) at the Ground Transportation Permitting Office during normal permitting hours. The driver placard must be clearly displayed on the vehicle dashboard when operating at the Airport. The driver permit is to be worn on the driver’s person as provided for in these Rules and Regulations.
  - f. Drivers who fail the computer or fingerprint check are notified by the Airport Authority of any appeal options that may be available.

**List of Acceptable Documents**

**List A**

**1 item from List A**

<b>Documents that Establish Both Identity and Employment Eligibility</b>
1. U.S. Passport or U.S. Passport Card (unexpired)
2. Permanent Resident Card or Alien Registration Receipt Card with photograph (USCIS Form I-151 or I-551)
3. Unexpired foreign passport, with I-551 stamp or attached temporary I-551 printed notation on a machine readable immigrant visa
4. Unexpired Employment Authorization Document issued by USCIS that contains a photograph (USCIS Form I-766)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien’s nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indication nonimmigrant admission under the Compact of Free Association between the US and the FSM or RMI.

**OR (1 item from List B and 1 item from List C)**

**List B**

<b>Documents that Establish Identity</b>
1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
2. ID card issued by Federal, State, or local government agency or entity provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with a photograph
4. Voter's registration card
5. U.S. Military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority
<b>For persons under the age of 18 who are unable to present a document listed above</b>
1. School record or report card
2. Clinic, doctor, or hospital record
3. Day-care or nursery school record

**List C**

<b>Documents that Establish Employment Eligibility</b>
1. Social Security card issued by the Social Security Administration (other than a card stating it is not valid for employment in the United States)
2. Certification of Birth Abroad Issued by the Department of State (Form FS-545 or Form DS-1350)
3. Original or certified copy of a birth certificate issued by a State, county, municipal authority, or outlying possession of the United States bearing an official seal
4. Native American tribal document
5. U.S. Citizen ID Card (USCIS Form I-197)
6. ID Card for use of Resident Citizen in the United States (USCIS Form I-179)
7. Unexpired employment authorization document issued by the Department of Homeland Security (other than those listed under List A)

**5. Vehicle Markings for Taxicabs and Vehicles for Hire**

**Regulations.**

- a. All taxicab and vehicle for hire operators shall mark and identify their Airport authorized vehicles as follows:

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- 1) The name and vehicle number shall be permanently affixed to the vehicle.
- 2) No magnetic signage is allowed at any time for authorized passenger stage corporation (PSC) vehicles unless approved by authorized personnel.
- 3) All markings shall be in compliance with the requirements of Public Utilities Commission General Order 158, Sections 4.03 and 4.04.

Any taxicab or vehicle for hire found to be in violation of these Rules and Regulations shall be placed out of service until deemed in compliance by the Ground Transportation Department.

**6. Commercial Credit Card Requirements for Taxicabs and Vehicles for Hire**

Regulations:

- a. All taxicab and vehicle for hire operators shall accept Visa, MasterCard and American Express credit cards from passengers departing from the Airport.
- b. No taxicab or vehicle for hire operator shall set a minimum or maximum charge for any credit card transaction.
- c. All taxicab and vehicle for hire operators shall provide credit card paying customers with a copy of their credit charge receipt clearly showing the amount and date of the credit charge.
- d. All taxicab and vehicle for hire operators shall display Authority-issued decals announcing that passengers departing the Airport may use credit cards to pay fares and identifying the credit cards that will be accepted for payment. The required decals shall be displayed on all passenger doors, including sliding doors. The decals shall be visible from the interior and exterior of the vehicle.

The Ground Transportation Department issues the required decals to operators of permitted vehicles. No more than three decals per permitted vehicle will be issued at one time. Replacement decals will be issued on an as-needed basis.

**7. Vehicle Condition of Taxicabs and Vehicles for Hire**

Regulations:

- a. All taxicab and vehicle for hire operators shall maintain the exterior of their vehicles such that the vehicles:
  - 1) are free of exterior dents and damage;

- 2) are free of any dent, scrape or damage that is greater than three by three inches (3" X 3") in size and greater than the thickness of a quarter in depth;
  - 3) have clean, fresh paintjobs and clear and undamaged vehicle markings; and
  - 4) have the same color and marking scheme for all Airport-authorized vehicles.
- b. All taxicab and vehicle for hire operators shall repair any exterior vehicle damage within ten (10) days of the date of the notice of violation.
- c. All taxicab and vehicle for hire operators shall maintain the interior of their vehicles such that the vehicles:
- 1) have seats that are clean, free of stains and wear spots;
  - 2) have floor carpeting that is clean and free of stains or large wear spots;
  - 3) have door handles and panels that are intact and clean;
  - 4) are free of protruding springs, wires, cords or other sharp objects; and
  - 5) have interior lights operating properly in standard locations.
- d. All taxicab and vehicle for hire operators shall maintain their vehicles such that interior repairs reasonably match the existing interior.

## **T. Vehicle for Hire (PSC Shuttles) – Passenger Stage Carriers**

### **1. Shuttle Trainee Ride-Along Policy**

#### Regulations:

- a. No vehicle for hire PSC shuttle operator shall conduct any trainee "ride-along" except under the following conditions:
  - 1) Trainees shall ride in only one (1) vehicle during the "ride-along."
  - 2) Trainees shall ride for a maximum of five (5) days.
  - 3) Trainees shall be subject to all Rules and Regulations for operators with the exception of the requirement of a driver's permit.
  - 4) Trainees shall not assist the driver with passengers in any manner.
  - 5) The vehicle for hire PSC shuttle operator shall contact the Ground Transportation Department before 5:00 PM the day before a trainee is to participate on a "ride-along."

- 6) Vehicle for hire PSC shuttle operators shall provide the Authority with the name of the trainee and the days the trainee will be riding.

Trainees who are observed violating this policy or any Rules and Regulations will forfeit the "ride" time.

Vans with unauthorized trainees will not be dispatched from the hold lot.

## **U. Courtesy Vehicles (Hotel, Off-Airport Parking, Rental Car and others)**

### **1. Rules of Operation**

*Authority Code § 9.21 (c).*

*(1) No person shall stop, park or stand any vehicle while awaiting any passenger or employment at any location on Airport property other than at an authorized stand, line or zone. Passenger pickups shall take place only at designated stands and zones after following authorized procedures as may be established by the President/CEO and within vehicle standing time limits and parking regulations. The above rules may be waived for disabled passengers.*

#### Regulation.

- a. All courtesy vehicle operators providing ground transportation services at the Airport shall comply with the following when picking up and dropping off passengers at the Airport:
  - 1) All courtesy vehicle operators shall only use the Transportation Plaza Courtesy Island at Terminals 1 and 2.
  - 2) All courtesy vehicle operators shall use the designated zone located at the Commuter Terminal.
  - 3) Transportation Island dwell time for courtesy vehicle operators shall be limited to active loading and unloading of passengers only. Any vehicle found in violation shall be subject to a citation as provided under Authority Code § 9.21 (c) (1).
  - 4) No courtesy vehicle operator shall block or obstruct traffic when loading or unloading passengers.

### **2. Temporary Ground Transportation Service Decals**

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The Authority's Ground Transportation Department provides temporary ground transportation service vehicle decals for use by Airport-permitted courtesy vehicle operators.

Regulations:

- a. Courtesy vehicle operator permits may be moved from vehicle to vehicle if the vehicles conform to these Rules and Regulations.
- b. All courtesy vehicle operators using temporary decals shall display such decals on the right side of the vehicle dashboard.

Vehicles not properly displaying decals are subject to a citation.

- c. All courtesy vehicle operators using any temporary decal shall submit an Airport Authority Insurance Compliance Form to the Ground Transportation Department prior to placing a temporary vehicle into service.

The Airport Authority Insurance Compliance Form is available on the Authority's website at [www.san.org](http://www.san.org). The form may be faxed to the Ground Transportation Department at (619) 400-2686 or delivered in person.

Failure to provide this form prior to using the temporary decal may result in the revocation of the Airport ground transportation service permit.

- d. All courtesy vehicle operators using temporary decals shall submit such decals for ATO inspection at any time.
- e. All courtesy vehicle operators shall be issued a maximum of one temporary ground transportation service decal during any permit period. The fee for the temporary decal shall be the same as for permanent decals and valid only for that permit period.

**V. Operation Rules for Charter Vehicles (Charter Party Carriers/TCP)**

Regulations:

1. All charter vehicle operators providing transportation services at the Airport shall hold a valid license and charter party carrier permit issued by the California Public Utilities Commission (CPUC).
2. All charter vehicle operators shall obtain an Airport ground transportation service permit for each vehicle used to pick up passengers at the Airport prior to providing services.
3. All charter vehicle operators shall be in compliance with all California Public Utility Commission (CPUC) general orders when providing services at the Airport.

4. No charter vehicle operator shall park or leave standing any permitted vehicle in violation of Airport parking regulations. Operators who are observed parked, waiting or leaving a vehicle on the terminal curbs shall be subject to citation and/or suspension of their Airport ground transportation service permit.

Charter vehicle operators may use the "charter vehicle" parking stalls as provided in the terminal parking lots.

5. All charter vehicle operators shall comply with all lawful orders of an ATO or Harbor Police officer.
6. All charter vehicle operators shall have a valid waybill in their possession when picking up passengers and shall present said waybill upon the request of any ATO or Harbor Police officer.

#### **W. Subcarriers of Vehicle for Hire (PSC) or Passenger Stage Carriers**

Authorized Airport vehicle for hire (PSC) operators who hold a valid passenger stage corporation (PSC) license from the California Public Utilities Commission (CPUC) may use a dedicated sub-carrier with the prior approval of the Authority.

##### **1. Approval of Sub-carriers**

###### Regulation:

- a. No sub-carrier shall receive approval except under the following conditions:
  - 1) Every sub-carrier shall possess a valid transportation charter party (TCP) certificate from the CPUC.
  - 2) Every vehicle for hire (PSC) prime carrier shall provide the Authority with a copy of the written agreement between the prime carrier and the sub-carrier. The agreement shall contain the sub-carrier's name, TCP number, and the services to be provided. The agreement must be approved by the Authority prior to the commencement of operations by the sub-carrier.
  - 3) Every sub-carrier shall only provide one (1) vehicle and no more than two (2) drivers to the prime carrier.
  - 4) Every vehicle for hire (PSC) prime carrier shall be accountable for the transportation charter parties (TCPs) operating as sub-carriers for the PSC. The TCP sub-carrier must be under the complete direction, supervision, and control of the PSC prime carrier.

##### **2. Passenger Stage Corporation (PSC) Prime Carrier Requirements**

###### Regulation.

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- a. Every passenger stage corporation (PSC) prime carrier shall:
  - 1) maintain a list of all of its sub-carriers, identified by transportation charter party certificate (TCP) number;
  - 2) provide the Authority with a certificate of liability insurance listing "San Diego County Regional Airport Authority" as additional insured;
  - 3) ensure that the vehicles of all its sub-carriers are in compliance with both these Rules and Regulations and California Public Utilities Commission General Order 158-A, Part 4;
  - 4) ensure that the operators of all its sub-carriers are in compliance with both these Rules and Regulations and California Public Utilities Commission General Order 158-A, Part 5;
  - 5) maintain records for all its sub-carriers that are in compliance with these Rules and Regulations and California Public Utilities Commission General Order 158-A, Part 4 and Part 6, including, but not limited to, maintenance and safety of all vehicles permitted to operate at the Airport; and
  - 6) afford Authority staff all reasonable opportunity and accommodations to enter any vehicle or facility to inspect a carrier's accounts, books, papers, and documents, or to ascertain if Authority, California Public Utilities Commission and other state regulations are being complied with and observed.

**3. Requirements for a Dedicated Sub-Carrier of a Vehicle for Hire(PSC) Passenger Stage Corporation**

Regulation.

- a. Every dedicated sub-carrier of a vehicle for hire (PSC) passenger stage corporation (PSC) shall:
  - 1) display the name of its passenger stage corporation (PSC) prime carrier on its vehicle in compliance with these Rules and Regulations and Public Utilities Commission General Order 158-A, Section 4.03;
  - 2) display the identifying number assigned by the passenger stage corporation (PSC) prime carrier on its vehicle in compliance with these Rules and Regulations and California Public Utilities Commission (CPUC) General Order 158-A, Section 4.03;
  - 3) display the prime carrier's passenger stage corporation (PSC) number on its vehicle in compliance with these Rules and Regulations and Public Utilities Commission General Order 158-A, Section 4.04. This is in addition

to the requirements to display the sub-carrier's tour charter party (TCP) number on the vehicle in compliance with Section 4.04 of California Public Utilities Commission (CPUC) General Order 157-D;

- 4) file with the Authority and the Public Utilities Commission the trade, business, or fictitious name of the passenger stage corporation (PSC) prime carrier in compliance with Public Utilities Commission General Order 157-D, Section 3.06;
- 5) display the tariffs of the passenger stage corporation (PSC) prime carrier in the vehicle in compliance with these Rules and Regulations and Public Utilities Carrier General Order 158-A;
- 6) keep a copy of the sub-carrier agreement in the vehicle and present it to any Authority officer or Public Utilities Commission agent upon request; and
- 7) provide the Authority with a certificate of liability insurance listing the "San Diego County Regional Airport Authority" and the primary carrier as additional insureds.

Any sub-carrier of a passenger Stage corporation (PSC) operator found to be in violation of these Rules and Regulations or California Public Utilities Commission Regulations shall forfeit Authority approval of the sub-carrier agreement to operate at the Airport.

Repeated violations of these Rules and Regulations by sub-carriers will result in the Passenger stage corporation (PSC) prime carrier's loss of Authority approval to have sub-carriers operating at the Airport.

## **X. Lost Property and Luggage**

### Regulations:

1. Every taxicab, vehicle for hire, charter vehicle or courtesy vehicle operator shall ensure that their passengers remove all of their belongings upon arrival at their destination.
2. Every taxicab, vehicle for hire, charter vehicle or courtesy vehicle operator who finds any passenger belongings shall immediately return them to the passenger's destination. If the driver is unable to directly return any items, the items shall immediately be taken to the Airport Lost and Found.

Operators may park curbside to turn in lost property after making contact with an ATO or by calling Airport Paging at (619) 400-2900.

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For Lost and Found Office assistance call 619-400-2140 or fax 619-400-2141. The office is open from 7:00 AM until 11:00 PM, and can also be reached online at [www.san.org](http://www.san.org).

These Rules and Regulations supersede Metropolitan Transit Development Board (MTDB) regulations regarding lost property where such regulations pertain to the Airport.

### **Y. Smoking**

#### **Regulation:**

1. Every taxicab, vehicle for hire, or courtesy vehicle operator shall refrain from smoking in their vehicle at all times and prohibit their passengers from smoking while in their vehicle. "No smoking" signs shall be prominently posted in every vehicle.

### **Z. Ground Transportation Vehicle Conversion Incentive-Based Program**

To meet certain commitments set forth in the May 5, 2008 Memorandum of Understanding with the California Attorney General pertaining to the management of greenhouse gas emissions, the Authority adopted the Ground Transportation Vehicle Conversion Incentive-Based Program ("Incentive Program") to incentivize applicable commercial ground transportation service providers operating at the airport to convert their current vehicles to electric, alternative fuel vehicles (AFVs) or to clean air vehicles (CAVs). The goal of this Incentive Program is to convert 100% of the applicable public commercial ground transportation vehicles operating at the Airport to AFVs or CAVs by 2017.

The Incentive Program is applicable to all eligible airport-permitted commercial ground transportation operators. These ground transportation service providers include, taxicabs, Transportation Network Companies (TNCs), vehicles for hire, hotel/motel shuttles, and off-airport parking shuttles. Limousines and charter vehicles (TCP licensed only) are exempt from all airport clean air vehicle conversion objectives, plans, incentives and requirements.

The President/CEO shall have the authority to suspend or cancel the Incentive Program at any time.

#### **1. Standardized Age Replacement**

##### **Regulations:**

- a. No ground transportation vehicle shall be operated at the airport where the model year of said vehicle exceeds ten (10) years old.
- b. Any ground transportation vehicle with a model year between seven (7) and ten (10) years old must meet the Authority's annual inspection requirements.

**2. Hotel/Motel Shuttle Consolidation Incentive Program**

If a hotel/motel elects to utilize an AFV or CAV and consolidates its shuttle services with one or more hotel or motel, the Authority will reduce the percentage of its fees as follows.

<b>Operators</b>	<b>Reduction in fees and charges</b>
<b>2 to 3</b>	<b>50%</b>
<b>4 to 5</b>	<b>75%</b>
<b>6 plus</b>	<b>100%</b>

The discounted rate would only apply to the dedicated AFVs or CAVs providing the courtesy service, not the entire fleet of vehicles owned and operated by the provider.

**3. Conversion Incentives**

The Authority may offer incentives or other programs to ground transportation service operators that use AFVs or CAVs. The incentives and other programs are approved by the Authority’s Board of Directors. Contact the Ground Transportation Department for details.

**4. Non-Conversion Fees**

The Authority may levy fee increases for non-alternative fuel or non-clean air commercial vehicles operating at the airport. These fees are approved by the Authority’s Board. Contact the Ground Transportation Department for details.

## SECTION 6

### 6.0 FIRE, SAFETY AND HAZARDOUS MATERIALS

#### 6.1 SCOPE AND APPLICABILITY

This section specifies fire prevention/protection, safety, and hazardous materials requirements at the Airport. All tenants shall conform with the codes and regulations prescribed in this section, all applicable codes, standards and recommended practices of the National Fire Protection Association (NFPA) relating to airports, all general construction fire and safety codes, and all applicable local, regional and state fire safety codes currently in existence or hereafter promulgated and not in conflict herewith. All hazardous substances at the Airport shall be managed in a manner consistent with applicable safety standards and all applicable federal, state, and local laws and regulations.

*Authority Code § 8.12 (i). The enactment of this section is not intended to preempt the public health regulations contained in the City of San Diego Municipal Code, Article 5, Division 1, Sections 45.0101 through 45.0111, entitled "SMOKING PROHIBITED IN CERTAIN PUBLIC AREAS", and said Municipal Code Sections are hereby adopted and incorporated herein and shall be applicable to any airport under the jurisdiction of the Authority within the territorial limits of the County of San Diego. Every person at any said airport shall comply with the applicable provisions of said Municipal Code Sections, including subsequent amendments thereto, and every lessee of the Authority at any said airport shall post the necessary "No Smoking" signs on its leased premises as required by said Municipal Code Sections and enforce the provisions of said Municipal Code Sections.*

Cross-references: See Rules and Regulations Sections 2.3 Litter and Refuse, 2.4 Pollution Prevention and Control and Dumping, and 4.3 Cleanliness. For specific procedures regarding fueling operations and spill protection, see Sections 3.4 – 3.4.8.

#### 6.2 GENERAL SAFETY DUTIES

##### A. Fire Alarms

###### Regulations:

1. All tenants shall educate their employees, contractors, subcontractors, agents and representatives in the proper use of the Airport's fire alarm system and shall take effective measures to avoid its non-emergency activation. Willful or negligent non-emergency activation of any Airport fire alarm system shall constitute violation of the Rules & Regulations.
2. At the sole discretion of the President/CEO or his or her designee, violation of this Regulation shall result in any one or more of the following: (1) warning, suspension or revocation of a SAN ID badge, (2) termination of any Airport

agreement, (3) monetary administrative civil penalty, or (4) administrative letter of correction.

3. At the sole discretion of the President/CEO or his or her designee, a monetary administrative civil penalty for the violation of Section 6.2 (A)(2) above may be imposed as follows:
  - a. First Violation – a monetary penalty of up to One Thousand Dollars (\$1,000);
  - b. Second Violation – a monetary penalty of up to Two Thousand Dollars (\$2,000);
  - c. Third Violation – a monetary penalty of up to Four Thousand Dollars (\$4,000); and
  - d. All subsequent Violations – a monetary penalty of up to Eight Thousand Dollars (\$8,000).

#### **B. Fire Extinguishers**

*Authority Code § 8.12 (g). Tenants of all hangars and buildings shall provide suitable fire extinguishers and equipment and they shall be kept in such condition as may be required by the Fire Marshall of the city in which the airport is located.*

##### Regulations:

1. All tenants shall provide adequate, readily accessible and properly working fire extinguishers in their leased spaces. Fire extinguishers shall be maintained in good operating condition as required by the City of San Diego Fire Marshal and applicable NFPA Standards. Each fire extinguisher shall display an official inspection tag showing the date of most recent inspection. Each fire extinguisher shall display its intended fire suppression capability as required by applicable occupational safety and health standards as found in Title 8, § 6151 of the California Code of Regulations.
2. Airlines are required to provide and maintain a wheeled fire extinguisher that meets or exceeds the NFPA Standard on the ramp at each of their preferentially assigned gates. Fire Extinguishers shall be maintained in good operating condition as required by the City of San Diego Fire Marshal and applicable NFPA standards. Each fire extinguisher shall display an official inspection tag showing the date of most recent inspection. At non-preferential gates, the operating airline shall ensure that a wheeled fire extinguisher that meets or exceeds the NFPA Standard is present on the ramp. Although multiple airlines may mutually

agree which airline shall provide the extinguisher at non-preferential gates, the operating airline is ultimately responsible for ensuring the extinguisher is present and meets or exceeds the NFPA Standard prior to commencing its operations.

### **C. Cleanliness**

*Authority Code § 8.12 (f). Tenants shall maintain hangar floors, gasoline pits and trucks clean and free of excess gasoline, grease and other inflammables.*

#### Regulations:

1. Tenants shall adhere to good housekeeping as well as Storm Water Best Management Practices as found in Appendix B of the Airport Storm Water Management Plan (SWMP). Failure to comply may result in the Authority providing cleaning services at the sole expense of the tenant.
2. Tenants shall keep the space allotted to them free from rubbish and accumulation of any material that may pose a potential hazard, including, without limitation, waste, rubbish, fuel, oil, grease and other flammable or hazardous materials.
3. Tenants shall put in place drip pans and/or other precautions in compliance with good practice recommendations of the NFPA, the Federal Aviation Administration (FAA), and/or the Authority. Such containment measures shall be monitored and cleaned regularly so as not to overflow, pose a fire hazard, or become foreign object debris (FOD).

Cross-references: See Rules and Regulations Sections 2.3 Litter and Refuse, 2.4 Pollution Prevention and Control and Dumping, 4.3 Cleanliness, and relevant portions of Section 3.

### **D. Safety Inspections**

The City of San Diego Fire Marshall oversees all Airport operations relating to fire safety standards and methods.

#### Regulations:

1. All tenants of any space where a safety inspection is proposed or conducted by a representative of a governmental jurisdiction other than the Authority shall notify the Authority's Aviation Security and Public Safety Department immediately.
2. All tenants of a space where it is determined that any building, structure, equipment or vehicle within the operational control of the tenant is a hazard shall immediately take necessary corrective actions to abate or correct the

hazard. Once the condition has been abated or corrected, the tenant shall notify the Authority's Aviation Security and Public Safety Department.

Contact the Aviation Security and Public Safety Department at (619) 400-2762.

### **6.3 FIRE HAZARDS**

*Authority Code § 8.12 (a). Smoking or lighting of open flames shall be prohibited in the following locations:*

- (1) Areas posted with "No Smoking" signs;*
- (2) On ramps or aprons; and*
- (3) Within 50 feet of hangars, fuel trucks or fuel loading stations.*

*Authority Code § 7.02 (a). No person, except a peace officer or a member of the Armed Force on official duty, shall carry any weapon, explosive, or inflammable material on or about his or her person, openly or concealed, on the facilities and airports under the jurisdiction of the Authority, without the permission of the President/CEO.*

#### **A. Storage of Materials and Equipment**

##### **1. General**

*Authority Code § 8.12 (c). No person shall stock or store any material or equipment in such a manner as to constitute a fire hazard.*

##### Regulation:

- a. No person shall block with equipment or stock the aisle, walkway, exit or entry to any building or storage area.

##### **2. Outdoor Storage**

##### Regulation:

- a. Every person storing material outside shall store such materials under cover. All protective covers and tarpaulins used for outdoor storage shall be made from a flame-proofed fabric or material.

##### **3. Flammable Materials**

*Authority Code § 8.12 (d). Except for oil in sealed cans, no inflammable liquids or gases, including gasoline, dope, solvent and thinner, shall be stored in any hangar or building in quantities greater than one gallon; provided, however, separate buildings for such storage may be approved by the President /CEO.*

##### Regulations:

- a. Every person storing a flammable liquid shall use a spill containment pallet or similarly-functioning storage device.
- b. No person shall store any flammable materials under any steps or stairway.

#### **4. Oil-Stained Materials**

Regulations:

- a. Every person storing any oil-stained materials, including waste rags, shall store such materials in metal receptacles with a self-extinguishing cover. The receptacle shall be emptied and cleaned daily or more frequently if necessary.
- b. Every person storing oil-stained clothes shall store such clothes in lockers constructed of metal or fire-resistant material.

#### **B. Indoor Work Areas**

Regulations:

1. No person shall conduct any work or process in which a highly-combustible material is used, including, but not limited to, doping or spray painting, other than in a designated and properly designed and ventilated room or building equipped with a proper fire suppression system. Each building used for such purposes shall conform to all applicable federal, state and local laws, regulations and ordinances. All illumination, wiring, heating, ventilating equipment, switches, outlets and fixtures shall be safe, spark-proof and vapor-proof.
2. Every person entering or working in any area where highly-combustible material is used, including, but not limited to, doping and spray painting, shall be properly trained, wear spark-proof shoes and clothing, and possess all required safety equipment.

#### **C. Open Flames**

*Authority Code § 8.12 (b). No person shall start an open fire any place on the facilities and airports under the jurisdiction of the Authority without permission of the President/CEO.*

##### **1. Approval and Compliance Required**

Regulations:

- a. No person shall conduct or permit any open flame operation or fire of any type, including cooking grills, exposed flame heaters, candles, welding (arc or gas) or cutting blow torches, flare pots or other open flame devices on any portion of the Airport without the express prior written permission of the Airside Operations Department.

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The Airside Operations Department can be reached at (619) 400-2710.

Barbecue Request Forms can be obtained from the Authority's Airside Operations Department at (619) 400-2710.

Hot Work Permits can be obtained from the Authority's Facilities Development Department at (619) 400-2595 or the Facilities Management Department at (619) 400-2725.

- b. All persons engaged in any activity that is capable of providing a source of ignition, including, but not limited to, welding, cutting, grinding or soldering with a torch, shall comply with applicable California Occupational Safety and Health Act (Cal/OSHA) Title 8 requirements.

## **2. Aircraft Storage Areas**

### Regulation:

- a. No person shall use any equipment employing open flames or sparks within any aircraft storage area.

## **3. Required Distance**

### Regulation:

- a. No person shall create or maintain any open flames within fifty (50) feet of a hangar, fuel truck, fuel loading station, or aircraft without prior approval from the President/CEO.

## **4. Operations Restricted to Maintenance Areas**

### Regulation:

- a. No person shall conduct lead or carbon burning, fusion gas or electric welding blowtorch work, reservoir repairs, engine testing, battery charging or any open flame maintenance operations outside the maintenance areas approved by the Authority.

Such operations must receive prior written approval. See Regulation 6.3.C.1.a.

## **5. Safety Equipment and Training**

### Regulation:

- a. All persons conducting open flame operations shall have a sufficient fire suppression system available in the immediate vicinity and personnel adequately trained to operate such system.

Such operations must receive prior written approval. See Regulation 6.3.C.1.a.

**D. Paint Spraying/Stripping, Battery Work and Doping**

Regulations:

1. Every person conducting paint, varnish or lacquer spraying, battery work or doping operations shall receive prior approval from the President/CEO.
2. The arrangement, construction, ventilation and protection of spraying booths and the storing and handling of materials in connection therewith shall be in accordance with all applicable laws and regulations.
3. No person shall use dope (cellulose nitrate or cellulose acetate dissolved in volatile flammable solvents) within any hangar. The process of doping shall be conducted as set forth in the applicable NFPA Standards. All persons conducting such work shall do so only in isolated and Authority-approved areas equipped with all required safety controls. All such operations and locations shall comply with all regulations, including but not limited to local fire prevention requirements, Authority regulations, Authority storm water pollution prevention requirements, and other applicable regulations and codes.

**E. Cleaning Fluids**

*Authority Code § 8.12 (e). No person shall use a volatile inflammable [substance] for cleaning purposes inside any hangar or building.*

Regulation:

1. All persons cleaning aircraft parts and other equipment shall do so only with nonflammable cleaning agents or solvents unless unavoidable. When the use of flammable solvents cannot be avoided, only liquids having flash points in excess of 100 degrees Fahrenheit shall be used. Special precautions shall be taken to eliminate ignition sources in compliance with good practice recommendations of the NFPA.

**6.4 ELECTRICAL HAZARDS**

**A. Portable Lighting**

Regulations:

1. Every person using extension lights or portable/mobile lighting equipment in and around aircraft hangars, shops, buildings and other areas on or near combustible materials shall ensure that such equipment is explosion-proof (also known as “hazardous location lighting” and/or “intrinsically safe lights”) and approved by Underwriters Laboratories (UL).

2. All light stands, equipment and towers interfering with the visibility of the Air Traffic Control Tower (ATCT), aircraft pilots, or ground vehicle operators shall be equipped with appropriate shielding.
3. No person shall use portable lamp assemblies in any area without the proper protective guard or shield.
4. All persons using portable lights shall comply with the Authority's ramp lighting standards.

**B. Cabling**

Regulation:

1. All persons using power cables and cords on portable or stationary electric equipment shall ensure that such equipment uses heavy-armored rubber or similar material and provides automatic grounding through isolated integral conductors. All power cables and cords shall be arranged or taped to the floor to prevent trip hazards.

**6.5 HAZARDOUS MATERIAL AND WASTE**

*Authority Code § 8.50 (a). All persons subject to this Code shall comply with and conform to any and all applicable federal, state and local environmental laws and regulations, including, without limitation, any federal state and local environmental laws and regulations relating to the transportation of radioactive materials.*

*Authority Code § 8.51 (a). No person, without prior written approval from the President/CEO, shall keep, transport, handle or store at, in or upon any of the facilities or airports under the jurisdiction of the Authority, including, without limitation, the Airport (collectively, the "Facilities"), any cargo of explosives, or other hazardous materials that are barred from loading in or for transportation by civil aircraft in the United States under regulations promulgated by the Federal Aviation Administration or the regulations of any other authorized federal, state or local agency having jurisdiction. Advance written notice of at least 24 hours shall be given to the President/CEO to permit full investigation and clearances of any operation requiring a waiver of this rule. Compliance with said regulations shall not constitute or be construed to constitute a waiver of the required notice or an implied permission to keep, transport or store such explosives or other dangerous materials at, in, or upon the Facilities.*

*Authority Code § 8.51 (b). No person may offer, and no person knowingly may accept, any hazardous materials for shipment at any of the Facilities without the prior written approval of the President/CEO. Any and all shipments of hazardous materials shall be handled and stored in full compliance with the current provisions of F.A.R. Paragraph 139.321. Any person who has been authorized by the President/CEO to transport hazardous materials shall have designated personnel at the Authority who are*

*authorized and responsible for receiving and handling such shipments in compliance with all applicable federal, state and local laws.*

*Authority Code § 8.51 (c). Any person engaged in the transportation of hazardous materials shall provide storage facilities which reasonably ensure against unauthorized access, exposure to persons, or damage to shipments while in or on any of the Facilities.*

**A. Management Plan**

Regulation:

1. All persons using, generating, or storing any hazardous substance on the Airport shall first submit a detailed management plan to the Authority's Director, Environmental Affairs. The Plan shall include procedures for the use, handling, and storage of the hazardous substance, including safety procedures, safety training procedures and schedules of safety training frequency, site or facility safety features, and any other pertinent information. All persons storing hazardous substances shall provide information regarding the exact location and quantity of all hazardous substances stored to the Director, Environmental Affairs, in the format requested by the Authority, together with a Material Safety Data Sheet (MSDS) for each substance. Written approval shall be received prior to the initiation of such activities.

The Environmental Affairs Department can be reached at (619) 400-2782.

**B. Business Plan**

Regulation:

1. All persons subject to California Health and Safety Code Chapter 6.95 (Hazardous Materials Release Response Plans and Inventory) and required to prepare a business plan shall notify the President/CEO and/or Director, Environmental Affairs in writing that the business is subject to Health and Safety Code Section 25503.5 and has complied with its provisions. Upon written request from the President/CEO and/or Director, Environmental Affairs, said person shall provide a copy of the Business Plan to the President/CEO and/or Director, Environmental Affairs within five (5) working days after receiving such request.

The Environmental Affairs Department can be reached at (619) 400-2782.

**C. Training**

Regulation:

1. Every person conducting any activity involving hazardous materials is solely responsible for educating and training their respective employees, agents,

contractors and suppliers on the subject of hazardous substances management, handling, documentation, disposal and removal.

**D. Damages Due to Non-Compliance**

Regulation:

1. All fines, penalties, assessments, charges, costs, expenses and consequential damages attendant to non-compliance shall be the sole responsibility of the party found in violation and shall not become or form the basis of any reimbursement by the Authority, or any rental abatement, reductions, concessions or fee adjustments.

**6.6 HANGAR SAFETY**

*Authority Code § 8.12 (h). Aircraft engines shall not be operated, nor shall aircraft electrical or radio equipment be operated in any hangar.*

**A. Motor Vehicles**

Regulation:

1. No person shall operate a tractor, tug or other motor vehicle in a hangar occupied by any aircraft unless the vehicle is in compliance with applicable NFPA Standards and the exhaust system of such vehicle is protected by screens or baffles.

**B. Aircraft**

Regulation:

1. All persons repairing, providing maintenance to, or modifying an aircraft within a hangar shall ensure that the aircraft undergoing such operations is grounded and/or bonded in accordance with FAA and NFPA Standards and Guidelines.

**C. Spills and Leaks**

Regulation:

1. All maintenance and service personnel shall put in place drip pans or other precautions, in compliance with good practice recommendations of the NFPA Standards, FAA Advisory Circulars (ACs), and the Storm Water Management Plan (SWMP), Appendix B, BMP SC05, to contain any spills or leaks from aircraft or vehicles. Such containment measures shall be monitored and cleaned regularly so as not to overflow, pose a fire hazard or become foreign object debris (FOD).

Cross reference: See Rules and Regulations Section 4.3 Cleanliness.

**D. Aircraft, Ground Radar and Radio Equipment**

Regulations:

1. No person shall test or operate radio transmitters or similar equipment installed in an aircraft within a hangar with dynamotors running unless all parts of the antenna system are at least one foot removed from other objects. No aircraft shall be placed at any time so that any fabric-covered surface is within one foot of an antenna system.
2. Unless an approved shielding device is used, no person shall operate or ground-test airborne radar equipment in any area on the Airport where the directional beam of high-intensity radar is within 300 feet or the low-intensity beam is within 100 feet of an aircraft fueling operation, aircraft fueling truck or flammable liquid storage facility.

## SECTION 7

### 7.0 ADMINISTRATIVE PROCEDURES AND PENALTIES

#### 7.1 SCOPE AND APPLICABILITY

*Authority Code § 6.01. Any person subject to the Rules and Regulations who violates or fails to comply with the Rules and Regulations will be deemed to be in violation of this Code. The President/CEO may promulgate a schedule of fines and penalties for any violation of the Rules and Regulations.*

These administrative penalties apply to all persons with any badging, leasehold, permit or contractual relationship with the Airport or the Authority, including, but not limited to, tenants, vendors, licensees, permittees and such persons' employees, contractors and subcontractors.

#### 7.2 PENALTIES AND OTHER CONSEQUENCES OF VIOLATION

Regulations:

- A. Unless specified otherwise, a violation of a Rule or Regulation shall result in any one or more of the following: warning, suspension or revocation of a SAN ID badge, termination of any airport agreement or Airport Ground Transportation Service Permit, loss of AOA driving privileges, monetary administrative civil penalty, administrative letter of correction, or attendance at training.
- B. Repeated violations of the Rules and Regulations shall be assessed additional and/or increased penalties.
- C. Unless specified otherwise, the violator of any Rule or Regulation may be assessed a civil penalty of up to \$25.00 for a first offense, \$50.00 for a second offense and \$100 for a third offense, where the prior violation occurred within twelve (12) months of the subsequent violation. Civil penalties may be imposed in addition to any other penalty imposed by the hearing officer and/or any other right or remedy the Authority may have available by contract or applicable law.
- D. Failure to pay an administrative civil penalty within thirty (30) days of its final adjudication may result in the temporary or permanent denial of access to restricted areas of the Airport, loss of permission to be on Airport property, and/or the termination or suspension of any or all rights, privileges, permits or other agreements at the Airport.

#### 7.3 ENFORCEMENT

*California Public Utilities Code § 170016 (c). A rule, regulation, or ordinance of the Authority may be enforced in an administrative action. A civil penalty may be imposed if the administrative action results in a finding that a violation has taken place.*

*(d). The Authority may employ necessary personnel to enforce this section.*

The President/CEO may designate individuals to issue a Notice of Violation to any person who violates the Rules and Regulations or the employer of such person. Designated individuals include, but are not limited to, the Harbor Police Department, 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.

#### **7.4 NOTICE OF VIOLATION**

- A. When a person authorized to enforce the Rules and Regulations observes or has notice of a violation, that person shall issue to the violator a written Notice of Violation. If the violator leaves the scene or the notice otherwise cannot be issued to the violator, the Notice of Violation shall be delivered to the violator's place of employment and to the operator, if other than the employer, who has the badging, leasehold, permit or contractual relationship with the Airport or the Authority and who is responsible for control of the violator while on the Airport.
- B. A copy of the Notice of Violation shall be delivered to the violator's employer and the operator who is responsible for control of the violator while on the Airport if that operator is not the violator's employer.
- C. The Notice of Violation shall contain:
  - 1) the date, time, location and nature of the violation;
  - 2) the identity of the violator and, if applicable, SAN ID or permit number; and
  - 3) the name and identification number of the individual issuing the Notice of Violation, the names of victims and/or witnesses, and the Authority Code or Rules and Regulations section violated.

#### **7.5 RESPONSIBILITY AND LIABILITY**

##### Regulations:

- A. Both the person violating the Rules and Regulations and the operator employing that person or responsible for control of that person while at the Airport shall be responsible for taking corrective action and payment of any imposed penalty.
- B. In the case of a violation by a commercial ground transportation driver, the operator of the vehicle which the driver is using, operating or associating with at the time of the violation shall be liable for payment of the applicable penalty.

## 7.6 APPEALS

### A. Administrative Penalties and Suspension or Revocation of SAN ID Badges and Privileges

#### Regulations:

1. Individuals who receive a Notice of Violation may submit a written “Letter of Explanation” to the issuing Authority Department within five (5) business days after receipt of a Notice of Violation. Within ten (10) business days after issuance of a Notice of Violation, the issuing Authority Department will do all of the following: (1) determine whether to confirm the Notice of Violation; (2) determine the administrative penalty imposed, if any; and (3) issue a decision letter with findings advising the recipient of these determinations. The Notice of Violation findings and any suspensions, revocations, or other administrative penalties may be appealed in writing to the Vice President, Operations or his/her designee within ten (10) business days of the date the decision letter is issued. Any request for appeal shall state the basis of the appeal and outline supporting facts. If an appeal is not filed within the ten (10) days, the suspension, revocation or administrative penalty shall become effective and any appeal filed thereafter may be denied.

The Vice President, Operations or his/her designee may, without a hearing, immediately reverse an appealed suspension, revocation or administrative penalty based on the appeal, the notice of violation, and/or any other supporting documents.

2. When an appeal is timely filed, the appeal shall be assigned to the Vice President, Operations or his/her designee as a hearing officer. The matter shall be heard no later than sixty (60) calendar days from the date of receipt of the request for appeal. The hearing shall be conducted as an informal administrative proceeding with the rules of evidence relaxed from strict judicial practice; e.g., hearsay evidence may be admissible. All parties may be represented by legal counsel, witnesses shall be sworn and be subject to cross-examination, and cumulative or repetitive evidence may be excluded.

The hearing officer may uphold the suspension, revocation or administrative penalty specified in the notice of violation or reverse or modify the decision which is the subject of the appeal, or make a different decision. The written decision of the hearing officer shall contain findings of fact and state reasons for the decision. A copy of the decision shall be sent to or personally served upon the parties within ten (10) business days of the conclusion of the hearing.

3. The decision of the hearing officer may be appealed in writing to the President/CEO within fifteen (15) business days from the date the hearing officer's decision is sent or personally served. The decision of the President/CEO shall be based on the documents considered by the hearing officer. The President/CEO may uphold the suspension, revocation or administrative penalty or reverse or modify the decision which is the subject of the appeal, or make a different decision.
4. The decision of the President/CEO shall be the final administrative remedy. There shall be no rehearing or reconsideration. The final decision shall be subject to judicial review pursuant to California Code of Civil Procedure Sections 1094.5 and 1094.6.
5. When a timely appeal has been filed, the suspension, revocation or administrative penalty shall be stayed pending the decision(s) of the hearing officer and/ or the President/CEO. However, when, in the opinion of the Authority, there is a clear and immediate threat to public safety, the Authority may enforce a suspension or revocation prior to a hearing being held. The penalized party may then request a hearing from the Authority within ten (10) business days from the date notice that the suspension or revocation is not stayed has been sent or personally served. If no expedited hearing is requested, the appeal shall proceed in the ordinary course and the suspension or revocation shall remain in effect pending the outcome of the appeal process.

**B. Suspension, Revocation and Denial of Ground Transportation Permits and Services**

*Authority Code § 9.22 (a) The President/CEO or his or her designee (the "President/CEO") of the San Diego County Regional Airport Authority (the "Authority") shall suspend, revoke or deny the Ground Transportation Service Permit or driver permit, as applicable, for failure to comply with any of the provisions of Sections 9.01 to 9.13, inclusive, of this Code pertaining to ground transportation services. Any such suspension or revocation shall be separate from any civil or criminal proceedings and shall not be a basis for relief of liability or responsibility pursuant to the proceedings. The action of the President/CEO shall be subject to the appeals provisions provided herein.*

*(b) Upon a determination by the President/CEO that a Permit Holder, operator of a vehicle or Taxicab, or applicant falls within the provisions of subsection (a) above, the Permit Holder or applicant, as the case may be, shall be notified of the suspension, revocation or denial and the manner in which such action may be appealed.*

*(c) The Permit Holder or applicant shall be notified that they may file a written appeal with the President/CEO. Each appeal must be perfected by a letter addressed to the President/CEO and delivered to the Authority Clerk, or postmarked with the United States Postal Service, within ten business days of the date notice of the decision of the President/CEO addressed to the party making the appeal is placed with the United States Postal Service, which letter of appeal must state that an appeal from the decision of the President/CEO is desired. If no appeal is filed within the said ten days, it shall be grounds to deny a hearing and any untimely filed appeal shall be dismissed by the Hearing Officer. A suspension or revocation shall immediately become effective if an appeal is not timely filed within the ten business days. If an appeal is timely filed, the revocation or suspension shall be stayed pending the final determination of the appeal. In the event the permit, which is the subject of the action, expires and a new permit is issued to the same operator prior to the suspension or revocation taking effect and being fully carried out, or prior to final decision on appeal, the new permit shall be issued conditioned upon and shall be subject to the pending suspension or revocation. If no appeal is taken, said new permit shall be so suspended or revoked. If on appeal and suspension or revocation is the final decision, the new permit shall be so suspended or revoked. There shall be no requirement for further notice or hearing regarding the new permit.*

*(d) When an appeal is timely filed, the President/CEO shall cause the appeal to be assigned to a Hearing Officer. The matter shall be heard no later than 60 calendar days from the date of the filing of the appeal. The Hearing Officer shall notify the parties in writing of the time, date and place of the hearing. The notice shall be sent to the appellant by registered or certified mail, or hand-delivery. The Hearing (the "Hearing") is an informal administrative proceeding with the rules of evidence relaxed from strict judicial practice. In that regard, hearsay evidence is admissible. All parties may be represented by legal counsel, witnesses shall be sworn and be subject to cross-examination, and cumulative or repetitive evidence should not be admitted. The Hearing Officer may subpoena witnesses and establish additional procedures within the provisions of California Government Code Sections 11507.5 through 11511 and as may be required to serve the interest of justice. The Hearing Officer may uphold the suspension, revocation or denial or reverse or modify the decision which is the subject of the appeal, or make a different decision. A copy of the decision of the Hearing Officer specifying findings of fact and reasons for the decision shall be furnished to the parties within ten business days of the conclusion of the Hearing.*

*(e) The final decision of the Hearing Officer shall be the final administrative remedy. There shall be no rehearing or reconsideration. The final decision shall be subject to judicial review pursuant to California Code of Civil Procedure Sections 1094.5 and 1094.6.*

*(f) An exception to the hearing provisions above shall be made when, in the opinion of the Authority, there is a clear and immediate threat to the safety and protection of the public, the Authority may suspend or revoke a permit prior to a Hearing being held. The Authority shall prepare a written notice of suspension or revocation which includes a statement of the action, a concise explanation of the reasons for the action, the statutory basis relied upon for such action, and an explanation of the Permit Holder's right to request a Hearing from the Authority. Such notice shall be either sent by certified mail to the Permit Holder or be personally delivered. The Permit Holder may request a Hearing from the Authority within five business days of receipt of notification that the permit has been suspended or revoked in the manner provided above in Subsection (c). The Hearing Officer shall notify the appellant of time and place of such Hearing and the Hearing shall be conducted in the manner prescribed in this Section. The Hearing shall be held not more than 15 business days from the date of receipt of said request for Hearing. The suspension or revocation shall not be stayed during pendency of said appeal Hearing.*

*(g) It shall be unlawful for any person to operate any Ground Transportation Service Vehicle from a facility or airport under the Authority's jurisdiction providing any ground transportation from such facility or airport during the period of any suspension or revocation of the permit or the driver's permit.*

*(h) No person shall use or give permission to use any vehicle or Taxicab to provide any ground transportation service from a facility or airport under the Authority's jurisdiction during the period of any suspension or revocation of the permit.*

*(i) When a permit has been suspended or revoked, the operation of any vehicle or taxicab authorized by such permit shall cease.*

### **C. Towed Vehicles**

#### Regulations:

1. Individuals who receive a Notice of Storage may submit a written "Request for Poststorage Hearing" to the issuing Authority Department within ten (10) business days after of the date appearing on the Notice of Storage.
2. When an appeal is timely filed, the appeal shall be assigned to the Vice President, Operations, or his/her designee, as a hearing officer. The hearing officer may not be the same person who directed the storage of the vehicle. The matter shall be heard no later than forty-eight (48) hours from the date of receipt of the request for appeal, excluding weekends and holidays. The hearing shall be conducted as an informal administrative proceeding with

the rules of evidence relaxed from strict judicial practice; e.g., hearsay evidence may be admissible. All parties may be represented by legal counsel, witnesses shall be sworn and be subject to cross-examination, and cumulative or repetitive evidence may be excluded.

3. The decision of the hearing officer may be appealed in writing to the President/CEO within fifteen (15) business days from the date the hearing officer's decision is sent or personally served. The decision of the President/CEO shall be based on the documents considered by the hearing officer. The President/CEO may uphold the parking fees or reverse or modify the decision which is the subject of the appeal, or make a different decision.
4. The decision of the President/CEO shall be the final administrative remedy. There shall be no rehearing or reconsideration. The final decision shall be subject to judicial review pursuant to California Code of Civil Procedure Sections 1094.5 and 1094.6.

**7.7 SCHEDULE OF ADMINISTRATIVE PENALTIES**

<b>Section Number:</b>	<b>Violation:</b>	<b>Consequences (*):</b>	<b>Authority Code Reference:</b>
2.2 Smoking	Smoking in Violation of California State Law	G	<b>Authority Code § 7.03, Authority Code § 8.12 (i).</b>
2.9 Obstructions and Roadway Use	Violation of Obstructions and Roadway Use provisions	G	<b>Authority Code § 7.12 (a, b &amp; c).</b>
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	<b>Authority Code § 7.07 (c)</b>
3.2.3 Airport Use Regulations			<b>Authority Code § 9.40</b>
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	G	

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<b>Section Number:</b>	<b>Violation:</b>	<b>Consequences (*):</b>	<b>Authority Code Reference:</b>
	Equipment (GSE) without authorization and/or in unauthorized locations		
3.3.1 Air Operations Area (AOA) Driver's Permits	Driving on the Airside Operations Area (AOA) without State issued Drivers 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	<b>Authority Code § 8.11 (b, c, d &amp; e, g, h &amp; i), Authority Code § 8.11 (f)</b>
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	<b>Authority Code § 8.11 (j)</b>
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	

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<b>Section Number:</b>	<b>Violation:</b>	<b>Consequences (*):</b>	<b>Authority Code Reference:</b>
4.2.A Conducting Business in Common Areas	Conducting business in common areas; prohibited use of premises	G	<b>Authority Code § 8.41 (a &amp; b)</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	

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

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5.4.K Commercial Transportation Vehicles	Failure to move taxi forward	G	<b>Authority Code § 9.21(c)8</b>
5.4.K Commercial Transportation Vehicles	Soliciting by taxi or VFH driver/owner	G	<b>Authority Code § 9.21(c)9</b>
5.4.N Commercial Transportation Vehicles	Driver personal grooming	G	<b>Authority Code § 9.21(e)1 &amp; 2</b>
5.4.N Commercial Transportation Vehicles	Driver Attire	G	<b>Authority Code § 9.21(e)1 &amp; 2</b>
5.4.O Commercial Transportation Vehicles	Duty to transport (taxi & VFH)	S, G	<b>Authority Code § 9.21(f)</b>
5.4.P Commercial Transportation Vehicles	Non-discrimination	S, G	<b>Authority Code § 9.21(g)</b>
5.4.Q Commercial Transportation Vehicles	Fares by meter or tariff, receipts	S, G	<b>Authority Code § 9.21(h)</b>
5.4.S.3 Spare Taxicab Use Policy	Violation of Spare Taxicab Use Policy	G	
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	<b>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),</b>
6.2 A Fire Alarms	Violation on non-emergency activation of an Airport fire alarm system due to negligent or willful behavior	G, M (1 <sup>st</sup> violation up to \$1,000; 2 <sup>nd</sup> violation up to \$2,000; 3 <sup>rd</sup> violation up to \$4,000; All subsequent violations up to \$8000)	
6.2.B.2 Fire Extinguishers	Violation of duty to provide, maintain or ensure wheeled fire extinguisher at ramp	G	

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G = warning, suspension or revocation of a SAN ID badge, termination of any airport agreement or Airport Ground Transportation Service Permit, loss of AOA driving privileges, monetary administrative civil penalty, administrative letter of correction, and/or attendance at additional training

S = mandatory suspension

R = mandatory revocation

M = monetary penalty as specified

***Where two letters are listed, the first letter designates a mandatory consequence of violation. A second letter indicates additional consequences of violation applied at the discretion of the Authority.***